Oklahoma City University Faculty Handbook

(Replacing 2016 Faculty Handbook)

Effective May 10, 2023

1. PREFACE 3
2. VISION AND MISSION OF THE UNIVERSITY 3
2.1 VISION 3
2.2 MISSION 3
3. ORGANIZATION OF THE UNIVERSITY 4
3.1 University Bylaws 4
3.2 Shared Governance 4
3.3 Administrative Structure 4
3.4 Academic Organization of the University 5
3.5 Faculty Senate 7
3.6 Standing University Committees 8
4. SHARED GOVERNANCE 17
4.1. FACULTY CONSENT AND CONSULTATION – ACADEMIC MATTERS 17
4.2 FACULTY CONSULTATION – ADMINISTRATIVE MATTERS 18
4.3 AMENDMENTS TO THE FACULTY HANDBOOK 20
4.4 APPENDIX DOCUMENTS 20
5. ACADEMIC STATUS, INITIAL APPOINTMENTS, ACADEMIC RANK, AND LETTERS OF CONTRACT AND APPOINTMENT 22
5.1 Academic Status and Rank Defined 22
5.2 Initial Appointment 24
5.3 Initial Academic Rank 24
5.4 Letters of Appointment 27
6. PERFORMANCE OF FACULTY DUTIES 27
6.1 Conflict of Commitment 27
6.2 Conflict of Interest 28
6.3 Scholarship and Publication 28
6.4 Scholarship Disclaimer 28
6.5 Copyright Use and Ownership 28
6.6 Additional Faculty Contributions 28
6.7 Faculty Standards of Conduct 29
6.8 Referring or Reporting Concerning Behaviors 29
6.9 Mandatory Referral – Disability Accommodations 29
6.10 Mandatory Reporting – Abuse or Neglect of Minors 30

6.11 Mandatory Reporting –Nondiscrimination Policy Violations 30
7. RENEWAL, PROMOTION AND TENURE 30
7.1 Academic Freedom and Tenure – 1940 Statement 30
7.2 Academic Freedom and Tenure – Supplemental University Policy 31
7.3 General Promotion and Tenure Policy 31
7.4 Renewal, Promotion and Tenure of Probationary Faculty Members and Tenured Faculty Members – Criteria 32
7.5 Promotion Requirements 33
7.6 Tenure Requirements 33
7.7 Timelines for Promotion and Tenure 34
7.8 Voluntary Withdrawal from Consideration for Promotion or Tenure 35
7.9 Evaluation Procedures – Probationary Faculty Members 36
7.10 Evaluation Procedures – Tenured Faculty Members 36
7.11 Non-Tenure-Track Faculty Members 38
7.12 Adjunct (Part-Time) Faculty Members 39
7.13 Reports 39
7.14 Compensation 39
8. NON-RENEWAL, TERMINATION, OR SUSPENSION OF FACULTY APPOINTMENTS 39
8.1 Non-Renewal 40
8.2 Termination – Generally 40
8.3 Termination – Institutional Cause 41
8.4 Program Review 41
8.5 Procedures for Termination for Institutional Cause 43
8.6 Termination or Suspension Without Pay for Individual Cause 44
8.7 Procedures for Termination or Suspension Without Pay for Individual Cause 45
8.8 Resignations 48
8.9 Leaves of Absence 48
9. SPECIAL PROCEDURES AND PANELS 48
9.1 Academic Freedom 48
9.2 Alleged Violations of the University's Nondiscrimination Policy and Equity Resolution Process 49
9.3 Faculty Grievances 50
10. LEADERS OF ACADEMIC UNITS – EVALUATIONS 51
10.1 Frequency and Format 51

10.2 Participation by Faculty 52
10.3 Anonymous Participation 52
10.4 Evaluation Criteria 52

1. PREFACE

In 2023, this revised *Faculty Handbook* was prepared cooperatively between December 2022 and April 2023 by a committee led by the Provost/Vice President for Academic Affairs ("Provost"), comprised of faculty members, administrators, and three members of the Board of Trustees. This *Faculty Handbook* has been revised to reflect accurately the current structure of the University, and, pursuant to the "shared governance" provisions originally adopted by the Trustees during the Spring 2000 semester, the University's relationship with its faculty. Throughout the drafting phase, all proposed revisions have been shared with the University's faculty body for review. Submitted feedback has been reviewed by the committee. This *Faculty Handbook* has been approved by the Trustees during the Spring 2023 semester, after advance consultation with the Faculty Senate Executive Committee, the Provost, and the President.

This Faculty Handbook (and the associated Appendix Documents) governs the employment relationship between faculty members and the University. As employees, faculty members are also bound by certain other generally applicable University policies. This Faculty Handbook does not apply to staff members of the University, who are instead bound by the University's staff policies and other generally applicable University policies.

2. VISION AND MISSION OF THE UNIVERSITY

DRAFT - NOT FINALIZED - TO BE UPDATED IN SUMMER/FALL 2023

(Subject to change throughout the Strategic Planning Process)

2.1 VISION

Oklahoma City University will be an innovative academic institution with local impact and global reach and reputation. By providing a student-focused learning environment and an inclusive, values-centered culture that engages the community and the world, Oklahoma City University will be a university of choice for talented and high-potential students, faculty, and staff.

2.2 MISSION

Oklahoma City University prepares all learners to Create, Lead, and Serve. We provide a diverse, inclusive culture committed to producing graduates who think critically and innovatively, communicate effectively, and use their knowledge and talents to make a local and global impact.

Oklahoma City University is committed to an education that:

- Provides students with the skills and confidence to adapt to and excel in a complex and dynamic world
- Invests continually in its students, staff, faculty, and programming to enrich academic and co-curricular offerings
- Fosters partnerships within and beyond the university to enrich life-long learning
- Develops informed global citizens ready to engage with their communities and contribute to the world
- Develops graduates who are ethical, highly employable professionals
- Honors our United Methodist history and tradition of scholarship and service

3. ORGANIZATION OF THE UNIVERSITY

3.1 University Bylaws

The Bylaws of the University set forth the corporate governance structure for the institution. The Trustees have absolute authority to oversee the institution's compliance with the Bylaws. The Trustees may, from time to time, amend the Bylaws. The University's current Bylaws can be found at [Bylaws].

3.2 Shared Governance

The organization of the University is designed to recognize the value of shared governance between the Trustees, the Administration, and the Faculty. The structure described in this Section is intended to recognize a balance of roles and responsibilities between administrative and academic functions; University Councils address administrative functions. University Committees address academic functions and also provide input into operational decisions for the University. Councils and Committees work together to identify priorities and implement approaches to improve the institution.

3.3 Administrative Structure

3.3.1 **Trustees**. The University is governed by a Board of Trustees, pursuant to its Articles of Incorporation and Corporate Bylaws. The Board of Trustees and its committees exercise authority over all aspects of University operations. The Board of Trustees has plenary power over all actions of the University.

3.3.2 **President**. The President serves as the Chief Executive Officer of the University and is responsible for managing the overall operations and resources of the University, as well as for the general supervision of the University, and effectuating the policies and procedures promulgated by the Trustees. The President is responsible for appointing leadership staff, including the Provost, various other vice presidents and administrative officers, Leaders of Academic Units, administrative staff, and other employees. Presidential appointees serve at the pleasure of the President and may be removed by the President at any time, with or without cause.

3.3.3 **Provost/VPAA**. The Provost and Vice President for Academic Affairs (Provost) is the second-ranking official of the University. In the absence of the President, the Provost serves in the capacity of acting chief executive officer of the University. The Provost serves as the chief academic officer, exercising overall leadership and administrative responsibility for the University's academic programs to ensure excellence in academic programs, faculty development, and recruitment.

3.3.4 **Fiscal Year.** The Fiscal Year of the University runs from July 1 through June 30.

3.3.5 **Academic Year**. The Academic Year consists of a 16-week Fall semester, a 16-week Spring semester, and a multi-session Summer semester. Fall semester courses typically run from mid-August through mid-December, and may include a variety of session lengths. Spring semester courses typically run from mid-January through early May, and may include a variety of session lengths. Summer semester courses (including Maymester) typically run from mid-May through early-August in a variety of session lengths. The Provost may schedule additional sessions during the Academic Year, as appropriate, for approved courses of study.

3.4 Academic Organization of the University

3.4.1 **Academic Structure**. The academic structure of the University is organized among Academic Units.

3.4.2 **Leaders of Academic Units.** Leaders of Academic Units may carry the title of Dean, Director, or Executive Director. A Leader of an Academic Unit serves as the academic officer and chief administrator of an Academic Unit within Oklahoma City University. Leaders of Academic Units are appointed by the President of the University as described in Section 4.2.8 of this *Faculty Handbook.* Leaders of Academic Units report to the Provost (*except for the Dean of the School of Law, who reports to the President*).

A Leader of an Academic Unit is responsible for managing the overall operations of an Academic Unit in accordance with the University's mission, core values, policies, and procedures. The Leader of an Academic Unit may be assisted in the duties of the office by Associate and/or Assistant Deans/Directors of the college or school. Associate and/or Assistant Deans/Directors perform duties and exercise authority as may be delegated to them by the Leader of the respective Academic Unit. Responsibilities particular to each college or school may be enumerated in a job description for each position.

A Leader of an Academic Unit serves as a member of certain administrative councils and such other committees as the Provost may direct. The Provost is responsible for conducting an annual performance evaluation each Leader of an Academic Units, as described in Section 10 if this Faculty Handbook (*except for the Dean of Oklahoma City University School of Law, who reports to the President. The President conducts the law dean's annual performance evaluation in consultation with the Provost*.)

3.4.3 **Academic Sub-Units**. Academic sub-units are organized within certain Academic Units, and are led by deans, program directors, associate/assistant deans, directors, or chairs who report to the Leader of the respective Academic Unit, as set forth in the unit's Appendix Document.

3.4.4 **Academic Units**. The Academic Units of University, including the title of the unit's leader, and any academic sub-units, are as follows:

Academic Unit	**Leadership Title**	**Academic Sub-units**
The College of Health Professions*** ***For more detail on the operating principles and organizational structures, see the April 2, 2021 Overview of the Organizational Transitions for Kramer School of Nursing and the College of Health Professions, as approved by the Board of Trustees.	Dean	• The Kramer School of Nursing (*led by a Dean, who has all duties, including administrative council and other committee appointments, as defined in 3.4.2*) • The Physician Assistant Program (*led by a Program Director, who has all duties as defined in 3.4.3*) • The Doctor of Physical Therapy Program (*led by a Program Director, who has all duties as defined in 3.4.3*)
The Petree College of Arts and Sciences	Dean	• The Wimberly School of Religion • School of Visual & Media Arts • School of Liberal Arts & Sciences

The Ann Lacy School of American Dance and Entertainment	Executive Director	
The Dulaney-Browne Library	Director	
The Meinders School of Business	Dean	
The School of Law	Dean	
The Wanda L. Bass School of Music	Dean	
The School of Theatre		

3.4.5 **Organizational Structures within Academic Units**. Within each Academic Unit (and sometimes, even within a sub-unit), there are additional organizational structures designed to carry out the work of the Academic Unit. The organizational structure within each Academic Unit shall be listed in the Academic Unit's Appendix Document, and may include associate deans, assistant deans, program directors, directors, and/or chairs. Structures within each Academic Unit are designed in accordance with best practices for the management of specific subject matter areas and may vary across campus.

The University reserves the right to modify these structures within an Academic Unit to nimbly respond to changes in the best-practice approach for curriculum delivery, so long as such modifications are consistent with this Handbook and other University processes.

3.4.6 **Modifications to Academic Units**. Modifications to the University's Academic Units may be made by the Trustees, upon the recommendation of the President. In formulating such recommendation, the President shall engage in advance consultation with the Provost, the Leader(s) of affected academic unit(s), FSEC, and the faculty bodies of the affected Academic Unit(s).

3.5 Faculty Senate

3.5.1 **Purpose.** The Faculty Senate oversees all matters that affect the academic welfare of the University.

3.5.2 **Membership**. The Faculty Senate consists of all full-time faculty at Oklahoma City University.

3.5.3 **Functions**. The Faculty Senate shall serve as the major legislative, advisory, and review body of the faculty. It shall investigate, debate, and communicate to the faculty those matters deemed to be in the best interests of the university.

3.5.4 **Constitution**. The current Faculty Senate Constitution may be found at: Faculty Senate Constitution. The Faculty Senate Constitution may be amended from time to time.

3.5.5 **Representation**. The Faculty Senate Executive Committee (FSEC) serves as the representative body of the Faculty Senate.

3.6 Standing University Committees

3.6.1 **Purposes**. Standing Committees of the University are established to recognize that input, support, and cooperation of administrators, faculty, staff, and students is essential to the effective pursuit of the institution's academic mission. Faculty Committees oversee academic matters and also provide input into University operational decisions.

3.6.2 **Other University Bodies**. Additional University bodies, including administrative councils, ad hoc committees, task forces, and working groups may be formed by University administration to further the work of the institution. The Chair of FSEC (or delegate) shall be eligible to serve as a voting member for every additional University body. Additional faculty may be asked to serve as members of these bodies, alongside of administrators, staff, students, alumni, trustees, and/or other campus constituencies, in the spirit of shared governance and collaboration.

Additional Faculty bodies, including chapters, organizations, ad hoc committees, task forces, and working groups may be formed by University Faculty to further the work of faculty interests.

The work of these other university bodies shall not interfere with the authority of the faculty as it pertains to academic matters. Academic matters that fall within the purview of the faculty shall be subject to the Standing University Committee structures enumerated in this Section.

3.6.3 **Jurisdiction**. Standing University committees should not be bypassed by the establishment of ad hoc committees, ad hoc task forces, or ad hoc "working groups" where the issue in question is within the jurisdiction of one or more of the Standing University Committees. A Standing University Committee may, however, exercise concurrent jurisdiction over matters assigned to ad hoc entities where the matter is also within the jurisdiction of that Standing University committee. The work and recommendations of ad hoc committees, ad hoc task forces, or ad hoc working groups may only be adopted after approval by the Standing University Committee(s) with jurisdiction over the subject matter.

3.6.4 **Membership Appointments**. Unless otherwise indicated:

Leaders of Academic Units (*unless ex-officio)* shall be appointed by the Provost.

Faculty committee member positions shall be appointed by FSEC. When determining representation for University Committees, FSEC's goal is to structure committee assignments in an equitable way. Because the work of the University and its committees ebbs and flows, FSEC

maintains flexibility to staff committees in a way that maximizes the nimble abilities of our faculty to engage in shared governance. To the fullest extent possible, FSEC will ensure that all academic units are represented across the University's standing committees, and that by and through such representation, all academic programs, departments, and centers are engaged in the work of the faculty body. FSEC will utilize data, including student enrollment, student-to-faculty ratios in and across academic programs, and the specific subject matter expertise needed for the work of each committee to make assignments.

In the event an appointed faculty member fails to fulfill the responsibilities for committee service, FSEC shall replace such faculty member with a new appointee.

Student committee member positions shall be appointed by the Student Senate, no later than April 15th of the year preceding the student's term of service, provided that, any appointed student committee member shall remain in good academic standing throughout their term. The Vice President for Student Affairs shall, no later than May 1st of the year preceding the student's term of service, provide a list of student committee members to the Provost, FSEC Chair, and the chair of the respective Standing Committee. Each student committee member shall serve a term of one Academic Year, to begin the Academic Year immediately following the May 1st appointment.

Trustee committee member positions shall be appointed by the Chairman of the Board of Trustees.

Staff committee member positions shall be appointed by Staff Council.

Each Standing Committee shall elect their chair by secret vote following committee nominations and discussion. FSEC shall approve committee chair selections and shall have the right to veto committee chair selections.

The secretary of each Standing University Committee shall be selected by the membership of such committee.

3.6.5 **Chairs**. Committee chairs shall serve a term of one academic year. Committee chairs are eligible for reappointment to successive one-academic-year terms. Committee chairs shall have the responsibility to schedule meetings, prepare the agenda for each meeting, generally oversee the writing of committee reports and recommendations, and forward such documents to the appropriate University body. No person may serve as chair of more than one Standing University Committee.

3.6.6 **Secretaries**. The secretary of each committee shall prepare and keep the committee minutes, ensure that minutes are distributed in a timely manner to committee members, the Provost, the members of the appropriate University bodies, and the University Archivist (at the Dulaney-Browne Library); and draft such other documents as the committee directs.

3.6.7 **Terms**. All non-*ex-officio*, non-student standing University committee members shall serve staggered three-year terms to coincide with the Academic Year calendar. Those non-*ex-officio* members of each standing University committee who are to replace members whose three-year terms have expired shall be appointed no later than May 1st of the of the year preceding the faculty member's term of service. Such faculty member shall serve for three academic years, to begin the Academic Year immediately following the May 1st appointment. standing University committee members whose terms have expired shall serve until successor members are appointed.

3.6.8 **Meetings**. Each standing University committee shall meet at the call of its chair, no less than twice per semester. Meetings shall also be called at the written request of three committee members or the Provost. A majority of a committee's voting membership shall constitute a quorum. Absent members may delegate a proxy for meeting votes. Annual charge(s) to each standing University committee may be provided by the President, the Provost, the University Curriculum Committee, and/or FSEC. On the reasonable request of any committee (acting through its chair), appropriate University administrators shall provide the data necessary to fully inform committee deliberations.

Each standing University committee shall submit a summary of its work during that academic year, including its prospective recommendations, to the Provost no later than May 1.

A compilation of the recommendations of the standing University committees shall be prepared by the outgoing Chair of FSEC and submitted by them to the President and the Provost by June 1 of each year.

3.6.10 **Protocol Process**. Where standing University committees are empowered to develop academic protocols for various situations that may confront the University from time to time, such protocols shall not become operative until they are: (1) presented to the General Education Committee for commentary; (2) approved by the University Curriculum Committee; and (3) presented in final form to the Provost for approval and filing.

3.6.11 **Committee Structure**. Standing University Committees, including specific committee authority, appointment process, membership, and responsibilities are more specifically described below. Changes to Committee functions must be approved by the Board of Trustees. All standing University committees must retain at least 51% faculty member representation.

3.6.12 **Changes in Administrator Membership**. The President retains unilateral authority to modify committee composition as it relates to any administrator *ex-officio* members.

3.6.13 **Changes in Faculty Membership**. Committee composition as it relates to FSEC-appointed faculty members may be modified upon the common consent of FSEC and the Provost.

3.6.14 **Roster of Membership**. The Provost shall keep a current list of membership for each Committee, and shall post such list at [UnivCouncils&Committees].

Academic Appeals Committee

Function: The Academic Appeals Committee shall meet as needed to hear and adjudicate all appeals of suspensions and/or dismissals of undergraduate and graduate students (other than law students) and shall determine whether such students should be reinstated (in the case of suspensions) or readmitted (in the case of dismissals). The committee shall also hear and adjudicate appeals of final course grades by both undergraduate and graduate students other than law students that have not been resolved at the decanal level. At the discretion of the Assistant/Associate Provost, the committee shall consider the dismissal of a student from the university for grievous or repeated violations of the academic honesty policy. The committee shall have the authority to divide itself into two hearing panels (one for undergraduate students and one for non-law graduate students) for such purposes as it sees fit. The decision of the committee or its appropriate panel shall be final. Appeals by law students of grades, suspensions, dismissals, and petition denials are resolved exclusively through the internal procedures of the School of Law.

Membership: The Academic Appeals Committee shall consist of 11 voting members which include the Assistant/Associate Provost (ex-officio Chair), Associate Dean of Students (or delegate), two leaders or assistant/associate leaders of academic units, and seven faculty members. Non-voting ex-officio members are the University Registrar and the Assistant Director of Academic Services.

Admissions Committee

Function: To the extent allowed by the professional and/or other agencies that accredit particular academic units of the university, the Admissions Committee shall, with the approval of the University Curriculum Committee, establish all standards and processes governing admission to the University and all of its degree-granting programs; and evaluate and make recommendations with respect to any aspect of the University's recruitment, admissions, and scholarship and/or financial aid programs.

The Admissions Committee shall make decisions for admission when applicants do not fall within established parameters for unconditional admission or when extraordinary circumstances require consideration. The committee shall hear and adjudicate student appeals regarding revocation of admission. The committee also hears petitions for Academic Forgiveness.

Membership: The Admissions Committee shall consist of 10 voting members which include the Vice President for Enrollment Management and University Communications, Assistant/Associate Provost, University Compliance Coordinator, one leader or assistant/associate leader of an academic unit, and six faculty members from at least four of the university's academic units. Non-voting ex-officio members include the Senior Director of Admissions, Associate Director of First Year Admissions, Associate Director of Transfer and Graduate Admissions, Assistant Director of Disability and Access Services, University Registrar, and Director of International

Admissions. Permanent resource members include the University General Counsel, Dean of Students, and Director of Financial Aid.

Assessment Committee

Function: The Assessment Committee is charged with developing, implementing, and promoting the university-wide assessment plan that encompasses the assessment of institutional-level goals, general education, academic programs and co-curricular activities.

The Assessment Committee conducts its activities in accord with the published Assessment Plan and guidelines established by the Higher Learning Commission, recognizing that the ultimate responsibility for academic assessment belongs to the faculty and the responsibility for assessment of non-academic (co-curricular) units resides with the administrators and managers.

Committee functions include:

- Development, implementation, and maintenance of the university-wide assessment plan;
- Review of institutional, program level, general education, and co-curricular assessment plans to ensure compliance with accrediting standards.
- Review of assessment plans and providing recommendations for improvement in all aspects of the plans including the definition of learning objectives, collection of assessment data, setting of targets, and use of assessment data.
- Promotion of good assessment practices across the institution in support of continuous improvement.

Membership: The Assessment Committee shall consist of the Director of Assessment and Institutional Research (ex-officio Chair), Provost or Assistant/Associate Provost, two leaders or assistant/associate leaders of academic units, one faculty representative from each academic unit, two staff representatives, Chair of the General Education Committee, and such other University personnel as are appointed by the Provost to facilitate the committee's effective furtherance of its function.

Athletics Committee

Function: The Athletics Committee may make recommendations regarding the University's athletics programs (including esports) and policies to the appropriate University committees, departments, or administrative offices.

Membership: The Athletics Committee shall consist of 10 voting members which include the Provost (or delegate), one leader or assistant/associate leader of an academic unit, faculty representative to the NAIA, five other faculty members, Student Success Coordinator for Arts and Sciences, and the undergraduate student serving as the Athletics District Senator in the SGA. The Director of Athletics shall serve as a non-voting ex-officio member of the committee. Upon approval of the Athletics Committee, the Athletics Director may appoint other members of the

Athletics Department as non-voting members of the committee (e.g. the Associate Athletics Director for Compliance and Academics).

Benefits Committee

Function: The Benefits Committee may make recommendations concerning faculty and staff fringe benefits, and may consult with the Budget Committee to make such recommendations.

Membership: The Benefits Committee shall consist of 12 voting members which include the Provost or Assistant/Associate Provost, Chief Financial Officer, leader or assistant/associate leader of the Meinders School of Business, six faculty members, Chief Human Resources Officer, President of the Staff Council, and one other staff member. The Benefits Coordinator shall be a non-voting ex-officio member of the committee.

Budget Committee

Function: The Budget Committee shall monitor the university's annual budget process in order to ensure the planned allocation of funds remains consistent with the University's mission, strategic initiatives, and financial health. Specific tasks include:

1. Establish orientation and on-going training procedures for Committee members to contribute productively to the work of the committee.
2. Schedule meetings at least twice each fall and spring semester to review the progress of the budget planning process and other relevant data for the upcoming academic year.
3. Keep FSEC and Staff Council informed of the actions, activities, and proposals before the committee from time to time and discuss and respond to faculty or staff questions and concerns about university finances and the budgeting process.
4. Examine the budget as prepared by the Chief Financial Officer (CFO) at least one week before the budget is presented to the Board of Trustees. The committee's feedback shall be presented when the budget is considered for final approval by the Board of Trustees.
5. Examine the budget section of proposals for new Academic Programs at least one week before the proposal is presented to the University Curriculum Committee. The committee's feedback shall be presented when the proposal is considered for final approval by the University Curriculum Committee.
6. Examine the financial implications of recommendations made by the Program Review Panel at least one week before the proposal shall be presented to the President. The committee's feedback shall be presented to the President for consideration.
7. Conduct annual review of Committee policies and procedures and update as necessary in the first budget committee meeting of the academic year.

Membership: The Budget Committee shall consist of 16 voting members which include the Provost (or delegate), Chief Financial Officer, Vice President for Enrollment Management and

University Communications, two leaders or assistant/associate leaders of academic units, nine faculty members (six of whom come from academic units not represented on the committee by a leader or assistant/associate leader of an academic unit), President of the Staff Council (or delegate), and Vice President of Staff Council (or delegate). The committee may call upon any member of the university community to provide expertise and perspective as necessary.

Diversity, Equity, and Inclusion Committee

Function: The Diversity, Equity, and Inclusion Committee shall monitor and may provide recommendations related to curricular, faculty, and student-centered support, needs and experiences. Specific tasks may include:

- Identifying and supporting the facilitation of ongoing educational opportunities for faculty learning and classroom engagement.
- Scheduling meetings at least twice each fall and spring to discuss all relevant issues that may need to be addressed.
- Contributing to the creation and/or review of actionable and sustainable policies and initiatives.
- Identifying practices that contribute to creating, promoting, and sustaining an inclusive campus culture.
- Providing recommendations regarding the recruitment, retention, and diversification of the faculty and student bodies.

Membership: The Diversity, Equity, and Inclusion Committee shall consist of eight voting members which include the Vice President for Diversity, Equity, and Inclusion, Vice President for Enrollment Management and University Communications (or delegate), five faculty members, and an International Admissions staff member. The committee may call upon any member of the university community to provide expertise and perspective as necessary.

Faculty Scholarship Committee

Function: The Faculty Scholarship Committee shall have the responsibility to award general University faculty scholarship and faculty development funds.

Membership: The Faculty Scholarship Committee shall consist of eight voting members which include one leader or assistant/associate leader of an academic unit and seven faculty members.

General Education Committee

Function: The General Education Committee shall monitor, evaluate, and make recommendations regarding the University's general education curriculum. The committee shall also have the power, subject to appeal to the University Curriculum Committee, to approve or

disapprove new courses as satisfying general education requirements, or the elimination of general education requirements with respect to particular courses.

The full-time faculty (excluding those who hold half-time or more administrative appointments) of each academic unit shall elect the representatives from that academic unit to the General Education Committee, who may not include any person who holds a half-time or more administrative appointment, by secret ballot. Elections shall be held during the relevant academic unit's April meeting for terms that become vacant for the upcoming academic year. The FSEC secretary shall report the names of the person(s) selected to the entire FSEC and to the full-time faculty of the academic unit in question, as soon as possible.

Membership: The General Education Committee shall consist of 12 voting members which include four faculty members from Arts and Sciences, two faculty members from Music, two faculty members from Business, one faculty member from Dance & Entertainment, one faculty member from Nursing, one faculty member from Theatre, one faculty from the Dulaney-Browne Library and one student. Non-voting ex-officio members include the Provost, Director of the Honors Program, and University Registrar.

Learning Technology Committee

Function: The Learning Technology Committee shall make recommendations regarding the funding, policies, priorities, collections, and personnel of the University's library and technology services. The committee may make recommendations for educational and informational support, including the University's libraries, technology services, and teaching support (including distance learning).

Membership: The Learning Technology Committee shall consist of 15 voting members which includes the Provost (or delegate), Director of the Dulaney-Browne Library, Director of CETL, one representative from the Law School appointed by the Dean of the Law School, Chief Information Officer, one leader or assistant/associate leader of an academic unit, eight faculty members, and one student. Non-voting ex-officio members are the Senior Educational Technologist and the Assistant Director for Disability & Access Services.

Promotion and Tenure Committee of the Faculty Senate

Function: In accordance with the Faculty Senate Constitution, the Faculty Senate Promotion and Tenure Committee is empowered by the Faculty Senate to monitor procedures and standards relating to faculty status, including receiving and reviewing, in a timely manner, all documentation submitted by candidates eligible for promotion to higher rank or for tenure. The list of eligible candidates shall be provided by the Provost to the Chair of the committee in a timely manner. After its review, the Promotion and Tenure Committee forwards each candidate's documentation to the Provost with its comments as to whether or not the University's and

relevant school or college's procedures (or the School of Theater's procedures) for promotion and/or tenuring have been followed.

The Faculty Senate Promotion and Tenure Committee is not empowered to promote or grant tenure to candidates. Recommendations for promotion and tenure are ultimately acted upon by the University's Board of Trustees.

Membership: The Faculty Senate Promotion and Tenure Committee consists of one tenured faculty member appointed by FSEC from each of the University's academic units. In the event that no tenured faculty member is available to represent a specific academic unit, a faculty member from the unit who holds the rank of "Professor" may be appointed, provided the faculty member has no more than 25% administrative load.

Strategic Planning Committee

Function: The Strategic Planning Committee shall provide recommendations regarding mission centered strategic priorities and initiatives of the University. Upon request from the Budget Committee, the Strategic Planning Committee may examine any new proposed program to ensure that adding the program is consistent with the University's mission and strategic plan.

Membership: The Strategic Planning Committee shall consist of 19 voting members which include the Provost (ex-officio chair), Vice President for Enrollment Management and University Communications, Chief Financial Officer, Vice President for Student Affairs, Vice President for University Advancement and External Relations, leader or assistant/associate leader of Petree College of Arts and Sciences, two additional leaders or assistant/associate leaders of academic units, eight faculty members (five appointed by FSEC and three appointed by the Provost in consultation with the University President), Staff Council President, President of the Student Government Association, and Chair of the Trustees' Strategic Planning Committee.

Student Success and Retention Committee

Function: The Student Success and Retention Committee's primary function shall be to update, maintain, and monitor the University's comprehensive student success and retention programs. The committee may make recommendations regarding infrastructure, diversity, programming, student engagement, campus living, academic preparation and performance, or any other aspect of student success and retention. The committee will focus on campus-wide strategies that empower students to succeed and persist to graduation. The University administration shall timely notify the committee of any additions, deletions, or changes related to the institution's student success and retention programs and seek recommendations from the committee regarding such initiatives.

Membership: The Student Retention Committee shall consist of 10 voting members which include the Provost (or delegate), Vice President of Enrollment Management and University Communications (or delegate), Vice President of Student Affairs (or delegate), and seven faculty

members. Non-voting ex-officio members include the Director of Business Intelligence, Director of Housing, Director of Student Engagement, and Assistant Athletic Director for Internal Affairs.

University Curriculum Committee

Function: The University Curriculum Committee is charged with developing curriculum policies and procedures for the university; reviewing proposed new academic programs, changes to existing academic programs, new courses, and course changes; engaging in consultation with University administration in relation to modalities of instruction for University Curriculum; and handling other matters related to curriculum.

The University Curriculum Committee has responsibility for approving the establishment of new courses, as well as approving the elimination of courses.

The University Curriculum Committee makes recommendations to the Provost regarding:

1. Establishment, modification, and elimination of a college, school, division, or department.
2. Establishment, modification, and termination of any program for which academic credit is awarded (e.g. degrees, majors, minors, certifications, concentrations, tracts, and areas of emphasis).
3. Temporary suspension or deactivation of programs for which academic credit is awarded.
4. Establishment of centers and institutes.
5. Establishment, modification, and termination of external programs (domestic and international).
6. Establishment of any study-abroad programs in which academic credit is awarded.
7. Establishment of agreements with international institutions.
8. Criteria for the awarding of academic credit and degrees.

Membership: The University Curriculum Committee shall consist of 11 voting members which include seven faculty members (one from each academic unit except Library) and four at-large faculty members. FSEC will ensure that at least four graduate programs have representation on the committee. Non-voting ex-officio members include the Provost (or delegate), leader or assistant/associate leader of each academic unit, University Registrar (or delegate), Director of CETL (or delegate), Director of the Dulaney-Browne Library (or delegate), Director of the Honors Program, one graduate student, and one undergraduate student.

4. SHARED GOVERNANCE

4.1. FACULTY CONSENT AND CONSULTATION – ACADEMIC MATTERS

While the Trustees have plenary power over the operation of the institution, faculty experience is broad and varied, and should be utilized in matters materially affecting academic and curricular issues.

In furtherance of the University's commitment to shared governance, consultation with faculty should transcend mere notice. As used throughout this *Handbook*, the term "consultation" should be interpreted to include notice, an opportunity for timely and meaningful faculty input, thoughtful consideration of such input in the decision-making process, and transparency in communication with faculty of decisions and outcomes.

Some matters affect the academic quality of the curriculum design so materially that policies and practices relating to them should not be established, modified, or implemented without advance consultation with **and** consent by the appropriate faculties and/or faculty committees. These matters and the form of faculty consultation and consent required with regard to them are as follows:

4.1.1 **Student Admissions and Academic Retention.** Except for the School of Law, all student admission and academic-retention standards and processes shall be established by the Admissions Committee with the approval of the University Curriculum Committee. The Student Retention Committee may make recommendations for consideration by the Admissions Committee.

4.1.2 **Academic Courses and Degree Programs.** As is mandated by the Higher Learning Commission and separate program accreditors, establishment or modification of all curricula, academic courses, and degree programs (and all non-honorary degree requirements) requires the approval of the faculty of the relevant Academic Unit and the University Curriculum Committee.

4.1.3 **Hiring of Full-Time Faculty.** Except in the case of the School of Law (where faculty appointments are approved by the President upon the positive recommendations of both the Leader of the Academic Unit and faculty), the decision to hire full-time faculty members shall rest with the Provost on the positive recommendations of both the Leader of the Academic Unit and faculty or elected faculty committee of the prospective faculty appointee's Academic Unit or sub-unit.

4.2 Faculty Consultation – Administrative Matters

The following matters affect the University's academic mission. Advance, formal consultation through University or Trustee committees and/or the faculty of the affected Academic Units is required, except as otherwise specified below.

4.2.1 **Awarding of Honorary Degrees.** Honorary degrees shall be awarded after the prospective honoree is nominated to, considered by, and confirmed by a majority vote of the Trustees' Academic Affairs Committee. Faculty may nominate a candidate for consideration for an honorary degree by submitting a nomination to the Provost.

4.2.2 **Faculty Involvement in Budgeting Process.** As set forth in more detail in Section 3, above, the University Budget Committee monitors the University's annual budget process in order to ensure the planned allocation of funds remains consistent with the University's mission, strategic initiatives, and financial health.

4.2.3 **Intercollegiate Athletics.** University decisions regarding intercollegiate athletics shall be made by the President or their delegate following consultation with FSEC, the Athletics Committee, and the Budget Committee.

4.2.4 **Termination or Reorganization of Existing Academic Programs.** The decision to terminate or reorganize an existing academic program may be made by the Provost following advance consultation with the affected Leaders of the affected Academic Units and faculty, as well as the University Curriculum Committee. The Provost shall be responsible for engaging all academic programs in the Program Review process described in Section 8 of this *Handbook*, and may make a recommendation for termination or reorganization of an existing academic program based on such Program Review. The decision to terminate or reorganize an existing academic program is final upon approval by the President and the Trustees.

4.2.5 **Adjunct Faculty.** The Leader of the Academic Unit shall hire adjunct faculty according to University and academic unit policies and procedures and shall consult with program-related faculty prior to such hiring.

4.2.6 **Search for and Selection of the President.** The search for and selection of a President shall involve a search committee constituted by the Trustees. Such search committee shall include a suitable number, but at least five full-time faculty members, each from a separate Academic Unit, to be appointed by FSEC. The search committee shall provide a narrative report outlining the strengths and weaknesses of each finalist candidate. Such report shall be delivered to the Chairperson of the Board of Trustees.

4.2.7 **Search for and Selection of the Provost**. The decision to hire the Provost shall rest with the President, who shall receive recommendations from a search committee. The committee shall be comprised of five full-time faculty members appointed by FSEC, two Leaders of Academic Units appointed by the President, one student appointed by the President, and one administrator appointed by the President. The search committee shall provide a narrative report outlining the strengths and weaknesses of each finalist candidate. Such report shall be delivered to the President.

4.2.8 **Search for and Selection of Leaders of Academic Units.** Except in the School of Law (where the President appoints the Dean according to a protocol developed by the Trustees, in consultation with the Provost), the decision to hire Leaders of Academic Units shall rest with the President who shall receive recommendations from a search committee. The search committee shall be formed by FSEC, and approved by the Provost in consultation with the President. The search committee shall include an appropriate number of full-time faculty members, one Leader of an Academic Unit, at least one administrator, at least one trustee, and one student representative. The search committee shall provide a narrative report outlining the

strengths and weaknesses of each finalist candidate. Such report shall be delivered to the President.

4.3 Amendments to The Faculty Handbook

The Trustees shall have the authority to amend this *Handbook* on the recommendation of the President, after advance consultation with FSEC.

4.3.1 **Proposed Amendments.** The Trustees, the Trustees' Academic Affairs Committee, the President or delegate, the Provost, and/or FSEC may propose amendments to the *Handbook*.

4.3.2 **Notice Requirement.** The initiator of any proposed amendment to the *Handbook* must, at least thirty days prior to any vote on such proposed amendments by the Trustees, send a copy of the proposed changes to

- the President
- the Provost
- the Chair of the Trustees' Academic Affairs Committee
- the Chair of FSEC

4.3.2.1 **Emergency Amendments.** The Trustees may, in the event of an emergency, declare a shorter time frame for amending this *Handbook*. An emergency may be declared by a majority vote of the Executive Committee of the Trustees. FSEC shall be given advance notice of any emergency vote.

4.3.3 **Effective Date.** Amendments to this Handbook are effective upon approval by the Trustees, unless the Trustees specify another effective date.

4.3.4 **Handbook Supersedes Other Policy.** The provisions of this *Handbook* shall override and be superior to all personnel and other policies adopted by the University outside of the amendment process described in this section, unless otherwise required by law.

4.3.5 **Five-Year Review.** At least every five years, the Provost shall, in consultation with FSEC, convene a Faculty Handbook Revision Committee to conduct a comprehensive review this Handbook. Such committee shall consist of faculty representatives from each Academic Unit, the Provost, a member of FSEC, one member of Cabinet, one Leader or Assistant/Associate Leader of an Academic Unit, and at least two Trustees. (The University's General Counsel shall serve as a non-voting resource to the committee.) The committee shall present its proposed comprehensive revisions to the University's full-time faculty for review and shall consider all faculty feedback when formulating a final draft of comprehensive revisions. The committee shall present its final draft of comprehensive revisions to the President and the Chair of the Trustees' Academic Affairs Committee for further action.

4.4 Appendix Documents

4.4.1 **Additional Criteria – Appendices.** Each Academic Unit (and in some instances, an academic sub-unit) shall, in consultation with the Leader of the Academic Unit, establish supplemental criteria, standards and procedures for hiring, promotion, and tenure specific to the Academic Unit ("*Appendix Document*") that shall govern academic matters not governed by this *Handbook*.

4.4.2 **Effective Date.** An *Appendix Document* becomes effective upon the approval of the Provost, President, and the Trustees.

4.4.3 **Probationary Faculty Evaluation Criteria.** Each *Appendix Document* shall clearly provide the criteria and procedures for evaluating probationary faculty members of the Academic Unit.

4.4.4 **Tenured Faculty Evaluation Criteria.** Each *Appendix Document* shall clearly provide the criteria and procedures for evaluating tenured faculty members of the Academic Unit.

4.4.5 **Faculty Evaluation Criteria.** Each *Appendix Document* shall include criteria for self-evaluation, student evaluation, and peer evaluation of faculty members of the Academic Unit.

4.4.6 **Evaluation Best Practices.** Evaluation criteria shall conform to generally accepted principles and best practices of professional evaluation in quality institutions of higher education.

4.4.7 **Peer Consultations.** Each *Appendix Document* shall provide for consultation between a reviewed faculty member and their peers and the Leader of the Academic Unit to affirm strengths and suggest methods for correcting weaknesses.

4.4.8 **Promotion and Tenure Committee.** Each *Appendix Document* shall require, as a precondition to the promotion and/or tenure of any candidate, the approval of a promotion and tenure committee comprised exclusively of tenured faculty members from the Academic Unit. In the event there are too few tenured faculty members in the Academic Unit for an adequate evaluation of the tenure of any candidate, tenured faculty members from another Academic Unit may serve on the committee to evaluate the tenure of the candidate. In the event there are too few tenured faculty members in the Academic Unit for an adequate evaluation of the promotion of a candidate, full-time professors from the Academic Unit may serve on the committee to evaluate the candidate, provided they have no more than 25% administrative load.

4.4.9 **Ad Hoc Committee Consideration.** Each *Appendix Document* shall include a priority process for Ad Hoc committee consideration, as set forth in Section 8 of this *Handbook*.

4.4.10 **Sabbatical Protocol.** Each *Appendix Document* shall include a protocol for granting sabbatical leave to faculty members. Such protocol shall require approval of the Leader of the Academic Unit and the Provost before sabbatical leave is granted. Such protocol shall also outline the expectations and the timeline for completion of sabbatical expectations.

4.4.11 **Amendments.** Unless otherwise specified in the unit's *Appendix Document*, an *Appendix Document* may be amended by a majority of the tenured faculty members of the Academic Unit, upon approval by the Provost, the President, and the Trustees.

4.4.12 **Supremacy of the *Handbook*.** An *Appendix Document* shall not be inconsistent with this *Handbook*. In the event of a conflict between an *Appendix Document* and this *Handbook*, the *Handbook* shall control.

4.4.13 **Applicability of Appendix Document.** Unless otherwise specified by the Academic Unit's *Appendix Document:*

- Probationary faculty members are subject to the *Appendix Document* in effect at the time of hiring for the duration of the faculty member's probationary (pre-tenure) status.
- All other faculty members are subject to the *Appendix Document*, as it may be amended, from time to time.

4.4.14 **Review of Appendix Document**. At least every five years (in conjunction with the Five-Year Review of this *Handbook)*, or as otherwise necessary, each Academic Unit shall conduct a comprehensive review of its Appendix Document.

4.4.15 **Amendments.** Unless otherwise specified in the unit's *Appendix Document*, an *Appendix Document* may be amended by a majority of the tenured faculty members of the Academic Unit (or in units without tenured faculty, a majority of the full-time faculty members of the Academic Unit), upon approval by the Provost, the President, and the Trustees.

5. ACADEMIC STATUS, INITIAL APPOINTMENTS, ACADEMIC RANK, AND LETTERS OF CONTRACT AND APPOINTMENT

5.1 Academic Status and Rank Defined

The Academic Status of a full-time faculty member governs the employment relationship between the faculty member and the University. The Academic Rank of a full-time faculty member, including rank qualifications, initial rank**,** and promotion in rank, is independent of the Academic Status of a faculty member. Academic Status, not Academic Rank, determines the faculty member's legal relationship with the University.

5.1.1 **Full-Time Faculty.** All full-time faculty members at the University, as defined by the respective Academic Unit, including those who also hold an administrative title, shall have one of the following three types of academic status:

5.1.1.1 **Tenured Faculty Status**. "Tenured" status is held by full-time faculty members who have been appointed with tenured status, or who have successfully

completed the Probationary period and been granted tenure as set forth in the *Handbook* and the *Appendix Document* of the Academic Unit.

5.1.1.2 **Probationary (Tenure Track) Faculty Status**. "Probationary" status is held by full-time faculty members who have been formally appointed to such status, and who are eligible for eventual elevation to tenured status if all relevant requirements are met.

5.1.1.3 **Non-Tenure-Track Faculty Status.** "Non-tenure-track" status is held by full-time faculty members who do not have tenured status or probationary status. Non-tenure-track status faculty members shall hold one of the following types of employment positions:

5.1.1.3.1 **Multi-year Appointment**. In accordance with the *Appendix Document* of the relevant Academic Unit, a multi-year appointment may be offered to a non-tenure-track faculty member. During each year of the multi-year appointment, the faculty member shall receive an annual letter of appointment. In no event shall any one multi-year appointment exceed a term of five years. Multi-year appointments may be renewed or extended by an additional or partial term, at the discretion of the University.

5.1.1.3.2 **One-year Appointment**. In accordance with the *Appendix Document* of the relevant Academic Unit, a one-year appointment may be offered to a non-tenure-track faculty member.

5.1.1.3.3 **Multi Year Appointment for Law School Non-Research Professors.** In Accordance with the Appendix Document of the law school, a multi-year appointment may be offered to a non-research faculty member. In no event shall any multi-year appointment term exceed a term of five years. During each year of the multi-year appointment, the non-research faculty member shall receive an annual letter of contract in accordance with Section 5.4 of this *Faculty Handbook.*

5.1.2 **Part-Time Faculty.** With the exception of half-time faculty as defined in the unit's *Appendix Document*, part-time faculty members have "adjunct" faculty status, irrespective of such adjunct faculty member's teaching load.

5.1.3 **Emeritus Status.** Former full-time faculty members or administrators who have been designated by the Trustees as "emeritus" status hold such status as an honorary title and do not enjoy full-time faculty academic status or any compensation for being so designated.

5.1.4 **Non-Employees.** While the University may permit non-employees to engage in certain teaching and/or research, non-employees are not entitled to any protections or benefits given to faculty members under this *Handbook*. However, such non-employees are subject to University policies and authority.

5.1.5 **Voting.** Only Tenured and Probationary faculty members may vote on matters affecting faculty tenure. Faculty members holding full-time Non-Tenure status may vote on other matters as permitted by the *Appendix Document* of the relevant Academic Unit.

5.2 Initial Appointment

5.2.1 **Advance Approval of Faculty Searches.** While selection of faculty candidates is heavily governed by academic concerns, faculty searches are approved only after input from a variety of administrative offices to ensure the long-term viability of the University's finances, human capital, and strategic vision. The Provost (or the President in faculty hiring for the School of Law) consults with the Leader of the Academic Unit, the Chief Financial Officer and the Vice President for Human Resources prior to approving any faculty searches. Faculty searches are conducted in accordance with the processes set forth by the Provost, in consultation with Human Resources.

5.2.2 **Faculty Hiring.** Except in the School of Law, the decision to hire full-time faculty is made by the Provost upon the positive recommendations of the Leader of the Academic Unit and faculty or elected faculty committee of the Academic Unit

5.2.2.1 **Non-Unanimous Hiring Decisions.** In the event the Provost decides to hire a full-time faculty member who has failed to receive the positive recommendations of the Leader of the Academic Unit and faculty or elected faculty committee of the Academic Unit, the Provost shall notify the Trustees' Academic Affairs Committee of the disagreement and shall provide copies of the dissenting recommendation(s).

5.2.3 **Law School Faculty Hiring.** In the School of Law, the decision to hire full-time faculty is made by the President in consultation with the Provost upon the positive recommendations of the leader of the law school and the faculty or elected faculty committee of the law school.

5.2.4 **National Searches.** Unless an exception is approved and granted by the Provost and Chair of the Academic Affairs Committee of the Trustees, national searches shall be conducted for all tenure-track appointments.

5.2.5 **Concurrent Administrative Titles.** A person holding full-time faculty status may concurrently hold an administrative title awarded by the University or by the Academic Unit. Awarding, continuing, or discontinuing an administrative title is within the discretion of the appointing University official.

5.3 Initial Academic Rank

The initial Academic Rank of a full-time faculty member shall be established in accordance with this section.

5.3.1 **Equivalency**. For any initial academic rank described below, a faculty member seeking equivalent credit to satisfy the requirements for the relevant rank shall provide written statements and other evidence of the equivalent experience. The Leader of the Academic Unit and the Provost shall assess whether the equivalency credit is approved.

5.3.2 **Initial Appointment as Professor**. To be appointed as Professor in an initial appointment, a faculty member must:

- Hold a terminal degree or have received credit for equivalent experience in the relevant academic area; and
    - Have held the rank of Associate Professor or Professor at another university for a minimum of five years
      or
    - Have teaching and/or professional experience equivalent to at least eight years of full-time university teaching.

5.3.3 **Initial Appointment as Associate Professor**. To be appointed as an Associate Professor in an initial appointment, a faculty member must:

- Hold a terminal degree or credit for equivalent experience in the relevant academic area; and
    - Have held the rank of Assistant Professor, Associate Professor or Professor at another university for a minimum of three years
      or
    - Have teaching and/or professional experience equivalent to at least three years of full-time university teaching.

5.3.4 **Initial Appointment as Assistant Professor**. To be appointed as an Assistant Professor in an initial appointment, a faculty member must:

- Hold a terminal degree in the relevant academic area; or
- Have earned a minimum of eighteen credit hours of graduate work towards the terminal degree beyond a master's degree in the relevant academic area; or
- Have credit for equivalent experience in the relevant academic area.

5.3.5 **Initial Appointment as Full-Time Instructor**. To be appointed as a full-time instructor in an initial appointment, a faculty member must hold a master's degree in the relevant academic area or a bachelor's degree and teaching and/or professional experience equivalent to a master's degree.

5.3.6 **Artist-in-Residence**. The Artist-in-Residence academic rank may be offered to an artist with substantial professional experience and/or stature who may (or may not) have the usual academic credentials for the standard faculty ranks of Instructor, Assistant Professor, Associate Professor, or Professor. Persons appointed to the "Artist-in-Residence" academic rank may hold only non-tenure-track academic status.

5.3.7 **Clinical Faculty**. To be appointed as Clinical Faculty in an initial appointment, a faculty member must have a bachelor's degree in the relevant academic area and any required professional licenses for the practice area (or, in the School of Law, a Juris Doctor and a license to practice law in any state in the United States) and must also have demonstrated practical experience

and expertise in the relevant profession. The *Appendix Document* of the relevant Academic Unit shall set forth specific criteria, standards and procedures for any clinical faculty in that Academic Unit.

5.3.8 **Legal Research and Writing Professor**. To be appointed as a Legal Research and Writing Professor in the School of Law in an initial appointment, a faculty member must have a Juris Doctor degree, and must meet the criteria, standards and procedures set forth in the law school's *Appendix Document*.

5.3.9 **Visiting Titles**. The adjective "visiting" may precede any of the above-enumerated titles. Visiting appointments may be made by the Provost, upon the positive recommendation of the Leader of the Academic Unit. The terms (including length) of a visiting appointment may vary depending on the circumstances surrounding the appointment and the needs of the University, but in no instance shall the term for a visiting appointment exceed five years.

5.3.10 **Terminal Degree Defined**

In addition to the Ph.D., the following are defined as "terminal degrees:

- Art (except art history): M.F.A.
- Creative Writing: M.F.A.
- Business: D.B.A. or J.D.
- Dance and Entertainment: M.F.A., M.B.A.
- Education: Ed.D.
- English: *no exceptions*
- Law: J.D., L.L.M., J.S.D. and S.J.D.
- Law Library: J.D., L.L.M., J.S.D. and S.J.D., and one of the library degrees listed below
- Library (except law library): M.L.S. or other master's degree from a program accredited by the American Library Association
- Math Education: Ed.D.
- Music Composition: D.M.A.
- Music Education: Ed.D.
- Music Theatre: M.F.A., D.M.A.
- Music Performance: D.M.A. or D.M.
- Nursing:, D.N.Sc., N.D., D.N.S., J.D., D.N.P. or a Doctorate in a related field.
- Doctor of Physical Therapy: Core Faculty-Ph.D., Sc.D., D.Sc., Ed.D., D.P.T.
- Physician Assistant Program: Principal P.A. Faculty-master's in P.A.;
  Non-Principal Faculty- Ph.D, M.D., D.O., Ed.D, Pharm D. or D. Sci.
- Psychology: Psy.D.
- Religion: Ed.D. and either a M. Div. or M.R.E. for faculty hired primarily to teach religious education, T.H.D. and European degrees will be evaluated on

an individual basis. [The criteria involve recognition as a terminal academic degree rather than as a professional degree.]

- Theatre: M.F.A.

5.4 Letters of Appointment

5.4.1 **Date.** Each year, each full-time and half-time faculty member shall receive a Letter of Appointment. Every effort will be made to ensure letters are received by August 1 of the academic year of service covered by such letter. The Letter of Appointment becomes effective at the start of Faculty activities prior to the beginning of the Fall semester.

5.4.2 **Contents.** The Letter of Appointment shall include the appointee's academic status, academic rank, administrative title (if any), term of appointment, and compensation.

5.4.7 **Declining Letter of Appointment.** Should an appointee leave the University, such appointee, as a courtesy, should notify the Provost by June 30 of the academic year immediately preceding the academic year of service covered by such letter.

5.4.8 **Adjunct Faculty.** For each term of teaching, in advance of the beginning of said term, each adjunct faculty member shall receive a Letter of Appointment from the Leader of the Academic Unit pursuant to procedures developed by each Academic Unit.

6. PERFORMANCE OF FACULTY DUTIES

6.1 Conflict of Commitment

6.1.1 **Primary Responsibility**. A full-time faculty member's primary responsibility is to the University. Any other employment and professional and/or service commitments are considered to be secondary.

6.1.2 **Secondary Activities**. Faculty members may wish to engage in outside professional activity, whether paid or unpaid. Such engagement shall not interfere, or appear to interfere with the faculty member's fulfillment of duties or obligations to the University.

6.1.3 **Advance Approval Required**. Secondary employment by full-time faculty members is subject to administrative review and must be approved in advance, at least annually, by the Provost after the faculty member receives approval from the Leader of the faculty member's academic unit. In cases where the faculty member wishes to engage in external consulting, where similar work is performed by the faculty member for a variety of external personal clients, a faculty member may request blanket approval for consulting activities for the year.

6.1.4 **Outside Employment Not Allowed in Certain Circumstances**. In the event outside employment by a full-time faculty member impairs the faculty member's fulfillment of the obligations to the University, constitutes a financial burden on the University, or creates an

actual or perceived conflict of interest with respect to the mission, policies, standards or interests of the University, such outside employment shall not be approved by the Provost.

6.1.5 **Individual Capacity**. Full-time employees engaged in outside employment shall act as individuals, not as agents of the University.

6.2 Conflict of Interest

A full-time faculty member must notify the Leader of their academic unit, in writing, of any employment, investment, fiduciary, or other similar relationship that the faculty member, or their parent, child, spouse, or sibling has with non-University entities if such relationship would reasonably be viewed as potentially impairing the faculty member's ability to exercise independent judgement with regard to executing their responsibilities assigned by the University.

6.3 Scholarship and Publication

Every person holding tenured or probationary faculty status shall, in addition to having a duty to remain academically current in their field or discipline, have the further obligation to engage in appropriate scholarship, research, and/or creative work that expands the boundaries of their field or discipline. The types and/or quality of scholarship, research, creative work and/or publication that will satisfy this requirement are described in the *Appendix Document* of each academic unit.

6.4 Scholarship Disclaimer

Except for scholarship published in an academic journal or other scholarly publication (where it is understood that the writing is the author's opinion or where the practice of the publication is otherwise) any written publication authored by any faculty member that espouses the opinion of the faculty member shall include the following statement: *"The views expressed in this piece are those of the author, and should not be attributed to Oklahoma City University."*

6.5 Copyright Use and Ownership

Faculty members shall adhere to the guidelines governing fair use, permissions, or licensing of copyrighted works as enumerated in the university's Copyright Use and Ownership Policy. Faculty members shall own the copyrights in their individual scholarly, pedagogical, and creative works in any medium, subject to the exceptions described in this Policy.

6.6 Additional Faculty Contributions

The University has a broad and diverse faculty, each of whom contributes to fulfilling the academic mission of the institution. In addition to the requirements of teaching, service, and scholarship, a full-time faculty member should contribute those of their talents that serve to strengthen the University. Because the talents of the faculty are varied, the list below highlights some areas of frequent faculty contribution. The list is not exhaustive, and faculty members are encouraged to be creative in aligning their talents with contributions for the University.

- Recruitment activities
- Student academic counseling, advising and mentoring
- Support of student organizations and government
- Participation in functions of the campus community

- Engagement in civic and academic functions
- Engagement in activities that promote diversity, equity, and inclusion within the campus community.

6.7 Faculty Standards of Conduct

Oklahoma City University strives to create an environment in which students pursue academic excellence through a rigorous curriculum that focuses on students' intellectual, moral, and spiritual development that will prepare them to become effective leaders in service to their communities.

Faculty should be accessible to students through any forms of communication appropriate to the faculty member's pedagogy. Faculty members should ensure students are offered a consistent learning experience through committed scheduling of courses and other activities.

Faculty members should work earnestly to embody our mission, demonstrating mutual respect, dignity, tolerance, support for diversity and equity, and promotion of academic freedom when engaging in the campus community. Faculty should adhere to principles of honesty, efficiency, economic awareness, and personal responsibility.

6.8 Referring or Reporting Concerning Behaviors

Faculty members should be prepared to refer or report students exhibiting concerning, alarming, or distressing behaviors to the appropriate campus intervention officials and/or (in some circumstances) law enforcement. Faculty members should familiarize themselves with the "Common Behavioral Warning Signs" described on the webpage of the Campus Assessment Response and Education Team (CARE).

The intervention process does not replace faculty classroom management, disciplinary processes, and/or law enforcement responses to incidents. The intervention process provides the opportunity to help someone in need and protect campus safety by referring concerning, alarming, or distressing behaviors.

6.9 Mandatory Referral – Disability Accommodations

Oklahoma City University is committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Faculty members should make every effort to incorporate universal design into their pedagogy and course delivery to reduce the need for individual accommodations. If a student requests accommodations directly from a faculty member and no letter of verification has been sent by Disability and Access Services, it is the faculty member's responsibility to inform the student that services are available and to refer the student to Disability and Access Services to begin the interactive process of discussing the student's disability or disabilities and the subsequent notification of faculty.

Except in cases of minor accommodations, such as sitting in the front of the classroom, faculty should not provide accommodations without verification from Disability and Access Services. To provide accommodations without verification, or to refuse to provide

accommodations recommended by Disability and Access Services could result in disciplinary action. See "ADA Policy for Students"

6.10 Mandatory Reporting – Abuse or Neglect of Minors

Each faculty member has the affirmative duty to report any instances where the faculty member has reason to believe that a minor has suffered abuse or neglect. In accordance with State law, such reports shall promptly be made to the Oklahoma Department of Human Services and/or law enforcement. Such reports shall also be shared with the University's Compliance Coordinator. Failure of a faculty member to comply with this Mandatory Reporting requirement is grounds for termination.

6.11 Mandatory Reporting –Nondiscrimination Policy Violations

Each faculty member shall report any instances where the faculty member has cause to believe that gender-based or protected class-based harassment and/or discrimination has occurred, including sexual misconduct, sexual violence, or sexual assault. Such reports shall be made to the University's Compliance Coordinator. Failure of a faculty member to comply with this Mandatory Reporting requirement is grounds for termination. See Section 8.6.1.10 and The University's Nondiscrimination Policy.

7. RENEWAL, PROMOTION AND TENURE

7.1 Academic Freedom and Tenure – 1940 Statement

On October 26, 1966 the Executive Committee of the Trustees officially approved the 1940 Statement of Principles of Academic Freedom and Tenure agreed upon by representatives of the American Association of University Professors and the Association of American Colleges. The text of that statement is as follows:

> *The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.*
>
> *Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.*
>
> *Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security,*

hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

7.2 Academic Freedom and Tenure – Supplemental University Policy

The following supplemental University policy with respect to academic freedom is intended to be consistent with the 1940 Statement of Principles reproduced above:

> *Academic freedom is based upon the concept that the absence of restraint creates the optimum climate for an effective and responsible contribution to scholarship and community. The college or university faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. When speaking or writing as a citizen, the faculty member should be free from institutional censorship or discipline, but a faculty member's special position in the community imposes special obligations. As a person of learning and a professional, a faculty member should remember that the public may judge the profession and the institution by the faculty member's utterances. Hence, the faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not an institutional spokesperson.*

7.3 General Promotion and Tenure Policy

7.3.1 **Authority.** Although final decisions regarding promotion and tenure are the responsibility of the Trustees, the judgment of the faculty is fundamental to general educational policy, including faculty judgments regarding appointments, renewals, decisions not to renew, promotions, the granting of tenure, and the termination of appointments.

7.3.2 **Faculty Representatives.** The Faculty Senate, acting through FSEC, is the appropriate body to represent the faculty in matters relating to policy, criteria, and/or procedures affecting faculty. One of the responsibilities of FSEC is the continuous monitoring of the procedures followed and the standards applied to faculty-status and faculty-promotion decisions. The Faculty Senate Promotion and Tenure Committee is the body empowered by FSEC to monitor procedures and standards relating to faculty status and faculty promotion.

7.3.3 **Personnel Needs.** Personnel needs of each Academic Unit and the financial health of the University are priorities in making tenure decisions. Personnel needs are determined by the mission of the University and by student enrollment.

7.3.4 **Feedback and Opportunity to Respond.** In order to maximize the opportunity for performance management and professional growth, a candidate is entitled to receive written feedback from the Leader of the Academic Unit, the promotion and tenure committee of the Academic Unit, the Faculty Senate Promotion and Tenure Committee, the Provost, and the President. Such feedback should be provided by the appropriate reviewing body/individual along and throughout the promotion and tenure process. The candidate shall have the opportunity to respond, in writing, to such feedback prior to any recommendation by the reviewing body/individual being finalized and shared with the next reviewing body/individual in the process.

7.4 Renewal, Promotion and Tenure of Probationary Faculty Members and Tenured Faculty Members – Criteria

The following constitute the minimum criteria to be met by probationary and tenured-status faculty members being considered for renewal (in the case of probationary faculty members), promotion, and/or tenure at the University. More specific guidelines regarding this criteria, not inconsistent with this *Handbook*, are established by the *Appendix Documents* of each Academic Unit.

7.4.1 **Teaching Effectiveness**. Effective teaching is best defined in the context of each particular situation. In general, however, an effective teacher has a thorough and demonstrable knowledge of their field and recent developments therein, and is able to communicate that knowledge systematically, coherently, efficiently, and with a positive impact on their students' learning. Such a teacher is actively concerned with the intellectual development of students, encourages their questions, welcomes diversity in their students, welcomes diversity of opinion from them, is considerate and fair in all dealings with them, and seeks to increase their capacity to think for themselves. The effective teacher welcomes and profits from constructive criticism.

7.4.2 **Scholarship and Professional Growth**. An assessment of scholarship and professional growth invokes a complex judgement, particularly by peers, based on concrete experience and evidence. Indications of scholarship and professional growth include: (1) adequate progress toward the fulfillment of any uncompleted or expected degrees, or other academic conditions of the initial appointment; (2) imagination, analytical skill, breadth of interests and competencies, perceptiveness, and clarity, as shown in daily work and experienced by students and colleagues; and (3) intellectual vitality and sharpness, as reflected in continuing study, research, and creative work, and the communication of results of such professional activity beyond the campus. Because faculty subject matter areas on campus span a broad spectrum of disciplines, satisfactory scholarship and professional growth will be defined within each Academic Unit's Appendix Document.

7.4.3 **Service to the University and Professional Communities**. Valued contributions to the University may take many forms, including: (1) constructive participation in the University's governance, including University faculty meetings, college/school/departmental meetings, the University's equity resolution pool, councils, and committees; (2) collegial and collaborative relations with colleagues, so as to enhance the results achieved in department and other academic programs; (3) participation in various programs of college life outside the classroom, such as art, drama, music, recreation, athletics, lectures, convocations, religious and social gatherings, and campus beautification; and (4) service to the faculty member's professional community.

7.4.4 **Promotion and Tenure Clock.** Upon appointment to an Academic Leadership role, the clock requiring promotion and tenure is suspended. A Leader of Assistant/Associate Leader of an Academic Unit (or a person appointed to the President's Cabinet) may choose to continue applying for promotion and/or tenure, but is not required to do so during the term of administrative appointment. A tenure-track faculty member who is entering parenthood or who is otherwise caring for a newborn or newly-adopted child are eligible to stop their promotion and tenure clock. Typically, the duration of such pause is for one year.

7.5 Promotion Requirements

Except as provided by the *Appendix Document* of the School of Law, the following eligibility requirements shall apply to all applications for promotion.

7.5.1 **Equivalency in Promotion**. For any initial promotion to an academic rank described below, a faculty member seeking equivalent credit to satisfy the requirements for the relevant rank shall provide written statements and other evidence of the equivalent experience. A majority of the faculty members of the Academic Unit who hold at least the rank being considered in the promotion decision must approve the equivalency credit. Such approval of equivalency is subject to approval by the Leader of the Academic Unit and the Provost. All documentation demonstrating equivalency must be filed in the candidate's faculty portfolio.

7.5.2 **Promotion Granted**. Promotion will ordinarily be granted only to applicants who have received positive recommendations from both the Leader of the Academic Unit and the promotion and tenure committee of the Academic Unit with respect to the three criteria of teaching effectiveness, scholarship and professional growth, and service to the University and professional communities, as well as any supplemental criteria established by the *Appendix Document* of the applicant's Academic Unit.

7.5.3 **Promotion from Full-Time Instructor to Assistant Professor**. While rare, in some instances there is a possibility of promotion from full-time instructor to Assistant Professor. In those rare instances, the candidate shall have a terminal degree in the appropriate academic area or have-earned a minimum of eighteen credit hours of graduate work beyond the non-terminal master's degree in the appropriate academic area (or have qualifications equivalent to same). The candidate must also have held the rank of Instructor (full-time) at Oklahoma City University for a minimum of three years before any such promotion takes effect, or have other significant professional experience judged equivalent to at least three years of full-time teaching at Oklahoma City University.

7.5.4 **Promotion to Associate Professor**. The candidate must hold a terminal degree in the appropriate academic area or have qualifications equivalent to such a degree. The candidate must also have held the rank of Assistant Professor at Oklahoma City University for a minimum of three years before any such promotion takes effect, or have been granted credit towards promotion and/or tenure in the faculty hiring process.

7.5.5 **Promotion to Professor**. The candidate must hold a terminal degree in the appropriate academic area or have qualifications equivalent to such a degree. The candidate must have held the rank of Associate Professor at Oklahoma City University for at least five years, or have been granted credit towards promotion and/or tenure in the faculty hiring process. Normally, the candidate will have demonstrated at least eight years of full-time university-level teaching, inclusive of teaching at a prior institution, before any such promotion takes effect.

7.6 Tenure Requirements

Except as provided by the *Appendix Document* of the School of Law, the following eligibility requirements shall apply to all applications for tenure.

7.6.1 **Equivalency in Tenure**. A faculty member seeking equivalent credit to satisfy the requirements for tenure shall provide written statements and other evidence of the equivalent experience. A majority of the tenured faculty members of the Academic Unit must approve the equivalency credit. Such approval of equivalency is subject to approval by the Leader of the Academic Unit and the Provost. All documentation demonstrating equivalency must be filed in the candidate's faculty portfolio.

"Equivalency" credit for up to three years of such service may be awarded. The three-year-equivalency limitation established by the preceding sentence shall not, however, apply to any applicant seeking to be appointed with immediate tenure as a Leader of an Academic Unit, to the position of Provost, or to the position of President.

7.6.2 **Tenure Granted**. Tenure will be granted only to applicants who have met, are meeting, and are expected to continue to meet the three criteria of teaching effectiveness, scholarship and professional growth and service to the University and professional communities, as well as any supplemental criteria established by the *Appendix Document* of the applicant's Academic Unit. Ordinarily this will be reflected by concurring independent judgments of the Leader of the Academic Unit and the promotion and tenure committee of the Academic Unit. Where the recommendations of the Leader and the promotion and tenure committee are incongruent both recommendations shall proceed to the Provost, who shall resolve the conflict and make a final recommendation to the President.

7.6.3 **Tenure Consideration**. An applicant for tenure may be considered for tenure no sooner than their fifth year of probationary-status teaching at Oklahoma City University, unless such applicant was granted credit towards promotion and/or tenure in the faculty hiring process which, when combined with years of probationary-status teaching, equates to at least five years.

A person holding a probationary academic appointment who is not awarded tenure at the end of their seventh year of service in such a position at Oklahoma City University is automatically terminated after their eighth year of service, unless tenure was denied due to financial constraints as set forth in Section 7.9.1. Except as provided in the *Appendix Document* of the School of Law (where a more abbreviated timeline controls), the maximum number of years that a faculty member holding a probationary academic appointment may serve at Oklahoma City University without receiving tenure is seven, (unless an approved University leave exception applies), with any eighth-year appointment being a terminal-status appointment for persons who have not been awarded tenure by that time.

7.7 Timelines for Promotion and Tenure

7.7.1 **Faculty Eligibility List.** By the beginning of each academic year, the Office of the Provost shall prepare a list of those faculty members who have served the minimum time required in the appropriate rank(s) and/or status to be eligible for promotion and/or tenure. This list shall include each individual's current academic rank and status. The appropriate list shall be forwarded to the Leader of each Academic Unit and the Chair of the Faculty Senate Promotion and Tenure Committee.

7.7.2 **Recommendations.** The Leader of each Academic Unit shall forward copies of their promotion and/or tenure recommendations, and copies of the promotion and/or tenure recommendations of the Academic Unit's promotion and tenure committee (along with supporting documentation) to the Provost, pursuant to a schedule to be established by the Provost. Such recommendations shall largely focus on the subject-matter and disciplinary expertise of the candidates for promotion and tenure.

7.7.3 **Faculty Senate Comments.** The Faculty Senate Promotion and Tenure Committee shall forward to the Provost, and the appropriate Leader of an Academic Unit, its comments relating to the promotion and/or tenure of the candidates for that academic year, pursuant to a schedule to be established by the Provost. Those comments shall relate solely to matters of eligibility and compliance with University regulations and procedures.

7.7.4 **Provost and President Recommendations.** The Provost shall review the recommendations of the Leader of the Academic Unit, the Academic Unit's promotion and tenure committee's recommendations relating to promotion and/or tenure, and the comments of the Faculty Senate Promotion and Tenure Committee on eligibility and procedural compliance. Upon such review, the Provost shall make recommendations regarding promotion and/or tenure to the President.

Upon receipt of said recommendations, the President shall share the Provost's recommendations with the Trustees, and shall indicate presidential endorsement or disagreement with said recommendations.

In the event of presidential endorsement of the Provost's recommendations, no further documentation is required in advance of Trustee action.

In the event of presidential disagreement with the Provost's recommendations, the President shall provide an additional written rationale to the Trustees and the Faculty Senate Promotion and Tenure Committee, outlining why the President so disagrees. Such written rationale shall also be provided to the faculty member and the Leader of the Academic Unit.

In the event the Provost or President recommends against the promotion and/or tenure of any applicant who has received a favorable recommendation from the promotion and tenure committee of the applicant's Academic Unit, the Provost or President shall provide a written rationale to the Trustees and the Faculty Senate Promotion and Tenure Committee, outlining the reasons for the Provost's or President's recommendation against the promotion and/or tenure of the applicant. Such written rationale shall also be provided to the faculty member and the Leader of the Academic Unit.

7.7.5 **Final Authority.** Grants of promotion and/or tenure are made only by the Trustees. Tenure decisions of the Trustees are ordinarily finalized during the April meeting of the Trustees.

7.8 Voluntary Withdrawal from Consideration for Promotion or Tenure

Any eligible faculty member who does not wish to be considered for promotion or tenure may cause the withdrawal of their name from consideration at any stage of the above procedure by communicating in writing to the Provost. Except as provided in the *Appendix Document* of

the School of Law (where a more abbreviated timeline controls), a faculty member holding a probationary academic appointment who withdraws their name from consideration for tenure in the seventh year of their service to the University in such a position is deemed to have resigned their appointment effective with the end of their eighth year of such service, and will receive a terminal-status academic-appointment contract for that eighth year.

7.9 Evaluation Procedures – Probationary Faculty Members

7.9.1 **Evaluation for Renewal**. All probationary faculty members will be subjected to an annual renewal evaluation pursuant to the procedures described below and a timeline established by the Provost. In addition to evaluating the reviewed probationary faculty member's performance during the academic year in which the review takes place, the review shall also consider the cumulative performance of the reviewee since the date of their initial appointment as a probationary faculty member.

The Leader of the appropriate Academic Unit shall forward their recommendation(s) regarding the renewal of the probationary faculty members in that Academic Unit, along with the recommendation of the faculty body empowered to make renewal recommendations by the Academic Unit's *Appendix Document*, to the Provost no later than December 1 for those in their second or later year of such service, and no later than February 15 for those in their first year of such service.

Probationary-status faculty members have no contractual right to renewal and have no contractual right to be non-renewed solely "for cause".

Probationary faculty members may be denied tenure if financial constraints dictate that tenure should not be granted. A probationary faculty member who is not granted tenure solely on the basis of financial constraints may be offered a contract or may be offered suspended probationary status for a term, to be approved by the Trustees. During any such suspended probationary status, the faculty member's tenure clock shall also be suspended.

Barring financial constraints, probationary faculty members will ordinarily be renewed for the following academic year if, pursuant to the procedures established in this *Handbook* and the *Appendix Document* of the faculty member's Academic Unit, the faculty member is making satisfactory progress toward achieving tenured status.

7.9.2 **Evaluation for Promotion**. In any academic year in which an eligible probationary faculty member seeks promotion or tenure, there shall be a promotion evaluation conducted for that faculty member, which for that academic year will incorporate the renewal evaluation.

7.10 Evaluation Procedures – Tenured Faculty Members

7.10.1 **Post-Tenure Review.**

7.10.1.1 **Sexennial Review**. Tenured faculty members shall be subjected to a sexennial post-tenure review.

7.10.1.2 **Out-of-Sequence Review**. The Provost may require that an additional (supplemental) review of a tenured faculty member be conducted no more than once during each of that tenured faculty member's six-year cycles. Other persons may also call for a supplemental review of a tenured faculty member if such a right is created by the *Appendix Document* of the tenured faculty member's Academic Unit.

7.10.1.3 **Post-Tenure Review Outcomes – Satisfactory Review**. A tenured faculty member receiving a satisfactory Sexennial Review or Out-of-Sequence Review shall have their appointment reaffirmed in like status as they enjoyed before the review.

7.10.1.4 **Post-Tenure Review Outcomes – Unsatisfactory Review.** In the case of an unsatisfactory Sexennial or Out-of-Sequence Review, a tenured faculty member shall have an opportunity to correct perceived deficiencies and shall undergo a second periodic evaluation during the immediately-following academic year. At or near the beginning of the Fall semester, the appropriate departmental chair and/or the Leader of the faculty member's Academic Unit shall consult with the faculty member for the purpose of identifying the nature and scope of the perceived deficiencies, appropriate remedial strategies, resources for correcting the deficiencies, and a timeline for completion of the correction.

Within a reasonable time after conclusion of this consultation, the Leader of the Academic Unit shall provide the faculty member with a written statement that specifies, with reasonable particularity, both the deficiencies and any necessary remedial measures. A copy of the statement shall be sent to the Provost and (if the statement was prepared by the department chair) to the Leader of the faculty member's Academic Unit. If the second such evaluation is unsatisfactory, the faculty member may be subjected to the termination proceedings outlined in this Handbook.

7.10.2 **Promotion**. A tenured faculty member eligible for promotion may apply for promotion at any time during their eligibility consistent with a timeline established by the Provost. Should a tenured faculty member apply for promotion during an academic year in which no post-tenure review of that faculty member is to be conducted, then the promotion review will incorporate the post-tenure review, and irrespective of whether the promotion is awarded (and assuming that the result of the post-tenure review is satisfactory), the sexennial post-tenure-review cycle will then begin again as of the date of the combined promotion and post-tenure review.

7.10.3 **Abbreviated Reviews**. A tenured faculty member's department chair (or, in Academic Units with no department chairs, the Leader of that Academic Unit) shall conduct an abbreviated annual review of each tenured faculty member's job performance. Abbreviated annual reviews of department chairs who hold tenured academic status shall be conducted by the

Leader of the Academic Unit. The format for such review shall be determined by the faculty and Leader of the Academic Unit with the assent of the Provost.

7.11 Non-Tenure-Track Faculty Members

7.11.1 **Elevation in Status.**

7.11.1.1 **Elevation to Longer Contract Term**. Elevations in status from one-year-contract non-tenure-track status to multi-year-contract non-tenure-track status are wholly discretionary elevations, although such elevations are limited by the guidelines established by this *Handbook* and any corresponding guidelines established by the *Appendix Document* of the appointee's Academic Unit.

7.11.1.2 **Elevation from Contract Term to Multi Year Appointment for Law School Non-Research Professors.** In accordance with the Appendix Document of the law school, elevations in status from a one-year or multi-year contract term to a multi-year appointment may be offered to a non-research faculty member.

7.11.1.3 **Elevation to Probationary Appointment**. Non-tenure-track faculty members may obtain probationary status only by being the successful candidate in a new hiring process for a tenure-track position, which will necessitate a national search.

7.11.2 **Promotion in Rank**. The promotion in rank of full-time faculty members holding non-tenure-track academic status is governed by this *Handbook* and the *Appendix Document* of the faculty member's Academic Unit.

7.11.3 **Evaluation Procedures.**

7.11.3.1 **One-Year Contract Appointments**. Faculty members holding one-year-contract non-tenure-track status shall be subjected to review if so determined by the Leader of their Academic Unit.

7.11.3.2 **Multi-Year Contract Appointments**. Faculty members holding multi-year-contract non-tenure-track status will be subjected to annual reviews according to procedures promulgated in the *Appendix Document* of the relevant Academic Unit.

7.11.3.3 **Law School Non-Research Professor Multi-Year Appointments.** Faculty members holding multi-year non-research appointments in the school of law will be subjected to reviews according to procedures promulgated in the Appendix Document of the law school.

7.11.3.4 **Continued Employment Not Guaranteed**. Except for non-research faculty in the School of Law. Irrespective of the results of any evaluation of any faculty member who holds a non-tenure-track contractual appointment, there is no contractual obligation for the University to offer continued employment beyond the expiration of the contract term.

7.12 Adjunct (Part-Time) Faculty Members

7.12.1 **Elevation in Status**. No "promotion" is available from adjunct (part-time) academic status to any other academic status. A person holding adjunct (part-time) status may apply for a full-time faculty position, but such application will be deemed a new application for employment and is subject to all search requirements appurtenant to the status in which full-time employment is sought. Faculty members holding adjunct academic status have no contractual expectation of continued employment beyond the expiration of the specified contract term.

7.12.2 **Promotion in Rank**. Although persons holding adjunct academic status may also have an academic rank, the award of such rank is within the discretion of the Leader of the relevant Academic Unit upon the approval of the Provost, and is not fungible with other academic ranks.

7.12.3 **Evaluation Procedures**. Faculty members holding adjunct status may be subjected to performance reviews according to procedures promulgated in the *Appendix Document* of the relevant Academic Unit.

7.13 Reports

The written result of the renewal, promotion, and/or tenure evaluations of any faculty member reviewed under these procedures, and supporting documentation attached thereto (electronic submission is acceptable), shall be forwarded by the Leader of the faculty member's Academic Unit and to the Provost pursuant to the timelines established in this *Handbook*.

7.14 Compensation

At Oklahoma City University, we believe in providing fair and competitive compensation as well as comprehensive benefit plans and programs to attract, retain, and motivate our talented faculty and staff. We strive to offer salaries that are at or above market rates, taking into consideration factors such as qualifications, experience, performance, and market demand. Our approach to faculty compensation is focused on providing financial security, stability, and growth opportunities for our employees while also aligning with our institutional goals, values, and resources. We regularly review and benchmark our compensation program and practices against industry standards and best practices to ensure that our program remains competitive and equitable. The university offers a generous and comprehensive benefits package designed to fit the needs of our employees and their families. Benefits offered include health (medical, dental, and vision) insurance, flexible spending accounts, university paid life insurance, university paid long-term disability insurance, retirement plans, and tuition remission for employees and qualifying dependents who wish to take classes or pursue a degree at OCU.

8. NON-RENEWAL, TERMINATION, OR SUSPENSION OF FACULTY APPOINTMENTS

8.1 Non-Renewal

8.1.1 **Tenured Faculty Members**. Tenured faculty members are not subject to non-renewal by the University and may only be terminated for Institutional Cause or individual cause, as set forth below in this Section.

8.1.2 **Probationary Faculty Members**. Probationary-status faculty members have no contractual right to renewal and have no contractual right to be non-renewed solely "for cause." Written notice that a probationary-status faculty member is not to be renewed will be provided to the faculty member in advance of the expiration date of the appointment, no later than March 1 of their first academic year of service if the appointment expires at the end of that academic year; or not later than December 15 of subsequent years of probationary service if the appointment expires at the end of that academic year.

8.1.3 **Non-Tenure-Track or Half-Time Faculty Members.** Except for non-research faculty in the School of Law, non-tenure-track-status academic appointments carry no contractual expectation of employment beyond the faculty member's contract/appointment term. Written notice that a non-tenure-track faculty member is not to be renewed will be provided to the faculty member in advance of the expiration date of the contract/appointment term. A faculty member holding non-tenure track academic status may be offered a contract for a subsequent term at the pleasure of the University.

8.1.4 **Adjunct Faculty Members**. A faculty member holding adjunct academic status may be offered a contract for a subsequent semester at the pleasure of the University. However, adjunct-status academic appointments carry no contractual expectation of employment beyond the faculty member's contract term.

8.2 Termination – Generally

8.2.1 **Tenured Faculty Members**. Tenured-status faculty members may only be terminated for Institutional Cause or individual cause, as set forth below in this Section.

8.2.2 **Probationary Faculty Members**. Probationary-status faculty members may be terminated for Institutional Cause or for individual cause, as set forth below in this Section, or without cause, as stated in Section 8.1.2.

8.2.3 **Non-Tenure-Track Faculty Members.** Non-tenure-track-status faculty members may be terminated for Institutional Cause or for individual cause, as set forth below in this Section, or without cause, as stated in Section 8.1.3.

8.2.4 **Adjunct Faculty Members**. A faculty member holding adjunct academic status may be terminated for Institutional Cause or for Individual Cause, as set forth below in this Section, or without cause, as stated in Section 8.1.4.

8.2.5 **Termination Proceedings.** The proceedings for termination of faculty members are set forth below in this Section.

8.3 Termination – Institutional Cause

The University may terminate faculty positions for Institutional Cause. In no case shall a probationary/tenured faculty member's exercise of the right to academic freedom be a ground for termination for Institutional Cause. Additionally, nothing in this section shall impede the ability of the Trustees to uphold their fiduciary duty owed to the institution, which shall be determined in good faith upon the advice of fiduciary legal counsel.

Institutional Cause includes, but is not limited to, the causes set forth below.

8.3.1 **Financial Exigency of the University**. Faculty positions may be terminated due to extraordinary circumstances involving financial exigency of the University as determined in good faith by the Trustees. The Trustees shall consult with FSEC and the Budget Committee prior to declaring financial exigency. The Trustees shall have the final absolute discretion in determining that financial exigency exists and shall not be subject to review in an individual or any other proceeding as to the declaration of financial exigency.

8.3.2 **Educational Considerations – Terminations After Program Review**. Faculty positions may be terminated when, in good faith, the Trustees determine, for educational considerations, that the bona fide formal discontinuance or reduction of an academic program will enhance the educational mission of the of the University. Some examples of "educational reasons" include programs that have generated insufficient revenues to continue existing levels of faculty employment, have low program quality, use programmatic grade inflation and non-rigorous standards to attract students, lose accreditation when such accreditation is relevant, or systematically fail to maintain normal academic expectations, as evidenced by program-wide cheating, plagiarism, violations of the University's non-discrimination policy, lack of faculty availability to students, fraudulent research, or similar failures.

Faculty positions may be terminated for educational considerations only after the Academic Unit or department has undergone a Program Review, the process for which is set forth below in Section 8.4. The Trustees shall review all documentation and data collected through the program's periodic Program Review, including any responses submitted by FSEC, prior to making a decision to terminate faculty positions under this section. The Trustees shall have the final absolute discretion in making such a decision and shall not be subject to review in an individual or any other proceeding as to the decision.

8.4 Program Review

8.4.1 **Periodic Review**. The Provost shall call for a Program Review for each academic program on a periodic basis, but no less frequently than every three years. The Trustees may call for an expedited Program Review for an academic program at any time. The Program Review process is described below.

8.4.1.1 **Program Review Panel Members**. The Provost, Assistant/Associate Provost, Vice President for Enrollment Management and University Communications, and Chief Financial Officer shall serve as the Program Review Panel. Two (2) full-time faculty members shall attend all meetings of the Program Review Panel as observers.

The faculty members shall be appointed annually by the Faculty Senate Executive Committee from the faculty of academic programs not scheduled for review that year.

8.4.1.2 **Information and Data Considered**. The Program Review Panel shall review program-specific information and data as requested by the Provost. Each academic program under review shall prepare a report that includes the requested information and submit it in advance to the Program Review Panel. The Leader of the Academic Unit under review shall meet with the Program Review Panel to discuss the report and respond to questions. At the Leader's discretion, any supporting personnel who prepared the report may assist the Leader in the meeting with the Review Panel.

8.4.1.3 **Program Review Recommendations**. The Program Review Panel is responsible for making recommendations regarding the programs under review and for reporting its recommendations to the Board of Trustees.

Any panel recommendations to terminate or reduce a program will be forwarded to the Leader of the Academic Unit, who shall notify the faculty of such recommendations. Recommendations to terminate or reduce a program will also be subsequently forwarded to FSEC, which shall have at least thirty (30) days to respond to the recommendations prior to other University action. Additional time for response may be granted by the Academic Affairs Committee of the Board of Trustees.

8.4.1.3(a) **Recommendations to continue or enhance programs.** The Review Panel shall forward recommendations to continue or enhance academic programs to the program's faculty, the Leader of the Academic Unit, and the Provost, who shall be responsible for acting on the recommendations.

8.4.1.3(b) **Recommendations to terminate or reduce a program.** The Provost shall be responsible for initiating curriculum proposals, as appropriate, in response to Review Panel recommendations to terminate or reduce a program. The curriculum proposals shall include any response from the Faculty Senate Executive Committee (FSEC) and shall be forwarded to the University Curriculum Committee and the President for consideration and approval. The Provost shall also forward the curriculum proposals to the Budget Committee for its examination in the budget planning process.

8.4.1.3(c) **Recommendations to reduce faculty positions.** The Provost shall be responsible for forwarding recommendations to reduce faculty positions that do not include changes to an academic program curriculum to the President and the Board of Trustees for consideration and approval following FSEC's 30-day response period.

8.4.1.4 **Program Review Recommendations Approval**. Program Review decisions that recommend the termination of tenured faculty must be approved by the Trustees before termination proceedings, as set forth below in this Section, are pursued.

8.5 Procedures for Termination for Institutional Cause

If the Trustees approve faculty terminations for Institutional Cause as set forth above in this Section, the following procedures govern how terminations are to take place.

8.5.1 **Termination of an Entire Academic Unit**. Where an entire Academic Unit is to be terminated requiring the termination of all its faculty, the Provost shall inform the Academic Unit's Leader and faculty of the decision of the Trustees and its effective date as soon as possible.

8.5.2 **Termination of Faculty Members Not Resulting from Termination of an Entire Academic Unit**.

8.5.2.1 **Faculty Meeting.** Upon being notified by the Provost of a need for faculty reduction for Institutional Cause, the affected Leader shall schedule a meeting of all full-time faculty as soon as such a meeting can be practicably convened and shall communicate to the faculty at such meeting the scope of the decision of the Trustees and the needed extent of faculty reductions.

8.5.2.2 **Ad hoc Termination Committee.** The faculty shall then designate an ad hoc committee to assist the Leader in making a recommendation for the faculty to be terminated. The Leader shall establish at this meeting a reasonable deadline for the submission of the recommendations of the ad hoc committee.

8.5.2.3 **Meeting.** The ad hoc committee shall meet as soon as practicable, select a Chair, and determine the criteria and priorities to be considered in recommending the specific faculty members to be terminated.

8.5.2.4 **Priority Process.** Each *Appendix Document* shall include a priority process for Ad Hoc committee consideration when termination of faculty within the Academic Unit is necessitated due to a declaration of financial exigency or a decision of Institutional Cause. Such priority process shall adhere to the AAUP guideline that tenured faculty should not be terminated prior to non-tenured faculty except in extraordinary circumstances. Such priority process shall take into account the specific needs of the Academic Unit including any constraints, including the capability of faculty members to provide instruction in specialized aspects of the Academic Unit's programs.

8.5.2.5 **Governing Purpose.** Recommendations shall be made in such a way as to maintain the highest level of instruction and services possible given the necessary faculty terminations.

8.5.2.6 **Voting.** The ad hoc committee shall determine, by majority vote secret ballot, which faculty members will be recommended for termination to achieve the level of faculty reduction that has been determined necessary by the Trustees.

8.5.2.7 **Reporting Recommendations.** Ad hoc committee recommendations shall be submitted to the Leader, who shall forward such recommendations to the Provost. The

dean or director shall communicate either concurrence or dissent, along with any reasoning for such concurrence or dissent.

8.5.2.8 **Final Approval.** The Provost shall make a determination of the faculty members to be terminated, taking into account all ad hoc committee recommendations and dean/director input. Such determination is final upon approval by the President.

8.5.3 **Other Employment within the University**. If a probationary or tenured faculty member is terminated from their position within an Academic Unit, the University shall make every effort to place such faculty member in another open position within the University, if any exists, if the faculty member meets the hiring qualifications for the open position.

8.5.4 **Notice and Severance Pay for Termination for Institutional Cause**.

8.5.4.1 **Tenured Faculty Members**. Tenured Faculty Members shall receive written notice of termination for the following academic year no later than August 15th of the preceding academic year. If notified after such date, such faculty member shall receive severance pay equal to the salary provided in their contract for the current academic year.

8.5.4.2 **Probationary Faculty Members**. Probationary-status faculty members in the first year of probationary service shall receive written notice of termination for the following academic year no later than March 1st. If notified after such date, such faculty member shall receive severance pay equal to one-third of the salary provided in their contract for the current academic year.

Probationary-status faculty members in the second or subsequent year of probationary service shall receive written notice of termination for the following academic year no later than December 15th. If notified after such date, such faculty member shall receive severance pay equal to one-half of the salary provided in their contract for the current academic year.

8.6 Termination or Suspension Without Pay for Individual Cause

Faculty members may be terminated or suspended without pay for individual cause, regardless and independent of any contractual or employment relationship with the University.

8.6.1 **Grounds**. The grounds for termination or suspension without pay for individual cause include the following:

8.6.1.1 Health conditions that prohibit a faculty member, even with reasonable accommodation (reference appendix for Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA) policies), from being able to perform the essential functions of their position.

8.6.1.1.1 In cases where the health condition of a faculty member is invoked as a ground for termination or suspension of a faculty appointment, the University may, where the examination is job-related and consistent with the business necessity of the University, require the faculty member to submit relevant medical supporting documentation from their healthcare provider. If necessary, the

University may request a relevant medical evaluation at the expense of the University. Termination or suspension on the "health condition" ground will be based in accordance with applicable university policies including but not limited to ADA and FMLA.

8.6.1.2 In the case of a tenured faculty member, failure to receive a satisfactory evaluation in a sexennial review or out-of-sequence review, if the subsequent review the following academic year is also unsatisfactory.

8.6.1.3 Conduct involving moral turpitude.

8.6.1.4 Academic dishonesty or plagiarism.

8.6.1.5 Willful neglect of duties.

8.6.1.6 Conduct that demonstrably goes beyond conscientious disagreement over policy and becomes substantially disruptive of the instructional programs of the University or any of its Academic Units.

8.6.1.7 Gross personal misconduct that destroys the faculty member's ability to fulfill their institutional responsibilities.

8.6.1.8 Material and substantial misrepresentation in the faculty member's application of employment and accompanying materials.

8.6.1.9 Unwillingness to accept reasonable teaching or administrative assignments (as defined in the Appendix Document of the Academic Unit).

8.6.1.10 Failure to comply with mandatory reporting requirements as specified in Section 6.9, 6.10, and 6.11.

8.6.2 **Academic Freedom**. In no case shall a faculty member's exercise of the right to academic freedom be a ground for termination or suspension without pay for Individual Cause.

8.7 Procedures for Termination or Suspension Without Pay for Individual Cause

8.7.1 **Initiation of Procedures**. Procedures to terminate or suspend a faculty member without pay may be recommended to the Provost by the Leader of the Academic Unit. The Provost or the President may also initiate such procedure after consulting with the leader of the academic unit.

8.7.2 **Informal Procedures Initiation of Formal Termination or Suspension Action**. Upon initiation of termination or suspension without pay procedures, the Provost shall discuss the recommendation for termination or suspension without pay with the affected faculty member. Such discussions will result in one of the following further actions.

- Withdrawal by the Provost of any action to terminate or suspend the faculty member without pay.
- Resolution of the matter by mutual agreement between the faculty member and the University.

- The initiation of formal action to terminate or suspend the faculty member without pay, with written notice to the faculty member, which shall include a description of the action.

8.7.3 **Interim Suspension**. The faculty member may be suspended with pay pending final decision on termination or longer-term suspension of their appointment at the discretion of the Provost, with notice to FSEC and all parties concerned.

8.7.4 **Right to FSEC Review**. Tenured faculty shall have the right to FSEC review of any termination or suspension without pay decision, unless the suspension or termination was determined through a Title IX proceeding as set forth in Section 9 of this *Handbook*. Probationary faculty or non-tenure-track faculty who are subject to a termination or suspension without pay proceeding during an ongoing contract term have the right to FSEC review of the termination or suspension without pay decision.

8.7.5 **Process for FSEC Review of Termination or Suspension Without Pay for Individual Cause.**

8.7.5.1 **Initiation of Challenge**. Within twenty-one (21) calendar days of the notice of the termination or suspension without pay, the faculty member shall provide notice of request for FSEC review, including a written statement, and any supporting evidence in support of the faculty member's challenge of the termination or suspension without pay decision. Such notice shall be delivered to the Chair of FSEC and to the Provost. FSEC may, in its discretion, join challenges that are similar in nature, or that arise from similar sets of circumstance.

8.7.5.2 **Initial Provost Review**. Within ten (10) days of receipt of a written challenge, the Provost shall consider the challenge, and shall notify FSEC whether the termination or suspension without pay proceeding shall be dismissed or pursued.

8.7.5.3 **Initial Actions by FSEC**. FSEC shall, within twenty (20) days of receipt of a written challenge, set a hearing date. FSEC may designate an advisor from the University community to aid FSEC in review of the challenge. FSEC will communicate only to the parties concerned, in writing, any decision or action taken that affects the parties.

8.7.5.4 **Designation and Duties of Hearing Officer; Notice**. FSEC shall, within thirty (30) days of receipt of a written challenge, designate one of its members as a hearing officer. FSEC shall give the parties notice of the designation of the hearing officer.

8.7.5.5 **Waiver of Hearing**. A party to the hearing may waive the right to a hearing at any time.

8.7.5.6 **Composition of Hearing Panel**. FSEC members shall serve as the hearing panel. In the event an FSEC member has a conflict, they shall either recuse themself or be excused from service on the panel by a majority vote of the other members of

FSEC. In that event, FSEC shall appoint another faculty member from the same Academic Unit as the dismissed FSEC member to serve on the panel**.**

8.7.5.7 **Challenge Procedures**. The following standards and procedures shall be followed for hearing challenges under this Section. FSEC may mandate additional procedures that are consistent with this *Handbook*.

8.7.5.7.1 **Pre-Hearing Procedures.**

- The burden of proof for overturning a termination or suspension without pay decision is on the affected faculty member, who must prove by a preponderance of the evidence that the decision should be revisited.
- A faculty member subject to a termination or suspension without pay decision shall, at least fifteen days before any hearing, receive from the Provost a detailed written statement and any supporting evidence supporting the decision, as well as a list of individuals the Provost plans to ask to provide information at the hearing.
- The faculty member shall, at least fifteen (15) days before any hearing, provide to the Provost a written statement and any supporting evidence supporting the challenge, as well as a list of individuals the faculty member plans to ask to provide information at the hearing.
- FSEC may convene a pre-hearing meeting between the administration and the faculty member to narrow the issues for hearing, agree on stipulated facts, provide an opportunity to exchange evidence, or for any other pre-hearing activity.

8.7.5.7.2 **Hearing Procedures.**

- Hearings shall be closed, and the proceedings shall be confidential.
- Parties and legal counsel/advisors have the right to be present in person throughout the hearing process at all times except during FSEC deliberations.
- FSEC has the right to have legal counsel/advisor, as well as any other personnel deemed necessary for the hearing process, present at all proceedings.
- A record of the proceedings shall be made. A copy of such record may be requested by any involved party.
- Parties shall have the right to question all persons who provide information at the hearing.
- When a person is providing information at the hearing, a party may request that non-FSEC hearing panel members and non-parties be removed from the hearing room.
- A faculty member challenging a termination or suspension without pay decision shall not be subject to retaliation for bringing forth such challenge.

8.7.5.8 **FSEC Hearing Findings and Outcomes**. Within one (1) week of the hearing, FSEC shall issue its findings of facts and recommendations, and shall provide notice of such findings and recommendations to the Provost and the affected faculty member. FSEC may recommend that the termination or suspension without pay decision be affirmed, reversed, or modified.

8.7.5.9 **Provost Recommendation**. Within one week of receipt of FSEC's findings and recommendations, the Provost shall convey to the President their written recommendation, along with the findings and recommendations report from FSEC.

8.7.6 **Final Action**. The President's action as to the termination or suspension without pay is final.

8.7.7 **Severance Pay**. A faculty member who is terminated for individual cause may be entitled to severance pay as determined by the Provost, in consultation with Human Resources and the President.

8.8 Resignations

A faculty member wishing to resign their appointment is requested to submit a written resignation to the dean or director of their Academic Unit and the Provost by June 30 of the Academic Year prior to intended resignation to facilitate the employment of the highest-quality replacement possible.

8.9 Leaves of Absence

The Provost may grant a leave of absence to a faculty member on that person's agreement to provide written notice of intent to return or provide Notice of Separation by a specified date. A faculty member on leave who fails to do so where such a condition has been imposed is deemed to have resigned their faculty appointment. Other leaves of absence covered by University employee policy, including Family Medical Leave Act leave, and maternity/paternity leave operate independently of the Faculty Handbook and are detailed in the Staff Handbook. Additional time for probationary faculty members to complete tenure requirements may be provided at the discretion of the Leader of an Academic Unit and the Provost.

9. SPECIAL PROCEDURES AND PANELS

9.1 Academic Freedom

While professorial conduct in the teaching environment is not automatically immunized by virtue of its having occurred *in* the teaching environment, in no instance shall an exercise of academic freedom be grounds for any adverse action against a faculty member under this Section.

9.2 Alleged Violations of the University's Nondiscrimination Policy and Equity Resolution Process

The University's policy and procedures for handling alleged violations shall be applicable so long as the policy and procedures afford the accused faculty member the protections listed below.

9.2.1 A Title IX Investigator conducting a preliminary inquiry into an allegation of violation of the policy must have received specialized training in investigating such allegations.

9.2.2 In the event an accused faculty member asserts an academic freedom defense to the allegations, an impartial faculty member shall assist the Title IX Investigator in making a determination of whether academic freedom is compromised by the allegations. Such consultant faculty member shall be chosen by the Title IX Coordinator, in consultation with the Chair of FSEC.

9.2.3 The Nondiscrimination Policy and Equity Resolution Process outlines the Resolution Process, which, depending on the facts and circumstances of a particular case, may follow an informal resolution process, an alternate resolution process, or a formal resolution process.

9.2.4 An accused faculty member has the right to a formal hearing for resolution of the allegation and shall receive at least ten calendar days' notice before any hearing is to occur.

9.2.5 An accused faculty member has the right to written notification of all violation allegations, as well as all evidence that will be used to render a determination.

9.2.6 The formal hearing process for an alleged violation shall provide for hearing panel review of all allegations, statements and evidence of the alleged violation.

9.2.7 An accused faculty member has the right to call relevant witnesses, to ask questions of the witnesses (or recommend questions to be asked of the witness by the hearing panel), to present all relevant evidence and to present relevant arguments.

9.2.8 A formal hearing panel shall include a majority of full-time faculty members who have received training on Title IX investigation and compliance (the Equity Resolution Pool).

9.2.9 The accused faculty member shall have the right to suggest questions to be asked of the reporting party.

9.2.10 The accused faculty member shall be given a list of witnesses whose information will be used to render a determination.

9.2.11 The accused faculty member has the right to regular updates throughout the investigation.

9.2.12 The accused faculty member has the right to have an advisor of their choice present for all proceedings.

9.2.13 The accused faculty member has the right to appeal the decision of the hearing panel. Any appellate panel shall include at least one full-time faculty member.

9.2.14 Sanctions for violations of the policy may include reprimand, suspension, suspension without pay, or termination. Violation determinations and sanctions are not subject to further review under any process set forth in this *Handbook*.

9.3 Faculty Grievances

9.3.1 **Grievance Subject Matter**

A full-time faculty member may file a grievance for any matter except the following:

- Termination or suspension without pay for individual cause (*which, in cases involving tenured faculty members, may be reviewed by FSEC, at the request of the faculty member outside of a grievance process, as set forth in Section 8.7.5*)
- An adverse decision of violation of the University Nondiscrimination Policy and Equity Resolution Process
- An administrative matter (including administrative appointments) unrelated to the faculty member's teaching and/or research functions.
- Course assignments

9.3.2 **Power of FSEC in Grievances**

- FSEC has limited power in grievances relating to faculty employment including promotion, tenure, matters of contract, termination, dismissal, resignation, and non-renewal, as these subjects are covered elsewhere in the Faculty Handbook and/or in University employment policies.
- FSEC only has the authority to choose to support or not support grievances related to employment matters.

9.3.3 **FSEC Review**. FSEC shall have the right to decide whether the facts merit further investigation and/or detailed consideration of the petition, and if so, whether the investigation and/or detailed consideration will be conducted through relatively informal or more formal procedures.

9.3.3.1 **Initiating a Grievance.** A grievance must be submitted in writing, by the faculty member to the FSEC chair within 45 calendar days from when the grievant knew, or could have been reasonably expected to know, of the action or event giving rise to the grievance. Grievances should provide a detailed explanation of the grievance and the requested remedy or action to be taken by FSEC. The FSEC Chair will present the grievance to FSEC. FSEC will determine if the grievance is reviewable by FSEC. The faculty member submitting the grievance will be promptly notified of FSEC's decision whether or not the grievance will be reviewed. If the grievance is reviewable, the faculty member will be provided information about the process, their rights, and available remedies.

9.3.3.2 **Parties.** The parties to a grievance are the faculty member(s) initiating the grievance and the decision-maker(s) responsible for the contested decision or action.

9.3.3.3 **Reviewing a Grievance.** If FSEC determines it should review a grievance, a Faculty Grievance Panel will be convened. The faculty grievance panel should be comprised of members who do not present a conflict of interest or stake in the outcome of the review. The Faculty Grievance Panel will determine whether informal or formal procedures will be followed. An informal review may lead to the determination that a formal review is necessary.

9.3.3.3(a) **Informal Review Procedures**. Informal procedure investigations will be non-adversarial in nature and focused on fact-finding, with FSEC (or a smaller number of Committee members if the FSEC so chooses) sitting as the Faculty Grievance Panel. The Faculty Grievance Panel will determine the timeline for review, request information from the parties, and prepare a report of their findings. The Faculty Grievance panel may at this stage propose a final recommendation to be voted on by FSEC or recommend a formal review occur.

9.3.3.3(b) **Formal Review Procedures**. FSEC may elect to proceed under more formal procedures, in which the grievant and any other party (including the University) may be represented by an advisor. The grievant and/or any other party (including the University) shall also be permitted to have the proceedings recorded. Other rules for the conduct of the more formal grievance procedure hearings not inconsistent with this paragraph may be established by FSEC and/or its otherwise-constituted Faculty-Grievance Panel.

9.3.4 **Findings and Recommendations**. FSEC may seek to bring about a settlement of the issue that is satisfactory to the parties. If in the judgment of FSEC or the Faculty Grievance Panel such a settlement is not possible or is not appropriate, the Panel will report its findings and recommendations to the petitioner, Provost, appropriate administrators and/or Leaders of Academic Units, and any appropriate faculty or other body.

9.3.5 **Confidentiality.** Grievances submitted to FSEC will remain confidential to the extent possible. Contents of the grievance, information from the investigation and/or hearings and FSEC's findings and recommendations will only be shared with the parties of the complaint.

10. LEADERS OF ACADEMIC UNITS – EVALUATIONS

10.1 Frequency and Format

Unit Leaders of programs who report directly to the Provost shall be evaluated once per academic year, before the end of May each year in accordance with a format/protocol developed by the Provost, in consultation with the President.

10.2 Participation by Faculty

All faculty of the academic unit, including tenured, probationary, non-tenure-track, and adjunct faculty shall have the ability to provide feedback on the Unit Leader's performance through the evaluation process.

10.3 Anonymous Participation

The evaluation process shall include an option for faculty members to submit anonymous feedback.

10.4 Evaluation Criteria

Leaders will be evaluated in the following areas, as well as other areas as set forth in the evaluation format/protocol developed by the Provost:

- Leadership
- Planning
- Administration and Management, including Unit Leader's management of direct reports
- Academic Affairs
- Outreach
- Communication
- Development, Advancement and Fundraising
- Personnel Development
- Assessment
- Management of Budget
- Diversity, Equity, and Inclusion