

East Central University
Faculty Handbook
2017 – 2018

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Forward

The term "Board" is used in reference to The Board of Regents of the Regional University System of Oklahoma, governing body of the universities under its control (referred to as RUSO or Board in subsequent usage in this document). The Board recognizes that the state universities under the control of RUSO are an integral part of the unified system which is known as the Oklahoma State System of Higher Education (OSRHE) as provided under Article XIII-A of the Oklahoma Constitution and that the powers and duties of the Board of Regents of the Regional University System of Oklahoma is limited by and subject to the authority expressly delegated by law to the Oklahoma State Regents for Higher Education.

The East Central University (ECU) Faculty Handbook reflects the policies of the Board of Regents of the Regional University System of Oklahoma. The RUSO policies and state and federal laws supersede ECU policies. Any policy which is ambiguous may be interpreted by RUSO and/or the President of ECU. RUSO policies are subject to change at any time and are in effect immediately. RUSO policy may be found at <http://www.ruso.edu/PolicyManual.aspx>. The policies in the faculty handbook may be modified, altered, initiated, revoked or amended in writing by authorization of the president. Apart from changes mandated by state or federal law, or RUSO policy, changes other than clerical ones made to the handbook should be put into effect during the change in the academic year (July 1) with sufficient advance notice to affected parties so they can be seen as meeting expectations for due process and consent to contracts. If one or more provisions of this handbook or the applicability of any such provisions to any set of circumstances shall be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions. No verbal communication by any university official is sufficient to effectuate a change in policy.

The revisions to the Faculty Handbook are effective July 1, 2017.

Preface

Equal Opportunity Policy and Affirmative Action Compliance Statement

East Central University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state laws, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

This policy statement further reaffirms commitment of continuing and expanding positive programs which will assure the strengthening of this policy, not only to the legal requirements of compliance, but also to further employment opportunities and advancement without regard to age, cultural/ethnic group, veteran status, disability, and gender. The President of East Central University assures that this commitment will embrace the development and maintenance of our Affirmative Action Compliance Program which will involve necessary efforts with respect to the recruitment, selection, placement, termination, training, and promotion of all employees and with respect to personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, education, tuition assistance, recreation programs, and other appropriate programs. Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan.

East Central University explicitly prohibits acts of discrimination that violate individual civil rights or conduct that is founded in prejudice or hate. Discrimination/hate violence is unlawful and will subject those who engage in it to university discipline including discharge, as well as civil and criminal penalties.

No institutional policies are in effect at East Central University that deviate, in wording or intent, from the above-stated administrative policy.

The following statement shall be included on relevant brochures, recruiting materials, contracts, the University website and other documents distributed by the institution:

East Central University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Employment Services Director, 1100 E. 14th, Adm 160, Ada, OK 74820, (580) 559-5217.

1 University Organization and Governance

1.1 History

East Central was established by legislative act in 1909 as one of three regional state normal schools founded that year in the eastern half of Oklahoma, that part which had been Indian Territory before the founding of the State in 1907. Three similar institutions had been established earlier in Oklahoma Territory, which became the western half of the new state. The six institutions for many years served virtually identical purposes in the state's program of higher education.

The normal school program consisted of four years of preparatory work (i.e., high school) and two years at the college level. Graduates of the normal schools were awarded lifetime licenses for teaching in the public schools of the state. In 1919, the six state normal schools were authorized to increase their college programs to four years of teacher education and to confer bachelor's degrees. At that time they were designated teachers' colleges. In 1939, they were authorized to expand their programs to include degree programs in arts and sciences as well as in education, and the designation was changed to Oklahoma State Colleges.

In 1954, East Central and the other Oklahoma state colleges were authorized to offer their first graduate work in a fifth-year program for teachers leading to the Master of Teaching degree. In 1969, the state colleges were authorized to change the name of this advanced degree from Master of Teaching to Master of Education. Other master's degrees have since been added.

In 1974, the Oklahoma State Legislature officially changed the name of East Central State College to East Central Oklahoma State University and in 1985 the name was officially shortened to East Central University. The academic divisions of the university are the following: the Stonecipher School of Business; the College of Education and Psychology; the College of Liberal Arts and Social Sciences; the College of Health and Sciences ; and the School of Graduate Studies.

1.2 Mission Statement

East Central University's mission is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.

1.2.1 Strategies

East Central University acknowledges five areas of importance to fulfill its mission.

1. To provide academic programs;
East Central University's primary mission is to develop and provide academic programs of study to meet the present and emerging needs of its students. Through on-campus and off-campus instruction, including electronic delivery, East Central University offers a variety of educational programs for both traditional and non-traditional students.
2. To sustain educational support programs
East Central University seeks to increase student potential for academic and personal success through services and programs that address the diverse educational needs of all students, including students with disabilities.
3. To provide educational enrichment opportunities;
Since education involves more than formal classroom work, East Central University sponsors varied organizations and activities to provide enrichment opportunities to enhance a global understanding and a total educational experience.
4. To offer special community/regional services;
East Central University serves the community and region by offering and promoting symposia, lectures, programs, cultural activities and economic development.

5. To promote professional development and scholarship.

East Central University supports the professional development of the faculty by sponsoring workshops, by encouraging conference attendance, and by promoting participation in other professional activities. East Central University encourages basic, applied, and institutional research as an important contribution to a dynamic academic community complementing its commitment to quality teaching.

1.2.2 Vision

East Central University's vision is to be a leading educational institution which is innovative, responsive, proactive, continuously improving, and a catalyst for the advancement of teaching and learning and for community and economic development.

1.2.3 Values

Values are core beliefs or desires that guide or motivate attitudes and actions. They also define the things we value and prize the most and, therefore, provide the basis for ranking the things we want in a way that elevates some values over others. East Central University has established the following shared values that unite us as an organization and guide our actions and decisions.

1. Integrity

We respect and value people by treating others as we want to be treated. We are honest by representing ourselves and our intentions truthfully.

2. Commitment

We take responsibility by being at our personal best for East Central University. We commit to excellence by being personally dedicated to the continuous improvement of East Central University.

3. Diversity

We recognize that a diverse faculty, staff, and student body enriches the quality of education and helps to prepare graduates to live and work in a culturally pluralistic, interdependent world.

4. Citizenship

We recognize that the worth of an organization is reflected in its impact on the community and how it conducts its business with others.

1.3 Governance

In February 1941, the people of Oklahoma adopted an amendment to the Constitution of Oklahoma providing for a unified system of higher education, to be known as "The Oklahoma State System of Higher Education." This system is directed by the Oklahoma State Regents for Higher Education. The Regents are appointed by the Governor and confirmed by the Senate for overlapping nine-year terms. This board has broad powers: among them, to prescribe standards of higher education applicable to each institution, determine functions and courses of study at each institution, confer degrees and other forms of academic recognition for the completion of prescribed courses, present to the State Legislature the budget recommendations for each state institution of higher education, and allocate funds to these institutions.

East Central University, along with the five other state regional universities, is under the supervision, management, and control of the Board of Regents of the Regional University System of Oklahoma. This board was created by a constitutional amendment adopted in 1948. Eight of the members are appointed by the Governor with the approval of the state senate for overlapping nine-year terms; and the State Superintendent of Public Instruction serves ex officio as the ninth member. Specifically, the board has the power to make rules and regulations governing each of the six institutions and to appoint or hire all necessary officers, supervisors, instructors, and employees.

1.4 Administration

The president of the university is responsible for determination of all policies of the university, other than those established by superior authority, and for the execution of all university policies. The president is empowered to take any appropriate action deemed necessary for the good of the university, within the limits of power expressly delegated by superior authority. Policies are determined by the president, usually with the approval or upon the

recommendation of the regular faculty, when the policies are of legitimate concern to the faculty.

Under the general control and direction of the president, the provost and vice president for academic affairs (hereafter provost/vpaa) is the chief academic officer of the university and is responsible for the instructional programs of the university. The provost/vpaa supervises the coordination and administration of the various academic units of instruction and has supervisory authority over the registrar, director of Linscheid Library, director of information technology, director of institutional effectiveness, director of the office of sponsored programs and research, director of academic services, director of academic success, and directors of external federal and/or state grants.

The vice president for administration and finance serves as the chief fiscal officer of the university, with university-wide fiscal operations under his/her control. With general direction from the president, the vice president for administration and finance has supervisory authority over numerous administrative areas of the university system: business management, comptroller's office, treasury operations, investments, budget development and analysis, risk management, employment services, affirmative action, institutional compliance with the Americans with Disabilities Act, and physical plant. The vice president for administration and finance has the responsibility for coordination and preparation of the university's total operational and capital budgeting program, and is charged with maintaining records and providing accurate and timely reporting of financial data reflecting financial accountability of the university.

The vice president for student development supervises and coordinates activities and programs affecting student services at the university. Under supervision and control of the president, the vice president for development is responsible for university operations including financial aid, admissions, and recruiting, campus security, career development, student extracurricular activities, student resident housing, health services/counseling, and various external federal and/or state grants.

1.5 Faculty Organization – Committee Structure

The university president shall make all appointments to these standing institutional committees based upon recommendations from the Faculty Senate, the Student Senate through the vice president for student development, or the provost/vpaa. The Faculty Senate's recommendations will be assembled by the Committee on Committees. Committee assignments for new committees will be staggered (3 years, 2 years, 1 year) to avoid all members being on the same 3-year rotation.

In addition to the standing committees and the appellate committees there are various ad hoc committees, usually appointed by the university president. Minutes of all faculty committees are posted on the faculty senate page in MyECU. Should a committee not meet during a semester, a report stating as such will be posted by the chair of each committee.

1.5.1 Standing Institutional Committees

1.5.1.1 Academic Committee

1. recommends the types of degrees offered in undergraduate programs;
2. recommends the general requirements for each degree in undergraduate programs;
3. recommends new or special educational programs of an academic nature;
4. recommends academic standards in accordance with State Regents policy;
5. recommends new courses offered by the various departments of the university;
6. evaluates and reports on the academic implications of the discontinuance of academic majors, and/or
7. minors, and/or certificate programs;
8. makes recommendations in matters exclusively academic.

Structure: 5 faculty representing each school/college (no more than 2 faculty from the same school/college), 2 administrators, Registrar (serves as ex officio member).

1.5.1.2 Assessment Committee

The Assessment Committee is responsible for monitoring the university's compliance with the Oklahoma State Regents for Higher Education Assessment Policy. The areas of assessment to be monitored include entry-level, mid-level, exit, and student satisfaction assessment. The Assessment Committee

1. reviews the effectiveness of the university's course placement criteria for entry-level assessment;
2. oversees the operation of the university's entry-level assessment plan and recommends change when needed;
3. oversees the university's mid-level assessment plan and makes recommendations for change when needed;
4. reviews and recommends approval-disapproval of assessment plans submitted by the academic departments for major programs;
5. reviews the results of departmental assessment efforts and makes recommendations for change when warranted;
6. oversees the university's student satisfaction assessment plan and recommends change when needed.

Structure: 6 faculty representing each school/college (no more than 2 faculty from the same school/college), 2 students, 2 administrators.

1.5.1.3 Athletic Committee

The Athletic Committee develops and recommends policies for regulating the intercollegiate athletic program. Such policies will be concerned with, but not restricted to, game admission prices, complimentary tickets, spectator safety, the scheduling of athletic contests, athletic scholarships, the use of varsity athletic facilities, athletic awards, athletic recruitment, the enforcement of the rules and regulations of the Great American Conference and the National Collegiate Athletic Association - Division II.

Structure: 4 faculty/librarian (no more than 2 faculty from the same school/college; no coaches may serve), faculty athletic representative (serves as chairperson), 2 students, 1 administrator, athletic director, ECU compliance officer (serves as ex officio member).

1.5.1.4 Committee on Committees

1. reviews annual reports from other standing committees;
2. reviews progress reports from ad hoc committees appointed by the Faculty Senate;
3. reports on committee activity to the Faculty Senate;
4. recommends future changes in the standing committee structure to the president;
5. recommends faculty for appointment to standing and ad hoc committees;
6. monitors changes to the Faculty Handbook;
7. recommends changes in the Faculty Handbook to the president;
8. in consultation with the vice president for student development and the Student Senate, solicits and maintains a data bank of students who are interested in and available for serving on standing and ad hoc committees.

Structure: 4 faculty representing each school/college and 2 other faculty/librarian (no more than 2 faculty from the same school/college), vice president of the Faculty Senate (serves as ex officio member).

1.5.1.5 Cultural Activities Committee

1. recommends the engagement of programs supplementary to those arranged by the various departments within limits of funds authorized;
2. actively seeks additional sources of funds to expand the program; and
3. finds programs which supplement the arts, including art exhibits, musical performances, theatrical productions, dance performances, guest speakers, workshops, other special programs for the cultural enrichment of the college community.

Structure: 6 faculty/librarian (no more than 2 faculty from each school/college), 2 students, 1 administrator.

1.5.1.6 Faculty Development (Teacher Education) Committee

1. reviews proposed annual plans for education faculty development according to Oklahoma State Regents for Higher Education guidelines;
2. verifies completion of approved faculty development activities for education faculty at the end of the

academic year;

3. approves the award of education faculty development points in mandated categories according to provisions of HB 1706 and the Oklahoma State Regents for Higher Education guidelines.

Structure: 2 faculty members from College of Education & Psychology and 3 other faculty (no more than 2 faculty from each school/college), 1 public school teacher.

1.5.1.7 General Education Committee

1. establishes guidelines for departments to follow in requesting new courses for the General Education curriculum;
2. reviews new courses proposed for the General Education curriculum and making recommendations to the Academic Committee;
3. oversees the General Education student outcomes;
4. oversees assessment of the General Education curriculum.

Structure: Two faculty from CLASS, two faculty from CHS, one faculty from CEP, and one faculty from SSB (faculty should be drawn from those who teach courses in the General Education curriculum), one librarian, two Academic Deans, the Director of Assessment, the Assistant Vice President for Academic Affairs.

1.5.1.8 Global Education Committee

1. encourages systematic approaches to recruit and retain international students and programs which represent a broad spectrum of the international community;
2. researches and sponsors study abroad trips;
3. develops relationships with foreign universities to forge “sister institution” arrangements;
4. promotes the value of global education on campus and in the community.

Structure: 4 faculty members representing each school/college and 1 other faculty/librarian (no more than 2 faculty from each school/college), 1 international student, 1 administrator, director of international studies and programs.

1.5.1.9 Graduate Committee

1. makes recommendations for admission and retention standards in graduate programs;
2. makes recommendations on requirements for the graduate degrees including, but not limited to, areas such as transfer of credit, full-time work required, time limit on applicable work, study load, grade requirements and credit requirements;
3. makes recommendations for all certificate programs at the graduate level;
4. makes recommendations on curricular standards and changes in all graduate programs;
5. makes recommendations on new graduate degrees and programs;
6. makes recommendations on qualifications of graduate faculty;
7. acts as an appellate body for all matters pertaining to the graduate programs.

Structure: 5 faculty selected from graduate faculty, dean of the school of graduate studies, 1 administrator, and 1 graduate student. The departments with graduate programs shall be represented. See Appendix II for the Bylaws of the School of Graduate Studies.

1.5.1.10 Honors Board

1. establishes criteria for admission and retention of students to the Honors Program;
2. defines the duties and responsibilities of the director of honors;
3. approves, creates, and coordinates honors requirements and standards;
4. establishes and distributes guidelines for honors courses to the general faculty and solicits proposals for university course offerings;
5. establishes criteria for the selection of honors faculty and course work;
6. evaluates departmental honors proposals, papers, and theses;
7. advises the Honors Student Association.

Structure: 5 faculty/librarian (no more than 2 faculty from each school/college), honors student association

president, honors director, HSA faculty advisor, provost/vpaa (or designee).

1.5.1.11 Human Diversity Committee

1. initiates and supports efforts designed to increase awareness and sensitivity to issues of human diversity relative to the campus and its public;
2. encourages efforts for increasing human diversity within the ECU faculty, staff, administration, and academic programs;
3. encourages systematic approaches to recruit and retain students who reflect various aspects of human diversity;
4. collaborates with campus and community organizations on activities which promote human diversity.

Structure: 5 faculty/librarian (no more than 2 faculty from each school/college), 1 administrator, 1 community representative, director of employment services, and 4 student representatives. Student representatives may include black, Native American, international, non-traditional, and GLBT (gay, lesbian, bisexual, and transgendered) students. Additional members may be recommended representing student groups, staff, alumni, additional community members, and ECU retirees.

1.5.1.12 Institutional Review Board (IRB)

1. reviews research prospectuses which involve the use of human subjects for the ethical and appropriate involvement of those subjects;
2. approves such research prospectuses;
3. develops and maintains the university Institutional Review Board process (see section 11 below).

Structure: 4 faculty with relevant professional expertise (no more than 2 faculty from the same school/college); 1 administrator; 1 community member.

1.5.1.13 Library Committee

1. makes recommendations for library and audio-visual development;
2. represents the interest of the faculty and students in the library;
3. advises the library on policy development in areas such as planning, assessment, services, resources, access, instruction and facilities;
4. enhances campus awareness of library services and resources;
5. supports library programs by encouraging faculty, staff, and student participation.

Structure: 4 faculty representing each school/college, 2 students, 1 administrator.

1.5.1.15 Program Review Committee

1. reviews each program self-study report and asks for additions and revisions as necessary;
2. reviews the consultant's report, if any;
3. evaluates the program and discusses preliminary recommendations with the department;
4. prepares a final report of the formal recommendations for the program to be submitted to the Resource Allocation Committee and provost/vpaa.

Structure: 5 faculty/librarian (no more than 2 faculty from the same school/college), 2 administrators.

1.5.1.16 Research

1. promotes and monitors faculty and student research efforts;
2. works to create an atmosphere conducive to research;
3. advises faculty to the availability of internal and external research funds, including funds administered by the committee;
4. evaluates proposals from faculty members requesting funds for conducting research or for conducting faculty professional development activities; and recommends awarding of internal research funds to the provost/vpaa;
5. works with the grants office to explore additional research funding;
6. Publishes an annual ECU Research Journal.

Structure: 4 faculty representing each college/school, 1 administrator.

1.5.1.17 Resource Allocation Committee

The RAC will be responsible for ensuring annual budgeting is aligned with the strategic goals of the university. It reports and makes recommendations to the president of the university. To accomplish its charge, the RAC will do the following:

1. determine the process for resource allocation for all unit budgets.
 1. review program cost analysis reports
 2. review credit hour production reports
 3. review program review reports
 4. review other relevant data
 5. use an established set of metrics (a rubric) for prioritizing funding allocations for all programs
2. assess budget proposals from all operational units and departments within the institution.
3. recommend the addition and/or deletion of programs, and/or faculty and staff positions.
4. work with vice presidents, academic deans, and other unit coordinators to develop annual budgets for operational units within the university.

The committee will begin its work in the fall semester and work until the budget is complete, typically early June. Faculty and staff serving on this committee must agree to be present during the months of May and June, particularly around or on Memorial Day weekend as state appropriations are typically provided by the Oklahoma State Regents for Higher Education the last weekend in May.

Structure: 8 faculty (no more than 2 from each school/college), 2 staff from each major division Academic Affairs, Finance and Administration, Student Development, and 2 staff at large (total of 8 staff), and 1 administrator.

1.5.1.18 Student Achievement Committee

1. Working with Student Development and Admissions, the Student Achievement Committee administers scholarship distribution to incoming students;
2. gathers applicants for and awards the Top 10 Freshmen and Senior Awards;
3. gathers nominations for and selects Who's Who recipients;
4. awards, or coordinates the awarding of, all future campus-wide awards or prizes.

Structure: 4 faculty representing each college/school, 4 students, 1 administrator.

1.5.1.19 Student Welfare

1. sees that academic admission and retention regulations of the Oklahoma State Regents for Higher Education are properly administered on campus; and
2. enlists participation of appropriate policy-determining agencies of the faculty as necessary to maintain agreement on interpretation and application of the regulations
3. makes recommendations on matters regarding student welfare, and
4. recommends policy concerning students, such as services--facilities and activities, health, involvement in college affairs--committee service in determining policy and administration, committee service for evaluation of the college; traffic rules and regulations; disciplinary procedures; organizations and their activities; housing.
5. coordinates and promotes retention and recruitment programs;
6. reviews surveys on the satisfaction of university graduates.

Structure: 4 faculty/librarian (no more than 2 faculty from each school/college), 2 students, 1 administrator.

1.5.1.20 Teacher Education Committee

1. advises and assists the dean and director of Teacher education with the governance of undergraduate (basic) teacher education programs in the university;
2. recommends to the Academic Committee all curriculum changes affecting teacher education or teacher certification;
3. recommends to the provost/vpaa policy changes or the development of new policies regarding teacher

education.

Structure: director of teacher education (committee chair); director of field experiences; 1 faculty member to represent each teacher certification program: (Art, Communication and Performance Studies, Early Childhood, Elementary, English and Languages, Family and Consumer Sciences, Physical Education, Mathematics, Music, Sciences, Special Ed, and Social Studies); 2 practicing professional educators (to serve one year each); 2 undergraduate student representatives (to serve one year each). All members of the Teacher Education Committee will be significantly involved in teacher education.

1.5.1.21 Teaching Excellence Committee

The president of the university will determine the time and place for presenting the awards.

1. establishes and publishes criteria for annual teaching awards;
2. receives nominations for annual teaching awards;
3. solicits and collects relevant information concerning the teaching performance of nominees;
4. selects award winners of annual teaching awards;
5. collaborates with the Center for Excellence in Teaching and Learning to promote teaching excellence through the presentation of workshops on teaching;

Structure: 4 faculty representing each college/school, 4 students (1 member from each academic school), the assistant vice president for academic affairs.

1.5.1.22 Visions and Traditions

1. works to identify and preserve traditions within the university;
2. assists with the planning of such traditional events as employee recognition ceremony, honors graduation ceremony, commencement and homecoming;
3. works to establish new traditions;
4. identifies and updates a vision for the university;
5. oversees issues relating to branding.

Structure: 3 faculty/librarian (no more than 2 faculty from the same school/college), 3 staff, 3 students, 3 alumni, 1 administrator.

1.5.2 Appellate Committees

1.5.2.1 Dismissal of Tenured Faculty Members Committee

Structure: 8 tenured faculty members elected by the Faculty Association, 1 tenured faculty member appointed by the president. See Section 2.6, Faculty Separation.

1.5.2.2 Faculty Appellate Committee

1. Considers appeals to merit pay decisions;
2. Considers appeals to promotion and tenure decisions and makes recommendations to the president.

Structure: 8 members of the Faculty Association elected by the Faculty Association, 1 tenured faculty member appointed by the president.

1.5.2.3 Financial Aid Appeal Committee

This committee determines status of student aid appeals referred to the committee by the Financial Aid Office.

Structure: 4 administrators.

1.5.2.4 Grade Appeal Committee

Makes recommendations in reference to contested student grade appeals referred to the committee by the provost/vpaa; (Note--See Section 3.2.5.4 for detailed procedure for "contested grade appeal initiated by student").

Structure: 4 faculty representing each school/college, 1 administrator.

1.5.2.5 Student Conduct Committee

1. completes functions and procedures as prescribed by the RUSO policy 4.4 “Student Disciplinary Regulations”;
2. reviews student's suspension appeals immediately upon suspension from the university.

Structure: 5 faculty/librarian (no more than 2 faculty from the same school/college), 2 students.

2 Faculty

2.1 Membership

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

2.1.1 Regular Faculty

The regular faculty includes members of the faculty who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, instructor, or special instructor (lecturer).

The regular faculty is charged with the responsibility of deliberating and advising the president regarding academic matters; however, it is rightly concerned with all matters affecting the welfare of the university. Under usual circumstances, the regular faculty expresses its opinion through standing institutional committees, the Faculty Senate and its committees, or regular faculty meetings. Only the regular faculty may hold faculty appointments to standing institutional committees. Only regular faculty may attend and vote at regular faculty meetings. The president and provost/vpaa are the chair and vice chair, respectively, of the regular faculty.

2.1.2 Supplemental Faculty

The supplemental faculty consists of

2.1.2.1 Adjunct Faculty

Adjunct faculty holds part-time appointments that may be held for one academic year or less. The rank of such faculty may be lecturer or instructor.

2.1.2.2 Visiting Faculty

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

2.1.2.3 Volunteer Faculty

A person who has special talents or expertise and whose time and services are donated, may be appointed to the university volunteer faculty. Volunteer faculty enjoy all the privileges of the academic community except those, such as tenure, which are applicable specifically to regular faculty.

2.1.2.4 Graduate Assistants

Graduate assistants are graduate students at East Central University who hold appointments as teaching or research assistants. Graduate assistants must be enrolled in a minimum of three (3) semester hours and may teach no more than six (6) credit hours per semester.

2.1.2.5 Clinical Supervisors

Clinical supervisors are not employees of the university. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.

2.1.2.6 Emeritus Faculty

The university may recognize the designation of certain faculty members to the honorary category of the emeritus faculty. When a faculty member retires under honorable conditions, the member may be entitled to emeritus status provided the faculty member has been in the service of the universities under the jurisdiction of the Board for at

least ten years. When the faculty member retires, he/she will be permitted to be included in the emeritus group at the same rank that he/she held upon retirement, i.e., president emeritus, professor of history emeritus, etc., as the case may be. The emeritus status must be recommended by the president and approved by the Board. Appointment to this status does not entitle the faculty member to any monetary or other compensation.

2.2 Appointments to Regular Faculty

2.2.1 Appointments to Regular Faculty

2.2.1.1 Types of Appointment

The regular faculty holds one type of appointment:

1. Tenure
2. Tenure track (non-tenured, on tenure track)
3. Non-tenure track (on non-tenure track)
4. Temporary (one academic year or less)
5. Administrative

2.2.1.1.1 Tenure

An appointment reserved for those regular faculty members who have been granted tenure by the Board. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated. The procedures for dismissal or suspension of tenured faculty are covered in Section 2.6, Faculty Separation.

2.2.1.1.2 Tenure Track

Tenure Track appointments are for one (1) year, renewable annually at the option of the university. This appointment allows the faculty member to serve a probationary period of not less than five (5) years and not more than seven (7) years in order to receive tenure. If, at the end of seven (7) years, any faculty member has not attained tenure, there will be no further renewal of appointment for the faculty member, unless a specific recommendation for a waiver of policy from the president to the contrary is approved by the Board each and every year thereafter. A person on tenure track will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment.

2.2.1.1.3 Non-Tenure Track

The faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as non-tenure track. Faculty with this type of appointment will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment. A faculty member on non-tenure track appointment may be continued annually, at the option of the university, for a period of seven (7) years. Thereafter, the appointment must be approved by the Board on an annual basis as a waiver of policy.

2.2.1.1.4 Temporary

A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon expiration of the temporary appointment, the position, if continued, shall be opened and advertised.

2.2.1.1.5 Administrative

Tenured faculty members appointed to administrative positions retain the tenure and rank that was previously granted when they were regular faculty members. An academic administrator may not hold tenure by virtue of an appointment to an administrative position, but may attain and hold tenure as a member of the regular faculty.

2.2.1.2 Length of Appointments

Because of the budget balancing amendment of the Oklahoma Constitution, the Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its employees. The Board does, however, recognize the intent to reappoint tenured personnel within existing positions that are continued the next academic year subject to sufficient allocations or appropriations of funds.

In most instances the length of the regular faculty contracts are for a nine- or ten-month period; however, some regular faculty contracts are for a twelve-month period.

2.2.1.3 Initial Appointments to the Regular Faculty

The Board has delegated authority to make appointments to the regular faculty to the university president. Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment.

2.2.2 Appointments to the Supplemental Faculty

The Board has delegated authority to make appointments to the supplemental faculty to the university president. These appointments are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non-reappointment.

2.2.3 Appointments to the Summer Teaching Faculty

Regular faculty appointment to the summer faculty is limited to the specific summer for which the appointment is made. The university has no obligation for notification of intent to reappoint in following summers. Regular faculty appointments for summer school are intended for faculty continuing employment at the university in the following year. The university may also appoint supplemental faculty (adjunct faculty, visiting faculty, etc.) to summer school at the regular summer salary rates. No intent to appoint either regular faculty or supplemental faculty is final until assigned classes have met the required minimum enrollment.

2.2.4 Full-Time Appointments

Full-time faculty have instructional and non-instructional duties as assigned by the university. Instructional duties include, but are not limited to, the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to advising students, serving on committees, sponsoring organizations, participating in professional organizations, and conducting research and other creative or scholarly activity as appropriate to the discipline in which the faculty member is assigned. A full-time faculty member should generally carry an instructional load of twelve (12) to thirteen and one-half (13.5) hours per semester and a non-instructional equivalent load of four and one-half to six (4.5 - 6) hours per semester so the full-time load would be the equivalent of eighteen (18) hours per semester.

2.2.5 Part-Time Appointments

Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes. The load of a part-time faculty member who does not have additional duties will be determined by dividing his/her teaching load by eighteen (18). For example, a nine (9) hour teaching load would equal one-half time. Part-time faculty may not carry an assigned load in excess of one-half time without the written approval of the provost/vpaa each semester.

2.2.6 Joint Appointments

Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they (a) must not total more than 1.0 Full-Time Equivalent (FTE) and (b) must be approved by all the units and colleges or universities involved. Such appointments must have the approval of the appropriate administrative officials of all units involved and one academic unit and college shall have primary responsibility for promotion and tenure consideration.

2.3 Faculty Credentials

Consistent with the Higher Learning Commission's policy statement, "Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices, the ECU Faculty Credential Policy ensures that faculty are qualified for the courses they are teaching by establishing the minimum qualifications for hiring all full-time and adjunct instructors of record regardless of the location of the course offering or mode of delivery. When determining acceptable qualifications of its faculty, East Central University gives primary consideration to the highest earned degree in the discipline. The Higher Learning Commission requires all accredited institutions to keep on file, for all full-time and adjunct faculty members, documentation of academic preparation. This documentation includes official transcripts and, if appropriate for demonstrating competence through equivalent experience, official documentation of professional and work experience, technical and performance competency, records of

publications, certifications, evidence of teaching effectiveness, and other qualifications that contribute to student learning outcomes.

2.3.1 Standards for Determining Qualifications

During the initial review for hiring, the applicant is evaluated to determine which criteria listed below the applicant meets. For faculty who meet criterion number 1 or number 2 below, follow the standard hiring procedure. For faculty who may qualify by criterion number 3, follow the Tested Experience Hiring Procedure detailed in Section 2.3.3.

2.3.1.1 For Teaching Undergraduate Courses

1. Master's or doctoral degree in the teaching discipline or subfield* from a regionally-accredited institution; or
2. Master's or doctoral degree in an area other than that which faculty member is being asked to teach plus 18 graduate semester hours in the teaching discipline or subfield* from a regionally-accredited institution; or
3. Documented Tested Experience. While it is expected that faculty members have academic preparation in their fields, in rare cases, where it can be clearly demonstrated that, by virtue of accomplishments and professional experience, an individual lacking a doctorate or master's degree in the teaching discipline has the knowledge and skills usually associated with a person fully qualified on the basis of academic credentials, the individual may be considered for instructional assignments. See Section III. for Documented Tested Experience Criteria.

2.3.1.2 For Teaching Graduate Courses

1. Doctoral degree or terminal degree in the teaching discipline or subfield* from a regionally-accredited institution; or
2. Doctoral degree in an area other than that which s/he is being asked to teach plus 18 doctoral semester hours in the teaching discipline or subfield* from a regionally-accredited institution; or
3. Documented Tested Experience. While it is expected that faculty members have academic preparation in their fields, in rare cases, where it can be clearly demonstrated that, by virtue of accomplishments and professional experience, an individual lacking a doctorate or master's degree in the teaching discipline has the knowledge and skills usually associated with a person fully qualified on the basis of academic credentials, the individual may be considered for instructional assignments. See section III for Documented Tested Experience Criteria.

* For subfields that are appropriate but not obvious, the department chair may need to submit the *Faculty Credential Form.*

2.3.2 Tested Experience

Qualifications include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. Qualifications are specific to individual disciplines and programs and could include certifications or licensures, extensive professional experiences, honors and awards, and distinguished publications. To demonstrate Tested Experience, substantive documentation is required.

Substantive documentation to support alternative credentialing includes, but is not limited to:

1. Official transcripts
2. Certifications that are related to the teaching discipline
3. Professional licensure related to the teaching discipline.
4. Significant professional experiences that are relevant to student learning outcomes of approved courses. However, in accordance with HLC policy, teaching experience is not a substitute for professional experience in the field.
5. Honors and awards related to academic performance or professional achievements related to the teaching discipline.
6. Publications in the area of specialization. Service to a professional field related to the teaching discipline.
7. Presentations on topics related to the teaching discipline at professional and/or academic conferences, symposium, or colloquia.

2.3.3 Tested Experience Hiring Procedure

2.3.3.1 Documentation Phase

1. Department Chair determines that the prospective faculty member will be considered under the Tested Experience process.
2. Department Chair procures the curriculum vitae (CV) and essential documentation from the prospective faculty member that will support tested experience credentialing.

2.3.3.2 Review Phase

1. Department Chair completes the initial review of the CV and substantive documentation (examples listed in section 2.3.2) provided by the prospective faculty and determines if the documentation provides support for tested experience credentialing for the discipline/program.
 - (1) If the department chair deems the documentation non-substantive, the prospective faculty will be removed from consideration for the teaching position.
 - (2) If the department chair deems the documentation to be substantive, the chair will complete the Faculty Credential Form and submit the form and all documentation to the dean of the college/school.
2. The college/school dean completes a review of the prospective faculty documentation.
 - (1) If the dean determines that the documentation is non-substantive and the form and materials are returned to the department chair with the rationale for the decision.
 - (2) If the dean concurs with the department chair recommendation, the form and documentation is forwarded forwards the signed Faculty Credential Form and documentation on to the provost and vice president of academic affairs.

2.3.3.3 Approval Phase

1. The provost and vice president for academic affairs reviews the Faculty Credential Form and the documentation and makes a final determination as to whether the prospective faculty meets the criteria for hire under the guidelines listed in section 2.3.2.
 - (1) If the decision is to deny approval, the provost and vice president of academic affairs will send notification with rationale to the college/school dean.
 - (2) If the decision is to approve the provost and vice president of academic affairs signs the Faculty Credential Form and sends notification to the college/school dean that the normal faculty hiring process can proceed.
2. The form and the associated documentation will be placed in the faculty member's personnel file verifying the faculty meets requirements articulated both in the institution's Faculty Credential Policy and the HLC Faculty Credential Policy.

2.3.4. Changes in Qualifications

If a faculty member's teaching responsibilities change due to a change in program requirements or institutional reorganization, including the deletion of a program, the faculty member must still meet the qualifications listed in the institution's Faculty Credential Policy. If not met, the provost and vice president of academic affairs, college/school dean, department chair and faculty member will agree on a course of action and timeline for the faculty to satisfy the criteria.

2.4 Recruitment

When the dean becomes aware of a position opening in the college/school, he/she shall arrange a conference with the provost/vpaa. During this conference, the following should be established:

1. The description of the position to be filled, establishing the rank, the range of salary, the starting date of employment, and the minimum and preferred qualifications (see section 2.3 Faculty Credentials).
2. The procedure to be followed in obtaining applicants and the application deadline. The procedure should allow for reaching the widest range of potentially qualified applicants.
 1. Normally, the position should be advertised nationally in publications such as the Chronicle of Higher Education or higheredjobs.com, and may be advertised in professional publications specific to the

- discipline.
2. In cases where a scarcity of potentially qualified applicants is anticipated, decisions should be reached on ways to seek applicants from non-traditional sources.
 3. In all cases where advertisements are placed and announcements made, there should be the recognition that East Central is an Affirmative Action/Equal Opportunity Employer.
 4. At a minimum, applicants should be requested to submit a letter of application, a resume, and letters or names and contact information of references. Complete transcripts of all college work should be provided prior to an offer of employment.
 5. File applications will be sent to the Employment Services office.
 6. False statements, including falsification of credentials on application materials or during the application process, will be cause for non-consideration of employment.
3. The provost/vpaa, dean, and department chair will decide whether the search will be conducted at the departmental or college/school level.

2.4.1 Procedures for Conducting the Search

1. The results of this conference, with the decisions made relevant to A, B, and C above, should be written and placed on file in the employment services office and copies in the offices of the school and the provost/vpaa. Copies of all advertisements and announcements should also be placed in this file.
2. Unless otherwise specified by the provost/vpaa, the dean or department chair, depending upon the level at which the search is conducted, shall appoint a screening committee. The screening committee should involve the widest participation of school and department faculty, consistent with an efficient and timely filling of the position.
3. The dean or department chair shall normally serve as chair of the screening committee. The chair shall establish a system to aid the committee in reviewing applications. The director of employment services shall be responsible for seeing that all procedures for obtaining potentially qualified applicants are followed.
 1. The director of employment services shall be responsible for establishing a file for each applicant. As applications are received, letters of acknowledgment should be sent specifying a potential date of action. If the selection process proves lengthy, applicants should be notified. Copies of all correspondence with applicants should be kept in their file.
 2. Each committee member should review the file of each applicant.
 3. No committee member should contact an applicant, a potential applicant, or a reference for an applicant without prior consent of the chair of the screening committee. Calls to committee members from applicants should be referred to the chair.
4. The screening committee should realize that the hiring of faculty is a dual process of having the applicant present him/herself as a highly qualified potential employee and of the screening committee presenting the university as a highly desirable potential employer. Often, the most highly qualified applicant will have several positions from which to choose. The screening committee should attempt to present a picture of East Central University that will help the applicant choose wisely.
5. The screening committee should attempt to gain extensive information about the applicant's relevant qualifications prior to making a decision about an on-campus visit. Conference telephone calls, taped lectures, and other means are encouraged and should be utilized to allow participation by the screening committee.
6. The screening committee, prior to an invitation for an on-campus visit, should provide adequate information to the applicant about the position, the university, and the surrounding community.
7. After careful review of the relevant qualifications of all applicants by the screening committee, the screening committee chair shall hold a conference with the dean and provost/vpaa to determine how many applicants may be invited for on campus interviews. Normally no more than three candidates will be invited to campus for an interview.

1. The selection of those for on-campus visits should be based on the likelihood of their being the most highly qualified and having the greatest probability for success. Although attempts should be made to minimize the cost of campus visits, cost should not be a factor in determining which applicants are invited for on-site visits.
 2. The chair of the screening committee is responsible for making all arrangements for the on-campus visit, including airline and room reservations.
 3. The visit should be arranged so there is maximum opportunity for the screening committee and others (faculty, students, administrators) to judge the relevant qualifications of the applicant.
 4. It is recommended that applicants be provided with an opportunity to present a guest lecture to a class of students.
 5. An interview will be scheduled with the provost/vpaa.
8. After completion of the on-campus interviews, the chair of the screening committee in consultation with said committee and the dean shall prepare statements of strengths and areas of concern pertaining to each candidate interviewed, and forward the recommendations to the provost/vpaa. The provost/vpaa will schedule a meeting with the chair of the screening committee and the dean to determine the preferred candidate.
 9. The provost/vpaa will forward a recommendation to the president.
 10. If in agreement with the recommendation, the president will extend a written invitation to the applicant to join the faculty.
 11. After the position has been filled, all applicants should be informed in writing by the director of employment services.
 12. The files of all applicants and records for the screening committee's action should be retained by the employment services office.
 13. If the screening committee deems that the applicant pool is not appropriate or adequate, the dean should schedule an appointment with the provost/vpaa to determine if the search procedure needs to be repeated.

2.4.2 Interim or Acting Appointments

It is the policy of East Central University to provide an interim salary increase for current staff who are serving in a temporary position of higher grade until the vacant position is filled.

The requesting department supervisor, dean, etc., through the appropriate vice president and the Employment Services Office, will determine the salary for the interim classification on a case-by-case basis.

For information pertaining to process, procedures, and obtaining forms please contact the Employment Services Office.

Any acting or interim administrative appointment must be made using the following definitions and guidelines:

2.4.2.1 Acting Appointment

The appointing officer should consider as wide a range of candidates as possible. The appointment will be considered temporary, and will be made for a specific and reasonably limited period of time. An acting appointment is always made to allow an office or academic unit to continue to function under effective leadership while a search is underway. If the individual filling the position is a candidate for the position on a permanent basis, he or she shall be subject to the same process and review which are applied to other candidates for the position.

2.4.2.2 Interim Appointment

If a full search produces no suitable permanent candidate and a person from the qualified pool is chosen to serve on an interim basis for a specified period of time, that person may be reappointed permanently or promoted at a later date (in accordance with appropriate policies) without an additional search, provided there has been satisfactory performance during the interim period.

2.4.3 Direct Appointment

Direct appointments can be made with the approval of the president. This policy provides operational efficiency, equitable consideration, and opportunity for qualified employees to fill managerial level positions at East Central University.

Direct appointments will be used only in exceptional cases when the need to fill the position is immediate, or the field of eligible internal candidates is known, or a current employee has been effectively performing higher level duties for an extended period of time, or when it is considered to be in the best interest of the university to do so.

2.5 Academic Rank and Promotion of Faculty

Promotion of regular faculty in rank is a means by which the university recognizes excellence in its faculty.

Promotions are not awarded for years of service but are earned by the faculty member's efforts to work towards the goals of the university. Eligible faculty apply for rank promotion from assistant professor to associate professor concurrent with their application for tenure.

The Board has delegated authority to the president to grant academic rank or promotion in academic rank in accordance with board and university policy.

Exceptions. Exceptions to criteria for promotion in rank may be recommended by the president upon recommendation from the provost/vpaa.

2.5.1 Academic Ranks

The principal academic ranks of the university shall be professor, associate professor, assistant professor, and instructor. Educational qualifications for these ranks shall be as follows:

1. Professor: An earned doctorate degree or a Master of Fine Arts requiring a minimum of sixty graduate hours awarded by a regionally accredited or internationally recognized institution.
2. Associate Professor: An earned doctorate degree or a Master of Fine Arts requiring a minimum of sixty graduate hours awarded by a regionally accredited or internationally recognized institution.
3. Assistant Professor: An earned doctorate degree awarded by a regionally accredited or internationally recognized institution. The institution may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a Master of Fine Arts that requires a minimum of sixty (60) graduate hours
4. Instructor: An earned master's degree awarded by a regionally accredited or internationally recognized institution.
5. Others: Classification of instructional personnel who are not subject to assignment of rank may be special instructor, lecturer, graduate assistant, adjunct instructor, part-time instructor, or by other title.

2.5.2 Minimum Criteria for Promotion

Promotions are given at the discretion of the university. The educational and experiential requirements listed below in no way imply, and are not to be interpreted to mean, that the attainment of given educational qualifications and/or experiential requirements shall be the sole criteria for granting rank or promotion in rank.

Applications for promotion must demonstrate evidence of continuing excellence in each of the criteria being evaluated.

2.4.2.1 Educational Requirements

The doctoral granting institution must meet the standards of the Higher Learning Commission or another regionally or internationally recognized institution. The earned degrees or graduate work should be in a field relevant to the individual's assignment.

2.4.2.2 Experiential Requirements

Faculty members remain at the same rank for a minimum of five (5) years. Exceptions may be made by the university president upon recommendation from the provost/vpaa.

2.5.3 Additional Criteria for Promotion

Promotion at East Central University is based upon the highest interests of the university that will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the chairs, the academic deans, the provost/vpaa, and the president of the university. The criteria and procedure for attaining promotion in rank are designed to systematize and clarify operations as well as to inspire cooperation and confidence among those involved. Providing that candidates possess the required educational and experience qualifications, the following are considered minimum criteria upon which promotion in rank is based: 1) effective classroom teaching, 2) scholarly or creative achievement, 3) contributions to the institution and profession, and 4) performance of non-teaching semi-administrative or administrative duties. The items of classification under each category are to be considered minimal; others may be added.

2.5.3.1 Evaluation Letters

Included in this section shall be evaluation letters from the department chair and the dean for the years since the faculty member was last promoted and summary letters of recommendation from the chair and the dean supporting or not supporting promotion. If the department conducted peer evaluations, these summaries may be included here also.

2.5.3.2 Effective Classroom Teaching

Classroom teaching effectiveness will be judged by use of a variety of instruments, such as self-evaluation, student evaluations, peer evaluation, and supervisory personnel evaluations, including:

1. student evaluation of faculty teaching performance;
2. peer observation (optional);
3. department chair evaluation;
4. dean evaluation;
5. subject matter mastery (course syllabi development or revision, etc.);
6. curriculum development (new program, new course, course design);
7. delivery of instruction (varied learning methodology, library assignments, etc.);
8. student learning (testing and evaluation in relation to course level and objectives, grading standards, grade distribution patterns, student retention rates); and
9. other.

2.5.3.3 Scholarship or Creative Achievement

1. Academic discipline -- Consider: current in literature in the discipline; subscribes to professional publications; attends workshops and seminars; and additional course work since earning degree;
2. Professional involvement -- Consider: attendance at state, regional or national conferences; editing journal; book reviews; editing or reviewing manuscripts for publishers (list organization, where, when - full bibliographical entry).
3. Publications/creative work and presentations -- Consider: books published; chapters published in books; books edited; articles in referred journals; non-referred publications; papers presented or poster presentations at professional meetings and workshops; chairing sessions at professional meeting/conferences; and other creative work (musical compositions, paintings, sculpture, recitals, etc. for publication, exhibit or demonstration) (list organization, where, when - full bibliographical entry).
4. Applied scholarship -- Consider: supervises student research; formal consulting, technical assistance, or policy analysis producing a written report or other product; program evaluation or grant writing for publics external to the university (i.e., business, non-profit organizations, public schools, citizen organizations, etc.) (list organization, where, when - full bibliographical entry).
5. Scholarship of teaching -- Consider: professional development activities directed towards the improvement of teaching (teaching circles, workshops/conferences in teaching methodology, etc.) (list organization, where, when - full bibliographical entry).
6. Grant proposal submission -- Consider: Principle Investigator (PI) in funded grants that promote scholarship, outreach to members of the community, departmental, school/division, or university goals; PI in proposals submitted but not funded; consultant for grant projects (include funding agency, amount requested or funded, PI status).

7. Other.

2.5.3.4 Contributions to the Institution and Profession

1. University-wide committee assignments -- Consider: active membership on university standing committees; and membership on university ad hoc committees; participation in self-study activities (list).
2. Departmental or school committee assignments -- Consider: active membership on departmental, school or college committees; participates in self-study activities (list).
3. Leadership role -- Consider: serving in leadership positions on university, college, school, or departmental committees; assigned administrative or semi-administrative work (examples).
4. Student advisement -- Consider: maintenance of office hours; student interaction; positive rapport with students; accessibility to students for advisement; knowledge of university policies related to advisement; and advisement load (describe performance).
5. Non-instructional student assistance -- Consider: student club sponsorship or other involvement; and assistance with student placement work (list).
6. Student recruitment -- Consider: assistance with departmental or university student recruitment activities (describe activities).
7. University functions -- Consider: involvement with departmental or university alumni activities; participation in university cultural, intellectual, social, or athletic activities (list).
8. Community service -- Consider: service club membership; and presentations to service clubs or other community organizations consistent with the faculty member's professional credentials (list).
9. Professional contributions -- Consider: professional organization memberships; honors and recognitions from state, national or international professional organizations; offices held in organizations; editing newsletter (list organization, offices held & dates, and newsletter).
10. Other

2.5.3.5 Performance of Non-Teaching Semi-Administrative or Administrative Duties

1. department chair service;
2. dean service;
3. librarian service;
4. preparation of reports and other official documents-publications; and
5. other

2.5.4 Reduction in Rank

No person presently employed shall suffer reduction in rank as a result of the operation of these policies.

2.5.5 Procedure for Applying and Granting of Rank Promotion

A faculty member desiring a promotion in rank must file with his/her department chair a written petition outlining his/her rationale for promotion by a date established by the provost/vpaa. The faculty member is responsible for developing a portfolio with documents supporting his/her application for promotion. The portfolio should address each of the five criteria to be considered for promotion in rank. Department chairs desiring promotion shall submit their applications to the dean, and deans desiring promotion shall submit their applications directly to the provost/vpaa.

The department chair reviews the faculty member's application and portfolio and forwards these documents, along with his/her written evaluation and recommendation, to the dean by a date established by the provost/vpaa.

The dean then reviews the application, the portfolio, and the comments of the department chair regarding the application. He/she shall add his/her own written evaluation and recommendation regarding the promotion and submit the portfolio and all documents to the provost/vpaa by a date established by the provost/vpaa.

The provost/vpaa shall review all applications, evaluations, recommendations, and rankings. The recommendation of the provost/vpaa, regarding promotion, shall be added to the candidate's file, and the recommendation shall then be forwarded to the president. Each applicant shall receive written notification of the actions and recommendations of the provost/vpaa by a date established by the provost/vpaa.

Acting on the recommendations of the provost/vpaa and on the basis of the information available to him/her, the

president shall submit his/her recommendations for promotion to the board. When the board has acted, the faculty member applicant shall be notified in writing of its decision.

In case of denial of promotion, the aggrieved faculty member may file a written appeal to the Faculty Appeals Committee. The Faculty Appeals Committee, upon considering the appeal, then files its recommendation with the president for consideration. The president then notifies the faculty member of the final determination of his/her petition.

2.6 Policies on Academic Tenure

2.6.1 Definition of Tenure

Tenure is defined in the academic world as a privilege and a distinctive honor that may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of the appointment. Tenure does not apply to an administrative position, but a tenured faculty member appointed to an administrative position retains tenure previously granted. A faculty member is a member of the instructional staff. Qualified, professional librarians shall be considered as faculty members if they are given academic rank.

Because of the budget balancing amendment of the Oklahoma Constitution, the Board of Regents of the Regional University System of Oklahoma cannot obligate funds in excess of the unencumbered balance of surplus cash on hand. Consequently, the Board may not obligate itself by binding contracts beyond a current fiscal year for salaries or compensation in any amount to its employees. The Board does, however, recognize the intent to reappoint tenured personnel to the faculties of the institutions under its control within existing positions that are continued the next year when doing so is compatible with the annual budget for that year.

The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and the faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board.

For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as part of the period of probationary employment, but a leave of absence does not.

2.6.2 Schedule for Initial Tenure Evaluation

Faculty members holding academic rank above the level of instructor (assistant professor, associate professor or professor) shall be on probation for five (5) years after the date of first being placed in a tenure track position. Years of experience in any position other than a tenure track position may be used for the probation period only if approved by the university president.

The probationary period begins when the faculty member is first employed in a tenure-track position. Seven (7) years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven (7) years any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the president to the contrary is approved by the Board each and every year thereafter.

Each non-tenured faculty member shall complete a pre-tenure review in his/her fourth year. Under the direction of the dean, the pre-tenure review is to be completed by the last day of November following the completion of the faculty member's first full (August through May academic year) three years of employment. The pre-tenure review shall include the faculty member's mentor, immediate supervisor (department chair or coordinator), and school director, if appropriate. The pre-tenure recommendation shall consider the mentor year performance, and the first three annual Performance Evaluation Reports, and any other pertinent or relevant information and data available at the time of the review. The dean shall file the "Third Year Pre-Tenure Review" form with the Office of Academic Affairs. The committee shall recommend 1) satisfactory progress; 2) unsatisfactory progress with a plan for improvement; or 3) do not renew.

Each department or college/school shall complete the tenure evaluation for its non-tenured faculty members holding rank of assistant professor or above by a date set by the provost/vpaa in early February of the fifth year of

probationary employment. If, during the evaluation process, the departmental tenure review committee or the dean determines that it would be to the advantage of the candidate to delay the tenure evaluation until the sixth year of probationary employment, the tenure review may be so delayed upon notification of the provost/vpaa. The rationale for the delay should be discussed with the candidate, and the candidate should agree to the delay, or else the review process will proceed. Under no circumstances may the initial tenure review be delayed beyond the sixth year of probationary employment.

Regardless of all recommendations within the institution, a faculty member does not have tenure until that person has been granted such by the Board. At any time and, in rare instances, tenure may be recommended in fewer than five years. A person whose original appointment was at the rank of instructor has, at most, seven (7) years of probationary employment in which to obtain tenure. If at the end of seven (7) years any faculty member, including an instructor, has not attained tenure, there will be an automatic non-renewal of contract for the faculty member unless a specific recommendation from the president to the contrary is approved by the Board each year thereafter.

A recommendation for tenure may also come directly from the provost/vpaa or from the president of the university without prior recommendation from the division or department. If the president determines to recommend granting of tenure, he or she will make the recommendation to the Board.

2.6.3 Criteria for Granting Tenure

The candidate must be a full-time regular faculty member and hold academic rank of assistant professor, associate professor, or professor. Candidates must hold an earned doctorate, or other terminal degree. Eligible faculty apply for rank promotion from assistant professor to associate professor concurrent with their application for tenure. Upon rare instances the provost/vpaa may recommend tenure for candidates not holding an earned doctorate, or other terminal degree, if the candidate has demonstrated continued progress toward the terminal degree.

Applications for tenure must demonstrate evidence of continuing excellence in each of the criteria being evaluated.

2.6.3.1 Evaluation Letters

Included in this section shall be evaluation letters from the department chair and the dean for the years since the faculty member was last promoted and summary letters of recommendation from the chair and the dean supporting or not supporting promotion. If the department conducted peer evaluations, these summaries may be included here also.

2.6.3.2 Effective Classroom Teaching

Classroom teaching effectiveness will be judged by use of a variety of instruments, such as self-evaluation, student evaluations, peer evaluation, and supervisory personnel evaluations, including:

1. student evaluation of faculty teaching performance;
2. peer observation (optional);
3. department chair evaluation;
4. dean evaluation;
5. subject matter mastery (course syllabi development or revision, etc.);
6. curriculum development (new program, new course, course design);
7. delivery of instruction (varied learning methodology, library assignments, etc.);
8. student learning (testing and evaluation in relation to course level and objectives, grading standards, grade distribution patterns, student retention rates); and
9. other.

2.6.3.3 Scholarship or Creative Achievement

1. Academic discipline -- Consider: current in literature in the discipline; subscribes to professional publications; attends workshops and seminars; and additional course work since earning degree;
2. Professional involvement -- Consider: attendance at state, regional or national conferences; editing journal; book reviews; editing or reviewing manuscripts for publishers (list organization, where, when - full bibliographical entry).
3. Publications/creative work and presentations -- Consider: books published; chapters published in books; books edited; articles in referred journals; non-referred publications; papers presented or poster presentations at professional meetings and workshops; chairing sessions at professional

meeting/conferences; and other creative work (musical compositions, paintings, sculpture, recitals, etc. for publication, exhibit or demonstration) (list organization, where, when - full bibliographical entry).

4. Applied scholarship -- Consider: supervises student research; formal consulting, technical assistance, or policy analysis producing a written report or other product; program evaluation or grant writing for publics external to the university (i.e., business, non-profit organizations, public schools, citizen organizations, etc.) (list organization, where, when - full bibliographical entry).
5. Scholarship of teaching -- Consider: professional development activities directed towards the improvement of teaching (teaching circles, workshops/conferences in teaching methodology, etc.) (list organization, where, when - full bibliographical entry).
6. Grant proposal submission -- Consider: Principle Investigator (PI) in funded grants that promote scholarship, outreach to members of the community, departmental, school/division, or university goals; PI in proposals submitted but not funded; consultant for grant projects (include funding agency, amount requested or funded, PI status).
7. Other.

2.6.3.4 Contributions to the Institution and Profession

1. University-wide committee assignments -- Consider: active membership on university standing committees; and membership on university ad hoc committees; participation in self-study activities (list).
2. Departmental or school committee assignments -- Consider: active membership on departmental, school or college committees; participates in self-study activities (list).
3. Leadership role -- Consider: serving in leadership positions on university, college, school, or departmental committees; assigned administrative or semi-administrative work (examples).
4. Student advisement -- Consider: maintenance of office hours; student interaction; positive rapport with students; accessibility to students for advisement; knowledge of university policies related to advisement; and advisement load (describe performance).
5. Non-instructional student assistance -- Consider: student club sponsorship or other involvement; and assistance with student placement work (list).
6. Student recruitment -- Consider: assistance with departmental or university student recruitment activities (describe activities).
7. University functions -- Consider: involvement with departmental or university alumni activities; participation in university cultural, intellectual, social, or athletic activities (list).
8. Community service -- Consider: service club membership; and presentations to service clubs or other community organizations consistent with the faculty member's professional credentials (list).
9. Professional contributions -- Consider: professional organization memberships; honors and recognitions from state, national or international professional organizations; offices held in organizations; editing newsletter (list organization, offices held & dates, and newsletter).
10. Other

2.6.3.5 Performance of Non-teaching Semi-administrative or Administrative Duties

1. department chair service;
2. dean service;
3. librarian service;
4. preparation of reports and other official documents-publications; and
5. other

2.5.3.6 Exceptions

Exceptions to criteria for promotion in rank may be recommended by the president upon recommendation from the provost/vpaa.

2.6.4 Procedure for Granting Tenure

Tenure is granted only by the Board. The recommendation to the Board that a faculty member be granted tenure is made by the president. Normally, the president's request that a faculty member be granted tenure will be based on the review procedure described in Sections 2.5.4.3 Portfolio and 2.5.4.4 departmental and school review. The provost/vpaa may request tenure and the president may recommend tenure be granted without a review process.

2.6.4.1 Responsibility for Awareness of Policies, Status, and Timetables

1. Faculty Member. It is the responsibility of each faculty member to know the university policies regarding tenure and applicable institutional timetables for the tenure review process. Each faculty member should know the progress and disposition of his/her tenure application.
2. Department Chair. It is the additional responsibility of each chair to know the tenure status of each member of his/her department and to inform the potential candidates for tenure of the timetable for the review process leading to tenure.
3. Dean. It is the responsibility of the deans to inform the department chair about which members of their respective departments are eligible for tenure and of the timetable for the review process leading to tenure.
4. Provost and Vice President for Academic Affairs. It is the responsibility of the provost/vpaa to inform the faculty, by publication in a timely manner, of the criteria and procedures for granting tenure. It shall also be his/her responsibility to inform the dean about which members of the school are eligible to be considered for tenure and of the timetable for the review process leading to tenure.

2.6.4.2 Initiation of the Review Process

Review of a faculty member for tenure may be initiated by the dean, by the department chair, or by the individual faculty member. In the event that the review is initiated by a person other than the individual faculty member, the affected faculty member shall be so informed at the earliest possible opportunity.

2.6.4.3 Portfolio

The decision to grant or withhold tenure shall be based on an evaluation of the candidate with respect to the criteria for tenure listed above. To assist in arriving at a decision, each candidate for tenure shall have a portfolio prepared.

1. Basic Material. The candidate for tenure, with the assistance of the department chair, shall provide the following documents for the portfolio:
 1. a one-page vita for overview purposes;
 2. copies of the department chair's and dean's annual letters of recommendation for continued employment for all years of the probationary period;
 3. letters of recommendation for tenure from the department chair and dean;
 4. letters of reference (If letters of reference from individuals outside the university are to be included in the review, they should be solicited by the department chair. The names of the individuals from whom the letters are requested may be supplied either by the candidate or by others knowledgeable in the candidate's discipline.);
 5. evidence of effective classroom teaching and reflection statement;
 6. evidence of scholarship or creative achievement and reflection statement;
 7. evidence of contributions to the institution and profession and reflection statement; and
 8. additional evidence, if it is appropriate, to document that the candidate fulfills the criteria for tenure.
2. Additional Materials. At each stage of the review process, described in Section 2.5.4.4 Departmental and School Review, the portfolio will be updated with the following material:
 1. the addition of new information, if any, which was used in making a recommendation at that stage; and
 2. the recommendation that was made.

2.6.4.4 Departmental and School Review

All steps described below shall be carried out in accordance with a timetable to be published at the beginning of each academic year by the office of the provost/vpaa.

2.6.4.4.1 Faculty Review Committee

1. Department with at least five (5) tenured members: When a faculty member is to be considered for tenure, the chair of the department shall call a meeting of the tenured faculty members of the department for a discussion of the case. These faculty members, including the chair, if tenured, shall constitute the department review committee. If the department chair is not tenured, he/she shall be an ex officio member of the committee, but shall not have a vote. The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured members of the department and a poll by secret ballot will be taken to determine whether a recommendation for the

- granting of tenure will be made.
2. Department with less than five tenured members:
 - a) In the event that the number of tenured faculty members in a department is fewer than five (5), the actual tenured members in that department and other faculty, selected as indicated below, shall act as an ad hoc group, on request of the affected faculty member, to recommend the granting or withholding of tenure.
 - b) If an ad hoc committee is requested, it shall be composed of five (5) voting members.
 - c) The chair of the affected faculty member's department shall act as chair of the committee. If tenured, the chair shall be a voting member. If not tenured, the chair shall act as an ex officio member and not vote.
 - d) In the event that the department is part of a larger academic unit (college/school), with at least five tenured members, then the committee members from outside the candidate's department shall be drawn from the larger academic administrative unit of which the candidate is a member. If this is not the case, the committee members from outside the candidate's department shall be taken from the faculty at large.
 - e) The committee members will be recommended by the Faculty Senate and appointed by the provost/vpaa.
 - f) After the appointment, and prior to the committee's notification of assignment, the candidate will have the option to delete one member from the committee. If the candidate elects to exercise this option, a new member will be selected by the same procedure used to select the original committee.

2.6.4.4.2 Basis for Review

1. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni, and administrative information from department chairs.
2. The committee chair shall be responsible for soliciting information from non-tenured colleagues, students, and alumni.
3. This information shall be added to the candidate's file.

2.6.4.4.3 Method of Reaching a Decision

1. A secret ballot shall be taken on the granting of tenure or withholding of tenure.
2. A simple majority shall prevail.
3. The committee shall add, to the documentation file, a statement of its decision.
4. The committee may ask the candidate or other persons to appear before it to clarify information provided to the committee. However, all discussions and voting procedures shall be conducted with only the committee members and a recording secretary, if requested, present.

2.6.4.4.4 Recommendation of the Department Chair

1. The department chair will forward the entire documentation file, including the results of the vote and a personal recommendation to the dean. If the school is the smallest academic unit, the file shall be forwarded directly to the provost. The file shall be forwarded regardless of the recommendations that were made.
2. The department chair shall inform the candidate, in writing, within ten calendar days after a decision is reached of the committee's recommendation and of his/her own personal recommendation. The results of the committee's balloting shall simply be reported as a recommendation for or against the granting of tenure.

2.6.4.4.5 Recommendation of the Dean

1. The dean shall add his/her personal recommendation to the candidate's file and forward the file to the provost/vpaa.
2. The file shall be forwarded regardless of whether the recommendation is for or against the granting of tenure.
3. The candidate shall be informed, in writing, within ten calendar days of the time the file is forwarded, whether the recommendation is for or against the granting of tenure.

2.6.4.4.6 Recommendation of the Provost and Vice President for Academic Affairs

The provost/vpaa shall review all applications, evaluations, and recommendations. The recommendation of the provost/vpaa and vice president regarding those persons who shall receive tenure shall be added to the candidate's file. All files shall then be forwarded to the president. Each applicant for tenure shall receive written notification of the actions and recommendations of the provost/vpaa and vice president by a date established by the provost/vpaa.

2.6.4.4.7 Recommendation of the President

Acting on the basis of information available to him/her, the president shall submit his/her recommendation for tenure to the Board. When the Board has acted, the faculty member shall be notified in writing by the president that tenure is granted. All portfolios will be returned to the candidates.

2.6.5 Procedure for Post-tenure Review

All tenured faculty members of the East Central University faculty will have their tenure reviewed at least every three years. For tenured faculty members whose duties are primarily instructional, the provost/vpaa will appoint a tenure review committee according to the guidelines that follow. For those tenured faculty members whose duties are basically administrative or non-instructional, the provost/vpaa will refer the review to the appropriate supervisor.

2.6.5.1 Selection for Review

1. Faculty members who have not been tenured or who have been tenured less than three years will have their review in their third year of tenure.
2. The remaining tenured faculty members will be reviewed each year.
3. Tenured faculty who resign or retire at the end of the academic year may be exempt if their letter of intent to retire/resign is submitted to the vpaa/provost prior to arranging the post-tenure review.

2.6.5.2 Review Committee Structure

1. The committee shall consist of five tenured faculty members from the department of the one reviewed when possible. The members will be selected on a rotation basis beginning with the person with the greatest number of years of tenure.
2. If a department has less than five tenured faculty members, then the remaining members will be selected from the list of tenured faculty members in the school/college of the one reviewed. The selection will be made on a rotation basis beginning with the person with the greatest number of years of tenure. If there are not enough tenured members of the department or school to seat a committee, the Faculty Council will be asked to recommend committee members from among the tenured faculty.
3. The committee shall meet and select a chair of the tenure review committee, from among the school faculty on the committee.
4. After the selection of committee members but prior to the committee's notification of assignment, the faculty member being reviewed will be notified of the committee members and has the option to delete one member. If the faculty member exercises this option, a new committee member will be selected by the regular procedure.

2.6.5.3 Procedure for Instructional Faculty Members

1. Committee selection will be made by the procedure described above.
2. The provost/vpaa will notify the committee of their appointment.
3. The chair of the reviewing committee will submit a written narrative recommendation to the provost/vpaa no later than December 1. (The recommendation should be signed by each member of the reviewing committee.)
4. The department chair and dean will provide separate recommendations to the provost/vpaa no later than December 1.
5. The provost/vpaa will report the above recommendations as well as his/her recommendation to the president.
6. The president will see that the faculty member obtains a copy of the recommendation of the committee. Furthermore, in case of an unsatisfactory recommendation, the faculty member will have an opportunity to meet with the committee if he so desires, to respond to their recommendation. Following the meeting of the committee and the person reviewed, the president will receive any further recommendations and make the final decision of the review.
7. If the initial three-year review is unsatisfactory, the faculty member will be reviewed by the same

- procedure the next year.
8. If the second review is unsatisfactory, it will be grounds for the faculty member's dismissal at the end of that contract year.
 9. The committee shall obtain the information or instruments listed below to be used in their evaluation.
 1. Copies of the annual Faculty Performance Evaluation document for the period being evaluated which includes student evaluation of teaching performance ratings.
 2. Department Surveys on Professional Growth, Reliability and Integrity, compiled by each member of the department, including the department chair.
 10. The committee may obtain the information or instruments listed below to be used in their evaluation.
 1. Additional evaluation comments written in narrative form and signed by the respective evaluator, either from the department chair or individual department members.
 2. Additional information from any or all committee members.
 11. The faculty member being reviewed has the option of submitting a written statement on his/her behalf.
 12. The committee will review the results of the surveys and other information that has been collected and determine its recommendation by a majority vote.
 13. The committee will file with the provost/vpaa a narrative report, explaining the basis (the evidence reviewed and explanation for the conclusion) for their decision.

2.7 Faculty Separation

2.7.1 Dismissal or Suspension of Tenured Faculty

2.7.1.1 Causes for Dismissal of Tenured Faculty

No tenured member of the faculty shall have his/her appointment terminated in violation of the principles of tenure adopted by the Board except for one or more of the following causes:

1. Bona fide lack of need of one's services in the university.
2. Bona fide necessity for financial retrenchment.
3. Conviction of a felony.
4. Moral turpitude.
5. Insubordination.
6. Professional incompetence or dishonesty.
7. Substantial or repeated failure to fulfill professional duties or responsibilities or substantial or repeated failure to adhere to Board or university policies.
8. Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities.
9. An act or acts which demonstrate unfitness to be a member of the faculty.
10. Falsification of academic credentials.
11. Two consecutive unsatisfactory post-tenure performance evaluations.

2.7.1.2 Suspension of Tenured Faculty

The university president shall have the authority to suspend any faculty member formally accused of 3, 4, 5, 6, 7, 8, 9, 10, 11 (listed in section 2.7.1.1). The president shall notify the Board of the terms and conditions of the suspension. A faculty member should be suspended only if harm to the faculty or students is possible or disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of a felony or a crime involving moral turpitude, the institution shall not continue compensation.

2.7.1.3 Dismissal of Tenured Faculty Member for Cause

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic officer. If this conference does not result in mutual agreement, the academic officer will submit a written recommendation with rationale to the faculty member and the provost/vpaa.

Within fourteen (14) business days, the provost/vpaa should have a conference with the faculty member. This conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of

the tenured faculty member and the university would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the provost/vpaa will submit a written recommendation with rationale to the faculty member and to the president. If the president concurs with the recommendations for dismissal, the president shall send written notification to the faculty member and to the provost/vpaa. Every reasonable effort must be made by the president to insure that the communication of this action is received by such faculty members without delay.

If dismissal is required for reasons 1 or 2, the same procedures as outlined in 8.2 Retrenchment Procedures should be followed.

2.7.1.4 Disciplinary Action Other Than Dismissal or Suspension

Disciplinary action affecting the terms of employment taken by the university against a tenured faculty member must be based upon causes 3 - 11 in section 2.7.1.1, or any other adequate cause which relates directly and substantially to the fitness of the tenured faculty member to perform professional duties. Disciplinary action shall begin with a conference between the tenured faculty member and the appropriate academic officer. If as a result of the conference, the academic officer finds that disciplinary action is warranted, a written recommendation for action should be forwarded to the appropriate dean. If, after review, the dean decides not to proceed with further disciplinary action, both parties should be notified in writing. If the dean determines that additional action is warranted, then a conference with the tenured faculty member should be arranged. The dean may determine that no further action is necessary. If, however, additional action is warranted, the faculty member and the provost/vpaa shall be notified in writing within fourteen (14) business days. The provost/vpaa should arrange for a conference with the faculty member. The vice president may then determine that no additional action is necessary. However, the provost/vpaa should notify the faculty member in writing if an additional plan of disciplinary action is made. A copy of the disciplinary action should be placed in the faculty member's personnel file.

2.7.1.5 Appellate Committee on Dismissal of Tenured Faculty Members

A tenured faculty member who receives a notice of pending dismissal may request and shall be afforded a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members. Failure to make a request in writing to the president within fourteen (14) business days after receipt of notification shall constitute a waiver by such faculty member of his right to a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members.

Each state institution under the jurisdiction of the Board of Regents of the Regional University System of Oklahoma shall institute an Appellate Committee on Dismissal of Tenured Faculty Members. The committee shall not exceed nine (9) tenured faculty members, eight (8) of whom shall be elected by the faculty governing body of the university and one member appointed by the president of the institution. A quorum shall be five (5) members or a majority of qualified members of the committee. Initially, one-half (½) of the elected members shall be elected for twelve (12) months and one-half (½) shall be elected for twenty-four (24) months; thereafter, one-half (½) shall be elected each year. No member may serve more than two (2) consecutive terms. One (1) or more alternate members of the committee shall be elected to serve in the event a regular member is unable to serve. If any member of the committee is an interested party in a case which comes before the Appellate Committee on Dismissal of Tenured Faculty Members, that committee member shall not serve on that case.

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

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

2.7.1.6 Appeal Procedures for Tenured Faculty

1. After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members, service of notice of hearing with specific charges in writing will be made at least twenty (20) business days prior to the hearing. The faculty member may reply by requesting a hearing or by waiving the hearing and filing a written brief in his/her defense. If the faculty member waives hearing, but denies the charge against him/her or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Tenured Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by the university, and make its recommendation

upon the evidence in the record.

2. If the faculty member requests a hearing, the Appellate Committee on Dismissal of Tenured Faculty Members shall, with due diligence, and in keeping with the Administrative Procedures Act, considering the interests of both the university and the faculty member affected, hold a hearing and report its findings and recommendations to the university president and to the involved faculty member.
3. At hearings before the Appellate Committee on Dismissal of Tenured Faculty Members, faculty members and the university shall be permitted academic advisors and/or counsel. A court reporter will be retained by the institution to record the proceedings. In the event of further appeal, each party will pay the entire cost of his/her copy of the transcript. The committee, after consultation with the president and the involved faculty member, will exercise its judgment as to whether the hearing should be public or private.
4. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration of the institution will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the committee if called.
5. The hearing will begin with the Chief Academic Officer presenting the case for dismissal and continue with the faculty member presenting the case against the dismissal. Each side may introduce evidence and/or call witnesses as desired. The faculty member and the university will have the right to cross-examine all witnesses present. Depositions are admissible whenever a witness cannot appear.
6. In all hearings before the committee, the involved faculty member will have appealed an administrative action recommending termination of contract. In order that the committee can fairly judge the merits of the original action, it is evident that the administration must at all times be represented by an administrator who can speak for the administration with authority. It is required that the president, the vice president for academic affairs, or the dean of the affected college/school act in that capacity and be present, with legal counsel, throughout the entire hearing. In the event that the action to dismiss originates at a higher level than the school, the dean shall not be the administrative representative.
7. The committee may conclude that adequate cause for dismissal has been established or has not been established, but an academic penalty less than dismissal, including removal of tenure, would be more appropriate. The committee's findings and recommendations shall be made to the university president. The committee shall send a copy of its findings and recommendations to the affected faculty member.
8. The president shall notify the affected faculty member within a reasonable time of the president's recommendation to the Board. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the committee or the president. The request must be in writing and filed within fifteen (15) business days after final notification by the president of the university at the office of the Board of Regents of the Regional University System of Oklahoma. If the affected faculty member does not file a timely request that the Board review the president's findings and recommendations, the president's determinations become final and binding.
9. In the event the faculty member submits a timely request to the Board to review adverse findings and recommendations of the president, the faculty member must indicate whether he/she desires a hearing of all of the evidence of the case; otherwise, the review will be a review of the record of the case. The Board has the discretion to determine whether the review will be de novo hearing or a review of the record.
10. Public statements and publicity about the case by the university will be avoided until the proceedings, including consideration by the Board, have been concluded.

2.7.2 Termination Following Two Consecutive Unsatisfactory Tenure Reviews

1. Tenure is an expression of the institution's confidence in and commitment to the faculty member. Tenure is awarded in recognition of the faculty member's excellence in professional, scholarly, and/or creative

endeavors, his/her contributions to the university and the community, and his/her effective classroom performance. It is expected that the faculty member will continue to develop professionally and to contribute significantly to the university after he/she has been tenured. The Board has mandated that all tenured faculty shall be reviewed at least every three years. The purpose of the review is to assess and document the professional growth, professional reliability, professional integrity, and classroom effectiveness of the faculty member. The procedure for three-year tenure review is found in section 2.6.

2. Unsatisfactory Three-Year Tenure Review. In the event that the first three-year tenure review is unsatisfactory, the faculty member shall have a second tenure review by the same procedure the next year. In the event that a faculty member receives an unsatisfactory tenure review for two consecutive years, the procedure for dismissal of tenured faculty, as outlined in Section 2.7.1.3, shall be implemented. The faculty member shall have the rights of appeal outlined in Section 2.7.1.6.

2.7.3 Termination of Faculty for Medical Reasons

Termination of an appointment with tenure or of a probationary or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Appellate Committee for Dismissal of Tenured Faculty before a final decision is made.

2.7.4 Dismissal of Tenured Faculty for Program Discontinuance or Financial Retrenchment

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

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

If an appointment is terminated due to aforementioned reasons, the released faculty member's position will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment at their previous status.

For complete guidelines and procedures for the current Faculty Retrenchment Policy, see Section 8.

2.7.5 Termination of Non-Tenured Regular Faculty

2.7.5.1 Annual Evaluation

The performance of non-tenured faculty members shall be evaluated by March 1, each year, and the results of the evaluation shall be placed in the personnel file of the non-tenured faculty member. The non-tenured faculty member shall be given a copy of the evaluation.

2.7.5.2 Non-Reappointment Without Stated or Specific Cause

The Board delegates to the university president or the president's designee the authority to reappoint or not to reappoint non-tenured faculty members. A non-tenured faculty member whose appointment is not renewed shall be given written notice from the university by March 1, prior to the termination of the current appointment. Failure to reappoint may be without specific causes or stated causes. Reappointment or non-reappointment by the university is subject to ratification by the Board.

2.7.5.3 Termination for Cause or Suspension of Non-Tenured Faculty

The termination of employment for cause or suspension of a non-tenured faculty member within an existing contract

period shall follow the same procedures and be limited to the same reasons as provided for tenured faculty members who are terminated for cause or suspended. A failure to reappoint may be without specific or stated cause.

2.8 Retirement Policies

2.8.1 Social Security

All employees of the Board of Regents of the Regional University System of Oklahoma and the universities it governs, who are not classified as students, are covered by the Social Security Act of 1935 (as amended).

2.8.2 Oklahoma Teachers' Retirement System (OTRS)

Membership in OTRS is mandatory for all regular faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, and administrative officers. East Central University pays the employee's contributions to the Oklahoma Teachers' Retirement System.

Supplemental faculty members on temporary contracts, currently employed full time with an institution or agency that requires participation in the Oklahoma Teacher's Retirement System, are required to participate in the System while employed part time at East Central University. Otherwise, part-time faculty members may not participate in O.T.R.S. For further information, please contact the Employment Services Office.

Current policy regarding the Oklahoma Teachers' Retirement System can be located on their website at <https://www.ok.gov/TRS/>.

2.8.3 Retirement Benefits

2.8.3.1 Retirement Insurance Program

For employees hired before July 1, 2009, East Central University will continue to pay for group health and life insurance coverage for retirees through the month they become Medicare eligible or age 65, whichever comes last. To be eligible, the retiree must have 10 years' of continuous, full-time employment with ECU immediately preceding the date of retirement and be qualified under provisions of Oklahoma Teachers' Retirement System. When the retiree is eligible for Medicare Insurance, the retiree may continue the health insurance plan under provisions of a Medicare supplement, with the retiree paying any required premium. Dependents may continue insurance as long as they were covered dependents when the employee retired. Contact the Employment Services Office for further details. This policy does not apply to any employee hired on or after July 1, 2009.

2.8.3.2 Supplemental Retirement Program

In accordance with RUSO policy 5.4.5 (Annex E), an employee hired by one of the Oklahoma regional institutions of higher education prior to July 1, 1995, may qualify for a supplemental retirement benefit. For further information, please contact the Employment Services Office.

2.9 Faculty Duties and Responsibilities

2.9.1 Professional Ethics

As members of their separate learned societies and of the teaching profession, faculty members are considered to be professionals. As professionals, faculty members exhibit considerable autonomy in their activities and are guided in these activities by codes of ethical conduct. Included in Appendix V as a reminder of general standards is a copy of the "Statement on Professional Ethics" from the 1995 Edition, AAUP Policy Documents & Reports.

2.9.1.1 Ethics in Teaching

Faculty members should be guided by the "Statement on Professional Ethics" of the AAUP.

2.9.1.2 Ethics in Research

When conducting and reporting research, faculty members should adhere to accepted ethical procedures. Persons performing research on human subjects should abide by the Policy and Procedures for the Protection of Human Subjects in Research Activities, which is on file with the Research and Professional Development Committee.

2.9.2 Faculty Authority

No faculty member, administrator, or other representative of the university shall make any representations to, or enter into any agreements with, or act toward any student or other person in any manner which is not in conformity with established university policies, practices, and procedures expressed in the Faculty Handbook, the University Catalog, or other published university documents.

2.9.3 Teaching Responsibilities

The determination of an equitable time and amount of work for university faculty is a complex process. University professors are not required to adhere to a rigid time schedule, yet, they are not self-employed and completely free to set their own work schedules. University professors are expected to have the integrity to devote to their job the amount of time necessary to complete the tasks assigned. This often entails working nights and weekends grading papers, preparing lectures, researching in the library, etc. They are also expected to be available for a fixed amount of time to teach classes, advising and assisting students, meeting with committees, etc. By recognizing both the flexibility and responsibilities of their unique professional status, faculty members can derive much self-esteem from having the freedom to select when they can best prepare for their professional responsibilities as university professors. On the other hand, there is potential for abuse. If faculty were on campus only to teach classes, the students would suffer from the inability to confer with faculty. Faculty members are employed to engage in teaching, research, and public service for an academic year.

2.9.3.1 Definition and Philosophy

Advising is an integral and necessary part of the higher educational process. Although much faculty advising of students does occur spontaneously, it is vital to the overall quality of life and education at East Central University that there be some clear and conscious channels of advising open to students. Evidence suggests that the most effective form of advising in the college setting is a two-way interaction between student and advisor. An expanding literature of research into college advising repeatedly points to faculty members as the most influential and most significant source of advising to students. Through the advising role, a faculty member can find opportunities to enhance the educational program and individual development of his/her students. This has special significance in an educational institution like East Central University, since direct experience and contact with faculty members strengthen the relationship between academic preparation and the worlds of work and career. Helping others to develop their potential by acting as coordinator, inspiration, catalyst, partner, or architect of their educational experiences provides not only intrinsic satisfaction, but also enriches a teacher's knowledge of human nature and development, often contributing to a reappraisal of his/her own intellectual pursuits and growth. It is no accident, therefore, that advising is considered as a vital part of faculty service to the university.

To be most effective, advising must be personal rather than mechanical. Scheduling and honoring mutually convenient office hours is one way to assure at least minimum availability. That faculty members are knowledgeable about their own fields of study is unquestioned; however, students look to faculty members as a source of all knowledge. Providing additional information about some basic institutional and college requirements and sources of information is vital. No person is or can be expected to have all the answers to all the questions he/she is likely to be asked. What is most important to students, and is likely to influence their attitudes toward East Central University and its educational programs, is evidence of genuine concern.

2.9.3.2 University Policy on Advising

The academic advisor has the responsibility of helping students plan their academic program in light of their educational and vocational objectives, their special interests and abilities, and the goals and procedures of the university. The primary responsibility for academic advising at East Central University rests with the faculty. Personnel in other offices in Student Development and the Academic Success Center provide academic assistance. The organization and administration of the academic advisement program is the responsibility of the provost/vpaa. The student is responsible for identifying and completing the degree program requirements.

2.9.4 Service to Institution

East Central University recognizes its responsibility for educational leadership and service, and for intellectual alertness among its faculty. These concerns are reflected in the criteria for the granting of promotion and tenure. It is the responsibility of every faculty member to contribute to the educational and service interests of the university, and to continue to develop mastery of his/her professional discipline. Educational leadership within the institution is achieved through faculty excellence in teaching. It is expected that faculty members will be thoroughly prepared for

their classes, will meet their classes promptly, and will evaluate their students fairly. Faculty participation in group deliberations on the departmental, college/school, and/or university level is necessary for the improvement of the academic program and smooth operation of the university community. Such participation facilitates the university's attainment of educational leadership and is the responsibility of every faculty member.

Faculty members also have an obligation to the institution in the area of service. This obligation is fulfilled through contributions to professional organizations and community work. Some faculty members may be called upon to serve as advisors to student organizations or to otherwise facilitate the social and scholarly development of the student outside the classroom setting.

The faculty member has an obligation to grow professionally. Unless each faculty member keeps up with recent developments in his/her field and strengthens his/her grasp on older materials, he/she will soon dwindle into ineffectiveness as a scholar and a teacher. Continued development in his/her professional discipline is expected of every faculty person. Such development may be in the form of formal course work towards a terminal degree, or by attendance at continuing education programs. Continuing mastery of the discipline also is evidenced by research, or creative or scholarly work.

2.9.5 Faculty Workload

The academic work year is determined by the contract between the university and the individual faculty member. The beginning and ending of each semester and intervening holidays are determined by the approved academic calendar.

The following, and such other days as the board or the university president, on authority of the board, may designate, shall be holidays for employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

If any such holiday falls on Sunday, the succeeding Monday shall be a holiday.

2.9.6 Teaching Load

The following is a definition of the faculty teaching load and the factors used to compute the load. The teaching load is defined in terms of Faculty Load Hours (FLH).

2.9.6.1 Definition of Faculty Load Hour

A faculty load hour is defined as teaching a lecture class that meets one 50-minute period each week for a 16-week semester, i.e., a one-semester credit hour lecture course equals one FLH. Since there is a well-defined statement regarding the equivalence of a semester credit hour lecture course (1 hour = 800 minutes class time), the number of semester credit hours is equivalent to the faculty load hour for lecture courses regardless of the length of class periods or the number of weeks.

2.9.6.2 Conversion of "non-lecture" instructional assignments to FLHs

1. Class contact hours spent in laboratory courses will be converted as though one 50-minute period equals 3/4 FLH. For purposes of this definition, laboratory courses are defined as those in which lecture instruction is enriched by laboratory experiences; i.e., the course must have distinct lecture and laboratory periods assigned. This includes courses in biology, chemistry, physics, and nursing, for example.
2. Classes that are held entirely in a laboratory setting, generally those in which students are required to meet two 50-minute periods per week for one semester hour credit, shall be converted as follows: one 50-minute period equals 2/3 FLH. This includes courses in art, , and family and consumer sciences, for example.
3. Private music lessons shall be converted as though three 30-minute lessons per week, for the semester, equals one FLH.
4. The FLHs for 5000 level courses are to be converted by multiplying 5/4 times the FLH that the course is

assigned. (Not applicable to the summer term.)

5. The faculty load hours given for supervision of students in internships or practicums, provided they are off-campus, will be one FLH for three half-semester internships, practicums. If the duration of the internship varies from half semester, the faculty work load is pro-rated accordingly, provided the number of trips to supervise the student is extended accordingly. The faculty load hours given for supervision of student teachers will be one FLH for two twelve-week student teachers. It is assumed that during a half-semester internship, practicum or twelve weeks of student teaching, the supervisor will visit the student a minimum of three times.
6. Since individual studies or courses taught by directed readings (to be arranged) are at the discretion of the faculty member, generally no FLHs will be given for this instruction. However, if the number of credit hours being taught in this type of course is nine or more and is being taught in at least three different courses, then the faculty member will receive one FLH. No faculty member may receive more than one FLH per semester for such courses.
7. Residence Year Supervision will not be included in load. Faculty will contract for out-of-load reimbursement.
8. Faculty teaching courses at an off-campus site that requires the faculty member to be at the site will receive compensation in the amount to equal 1 hour of overload pay for 16 trips during the semester. For courses requiring fewer than 16 trips, the amount of compensation will be prorated (number of trips divided by 16 times the amount of payment for one hour of overload pay). Compensation requires the faculty member to live outside the service area of the off-campus site. Compensation requires prior approval by dean and chair.

2.9.6.3 Normal Load

1. Academic Year. A full teaching load, including conversions and/or assignments, for the academic year for a regular faculty member is defined as 24 FLHs. Each faculty member shall be assigned the equivalent of at least 10 FLHs each semester during the academic year. In order to pursue the goal of increased productivity in all areas of responsibilities (instruction, research, public service), the recognized teaching load for full-time faculty members is 24 (FLH) per academic year. Although 24 hours is the recognized load, there may be years where a person might be assigned as many as 27 hours in a year. This flexibility is necessary because it is not always possible to assign exactly 24 hours to every faculty member. The faculty load hour (FLH) is defined in Section 2.8.6 Teaching Load.
2. The full instructional load for the summer term for regular faculty is defined as 9 FLHs. For summer school salary calculations and determination of other responsibilities, reduced loads will be prorated.

2.9.6.4 Overload

The university is committed to the goal of not overloading the faculty. The faculty can be more productive in the areas of research, public service, advisement, and curriculum development if teaching loads are within defined limits. However, it is not always possible to meet class needs without assigning additional courses. Since overload is a possibility, the following policies shall be used:

1. Overload pay shall be given for FLHs taught during the academic year that are in excess of 24 to 27 FLHs except in years of financial distress. During such periods, 27 FLHs could be a regular faculty load. .
2. No overload shall be paid if faculty has reassigned load without the written approval of the provost/vpaa.
3. No person can earn more than six (6) hours overload in any one academic year except by prior, written approval of the provost/vpaa and vice president for academic affairs.

2.9.6.5 General

In assigning the work load of a faculty member, chairs take into consideration certain variables:

1. the number of different class preparations required each semester;
2. the number of total student credit hours taught each semester;
3. courses that require an unusually large amount of paper grading by the faculty member.

2.9.6.6 Reassigned Load

Serving on the Faculty Senate, standing committees, and ad hoc committees is done without a reduction in teaching load. The assignment of non-instructional duties related to the educational functions (instruction, research, public service) is as follows:

1. Some faculty members are assigned to supervise organized activities related to the instruction function,

such as forensic teams and directing drama productions and musical groups. Specific faculty loads are assigned below for these various duties. No FLHs will be given for the courses assigned in conjunction with these activities. Normal reassigned load is:

Forensics Director	3 FLH/SEM
Drama Director	3 FLH/SEM
Band Director	7 FLH/SEM
Assistant Band Director	5 FLH/SEM
Vocal Music Director	6 FLH/SEM

2. Deans and department chairs shall receive teaching load credit for their administrative responsibilities according to the following guidelines:
 1. Deans are considered full-time academic administrators with negotiated teaching assignments.
 2. Department chairs will receive the number of FLHs per year designated in the following table:

Number of full-time faculty (including the chair)	Reassigned Time
1 – 4	0 FLH/YR
5 – 10	3 FLH/YR
11 or more	6 FLH/YR

Department chairs receiving zero (0) FLH will earn three (3) FLHs reassigned time in the fall semester in which a program or programs housed in the department are scheduled for program review. No overload salary will be allowed during this year.

Department chairs receiving three (3) FLHs will earn an additional three (3) FLHs of reassigned time for the academic year in which a program or programs housed in the department are scheduled for program review. No overload will be allowed during this year.

Faculty serving in unofficial status as “Program Director” or “Program Coordinator” will not earn reassigned time for program review.

3. Faculty members may be assigned FLHs for conducting research. The number of FLHs will be recommended by the Research and Professional Development Committee and approved by the provost/vpaa.
4. The provost/vpaa may assign FLH credit for special projects, such as curriculum development, institutional research, accreditation requirements, or other activities related to the educational (instruction, research, or public service) function.

2.9.6.7 Time and Effort Report

Faculty earning reassigned time under section D above shall submit an annual time and effort report to the Office of Academic Affairs accounting for the reassigned time.

2.9.7 Faculty Research

It is the responsibility of East Central University to stimulate research and creative scholarship on the part of its faculty members. In order to facilitate this, the university, when funding is available, provides grants for selected research projects.

In general, these grants are intended to facilitate faculty research at the university level by encouraging the increase of knowledge and understanding of academic and professional areas and instructional processes and products and the development and evaluation of innovative ideas. Research grants may be awarded to regular faculty members for a semester, the academic year, and/or summer term.

2.9.7.1 Research Support

1. Reassigned Teaching Load. Grants may be used for a reduction in the teaching load of a faculty member

for a maximum of six hours per academic year subject to approval of the chair, dean, and provost/vpaa. Normally the funds of the research grant will be used to pay part-time and/or overload to faculty teaching those courses from which the researchers have been released.

2. Other Support.
 1. Private Rooms. Private rooms for university research shall be provided for faculty members when available. Otherwise, every attempt will be made to find a suitable space for the research, either by sharing office, laboratory, or other space normally used for other purposes or by requesting space off-campus from private industry.
 2. Secretarial Services. Secretarial service for university research projects may be provided, as funds allow, through the use of student workers hired for the department under which the research is being conducted. In the event that more experienced skills are needed (for example, in typing final reports), full-time secretaries may be asked to perform the task as time permits, as long as this does not interfere with their other duties.

2.9.7.2 Required Reports on Research Activities

Reports of research sponsored by the university must be completed as the rules of the Research and Professional Development Committee state. If other sources of funds for research are utilized, copies of the reports of this research that are submitted to the sponsoring organization shall also be filed in the office of the president of the university. In addition, department chairs and deans may request copies of research reports done in their area if they so desire.

In order to accurately track proposal development, submission, and award, Principle Investigators should initiate all grants and contracts only after first contacting the Office of Sponsored Programs and Research (OSPR) and filing the appropriate paperwork.

The first step in the university grant submission process is the completion of a planning sheet which may be obtained from the OSPR. This Planning Sheet contains basic information about the proposal and should be completed prior to actual proposal development. Although the Planning Sheet contains sections requesting financial information, it is clearly understood that data entered on the Planning Sheet are only preliminary estimates. Final figures for a submitted proposal will be taken from the file copy left in the grants office for reference.

(NOTE: THE ONLY AUTHORIZED UNIVERSITY REPRESENTATIVE WHO MAY SIGN GRANTS, CONTRACTS AND APPLICATIONS IS THE UNIVERSITY PRESIDENT.)

The following steps should be utilized when initiating a proposal/grant/contract on behalf of East Central University:

1. Print a Proposal Planning Sheet from the OSPR website; secure signatures/approval of the Proposal Planning Sheet PRIOR to writing the proposal.
2. Research and write the proposal.
3. Conduct a proposal budget review with the Compliance Officer of the OSPR. This review should be conducted when the budget is sufficiently developed to allow for a review and revision, if necessary.
4. Prior to submission, the complete proposal and budget must be reviewed by the Director of OSPR. Once approval has been received, the proposal will be sent to the president for signature. **THE DIRECTOR OF OSPR MUST SIGN OFF ON THE PROPOSAL BEFORE THE PRESIDENT WILL SIGN THE DOCUMENT.**
5. Submit proposal according to the funding agency's requirements—electronic or paper. When electronic submissions are made via grants.gov, fastlane, etc., only OSPR has authority to submit the proposal.
6. Submit a copy of the proposal to OSPR.
7. Once the proposal has been submitted, the PI must submit a Certification Memo indicating who was responsible for writing the proposal and if multiple writers, each person's percentage of effort must be indicated.
8. When the notification of award is received, OSPR should be notified and provided a copy of the award letter. Using award letter and information from the funded proposal, OSPR will initiate the process of obtaining an accounting procedure from the controller's office. If the proposal is not funded, the letter should be forwarded to OSPR so the file can be closed.

2.9.8 Financial Conflict of Interest Policy for East Central University

1. At the time of any grant or contract submission to any granting agency, each ECU faculty or staff member listed in the proposal as an investigator must report in writing to the Chief Grant Officer of the Office of Sponsored Programs and Research (OSPR) a written statement divulging any significant financial interests. This includes (i) the investigator(s) including those of the investigator's spouse and dependent children that would reasonably appear to be directly and significantly affected by the research or educational activity funded or proposed for funding, or (ii) any entities whose financial interests would reasonably appear to be directly and significantly affected by such activities.
2. The term 'significant financial interest' means anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).
 1. The significant financial interest term excludes the following:
 2. salary, royalties or other remuneration from the institution,
 3. any ownership interests in the institution,
 4. applicant under the Small Business Innovation Research Program (SBIR) or Small Business Technology Transfer Program,
 5. income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities,
 6. income from service on advisory committees or review panels for public or nonprofit entities, or
 7. financial interests not exceeding \$10,000 in business enterprises or entities or represent more than 5% ownership interest for any one enterprise or entity when aggregated for the investigator and the investigator's spouse and dependent children.
3. The Chief Grant Officer of the OSPR will be responsible for reviewing any financial disclosure statements to determine whether an actual or potential conflict of interest exists and determine after consultation with the university president or his/her designee, what conditions or restrictions should be imposed by the university to manage, reduce or eliminate such conflicts of interest.
4. Investigators must provide the required financial disclosure statements at the time of submission of the proposal. Further, any changes to the financial status pertinent to the proposal must be updated during the dependency of the award on an annual basis or as new reportable significant financial interests are obtained.
5. Any faculty member found to be in willful violation of this policy will be subject to normal university sanctions as detailed in the personnel policies of the university.
6. The granting agency will be notified in writing of any conflicts of interest not satisfactorily managed by the university. The chief grant officer of the OSPR will provide such notification to the appropriate program chair within 30 days of any determination of potential conflict not agreeably managed by the university as determined by the university president or his designee.
7. The university shall ensure that Investigators working with subgrantees, contractors, or collaborators comply w/ the FCOI policy, either by requiring compliance of those Investigators with university's policy or compliance assurances from the entities.

Financial disclosure records will be kept by the university for a minimum of five (5) years or longer, as required by the granting agency, following the termination or completion of the award to which they relate, or the resolution of any government action involving those records.

For more information regarding the financial conflict of interest policy, refer to the NSF policies and procedures guide and Code of Federal Regulations Title 42 Part 50 Subpart F.

2.9.9 Patents and Copyrights

2.9.9.1 Patent Policy - General Statement

Faculty and staff members of the university are encouraged to undertake creative endeavors and to receive recognition thereof. The individual or individuals who make the discoveries or inventions which become the property of the university under this policy will share in income derived by the university from the marketing of such inventions and patent rights based thereon according to such terms as the president of the university shall direct. As provided for in section 2.8.10.2 below, discoveries or inventions made or created by employees, faculty, students, and staff of the university will become the property of the university. Any and all benefits accruing to the university and derived from such discoveries or inventions will be used to further the research enterprise of the university. The university through its president, or an officer of the university designated by the president, may recognize the contract with patent service organizations, such as, for example, University Patents, Inc., or Research Corporation, in regard to obtaining, maintaining and marketing of patent rights (domestic and foreign) based on discoveries or inventions which are or shall become the property of the university pursuant to this Policy. It is not contemplated that the Patent Policy shall extend to and include questions of copyright ownership.

2.9.9.2 Inventions and Patents

All discoveries or inventions, whether patentable or unpatentable, and including any and all patents (domestic and foreign) based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student body of the university, either in the course of employment by the university or substantially through the use of facilities or funds provided by or through the university shall be the property of the university; and all rights therein shall be assigned, licensed, or otherwise commercially exploited as directed by a duly authorized officer of the university, who shall be designated by the president of the university.

2.9.9.3 Copyright Policy

The university recognizes and encourages its faculty, staff, and student body to participate in creative and scholarly activities as an inherent part of the educational process. It is the broad policy of the Board to promote creativity and scholarly activities and to expand the frontiers of human attainment in those areas to which the pursuits of the university is dedicated.

Copyrights are created by the Constitution and the laws of the United States to promote the progress of science and the useful arts by securing, for limited times, to authors the exclusive rights to their works and writings. The basic objectives of the Board policy concerning copyright, include the following:

1. to maintain the Board academic policy of encouraging research and scholarship as such without regard to potential gain from royalties or other income;
2. to make copyrightable materials created pursuant to university objectives available in the public interest under conditions that will promote their effective utilization; and,
3. to provide adequate incentive and recognition to faculty and staff through proceeds derived from their works.

2.9.9.4 Copyright Ownership and Royalty Distribution

1. Under the Copyright Revision Act of 1976 (as amended), works of original authorship are protected by copyright from the time they are fixed in a tangible medium of expression, now known, or later developed.
2. All Board personnel, in accordance with the Board policy and basic objective of promoting creative and scholarly activities, are free to develop, create, and publish copyrightable works.
3. Copyrighted works produced by the Board, faculty, and staff are the property of the creator of that work. All rights afforded copyright owners under Section 106 of the Act reside with the creator unless he/she has assigned or licenses any of the enumerated rights. Decisions relative to registering of these works with the Copyright Office are left to the individual creator.
4. Copyright in works specifically commissioned by the university under Section 201 (b) of the Act shall belong to the university. As copyright owner, the university shall make decisions relative to registering commissioned works. Royalties for university-commissioned copyrighted works may be shared by the university and the creator(s) of the work. The terms of any grant or contract relative to royalties shall take precedence over this policy should there be a conflict between them. Disputes arising over royalty sharing for university-commissioned works shall be referred to the general counsel for the Board.
5. Works produced under a specific contract or grant agreement between the university and a governmental or other agency or organization are subject to the terms of the grant or contract for purposes of copyright. If copyright ownership is not specified, such rights shall reside in the creator.

6. Where university service units (such as a media production department) are involved with the production of a substantially completed copyrightable product, royalties shall be distributed between the copyright owner, i.e., faculty or staff creator, and the university as provided for in a written agreement concluded prior to work being done. However, in those instances in which a written agreement has not been finalized prior to the completion of the copyrightable product, the standard distribution of royalties will be provided to the creator with 50 percent of the net income when mass production and distribution are accomplished by the university; 50 percent of the gross income when mass production and distribution are accomplished by an outside entity. If this standard is unacceptable to either party, the matter shall be referred to the university president.

2.9.10 Consulting

The university recognizes the value of professional consulting work in terms of the academic growth of the faculty member as well as the benefit to the community that results from the sharing of knowledge and expertise. Consulting work is encouraged as long as it does not interfere with the adequate performance of teaching contract duties.

2.9.10.1 Consulting for Other Agencies

The attorney general has given an official opinion that affects those who arrange workshops and seek consultants from among colleagues in other state institutions. Statements 1 and 2 below are taken from page 3 of the Attorney General's Opinion #80-213. It is, therefore, the official opinion of the attorney general that:

1. a state employee of one agency may not enter into a contract with another state agency, either as an individual or through any business enterprise in which the employee holds a substantial financial interest to furnish said agency consultant services;
2. a full-time state employee of one agency may not be paid consultant fees by another state agency; and
3. another state agency may contract with the university for the services of an individual faculty member.

2.9.11 Outside Employment and/or Business Interests

The person who accepts full-time employment at East Central University thereby assumes a primary professional responsibility to the university that is inherent in his/her faculty assignment. Such an assignment traditionally includes teaching, research, and service. The individual faculty member is responsible for managing his/her time in accomplishing these assignments. These arrangements will be subject to evaluation by the appropriate administrators as part of the faculty member's professional assessment for tenure, promotion, and salary. Any other employment that the faculty member engages in for remuneration, or not for remuneration, or any other business interests he pursues, he does with the understanding that these enterprises are secondary to his/her university work.

Outside employment essentially falls under either of two categories: (1) Consulting, and (2) Other Outside Employment and/or Business Interests. With reference to the first category, the faculty member may wish to, or be requested to, share his/her professional expertise by doing consulting outside the university. He/She may do such consulting, for remuneration or not, so long as these activities do not infringe upon the consultant's regular university duties or in other ways conflict with other interests of the university. Consulting that requires his/her absence from classes, however, will require prior approval from the department chair, dean, and/or the provost/vpaa. With reference to the second category, the faculty member may engage in other outside employment, of a professional or non-professional nature, and/or business interests only if such activities do not so encroach upon his/her time and energies to cause neglect of his/her university duties and only if these activities do not conflict with the policies, purposes, and interests of the university

2.9.12 Conflict of Interest Policy for East Central University

1. At the time of submission of any grant or contract proposal submitted to the National Science Foundation (NSF), each ECU faculty or staff member listed in the proposal as an investigator must report in writing to the Office of Sponsored Programs and Research Director, a written statement divulging any significant financial interests of the investigator (including those of the investigator's spouse and dependent children) (i) that would reasonably appear to be directly and significantly affected by the research or educational activity funded or proposed for funding by NSF; or (ii) in entities whose financial interests would reasonably appear to be directly and significantly affected by such activities.

The term 'significant financial interest' means anything of monetary value, including, but not limited to,

salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g.; stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

1. salary, royalties or other remuneration from the institution; or any ownership interests in the institution, if the institution is an applicant under the Small Business Innovation Research Program or Small Business Technology Transfer Program;
 2. income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
 3. income from service on advisory committees or review panels for public or nonprofit entities; or
 4. financial interests in business enterprises or entities of the value of such interests does not exceed \$5,000 or represent more than 5% ownership interest for any one enterprise or entity when aggregated for the investigator and the investigator's spouse and dependent children.
2. The Director of OSPR will be responsible for reviewing any financial disclosure statements to determine whether an actual or potential conflict of interest exists, and determine after consultation with the University President or his/her designee, what conditions or restrictions, if any should be imposed by the institution to manage, reduce or eliminate such conflicts of interest.
 3. Investigators must provide the required financial disclosure statements at the time of submission of the NSF proposal. Further, any changes to the financial status pertinent to the proposal must be updated, if necessary, during the dependency of the award, either on an annual basis, or as new reportable significant financial interests are obtained.
 4. Any faculty member found to be in willful violation of this policy will be subject to normal university sanctions as detailed in the personnel policies of the university.
 5. The National Science Foundation will be notified in writing of any conflicts of interest not satisfactorily managed by the university. Such notification will be provided by the Director of the Grants Research Information Center to the appropriate NSF program chair within 30 days of any determination of potential conflict not agreeably managed by the university as determined by the university president or his/her designee.
 6. Financial Disclosure records will be kept by the university for a minimum of three years following the termination or completion of the award to which they relate, or the resolution of any government action involving those records.

2.9.13 Community Service

The extent to which a faculty member participates in community activities, whether of a civic, religious, governmental or professional nature, is the prerogative of the individual. He/she should realize, nonetheless, that community service, as ascertained by the faculty member's account of such activities on his/her annual faculty performance evaluation report, section III will be evaluated by appropriate administrators as a part of the faculty member's total professional performance in determining salary.

2.9.14 Political Activity of Faculty Members

An employee of East Central University who participates in political activities must do so in a manner that:

1. does not imply, directly or indirectly, that the Board or East Central University endorses such activities;
2. in no way interferes with the rights and privileges of other employees of the university;
3. in no way interferes with the rights and privileges of students attending East Central University;
4. in no way interrupts the normal routine operation of the university;
5. in no way interferes with the assigned duties of the employee;
6. does not utilize university equipment, supplies, paid staff time, or their university resources in support of partisan political activities; and
7. does not violate the State Ethics Rules.

Violation of these principles may be considered cause for dismissal.

2.10 External Funding

2.10.1 Sponsored Programs Post-Award Policy

2.10.1.1 General Statement

The purpose of this policy is to inform the Program Director/Principal Investigator (PD/PI) of the policies and procedures that are involved following receipt of a grant award or contract. One of the primary goals of the Office of Sponsored Programs and Research (OSPR) is to provide the PD/PI with contractual, financial and administrative support. The OSPR will also assist the PD/PI to effectively manage the project and project funds to facilitate a smooth closeout and to prevent any cause for audit investigation.

Note: The president of East Central University (ECU), unless otherwise appointed by the president, is the only person legally allowed to enter into an agreement with other entities.

Refer to the *Policies and Procedures Manual for External Grant Management* for complete information.

2.11 Faculty Rights and Privileges

2.11.1 Academic Freedom

1. Non-tenured faculty members shall be afforded the same rights and academic freedom as tenured faculty. Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties. Patent and copyright ownership will vest consistent with Board policy.
2. Faculty members are entitled to freedom in the classroom in discussing their subject, but the faculty should be objective in teaching of a controversial matter which has relation to that subject and of controversial topics introduced by students. Faculty members should not introduce controversial matters that have little or no relation to the subject of instruction.
3. University faculty members are individuals, members of a learned profession, and representatives of the university. When the faculty member speaks or writes as an individual, there shall be freedom from institutional censorship or discipline, but faculty position in the community imposes special obligations. As a person of learning and an education representative, the faculty member should remember that the public may judge the profession and the university by faculty 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 faculty members do not speak on behalf of the university.
4. Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and thus, pertains to rights to expression regarding teaching and research within specific areas of recognized professional competencies.
5. Administrators must protect, defend, and promote academic freedom.

2.11.1.1 Academic Responsibility

1. The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the university and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the university.
2. Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. Their primary obligation in this respect is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice

intellectual honesty.

3. Faculty members have responsibility to their students. They shall encourage, in students, the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They shall endeavor to define the objectives of their courses and to devote their teaching to the realization of those objectives. A proper academic climate can be maintained only when faculty members meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and participating in group deliberations which contribute to the growth and development of students and the university. All faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflects their true merit. They do not exploit students for private advantage and acknowledge significant assistance from them. They protect students' academic freedom.
4. Institutions of higher education are committed to open and rational discussion as a principal means for the clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other, and must recognize that at times the interest of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts that interfere with ordinary institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals are the antithesis of academic freedom and responsibility. So, also, are acts that, in effect, deny freedom to speak, to be heard, to study, to teach, to administer and to pursue research. It is incumbent upon each member of the academic community to be acquainted with his/her individual responsibilities, as delineated by appropriate institutional statements found in the faculty handbook.
5. Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to criticize and to seek revisions, they shall observe the stated regulations of the institution. Faculty members shall determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of his or her service, the faculty member recognizes the effect of such a decision upon the program of the institution and gives due notice of the decision.
6. Faculty members have responsibilities to their community. As a person engaged in a profession that depends upon freedom for its health and integrity, the faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2.12 Faculty Grievance Policy

University employees have the right to express their grievances and seek solutions over disagreements that may result in their working relationships, working conditions, employment practices or differences of interpretation of policy. Excluded from grievance policy are complaints concerning 1) wages and salaries; 2) performance-related dismissals during the initial probationary period of employment; 3) university statements concerning policies and rules; and falsification of application (or resume) for employment and other employment-related documents.

This policy applies to full-time and part-time faculty and is the only formal process for resolving internal employment problems for those employees protected by it. Complaints should be resolved through informal discussions by the parties involved whenever possible. If a complaint cannot be resolved informally, the grievance procedure is available.

2.12.1 Faculty Grievance

2.12.1.1 Informal Procedure

A faculty member should attempt an informal resolution of his/her grievance first with his/her department chair. If

resolution is not possible, then the faculty member should enter into further discussions with his/her dean. A grievance still not resolved at the dean's level, should be referred to the provost/vpaa.

2.12.1.2 Formal Procedure

If informal resolution cannot be achieved and the individual believes that his/her rights under this university policy require redress, he/she may originate a formal grievance.

1. The grievance must be filed within three working days of the incident.
2. The grievance must be filed in written format and contain a clear and detailed statement of the grievance, reasons why remedial action or relieve is sought, and the specific remedial action or relief sought.
3. The written grievance should be filed first with the faculty member's department chair, then with the dean, and finally with the provost/vpaa. The written agreement can be resolved at any level and need not be forwarded to the next level when it is resolved. All records shall be forwarded to the next highest level and maintained in confidence. Legal representatives are not permitted.

2.12.2 Faculty Grievance Procedure

If the grievant is still dissatisfied after the effort at resolution at the level of the provost/vpaa, he/she may submit a written appeal to the president within three working days of the vice president for academic affair's proposed resolution of the grievance. The provost/vpaa may submit any materials or other evidence to the president which are pertinent to the grievance. The president shall respond in writing to the parties involved within thirty working days. The president's decision is final.

2.13 Professional Development Plan

This university professional development plan provides the framework for the professional development plans found in the strategic plan of each academic department and academic unit.

2.13.1 Purpose

1. Promote the pursuit of scholarship, both basic and applied; and
2. Promote individual faculty and staff professional development in the classroom (teaching and learning).

2.13.2 Scholarship

1. Research and Professional Development Committee--provides support for individual faculty research and instructional development (reassigned time, travel monies, supplies, student wages);
2. Departmental Travel Monies--assistance to individual faculty to participate in discipline/instructional conferences, workshops, and meetings;
3. Grants and Research--assistance to individual faculty and/or departments to write grants that support scholarship and instruction (Office of Sponsored Programs and Research support for proposal writers; matching federal grants with hard dollars; travel to support approved proposal development meetings/workshops/etc.); and
4. Campus-based Scholarship dissemination--sponsored lectures at the institutional level, such as Hedgehog and Fox Faculty Lecture series; department and school level, such as Boswell Annual Lecture, Parker Ethics Lecture, Stokes Lecture, etc.; and departmental/school colloquia and invited lecturers.

2.13.3 Individual Professional Development

1. Faculty Professional Development Workshops--sponsored by the Office of Academic affairs: policy update workshops, advising update workshops, etc.;
2. Professional Development Opportunities--sills workshops, technology workshops, etc.; and
3. Individual Faculty and Staff--individual professional development goals and objectives in areas of scholarship, teaching, administrative areas, etc.

2.14 Annual Faculty Performance Evaluation

All faculty, including librarians, shall be formally evaluated each year. The evaluation shall address effective classroom teaching (section I), scholarly or creative performance (section II), contributions to the institutions and profession (service) (section III), and non-teaching or administrative duties when applicable (section IV). Data and other documentation for this performance evaluation document will be based upon the calendar year. Ratings of “Meets Standards”, “Exceeds Standards”, or “Does Not Meet Standards” shall be assigned to sections I, II, and III. The results of the evaluation shall be communicated to faculty and the results shall serve as the primary basis for merit pay consideration.

3 Operating Policies and Procedures

3.1 Classroom Policies and Procedures

3.1.1 University Student Attendance Policy

Students are expected to attend the classes in which they are enrolled. It is the responsibility of the faculty to establish specific attendance policies and to include these attendance policies in the course syllabus.

Faculty attendance policies must accommodate a reasonable number of absences. The circumstances which qualify for potential accommodation include the following:

3.1.1.1 Absences

1. travel which is a required part of an instructional program of the university, including field trips which are part of an instructor’s course syllabus, presentations of research or artistic performances under the supervision of faculty at a conference or sanctioned meeting, etc.;
2. participation in activities formally sponsored by the university (or an established unit within the university), including but not limited to athletic team travel to games, debate team travel to competitions, dance program travel to official competitions, presentations of research or artistic performances at conferences or sanctioned meetings, official choir performances off-campus, etc.;
3. military obligations as required by law;
4. serious illness or injury, which incapacitates the student for a week or more of classes, as documented through the office of academic affairs; and
5. death or serious illness in immediate family (parent, spouse, child, sibling), which causes the student to be absent a week or more of classes, as documented through the office of the provost/vpaa and vice president academic affairs.

Note: Documentation of illness or injury requires a physician’s statement that includes the day the absence begins and day the student is cleared for regular activities. Documentation of death of an immediate family member may require a death certificate.

Absences are reviewed on a case-by-case basis. There may be instances in which withdrawing is recommended as a reasonable number of absences may not be accommodated.

3.1.1.2 Official Notices of Approved Absences

The dean’s offices will distribute notices to the faculty informing them of students who are absent on official scheduled activities. If a faculty member desires to have such a notice sent for a group of students participating in an activity he/she is sponsoring, he/she should submit a request that contains the student names and student identification numbers to the dean’s office at least one week in advance of the activity. As a courtesy, faculty may also have a notice sent for students participating in activities that do not qualify as an excused absence under 3.1.1.1 above so that faculty who may want to work with those students also may do so.

It is the student's responsibility to initiate contact with the faculty member to arrange to make-up class work or examinations missed.

3.1.2 Class Rolls

Final grades are reported electronically via Jenzabar MyECU. The office of records will notify faculty when the grade entry system is available.

3.1.3 Class Records

Grade books, including electronic grade books, should be maintained by faculty members and retained in either the department or dean's office when the faculty leaves the employment of the university. State law requires that grade books (including electronic versions) must be maintained for a minimum of five years and then can be destroyed only if there are no pending lawsuits. This policy shall apply to both full-time and part-time faculty.

3.1.4 Course Syllabus

3.1.4.1 Distribution and Archiving

All courses: A course syllabus shall be developed for each course. Faculty shall distribute the syllabus to all students in the class, preferably at the first class session attended by a student but not later than the class session prior to the last date to enroll in the class. Posting the syllabus on the university's learning management system is an acceptable method of distribution.

The faculty is responsible for developing a departmental syllabus for multiple section courses. This syllabus shall insure that all students have access to a "common body of material," but shall allow for individual faculty instructional differences and shall not impinge upon legitimate academic freedom issues.

For each course taught, faculty must submit a syllabus in electronic form to the school/college dean at the start of each semester, including summer school. The dean's office will be responsible for forwarding electronic copies of all course syllabi to the Office of Academic Affairs each semester.

Adjunct faculty must use approved syllabi provided by the department chair or develop a course syllabus under the supervision of the chair. Adjunct faculty must submit their course syllabi to the department chair each semester they teach. Electronic copies of adjunct faculty syllabi will be submitted to the Office of Academic Affairs according to the rules established in the preceding paragraph.

3.1.4.2 General Education Curriculum Syllabi

Courses included in the General Education curriculum shall be approved by the General Education Committee. The General Education Committee will conduct periodic reviews of course syllabi for compliance with the Committee's guidelines. This "approved" syllabus must be on file in the Office of Academic Affairs, and in the appropriate dean's and department chair's offices. Any substantive change in the syllabus will require the General Education Committee to conduct another review of the syllabus and the Committee's approval in order for the course to remain in the General Education Curriculum.

3.1.4.3 Syllabus Components

The course syllabus may contain as much information as the faculty member deems appropriate, but the syllabus shall contain the following information:

1. Title of Course as given in the catalog, course prefix and number, section number, day(s) and time, semester and year in which the course is offered.
2. The instructor's name, office location, office hours, other availability provisions, including office telephone extension, ECU email address.
3. Course/section requirements: textbook(s) and other supplemental readings, tests, papers, readings, other relevant course materials such as articles, pieces of music, or works of art to be viewed, attendance policy

or anything else which the student needs to know in order to complete the course. This section could also include a supplementary bibliography.

4. Student Outcomes
 1. Student outcomes (for **General Education Courses ONLY**):
 - (1) include the appropriate general education learning outcomes,
 2. Course competencies (for **Council for the Accreditation of Educator Preparation (CAEP) Program Courses ONLY**):
 - (1) Identify CAEP competencies to be addressed in the course.
5. A topical outline of how the course will proceed.
6. Grading policy: The method of evaluation and grade calculation (the explanation should be sufficient for a student to estimate his/her grade at any given time).
7. Students are expected to attend the classes in which they are enrolled. It is the responsibility of the faculty to establish specific attendance policies and to include these attendance policies in the course syllabus.
8. An American Disabilities Act (ADA) statement as follows:

“East Central University is committed to providing equal access to University programs and services for all students. Under university policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations. If any member of the class has a documented disability requiring academic accommodations, he or she should report to the Office of Disability Services, room 159 Administration Building, as soon as possible. A student seeking reasonable accommodations originating from a documented disability must register with the Office of Disability Services so that said accommodations may be provided. Contact the Office of Academic Affairs if any assistance is needed in this process.”
9. A statement reiterating the university's commitment to writing across the curriculum, as follows:

"In keeping with the university's emphasis on writing proficiency, all student produced writing will be expected to reflect clear content, coherent and organized structure, and adherence to the stylistic and mechanical standards articulated by the professor."
10. The instructor has primary responsibility for classroom behavior management and all faculty are expected to enforce campus policies and policies identified in their syllabus.

Do not reveal student scores or grades by posting according to social security numbers or student IDs, or in the order in which students appear on the class roster, or in any other way students could determine other students' grades. Any technique which assures student confidentiality is satisfactory, such as the assignment of random numbers, or code names.

Many faculty will wish to include much more than the required material, and that is perfectly acceptable. The information required above may be stated on the initial page or interwoven into the syllabus in such manner as the faculty member desires, as long as it is clear and obvious.

Since students tend to overlook such details, it would be helpful to state the last date to drop the course with an automatic "W" in any given semester.

3.1.5 Writing Proficiency Policy

Becoming a competent writer requires both the development and reinforcement of writing proficiency. Since general education courses should play a significant role in the development and appreciation of good writing skills, a general education course should require written assignments.

Each department will maintain a current written plan that will require 1) majors to have significant writing

assignments in all semesters during the junior and senior years; and 2) general education students to have meaningful writing assignments in the general education courses offered by that department.

Students who need help in upgrading their writing skills, in addition to that provided in the classroom, will have such help made available in the Writing Center. The purpose of this center is to help students satisfactorily complete specific assignments. Students may be referred to the Writing Center by faculty members or by self-referral. An online submission system is available to students in MyECU.

3.1.6 Evaluation of Student Academic Performance

3.1.6.1 Academic Performance Evaluation

The number and kinds of evaluation instruments or procedures to be used are determined by the instructor of each course. The instructor's evaluation policy is to be stated in the course syllabus and should be explained to the students at the beginning of the course. As noted in Course Syllabus policy (3.1.4) "The method of evaluation and grade calculation (the explanation should be sufficient for a student to estimate his/her grade at any given time.)"

3.1.6.2 Final Examination Rules

The Oklahoma State Regents for Higher Education academic calendar policy requires that "Those institutions which reserve the final week of the semesters as a testing period shall ensure that all classes meet during the testing period (OSRHE Policy Chapter 3.18.3). Accordingly, it shall be the policy of East Central University that

3.1.6.2.1

The final examination week is a required part of the semester academic calendar.

3.1.6.2.2

All regularly scheduled courses **shall** schedule a final examination or **shall** hold class at the time of the regularly scheduled final exam.

3.1.6.3 Pre-Finals Week Regulations

3.1.6.3.1 Academic Regulations

Pre-finals week shall be the five days (excluding weekends) prior to the start of final exams. During this period, faculty may

1. cover new course material;
2. not make new assignments, examinations, or projects worth more than 10% of the student's grade, unless specified in the course syllabus;
3. not require submission of assignments, in-class presentations, in-class or take home examinations, or projects during the **last two days** of the pre-finals week, unless specified in the course syllabus; and
4. obtain special permission to deviate from the pre-finals week regulations from the chair and dean and only with written justification.

This policy applies only to the fall and spring semesters.

This policy does not apply to laboratory sections in which laboratory examinations are regularly scheduled. Such laboratory examinations may be scheduled during the pre-finals week.

3.1.6.3.2 Student Organizations and Pre-Finals Week

No student organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during the pre-finals week (weekends excepted).

3.1.6.3.3 Intercollegiate Athletics and Pre-Finals Week

Although every effort should be undertaken to avoid scheduling athletic events during pre-finals week (weekends excepted), it is recognized that due to conference membership it may not always be possible to avoid pre-finals week. Exceptions to this policy must be approved by the provost/vpaa.

3.1.6.4 Finals Week Regulations

3.1.6.4.1 Student Organizations and Finals Week

No student organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during finals week (weekends excepted).

3.1.6.4.2 Intercollegiate Athletics and Finals Week

Although every effort should be undertaken to avoid scheduling athletic events during finals week, it is recognized that due to conference membership it may not always be possible to avoid finals week. Exceptions to this policy must be approved by the provost/vpaa.

3.1.7 Assessment Policy

East Central University's assessment program is based upon the Oklahoma State Regents for Higher Education's assessment policy requiring all state system colleges and universities to assess entry-level, mid-level, and major field student academic achievement and to assess student satisfaction. East Central University's policy addresses these four areas and is designed to assist faculty and students in promoting student success in achieving their academic goals and to aid the university in the improvement of teaching and learning.

3.1.7.1 Entry-level Assessment

All students who enroll at East Central University as first-time entering freshmen and transfer students who enter the university with six or fewer semester credit hours attempted are required to participate in entry-level assessment. In addition to complying with published ECU admission standards, participation in entry-level assessment may include other activities such as taking placement tests, completing student surveys, and contributing to other entry-level assessment-related activities.

3.1.7.2 General Level (Mid-Level) Assessment

All students who enroll at East Central University as freshmen or transfer students without an associate of arts or associate of science degree are required to participate in assessment of general education. Participation in general education assessment may include such activities as completing assignments in general education classes, taking assessment tests, participating in student orientation, developing portfolios, completing student surveys, and contributing to other assessment-related activities.

3.1.7.3 Assessment of the Major

During their junior and senior years, all students are required to participate in major field assessment. Participation in major field assessment may include such activities as enrolling in capstone courses, taking assessment tests, developing portfolios, completing student surveys, and contributing to other assessment-related activities of one's major.

3.1.7.4 Assessment of Student Satisfaction

Using surveys, focus groups, and other assessment-related activities, assessment of student satisfaction encompasses three areas: current student and alumni satisfaction with student services, such as housing, food services, financial aid, day care, parking, extra-curricular activities, library, bookstore, advising and counseling, etc.; employer satisfaction with the academic preparation of graduates; and alumni satisfaction with overall quality of their education at East Central University.

3.1.8 Academic Integrity

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the university community. Deceit and misrepresentations are incompatible with the fundamental activity of East Central University and shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct and may result in severe penalties, as listed below. Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the *Policy on Academic Integrity*.

3.1.8.1 Definition of Academic Misconduct

In its broadest sense, academic misconduct involves any action on the part of the student that violates academic

integrity. Academic Dishonesty is defined as the deception of others about one's own work or about the work of another. These actions include, but are not limited to

1. Cheating. Cheating is the use of unauthorized materials, information, or study aids in academic exercises, experiments and examinations. Cheating includes but is not limited to
 1. copying the answers of another student on any examination or assignment
 2. using a textbook, notes or other aids during an examination without the permission of the professor
 3. tampering with experimental data to obtain desired results
 4. obtaining copies of examinations by any unauthorized means
 5. receiving or giving unauthorized help on assignments or examinations
 6. accessing computer systems or computer files without authorization
 7. stealing a problem solution from a professor or another student
 8. presenting product of a collaborative effort as one's individual work unless explicitly approved by an instructor. (**Note:** professors shall grade course group assignments according to criteria outlined in the syllabus)
 9. submitting work as individual work, either implicitly or explicitly, that was completed by another or as a group.

2. Plagiarism is presenting the words, visual images or ideas of another as one's own. Except for what is called "common knowledge", any information taken from another source must be documented in the student's work. When a student interprets another's ideas, credit must be given by an in-text reference. When a student uses an exact copy of another's work, it must be delineated by use of quotations marks or indentation and referenced with the source. Plagiarism includes but is not limited to
 1. copying and/or presenting words, images or thoughts of others as one's own work
 2. representing any information from the **Internet** as one's own.
 3. copying content without providing appropriate quotation marks or documentation
 4. copying words with minor changes even if the source is given
 5. expressing another's ideas as one's own
 6. reusing papers or presentations of any previously written papers
 7. submitting the same paper or substantial portions of a paper for multiple courses without the permission of the primary professor
 8. submitting assignments that were completed by another person
 9. allowing another student to submit one's work as their own

3. Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission. Misrepresentation and falsification includes, but is not limited to
 1. changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance
 2. providing false information or omitting pertinent information on applications, records or other documents
 3. tampering with or destroying the work of others
 4. creating results for experiments not done (dry-labbing)
 5. Lying about any and all academic matters

3.1.8.2 Disciplinary Procedure

Faculty, staff, or students must report violations of the policy to the Office of Academic Affairs. The student with the reported violation and the faculty member must meet to confirm or disallow the reported violation. If the violation is confirmed, the exact disciplinary procedure and grade penalty in the course is left to the discretion of the professor as outlined in the course syllabus. Possible actions that may be taken include but are not limited to the following:

1. requiring that the assignment be re-done
2. reducing the grade for the assignment in question
3. reducing the grade for the course in which the violation occurred
4. assigning a failing grade for the course
5. withdrawing the student from the course

A record of the violation is maintained in the Office of Academic Affairs for a period not to exceed five years from the time of the incident.

After the first violation, a student receives notice that the violation has been recorded in the Office of Academic Affairs.

After a second or subsequent violation, a designated representative from the Office of Academic Affairs investigates the incident(s), meets with the student, and makes a recommendation to the provost/vpaa. The provost/vpaa sends a letter to the student with the consequences, which may include suspension.

3.1.8.3 Appeal

The student may appeal the decision to the president. The president's decision is final.

3.1.9 Guests in the Classroom and Children on Campus

Guests of students, including children, are not permitted to attend regularly scheduled classes without prior written permission of the instructor. Minors are not to be left unattended in the building or on. Minors are prohibited from attending classes unless their presence is incorporated into the instruction.

3.1.10 Classroom Misconduct

The instructor has primary responsibility for classroom behavior management and all faculty are expected to enforce campus policies and policies identified in their syllabus. Disruptive behavior in the classroom may be defined, but is not limited to behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject being taught, failure to cooperate in maintaining classroom decorum, the presence non-enrolled visitors in the classroom [see 3.1.9], etc.), and the use of any electronic or other device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, cell phones, laptop computers, handheld games, etc.).

Faculty should resolve the disruptive behavior directly with the student, if possible. Repeated disruption may result in faculty filing an Administrative Withdrawal form with the Office of Academic Affairs, checking the category “disciplinary” as the reason. This action requires consultation with the Office of Academic Affairs prior to submission of the form.

3.2 Grading System

The grading policy, including the grades used, remedial course grades, academic reprieve, academic renewal, repeated courses, and grade point average calculation are found in the *ECU Catalog*.

3.2.1 Grade Change or Grade Appeal Policy and Procedures

The University believes students must be given the opportunity to meet with instructors and other academic administrators to resolve issues concerning assigned grades. The Grade Appeal Committee was established to make recommendations to the provost/vpaa concerning unresolved student grade appeals. The Grade Appeal Committee shall review and recommend action on all formal, contested grade appeals referred to the committee. Uncontested grades changes shall be resolved through appropriate administrative channels.

3.2.1.1 Uncontested Grade Change

Uncontested grade changes must be initiated within one calendar year of the semester in which the grade was issued, (i.e., a fall semester grade must be initiated before the last day of the next fall semester, a spring semester grade must be initiated before the last day of the next spring semester, and a summer term grade must be initiated before the end of the next summer term).

Correction of a Grade Submitted in Error. An instructor who has posted an incorrect grade due to a miscalculation or an error in entering the grade type in the Jenzabar system may correct the grade by submitting the Uncontested Grade Change form to the Records office.

Uncontested Grade Change. The Uncontested Grade Change form shall be used for a genuine grade change resulting from a discussion between the student and the faculty member.

Uncontested Grade Change form. The instructor, department chair, and dean must sign approving the change.

3.2.1.2 Incomplete Grade Change.

Students who have been assigned an incomplete grade have one calendar year from the end of the term in which they received the “I” grade, (i.e., a fall semester grade must be changed before the last day of the next fall semester, a spring semester grade must be changed before the last day of the next spring semester, and a summer term grade must be changed before the end of the next summer term,) to complete the course work and have the grade changed. No extension may be granted. The instructor assigning the incomplete grade must make the change in the registrar’s office by the deadline. “I” grades not changed by the instructor to a credit-bearing grade of “A – F” within the time limit will remain as a permanent “I” and not contribute to the student’s GPA.

Incomplete Grade Change form requires only the instructor signature.

3.2.1.3 Grade Appeals Involving Grades of “F” or “WF”

Using the “F” or “WF” to W Grade Change form, all requests to change a credit-bearing grade to a “W” shall be submitted to the office of academic affairs for administrative review and decision. The form must be signed by the appropriate dean and department chair; signatures do not necessarily imply approval or disapproval. The provost/vpaa will notify the student, the registrar and the chair of the Grade Appeal Committee of the decision. The registrar will request the instructor to make the grade change in the Records Office, if applicable.

The “F” or “WF” to W Grade Change form. The instructor, department chair and dean must sign acknowledging awareness of the request.

3.2.2 Contested Grade Appeal Initiated by Student

Student grade appeals are not intended to interfere with the instructor’s right to determine the evaluation process and to perform that evaluation. They are intended for instances that deviate from the basic understanding of how grades are to be assigned.

A disagreement over a grade should be resolved, if possible, by conference between the instructor and student within six weeks from the release of final semester grades. If the student is still dissatisfied and believes there are circumstances that merit an appeal of the grade, the student should begin the formal appeals process.

The student shall file a written appeal with the Office of Academic Affairs (OAA) explaining the reason for challenging the grade. The “Contested Grade Change Appeal” form is available on the ECU website. When a form is issued, OAA will log it into a tracking system and forward the appeal to the instructor.

The instructor has ten business days, after the receipt of the appeal, to address the grade appeal and either submit an Uncontested Grade Change Form or forward the appeal to the Department Chair. If the appeal was filed during a semester break, the instructor will have ten business days from the start of the next semester (Summer/Fall/Spring). If the instructor does not respond to the request from the student within the ten days, the request will be forwarded to the department chair.

The department chair has ten business days, after the receipt of the appeal, to review and address the grade appeal with the instructor and the student. If the appeal is not resolved, it will be forwarded to the Dean along with a recommendation from the department chair. If the department chair does not respond to the appeal within 10 business days, the appeal will be forwarded to the Dean.

The dean has ten business days, after the receipt of the appeal to review and address the grade appeal with the instructor and the student. If the appeal is not resolved, it will be forwarded to the Grade Appeal Committee along with the recommendations from the department chair and the dean.

If the instructor and the student agree at any point in the discussions upon a resolution that requires a grade change,

the instructor should undertake the process to complete the “Uncontested Grade Change” form.

If the instructor is employed by the university, the department chair and dean may not change a grade without the instructor’s permission. If the instructor is no longer employed by the university as a faculty member, the department chair or dean may submit a grade change.

The Grade Appeal Committee shall review and recommend action on all contested grade appeals. The Grade Appeal Committee will have a maximum of thirty business days, after receipt from the Dean, to review, hold hearings, and send its recommendation to the vice president for academic affairs. The formal appeal procedure outlined below shall be followed.

3.2.2.1.1 Formal Hearing. Upon receiving a grade appeal from the dean, the chair of the Grade Appeal Committee shall set a date for a formal hearing with the student and/or representatives and any witnesses. No legal counsel may be present. A second formal hearing shall be given the instructor and/or representatives and any witnesses. No legal counsel may be present.

Any committee member may abstain from hearing an appeal brought before the committee. Any Grade Appeal Committee member who is directly involved in the appeal must abstain. The vice president for academic affairs shall name a replacement from the faculty of the university.

3.2.2.1.2 Additional Hearing. If needed, a third formal hearing shall be scheduled with the instructor, student, and other persons the committee deems necessary. No legal counsel may be present. Also, the committee will gather other data it deems necessary and pertinent to the appeal.

3.2.2.1.3 Recommendation of Appeal. After reviewing the appeal and rebuttal, the committee shall notify the vice president for academic affairs of its recommendation. The vice president for academic affairs shall notify the instructor and the student of the committee’s recommendation. Either the instructor or the student may file a written appeal of the committee’s recommendation with the vice president for academic affairs within seven days of the dated letter sent by the vice president for academic affairs. If either the instructor or the student appeals the Grade Appeal Committee’s recommendation, the vice president for academic affairs will review the original appeal and rebuttal, the Grade Appeal Committee’s deliberations and recommendations, and may conduct a fourth hearing with the instructor, the student, the Grade Appeal Committee, or any other individuals deemed necessary and pertinent to the appeal. Legal counsel may not be present. If necessary, the vice president may review the appeal and materials presented at the fourth hearing with the university President. The vice president for academic affairs will have thirty business days to make a decision. Thereafter, the decision of the vice president for academic affairs shall be final.

The vice president for academic affairs will notify the student, the registrar and the chair of the Grade Appeal Committee of the decision. The registrar will request the instructor to make the grade change in the Records office, if applicable.

3.2.3 Posting Grades

Faculty members are not required to post final grades publicly. If a faculty member chooses to post grades, safeguards must be taken in order to comply with the Buckley Amendment (Family Education and Privacy Act). Do not reveal student scores or grades by posting according to social security numbers, or in the order in which students appear in the class roster, or in any other way students could learn one another's grades. Any technique which assures student confidentiality is satisfactory, such as the assignment of random numbers, or code names. Students must be given the opportunity to ask that their grades not be posted.

3.2.4 Confidentiality of Student Records

The academic record of anyone admitted to the university is confidential, subject to the student's examination and the parent's examination if the student has signed a waiver; and to the official use of the university in compliance with the "Family Education Rights and Privacy Act of 1974" (PL 93-380), as amended by Public Law 93-568, and as published in the *Schedule of Classes* and the *East Central University Catalog*. It is of utmost importance that faculty respect the confidentiality of a student's academic record. Transcripts, grade reports, or other academic

information utilized by faculty for purposes of advisement should be treated accordingly.

At its discretion, the institution may provide directory information in accordance with the provisions of the act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the university registrar in writing within the time frame established by the institution, i.e., two weeks after the first day of class for the fall term. Requests for information not consistent with or covered by the guidelines should be referred to the provost/vpaa.

3.3 Textbooks and Instructional Materials

3.3.1 Textbooks

The basic points of the policy for changing textbooks are as follows:

1. Responsibility for approving all textbook adoptions for a school rests with the dean.
2. A record should be kept on all existing adoptions.
3. Established procedure should be followed in the adoption of texts by using the appropriate adoption forms. Textbook adoption forms are available at the ECU Bookstore in the Student Union Building. Adoption forms for previously offered classes will be sent out by the bookstore approximately one month before textbook adoptions are due. Faculty may also adopt their textbooks using the bookstore's website www.ecubookstore.com.
4. Instructors are expected to use the text adopted for a given course. New instructors who want to change an adopted text should initiate the change through their department chair. However, textbook adoption time lines must still be followed.
5. It is the responsibility of the faculty member to check with the bookstore before and after enrollment to insure that an adequate number of books are in stock.
6. If the instructor wishes to have other books in addition to the basic text available for students to purchase through the bookstore, arrangements must be made with the manager of the bookstore. It is expected that if an instructor requests the bookstore to order books, students will be required to purchase them.
7. Textbooks must be adopted each and every semester by the following deadlines: March 15 for summer books, March 15 for fall books, October 15 for spring books. When a textbook is to be adopted for the last time, notify the bookstore on the adoption form. New editions will not automatically be adopted unless the instructor so decides. The instructor will be notified by the bookstore if an old edition is not available in sufficient quantities to cover estimated enrollment.

3.3.2 Instructional Material Policy

This policy is to comply with the requirements of the Oklahoma Statute 3241.1 and 3241.2 of Title 70. The following policy is to meet all of the requirements of Oklahoma Statute and shall not be altered unless amendments are made to the law.

1. Contracted provider bookstores shall
 1. Provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the cost to students of purchasing instructional materials and disclose publicly how new editions vary from previous editions.
 2. Actively promote and publicize book buyback programs. Information can be obtained on buyback available at www.ecubookstore.com/.
 3. Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available at the bookstore and on the website www.ecubookstore.com/.

2. University faculty and staff are encouraged to use other good practices to keep instructional cost as low as possible including providing online access where students can download material rather than having to purchase printed copies and being careful to require only material that will actually be extensively used during the course of the semester.
3. The university shall work with and seek input from representatives of faculty, students, publishers and contracted provider bookstores to develop instructional material policies.
4. Each publisher of instructional material used at the university shall make available to the faculty and staff
 1. Price at which the publisher will make the instructional materials available to contracted bookstore
 2. A list of revisions for the instructional material since the last publication, if any.
5. No employee or department of the university shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students to purchase specific instructional material or textbooks for coursework (or instruction).
6. An employee or department may receive:
 1. Sample copies of instructional materials or textbooks, instructor copies of textbooks or other instructional material, that are not to be sold by faculty, staff or bookstore;
 2. Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee;
 3. Honoraria for academic peer review of instructional materials; and
 4. Training in the use of instructional materials and technologies.
7. No instructional material vendor or bookstores which contract with the institution to provide bookstore services shall solicit faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstore shall not permit wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.
8. Appropriate section(s) of the current edition of the *East Central University Faculty Handbook* are hereby incorporated into this policy.

3.4 Instructional Software Installation Policy

Information Technology Department needs to be contacted prior to the purchase of software to ensure compatibility with university technology.

Installation of software should occur no less than 60 days before its intended first classroom use. The installation will primarily be the responsibility of the Information Technology Department. Configuration will be split between the requesting faculty and the Information Technology Department. Testing will be the responsibility of the requesting faculty. Configuration and testing may become a cyclic activity as problems are identified and resolved. The 60 day period specified here presumes that the requestor will be on campus to conduct the testing. If the requestor is unavailable, then the time period should be extended accordingly. Additionally, delegation of responsibility for testing to student workers or other secondary persons is discouraged.

The testing of the programs should include all activities that either the instructor or students are expected to use. Depending on complexity, a check-list of items to be tested may be required. If the requestor expects that several students will be using the programs concurrently, the testing must include the concurrent use of multiple logins to test that activity. Information Technology will provide the requestor with logins and passwords for this testing.

When reporting problems, both during the testing phase and afterwards, please provide enough information to completely replicate the problem. Simply reporting that a certain function does not work is not sufficient. Windows

programs may have several ways to access a feature. Information about the access path may expedite the resolution of the problem. When a student reports a problem, a faculty member should attempt to reproduce the problem. Intermittent problems (events that cannot be reproduced on demand) should have as much information as possible collected. Sending an email to the ECU Help Desk at helpdesk@ecok.edu is the preferred method for reporting problems.

3.5 Computer Use Policy

3.5.1 Purpose

This policy provides direction to be used in managing computer resources and in allowing or denying access to ECU computer or network resources.

3.5.1.1 Unauthorized Use of East Central University Computing Equipment

1. Allowing others to use one's User ID and password.
2. Inappropriately using the computing facilities at other sites through network connections from ECU (e.g. illegal or unauthorized access; modifications to programs or information, etc.).
3. Using abusive or harassing language.
4. Viewing pictures of an erotic or sexual nature when such images are able to be viewed by others who are offended by them; and, mailing, printing, or copying obscene materials.

3.5.1.2 Thefts of Services

Thefts of services can be a crime under state and federal law. Violators may be referred to the appropriate authority for disciplinary action. Accounts may be subject to immediate deactivation.

3.5.1.3 Computer Accounts

Faculty email accounts will be terminated on the last day of employment. For temporary faculty, email access will be terminated on their last day of employment. Unless approved by AAO WORK ON THIS

3.5.1.4 Mailbox Size

If a user's mailbox reaches 80% utilization, a notice will be sent requesting that the user archive or delete some messages; if the mailbox reaches 100% capacity new mail will not be received.

3.5.1.5 Computer/Data Communication Resource Management

Privacy: Users of the university's computer systems can have no expectation of privacy and should be aware that computer use may be subject to review or disclosure in accordance with law; administrative review of computer use for security purposes or in regard to a policy or legal compliance concern; computer system maintenance; audits and as otherwise required to protect the reasonable interests of the university and other users of the computer system. Anyone using the university's computer systems expressly consents to monitoring on the part of the university for these purposes and is advised that if such monitoring reveals possible evidence of criminal activity, university administration may provide that evidence to law enforcement officials. Further, all users should understand that the university is unable to guarantee the protection of electronic files, data or e-mails from unauthorized or inappropriate access. All files stored on ECU file servers may be routinely copied to a tape or disk. Information can be recovered by systems administration personnel.

All files created, stored, uploaded or received through electronic mail are subject to audit and/or review by specifically designated computer administrators/managers. A review/audit may include files stored in a user's active account or archived on tape or disk. Such reviews/audits will be in compliance with federal and state law, as well as appropriate university policies and procedures.

Questions about the use, material or links not covered in these policies and guidelines should be brought to the attention of the Office of Information Technology before the user conducts the activity in question.

All new purchases of desktop and laptop systems shall:

1. Conform to the Information Technology Departments suggested models,

2. Conform to the Desktop Management Interface protocol, and
3. Be purchased with a minimum three-year parts and labor warranty from the manufacturer.

3.5.1.6 Obscenity Law and the Internet

Oklahoma has adopted the “Miller test” (Miller vs. California, 1973) and has attached criminal penalties to obscene expression. The Miller test provides the following definitions of obscenity:

1. Whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest:
2. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law: and
3. whether the work, taken as a whole, lacks serious literary, artistic political or scientific value.

Federal law prohibits conduct similar to that at the state level. The general federal restriction on obscenity is codified at 18 U. S. C. S. 1461-1465.

3.5.1.7 World Wide Web (WEB) Homepage Construction

ECU recognizes the benefit to the public and to members of the university community of electronic publishing on the Internet. Subject to resources available,

The university provides access distribution, storage capacity maintenance and other creative and technical support of academic and administrative units, for educational use and other purposes consistent with official university business.

Websites are to be developed and maintained responsibly in compliance with university policy, and applicable state and federal laws. The Office of Marketing and Communications and the Office of Information Technology will review and monitor departmental and college websites to ensure technical integrity and protection of the university’s image.

3.5.2 University Technology Policies

All technology-related policies are available on the Information Technology page in MyECU. These policies and guidelines outline appropriate use of the campus network and other campus technology. ECU's policies and guidelines mirror federal and state regulations and regents' requirements.

3.6 Copyright Law

Printed materials (including music, computer programs, motion pictures, and dramatic works) and other audio-visual works are protected under the Copyright Law. The Copyright Law does recognize a judicial doctrine of "fair use" which limits the rights of the copyright owner under certain circumstances. Guidelines have been provided to assist teachers and scholars interested in non-profit research and/or classroom use of copyrighted materials. Infringement of the copyright law involves significant monetary penalties. East Central University expects all faculty to respect the rights of copyright holders. If a faculty member is unsure whether his/her activities infringe on the rights of copyright holders, he should seek copyright clearance from the owner.

3.6.1 Exclusive Rights in Copyrighted Works

The owner of copyright under this title has the exclusive rights to do and to authorize any of the following:

1. to reproduce the copyrighted work in copies or phono records;2. to prepare derivative works based upon the copyrighted work;3. to distribute copies or phono records of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly; and
5. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly.

3.6.2 Limitations on Exclusive Rights: Computer Programs

Notwithstanding the provisions of "Exclusive Rights in Copyrighted Works," it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

1. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
2. that such a new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

Any exact copies prepared in accordance with the provisions of this section may be leased, sold, or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale, or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner. (As amended by P.L. 96-517, 10, 94 Stat. 3028, December 12, 1980.)

3.6.3 Guidelines on "Fair Use" of Media for Educational Purpose

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections [106](#) and [106A](#), the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

3.6.4 Guidelines for Classroom Photocopying

3.6.4.1 Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, short essay or short poem, whether or not from a collective work;
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

3.6.4.2 Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

1. the copying meets the tests of brevity and spontaneity as defined below; and, meets the cumulative effect test as defined below; and,
2. each copy includes a notice of copyright.

3.6.4.3 Definition—Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Each of the numerical limits stated in "1" and "2" above may be expanded to permit the completion of an unfinished

line of a poem or of an unfinished prose paragraph.

3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "B" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be produced.

3.6.4.4 Definition—Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and
2. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3.6.4.5 Definition--Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "2" and "3" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

3.6.4.6 Prohibitions as to Guidelines Above

Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
3. Copying shall not:
 1. substitute for the purchase of books, publisher's reprints or periodicals;
 2. be directed by higher authority;
 3. be repeated with respect to the same item by the same teacher from term to term.
 4. No charge shall be made to the student beyond the actual cost of the photocopying.

3.7 Tobacco Free Campus

ECU is committed to the promotion of wellness and healthy living for its employees and students. Part of that commitment involves taking a role in discouraging the usage of tobacco, by prohibiting its use on campus, by offering information on cessation programs and by offering educational materials on the dangers of Oklahoma's biggest public health issue and leading cause of death. As such, East Central University is designated as a tobacco-free environment. Effective August 1, 2012, Smoking and the use of all tobacco products are prohibited. As of January 1, 2014, this includes any electronic cigarette or vaping device.

3.7.1 Purpose

This policy is designed to promote the following interests:

1. Create a safe and healthy environment;
2. Protect students, faculty, staff and visitors from the dangers of second-hand smoke;
3. Eliminate smoke-filled areas at building entrances;
4. Serve as a positive example for secondary-school students and children on campus;
5. Eliminate the litter associated with tobacco use; and
6. Support Oklahoma Governor Mary Fallin's 2012 Health Agenda and Executive Order 2012-01.
7. Support Oklahoma Governor Mary Fallin's Executive Order 2013-43.

3.7.2 Definition

Tobacco use includes, but is not limited to, the use of a cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco (including chewing on an unlit cigar or other tobacco product), smokeless pouches, or any other form of loose-leaf, smokeless tobacco. This also includes any electronic cigarette or vaping device.

3.7.3 Policy

East Central University is committed to providing its students, employees, and visitors a safe and healthy environment free from tobacco use. Effective August 1, 2012, it shall be the policy of ECU that the use of all tobacco products (including any electronic or vaping device) be prohibited on the ECU campus. ECU's comprehensive tobacco-control program consists of prevention, cessation and policy.

1. The use of tobacco products shall be prohibited anywhere on campus, including buildings, facilities, sidewalks, roadways, parking lots, and grounds leased, owned or operated by ECU. Tobacco use is also prohibited in any vehicle leased or owned by ECU.
2. The use of any electronic cigarette or vaping device shall be prohibited on any and all properties owned, leased, or contracted for use by East Central University, including, but not limited to, all buildings, land, and vehicles owned, leased or contracted for use by East Central University.
3. This policy applies to all persons on campus, including but not limited to employees, students, and visitors to the campus.
4. ECU employees will not use tobacco products while providing services to consumers and/or students regardless of location.
5. The University is committed to providing support to all ECU employees and students who wish to stop using tobacco products. ECU is committed to ensuring that ECU employees and students, to the extent possible, have access to several types of assistance (see Cessation Assistance Section). Supervisors are encouraged to refer employees and other personnel to these services as appropriate. In addition, the University shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.
6. The sale or promotion of tobacco products will be prohibited anywhere on campus. This will also include prohibiting sponsorship of any school activity by tobacco companies.
7. Departments that allow employees to take scheduled breaks may continue to do, but may not allow extra breaks for smoking.

3.7.4 Compliance

Compliance with this policy by all students and employees is expected based on our commitment to a healthy environment for learning, economic development and cultural enhancement. Emphasis will be placed on creating a positive and healthy culture, free of tobacco and should be a cooperative effort, encouraged by all faculty, staff and students.

Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.

3.7.5 Cessation Assistance

Employees wishing to participate in tobacco cessation programs are referred to the ECU Student Health Services (580-559-5713), Brandon Whitten Institute for Addiction & Recovery at ECU (580-559-5815), BlueCross BlueShield of Oklahoma (1-877-258-6781), the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

Students may contact any of the above resources and/or the ECU Student Counseling Center (580-559-5714) for cessation assistance.

Effective date: 08/01/2012; Revised January 2014

3.8 Sexual Harassment Policy

3.8.1 Sexual Harassment Policy

3.8.1.1 Statement of Policy

RUSO affirms its commitment to an environment for all employees and students which is safe, fair, humane, and respectful and which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the university community is a violation of both law and Board policy and will not be tolerated. Employees must refrain from any harassment or discriminatory treatment of students and other employees. Sexual harassment will be dealt with promptly and confidentially by the university administration.

3.8.1.2 Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3.8.1.3 Examples of Prohibited Conduct

Conduct whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, prohibited by this policy includes, but is not limited to:

1. Unwelcome sexual flirtation, advances or propositions for sexual activity;
2. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
3. Sexually degrading language to describe an individual;
4. Remarks of a sexual nature to describe a person's body or clothing;
5. Display of sexually demeaning objects and pictures;
6. Offensive physical contact, such as unwelcome touching, pinching, bruising the body;
7. Coerced sexual intercourse;
8. Sexual assault; or
9. Actions indicating that benefits will be gained or lost based on response to sexual advances.

3.8.1.4 Sexual Violence Prohibited

Sexual violence is a particularly pernicious form of sexual harassment. Sexual violence on campus, at university-related events, and against students or employees constitutes an emergency that will be reported to proper law enforcement authorities. The university may immediately suspend any employee or student reasonably believed to have committed sexual violence against a person in violation of this policy, with notice and hearing to follow promptly. Each university shall establish procedures for timely reporting, investigation, and resolution of sexual violence incidents.

3.8.1.5 Definition of Sexual Violence

Sexual violence includes, but is not limited to, rape as defined by 21 Okla. Stat. § 1111; rape by instrumentation as defined by 21 Okla. Stat. § 1111.1; forcible sodomy as defined by 21 Okla. Stat. § 888, assault as defined by 21 Okla. Stat. § 641 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; battery as defined by 21 Okla. Stat. § 642 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; aggravated assault and battery as defined by 21 Okla. Stat. § 646 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; stalking as described by 21 Okla. Stat. § 1173 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; sexual battery as defined by 21 Okla. Stat. § 1123(B); any sexual act involving a child as described in 21 Okla. Stat. § 1123(A);

maliciously intimidating or harassing or attempting to maliciously intimidate or harass another person because of that person's sex or sexual orientation; or inciting others, or attempting to incite others to maliciously intimidate or harass another person because of that person's sex or sexual orientation.

3.8.1.6 Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of prohibited sexual conduct with a student or employee, sexual violence, or other sexual harassment will be treated as a separate and distinct violation of the Board policy.

3.8.1.7 Sanctions

Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

3.8.2 Sexual Relationship Policy

3.8.2.1 Statement of Policy

RUSO affirms its commitment to the fair exercise of academic and employment power and adequate protection of individuals with limited power. University employees, including administrators; faculty; coaches; extracurricular, extramural and intramural activities supervisors; graduate assistants; and staff should demonstrate respect for students as individuals and adhere to their proper roles as academic guides, counselors, and facilitators. Employees must refrain from any exploitation of students and other employees. Such use of power to create sexual relationships will be dealt with promptly and confidentially by the university administration.

3.8.2.2 Sexual Conduct with Students Prohibited

No employee shall engage knowingly or attempt knowingly to engage in consensual or non-consensual sexual conduct with any student whom the employee supervises, acts as academic advisor for, or over whom the employee has any power to determine the student's grade; honors; discipline; research opportunity; scholarship opportunity; acceptance in a graduate or other program of study; participation in arts, athletic, academic, or extracurricular competition; work-study assignment; or similar education-related matter. University employees' sexual liaisons with students in such situations exploit position, abuse, power, and fundamentally harm the academic relationship. Voluntary intoxication with drugs, alcohol, or other substances shall not negate knowledge.

3.8.2.3 Sexual Conduct with Supervisee Prohibited

Supervisors' sexual liaisons with their supervisees may exploit position, abuse power, and fundamentally harm the working environment. No supervisor may engage knowingly or attempt knowingly to engage in consensual or non-consensual sexual conduct with any employee, not his or her spouse, whom he or she supervises, directly or indirectly. Voluntary intoxication with drugs, alcohol, or other substances shall not negate knowledge.

3.8.2.4 Definition of Sexual Conduct

Sexual conduct includes, but is not limited to, any sex act, erotic touching, romantic flirtation, conversation of a carnal nature, advance or proposition for sensual activity, erotically explicit joke, remark of a carnal nature describing a person's body or clothing, display of an erotic object or picture, and physical contact reasonably believed to be of a sensual or flirtatious manner.

Sexual conduct does not include reasonable use or delivery of bona fide lecture and/or instructional acts, statements, or materials.

3.8.2.5 Sanctions

Sexual conduct with students or employees in violation of this policy will not be tolerated. Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

3.8.2.6 Exceptions

Exceptions to sexual conduct prohibitions consistent with state and federal law may be granted in appropriate circumstances by the university president. The Board shall be notified of any such exceptions in a written, confidential personnel record at least one week prior to the next Board meeting. Exceptions involving presidents may be granted by the Board only.

3.8.3 Title IX Grievance Process

3.8.3.1 Statement of Policy

1. East Central University (University) is committed to an inclusive educational and employment environment that provides equal opportunity and access to all qualified persons. The University will continue its policy of fair and equal employment and educational practices without discrimination or harassment because of race, color, religion, national origin, genetic information, age, disability, gender, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local law. Discrimination or harassment in violation of this policy should be reported to the Affirmative Action Officer (Employment Services Office) in person at Room 160 Administration building, or by phone at (580) 559-5217 or fax at (580) 559-5484. After office hours or on holidays, the report may be made by contacting East Central University Police at (580) 559-5555.
2. The intent of these procedures is to ensure that discrimination and harassment based on these characteristics does not take place in the University community. Should it take place, it is the goal that such discrimination or harassment be promptly reported to appropriate University officials designated to receive such complaints.
3. Any employee (faculty or staff), student, applicant for employment or admission, visitor, or other non-affiliated individual who believes that he or she has been subjected to any form of unlawful discrimination or harassment may make a complaint. Unlawful discrimination includes sexual harassment as well as harassment based on an individual's membership in any other legally protected category as stated above. The University will conduct a fair and impartial investigation of such complaints, with due regard for the rights of all parties. Retaliation against any individual who has made a complaint, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of University policy. The purpose of these procedures is to ensure that all complaints are thoroughly and fairly investigated by authorized University officials who have the necessary expertise and training.
4. Any complaint should be referred to one of the individuals responsible for receiving or investigating such complaints. Any employee, other than those listed, who receives a complaint is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual in a timely manner. All complaints, either written or verbal, must be referred to the appropriate office or official as set forth below.

3.8.3.2 Designation of Coordinators

1. The University's Affirmative Action Officer/ Title IX Coordinator/Employment Services Director, and the Vice President of Administration and Finance are designated to coordinate and insure investigation of complaints arising under Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act. They are located in room 160, and room 163 of the Administration building, 1100 E. 14th, Ada, OK 74820. The telephone number is (580) 559-5217, or (580) 559-5215, fax number (580) 559-5484. Email complaints or inquiries regarding discrimination or harassment, or any issue involving Title IX or Title VII, may be sent to tanderson@ecok.edu or jkilby@ecok.edu.
2. The University's Affirmative Action Officer/ Title IX Coordinator/Employment Services Director and the Vice President of Administration and Finance are designated to coordinate complaints arising under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). They are located in room 160 and room 163 Administration building, 1100 E. 14th, Ada, OK 74820. The telephone number is (580) 559-5217 or (580) 559-5215, fax number (580) 559-5484. Email complaints or inquiries regarding discrimination or harassment because of a disability, or any issue involving Section 504 or the ADA, may be sent to tanderson@ecok.edu or jkilby@ecok.edu.
3. Hereinafter, these individuals are referred to as the "Coordinator" and "Deputy Coordinator."

3.8.4 Initiating a Complaint

The process outlined in this section applies to all complaints of discrimination, except those brought by students on the basis of disability. Students who wish to file a complaint alleging discrimination based on disability should file with the Office of Testing and Accessibility, in accordance with procedures set forth in section VI of the Disability Services Policies and Procedures.

Any employee, student, applicant for employment or admission, visitor, or other non-affiliated individual who believes that unlawful discrimination or harassment has occurred may initiate a complaint by either meeting with the appropriate individual in one of the offices listed below, or by submitting a written complaint to that individual or office. The information provided in the complaint should be as specific as possible regarding the circumstances that precipitated the complaint. The complaint should include the dates and places of the incidents at issue, the individuals involved, the names of any witnesses, any efforts made to resolve the matter informally and their results, and any other pertinent information.

As stated above, the University has designated a "Coordinator" and "Deputy Coordinator" for Title IX, Title VII, and Section 504 complaints. These individuals share the primary responsibility for the receipt, investigation, and resolution of complaints of discrimination and harassment.

Any employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may initiate a complaint by contacting any of the individuals as follows:

- Ty Anderson, "Title IX/Title VII/Section 504 Complaint Coordinator". Employment Services Office, room 160 Administration Building, 1100 E. 14th, Ada, OK 74820. Phone: (580) 559-5217. Fax: (580) 559-5484. Email: tanderson@ecok.edu .
- Jessica Kilby, "Title IX/Title VII/Section 504 Complaint Deputy Coordinator", Vice President of Administration and Finance, 163 Administration Building, 1100 E.14th, Ada, OK 74820. Phone: (580) 559-5215. Fax: (580) 559-5215. Email: jkilby@ecok.edu.
- Boomer Appleman, Dean of Students, 103 Administration Building, 1100 E.14th, Ada, OK 74820. Phone: (580) 559-5208. Email: bapplemn@ecok.edu .

3.8.4.1 Complaints by Students

1. Students may initiate a complaint of discrimination or harassment against another student by contacting the Dean of Students.
2. Students may initiate a complaint of discrimination or harassment against a University employee, whether faculty or staff member, by contacting the Vice President of Administration or the Dean's office of the college where the harassment or discrimination is alleged to have occurred. The contact information for each college is listed below in 3.8.4.3.

3.8.4.2 Complaints by Faculty or Staff

1. Faculty or staff members may initiate a complaint of discrimination or harassment against a student by contacting the Dean of Students.
2. Faculty, staff members, applicants for employment or admission, visitors, or other non-affiliated individuals may initiate a complaint of discrimination or harassment by contacting those individuals listed in 3.8.4 above.
3. Off-Site Locations: Any individual at an off-site location may initiate a complaint of discrimination or harassment to any of the offices above as appropriate, or to the on-site director of the program.
4. After-Hours or Holiday Complaints: In the event any individual wishes to initiate a complaint of

discrimination or harassment after regular University office hours, or when offices are closed for University holidays, the individual may use email, leave a phone message, or may contact the East Central University Police at (580) 559-5555.

3.8.4.3 Contact Information for Deans of Colleges

- College of Health and Sciences, Office of the Dean, PES 101A, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5549.
- College of Liberal Arts and Social Sciences, Office of the Dean, Faust 140, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5424.
- College of Education and Psychology, Office of the Dean, Administration 213, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5350.
- Harland C. Stonecipher School of Business, Office of the Dean, Chickasaw Business and Conference Center 313, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5649.
- School of Graduate Studies, Linscheid Library and Distance Education, Office of the Dean, Linscheid Library, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5368.

3.8.4.4 RUSO Tip Line

In addition to the above methods to report discrimination or harassment, the Board of Regents of the Regional University System of Oklahoma, which governs the University, has established a “RUSO Tip Line” which is managed by EthicsPoint. The RUSO Tip Line allows concerns to be submitted anonymously.

1. An employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may report incidents of discrimination or harassment online using the RUSO Tip Line. The complaining party should visit www.ruso.ethicspoint.com which is a secure server administered by EthicsPoint.
2. An employee, student, applicant for employment or admission, visitor, or other non-affiliated individuals may also report incidents of discrimination or harassment by calling toll-free 866-898-8438. An EthicsPoint Contact Center Specialist will facilitate the call and compile the required information from the complaining party.
3. EthicsPoint will forward the required information to designated RUSO and University officials who will then conduct an appropriate investigation and resolution.
4. An employee, student, applicant for employment or admission, visitor, or other non-affiliated individual is also encouraged to continue communicating any concerns directly to appropriate campus offices, as listed in paragraph III.C.1. above.

3.8.5 Investigation and Resolution of Complaints

The individuals and offices available to receive complaints, as noted above, were selected to give all members of the University community the opportunity to initiate a complaint in a place in which they will feel comfortable doing so. These individuals and offices have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is directed to the proper office or individual for investigation.

The Coordinator and Deputy Coordinators shall designate an appropriately trained individual to investigate complaints of unlawful discrimination or harassment. Athletic department personnel will not lead, guide, or make a pronouncement in the investigation or resolution involving a student athlete or athletic department personnel except to fully cooperate with the investigation and resolution.

If the individual accused of engaging in discrimination or harassment is a student, the complaint will be resolved by the Office of Student Development.

Notice of the complaint and an opportunity to respond will be given to all persons alleged to have violated

the University's policies regarding discrimination or harassment. The investigation may otherwise involve meeting with the parties, interviewing witnesses, and requesting written statements from the parties.

The investigation should be completed promptly so that a decision can be rendered within 60 days of receipt of the complaint. If this is not possible, the investigator will inform the complainant of the status of the investigation within 60 days, the reason(s) for delay, and an estimated completion date for the investigation.

A confidential record of all complaints, including their disposition, will be maintained by the investigating unit. The Coordinator and Deputy Coordinator shall be informed of, and maintain a confidential record of the nature of all complaints of discrimination or harassment investigated, the names of complaining parties and respondents, and the final disposition of all complaints.

3.8.6 Complaints Against Faculty Members

Any employee who receives a complaint against a faculty member will refer the complaint to the Coordinator or Deputy Coordinator. An investigator will be designated as provided for in 3.8.5 above.

If the complaint also involves matters such as grades, curriculum, etc., the investigator will refer the complainant to University policies designed to address those issues.

The investigator will provide findings and conclusions in writing to the University Provost, and the Coordinator or Deputy Coordinators. The Provost will determine what action, if any, is appropriate.

3.8.7 Complaints Against Staff Members

Any employee who receives a complaint against a staff member will refer the complaint to the Coordinator or Deputy Coordinator. An investigator will be designated as provided for in 3.8.5 above.

The investigator will provide findings and conclusions in writing to the Vice President of Administration and Finance. If the Vice President of Administration and Finance conducts the investigation another Vice President will be assigned the responsibility to determine what action, if any, is appropriate.

3.8.8 Confidentiality

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the University to carry out its obligation to investigate all complaints fairly, and to ensure that non-discrimination is a reality within the University community, no representative of the University is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

Any individual who requests confidentiality before disclosing a complaint must be informed that because any apparent violation of University policy must be addressed, complete confidentiality may not be possible. An individual who insists on confidentiality as a condition of disclosing a complaint may be advised of the opportunity to consult with the Student Counseling Center, with whom such matters may be discussed in confidence. Consulting with the Student Counseling Center does not constitute the initiation of a complaint. Medical and mental health professionals are not representatives of the University for this purpose and are not authorized to investigate or respond to complaints.

3.8.9 Appeals

If a conflict of interests is deemed to exist the Coordinator, Deputy Coordinator, Dean of Students or investigator(s) may recuse themselves, be recused by the Vice President of the department of the

complainer or accused, or be recused by the other two members of the reporting body. If the complainer or accused consider the Coordinator, Deputy Coordinator, Dean of Students or assigned investigator to have a conflict of interest they may present a written appeal to the Vice President of the department of the complainer or accused, or the other members of the reporting body within three working days of being notified of the appointment and a determination will be made.

In the event that either the complainant or accused believe that the resolution of the complaint has not rectified the situation, an appeal may be made.

In the case of complaints against students, the process for appeal is governed by The Code of Student Conduct <https://www.ecok.edu/policies-and-handbooks>

For faculty, staff or visitors to the University the appeal is made by a written request to both of the two remaining Vice Presidents of the University who did not make the original determination, for review of the decision. The appeal must be made within 10 working days of the date of the decision. The two Vice Presidents shall render a decision in the matter of the sexual harassment or sexual misconduct complaint and inform the complainant and respondent of the decision. A copy of the decision shall also be transmitted to the applicable Vice President and the Coordinator or Deputy Coordinator.

3.8.10 Required Procedures

These procedures shall constitute the grievance procedure mandated by the regulations that implement Title IX of the Education Amendments of 1972, Title VII Civil Rights Act of 1991 and Section 504 of the Rehabilitation Act of 1973 for employees.

The procedure for student grievances under Section 504 is set forth in section VI of the Disability Services Policies and Procedures.

Revised: January 2013; October 2014

3.9 Enhanced, Blended, and Online Course Development Policy

3.9.1 General Guidelines

1. Generally, the intellectual content of a blended course or online course is treated like any other course and belongs to the faculty member unless the university pays for the development of the course. In the latter case, the course belongs jointly to the university and the faculty member.
2. All blended and online courses must pass the academic review prior to the first semester in which they are offered and all courses must be reviewed on a three-year cycle in order to continue to be offered.
3. The Center for Excellence in Teaching and Learning (CETL) offers faculty training opportunities to master the university's Course Management System (CMS). The basic training is offered every semester. Specialized training sessions on new options and features are also available, as are individual sessions.
4. A faculty member must complete the university's Course Management System (CMS) training sessions or demonstrate competency based on previous experiences in another educational setting, to teach either a blended course or online course.
5. Faculty teaching a course developed by another faculty member must complete training and the course review process before offering the course.

3.9.2 Enhanced Course Guidelines

1. An enhanced course does not include any reduced seat time and meets the full amount of required time.
2. No formal academic review is required for enhanced courses.

3.9.3 Blended Course Guidelines

1. Blended courses must have at least 15% reduced seat time.
2. Blended courses may be scheduled to meet fewer than the normal number of days during a week or they

may be scheduled to meet less than the full time in any single class session (in both instances the reduction in seat time shall be published in the class schedule book), or faculty may note the course in the class schedule book as a blended course with reduced seat time that will be identified in the course syllabus so that students know when and at what times they will be expected to be in class. Using either method, students shall be informed about the reduction in seat time prior to the start of the semester.

Credit hour	Total Course Time	Minimum Reduced Time
1	800 min	120 minutes
2	1600 min	240 minutes
3	2400 min	360 minutes
4	3200 min	480 minutes

3. **Blended courses are expected to meet during identified times. If the course meets on a limited basis, it should be considered an online course and be reviewed as such.**
4. Developer must successfully complete formal CETL CMS training to demonstrate competency in online course delivery, or be able to demonstrate competency based on previous experiences in another educational setting.
5. Developer must work with the Director of Distance Education and the CETL staff in the approval process to create and implement a blended course.
6. The online portion of the course must be academically comparable in content and methods of assessment to a traditional face-to-face course.
7. The completely developed course must pass the university review process prior to the semester in which it is to be offered. Blended courses must be complete an academic review every three years to be continued.

3.9.4 Online Course Guidelines

1. An online course must be asynchronous with no required seat time; faculty and students need not be present and available at the same time for learning to take place. Required course orientation, proctored exams, labs, or other instances where physical presence is required will be allowed on a limited basis, but these requirements must be noted in class schedule and in the syllabus. If more than minimal physical presence is required, the course should be considered blended.
2. Developer must successfully complete formal CETL CMS training to demonstrate competency in online course delivery, or be able to demonstrate competency based on previous experiences in another educational setting.
3. Developer must work with the Director of Distance Education and the CETL staff in the approval process to create and deliver an online course.
4. The course must be academically comparable in content and methods of assessment to an on-campus delivered course.
5. The completely developed course must pass the university review process prior to the semester in which it is to be offered. Online courses must be complete an academic review every three years to be continued.

Timeline for course approval and development process

For courses to be delivered:		Action to be taken:	Responsibility:
Spring	Summer/Fall		
Aug 15	Jan 15	Decide to deliver	Faculty/dept chair/dean
		Add to course schedule	Department secretary
Beginning Sept 1	Beginning Feb 1	Attend training	Faculty
Sept 15	Feb 15	Meet with CETL ID one-on-one	Faculty/CETL Staff
		Request course shells	Faculty
Nov 1	April 1	Complete mid-development reviews with CETL staff	Faculty/CETL Staff

Dec 15	May 15	Complete course reviews with CETL staff	Faculty/Deans/CETL Staff

Any exception to the timeline will require administrative approval.

4 Leave and Fringe Benefit Policies

4.1 Sick Leave

Sick leave is a period of time during which an employee is unable to work because of illness, injury, or medical, surgical, dental or optical examinations or treatment to the employee and/or immediate family member(s) or because the employee has been exposed to a contagious disease and presence at work would jeopardize the health of others.

All requests for sick leave must be made in writing, setting forth the exact time of absence. Requests for sick leave should be made in advance when possible. If this is not possible, notify the department chair as soon as possible after the beginning of the work period. The employee must notify the chair each day the employee is unable to work. Sick leave may be denied for failure to notify the department chair promptly, or if the employee has been abusing the sick leave privilege. If the illness is prolonged, the department chair must be provided with a doctor's statement on a monthly basis so that work may be planned. If an absence due to illness lasts for three or more consecutive working days, a current and signed doctor's statement may be required upon return to work. A doctor's statement may be required for each day the employee is unable to work at the university's discretion. When a department chair is ill, the absence will be reported to the dean.

Full-time faculty (75% FTE or more) accrues sick leave at the rate of 7.50 hours for 75% of full-time to 10 hours per month for 100% full-time. Unused days may be accumulated up to 1,040 hours (130 working days).

Sick leave will not be earned by faculty during leave of absence without pay, unpaid FMLA, suspension without pay, layoff, or removal from the payroll for any reason. Sick leave will not be paid on any illness or injury incurred while committing a crime, nor will it be paid on any illness or injury resulting from paid employment elsewhere. There will be no payment for any unused accrued sick leave balance at time of termination or reduction of hours which make an employee ineligible for sick leave accrual.

While the university pays for authorized sick days, the university expects the employee to be honest in requesting and using sick leave. Employees suspected of abusing his/her sick leave benefit may be required to bring a doctor's statement for any sick leave used.

Under no circumstances should an employee claim sick leave benefits to work on another job or for any other reason not covered in the definition of sick leave. Any abuse of this benefit will be taken into account during performance evaluations. Appropriate disciplinary actions will be taken if sick leave abuse is discovered, up to and including termination.

4.2 Sick Leave and Worker's Compensation

In accordance with workers' compensation court guidelines, an employee who has filed a claim can be required by the employer to use sick leave for a claim related doctor's appointment.

4.3 Sick Leave Sharing Program

4.3.1 Program

The purpose of this policy is to allow ECU employees to donate sick leave to fellow ECU employees who are suffering from or have a relative suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment. Donations made under this policy are gifts. This policy does not create an entitlement or expectation of shared leave for eligible employees. Receipt or donation of shared leave is not intended to constitute or obligate debt or reciprocity. Donations to the Leave Sharing Program shall be for one year; the Leave Sharing Program's balance

returns to zero at June 30 of each fiscal year, and all unused sick leave remaining in the Leave Sharing Program will become null and void.

Any request to use leave from the sick leave sharing program is subject to review by the Employment Services Office. Exceptions will be at the approval of the appropriate administrative channels. The Employment Services Office may request additional information in connection with a request for leave. Approval of any request may be conditioned upon the receipt of medical or other information relevant to the request.

4.3.2 Donors

To donate leave, an employee must maintain a sick leave balance of no less than 30 days. Total annual donations may be made in amounts no greater than half of the annual accrual rate, or up to 7.5 days in a given fiscal year.

4.3.3 Recipients

Recipients of leave donations must have received no disciplinary actions for abuse of sick leave, and must have exhausted all earned personal leave, vacation and compensatory time. Under the program, they will receive their normal pay and benefits, but will not accrue additional leave time while utilizing leave share. Donated leave may only be used for the purposes specified in this policy.

4.3.4 Guidelines and Limitations

All donations of leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating paid leave for the purposes of the Leave Sharing Program. Nor shall any employee be retaliated against for participating or not participating in the program.

The total of all unused paid leave and donated time shall not exceed one semester, unless approved by employees immediate supervisor and Vice President.

An employee's eligibility to receive donated leave through the Leave Sharing Program ends upon their return to full-time benefit accrual status.

Persons involved in the administration of the ECU Leave Sharing Program are responsible for protecting the privacy of leave recipients and donors. All communications with either group will be kept confidential.

To participate in the Leave Sharing Program as a donor or recipient, the employee must complete the appropriate application form, which is available in the Office of Employment Services. The Employment Services staff will secure all signatures, approvals and required documentation.

4.4 Family and Medical Leave Act

East Central University is in compliance with the Family and Medical Leave Act (FMLA) of 1993. In compliance with the expansion of FMLA under the Support for Injured Service Members Act of 2007, the following procedures and rules are in effect for employees:

To be eligible for FMLA leave, an employee must have worked for ECU for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. An eligible employee will be granted up to a total of 12 work weeks of unpaid leave in a 12 month period for one or more of the following reasons: 1) for the birth of a son or daughter, and to care for the newborn child; 2) for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child; 3) to care for an immediate family member (spouse, child, or parent - but not a parent "in-law") with a serious health condition; and 4) when the employee is unable to work because of a serious health condition. 5) a covered family member's active duty or call to active duty in the Armed Forces; 6) to care for an injured or ill service member (extended 26 weeks to care for injured or ill service member and spouses still share). Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses both employed by ECU may be limited to a combined total of 12 workweeks of family leave for the following reasons: birth and care for a child and for the placement of a child for adoption or foster care, and to care for the newly placed child

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances: 1) intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition; or 2) intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer's approval. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must request his/her supervisor to schedule the leave so as not to unduly disrupt operations, subject to the approval of the employee's health care provider. In such cases, ECU may transfer the employee temporarily to an alternative job with the equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Eligible employees seeking to use FMLA leave must provide: 1) a 30-day advance notice of the need to take FMLA leave when the need is foreseeable; or 2) notice "as soon as practicable" when the need to take FMLA leave is not foreseeable. Sufficient information must be provided to understand that the employee needs leave for FMLA-qualifying reasons. In addition, where ECU was not made aware that an employee was absent for FMLA reasons and the employee wants the leave counted as FMLA leave, timely notice (generally within two business days of returning to work) that leave was taken for an FMLA-qualifying reason must be given to the supervisor. The employee is required to exhaust accrued paid vacation and/or sick leave for any of the situations covered by FMLA prior to being granted FMLA leave.

ECU may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a health care provider. In such circumstances, the employee will have at least 15 calendar days to obtain the medical certification.

ECU will maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work. In some circumstances, ECU may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Upon return from FMLA leave, the employee will be restored to his/her original job, or to an "equivalent" job, in terms of pay, benefits status, and other employment terms and conditions. In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using (but not necessarily during) FMLA leave. The use of FMLA leave will not be a negative factor in employment actions.

4.5 Extended Medical Leave

East Central University may continue to require a physician's statement periodically from employees on medical leave. Failure to provide a statement from the physician could lead to termination. Failure to return to work at the beginning of the next scheduled work day after being released by the physician may result in termination.

The actual position held by the employee may be held for a reasonable period of time after the exhaustion of paid leave, to be determined by the needs of the university and applicable law. After that time, the employee may be terminated.

4.6 Special Leave/Personal Leave

4.6.1 Bereavement Leave

Bereavement leave may be authorized by the department chair or supervisor. Time used as bereavement leave shall be charged to sick-leave.

4.6.2 Voting Leave

Per Oklahoma statute, Title 26 7-101, East Central University is committed to giving all employees a reasonable amount of time off with pay for the purpose of voting in national, state, and local elections. Therefore, any registered voter employed at the university may be granted two (2) hours of time during the period when the election is open in which to vote, and if the employee is located in the county or at such distance from the voting place that more than

two (2) hours are required in which to attend such elections, then the employee shall be allowed a sufficient time in which to cast his/her vote. No employee shall be entitled to such time to vote unless he/she notifies his immediate supervisor orally or in writing of the intention to be absent, on the day preceding the election day. Upon proof of voting, such employee shall not be subject to any loss of compensation or other penalty for such absence. The university shall select the hours which the employees are allowed to attend the elections and shall notify each employee which hours he/she are to have in which to vote. This policy shall not apply to an employee whose work day begins three (3) hours prior to the time of closing the polls. The employer may change the work hours to allow such three (3) hours before the beginning of work or after the work hours. This act shall not apply to school board or bond elections.

4.6.3 Medical Termination

Employees who are unable to perform his/her essential assigned job functions with or without reasonable accommodation may be terminated if their continued absence would impose an undue hardship on the operation of the University. Failure to return to work at the beginning of the next scheduled work day after being released by the physician may result in termination.

4.6.4 Jury Duty

Leaves with pay will be granted, as required by law, for jury duty. Jury duty will be turned in on a Request/Approval of Leave Form but will not be counted against sick leave, vacation leave, or personal leave.

Employees summoned to be on jury duty must submit a copy of the summons with the Request/Approval of Leave Form. After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department supervisor.

4.6.5 Court Duty

When an employee is subpoenaed to appear in court, he/she must submit a copy of the subpoena to the Employment Services Office. At that time a ruling will be made as to how the leave will be charged after consultation with the appropriate supervisor.

4.6.6 Military Leave

Per Oklahoma statute, O.S. Title 44, Section 209 and provisions of USERRA, all employees of the university who are members of any component of the armed forces of the United States shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service up to 5 years (exception to the 5 year limitation may apply).

USERRA requires the following of employers:

- Allow employees to participate in military service
- Prompt reinstatement back into job following military service
- Accumulation of seniority, including pension plan benefits
- Reinstatement of health insurance
- Training or retraining of job skills, including accommodations for disabled
- Protection against discrimination

Service members also have responsibilities regarding military leave notice and reporting back to work. Students called to military duty after the completion of twelve (12) weeks or more of the eighteen (18) weeks of a semester who are passing in their subjects at the time they are called, as a war measure, shall be given credit for the full semester's work.

For more detailed information regarding the above policy and procedures, please contact the Employment Services Office.

4.6.7 Annual Leave Policy

Faculty on academic year appointments do not earn annual leave.

Faculty on full-time fiscal year (12-month) appointments are entitled to the same annual leave benefits as executive

officers and administrative staff (see section 2.1 Annual Leave, in the Employee Handbook, Administrative, Professional and Support Staff for the policy). ECU professional staff employees shall accrue vacation leave at the rate of 1.67 days per month (20 working days per year).

4.6.8 Leave Of Absence Without Pay

Extended leaves of absence without pay may be granted for graduate and post-doctoral study, maternity (when not covered under the Family Medical Leave Act), or other reasons the university deems worthwhile for a period not to exceed twelve (12) months.

Leave without pay is an absence from duty granted to the employee for which no pay is received.

In the case of illness or absence for medical leave, sick leave must be exhausted. Any exceptions to this policy must be approved in advance by the president of the university. Neither vacation nor sick leave will be earned during leave without pay. Leave without pay must be requested in writing, setting forth the exact time to be absent and the reason for absence. Leave must be approved by the department supervisor and may be refused if approval is not in the best interest of the department or the university. Leave without pay can be canceled by the university upon five work days written notice. The employee may return to work before the end of the leave with written approval of the department supervisor. Leave without pay should benefit both the employee and the departmental supervisor. Such arrangements should be rare in occurrence and be limited to a specified length of time.

4.6.8.1 Leave of Absence Fringe Benefits

While an individual is on extended leave of absence without pay, the university pays the individual's health insurance--unless the employee is working for another state agency. The individual may continue to pay dependent health premiums. No contributions are made to the teacher retirement fund for the individual while on extended leave of absence.

4.6.9 Inclement Weather

Because of the unpredictable nature of Oklahoma weather, combined with the large number of commuter students at East Central University, on occasion administrative offices will be closed and classes will have to be canceled or delayed. When classes are canceled or a late starting time is announced, all local media are called by the designated university official as soon as possible. The closing or late opening of administrative offices will be announced separately from the class changes.

If the president of the university deems it necessary to close or delay the opening of university offices due to inclement weather conditions, all REGULAR FULL-TIME employees will be given university-paid leave time for such absence. If an employee is required to work during this time, appropriate compensatory time will be given. This leave will not be deducted from any of the accumulated leave balances of the employee. PART-TIME HOURLY AND FULL-TIME/TEMPORARY employees, including students, WILL NOT be paid for this time off. The department supervisor has the authority to allow hourly employees additional work hours over the weekend or during a following workweek to compensate for hours lost due to the time that the university was closed.

4.6.10 Sabbatical and Staff Development Leave

The Board authorizes the university to grant sabbatical leave. If a university chooses to grant sabbatical leave, the following guidelines will prevail:

4.6.10.1 Purpose

The university may grant a sabbatical leave to faculty members to provide an opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and travel. The primary purpose of sabbaticals should be for post-doctoral study. A sabbatical may be used to engage in specialized scholarly activity or to provide a broad cultural experience. Such sabbaticals are intended to take place in off-campus settings. The university views a sabbatical as an investment with the expectation that the sabbatical will significantly enhance the faculty member's capacity to contribute to the objectives of the university. For this reason sabbatical leave applications are approved only when significant evidence indicates that the individual will achieve this purpose. Also, the approval of such sabbaticals shall be consistent with the appropriate budgetary and faculty arrangements so as not to disrupt the instructional program or other vital operations of the university.

4.6.10.2 Conditions of Award

A full sabbatical leave will be for one year at one-half salary. Persons who qualify for less than full sabbatical may be awarded a sabbatical on a proportional basis. Sabbatical leaves shall not be used as a means of augmenting personal income. The sabbatical program requires that persons on sabbatical devote full-time to the scholarly activity for which the sabbatical is granted and will receive no salary or stipend from sources other than the university, except that, with university approval, (1) persons on sabbatical at less than full salary may engage in other scholarly activity consistent with that for which the sabbatical is granted and receive salary, stipend, or honorarium from other sources in such amounts that total salary stipend, and honorarium do not exceed the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and research expenses incident to their scholarly activity.

Individuals receiving sabbatical leave shall enter into the following written agreement to return to the service of the university and remain for a number of months equal to four times the number of months of full-time equivalent salary (example: One half ($\frac{1}{2}$) salary x ten (10) months = five (5) full-time months; the number of months to return to the university is five (5) full-time months x four (4) = twenty (20) months) or to repay the university the amount of salary received while on sabbatical leave, unless released from the obligation by the Board. If the individual leaves the university prior to the end of the required time, whether voluntary or involuntarily, the amount to be paid the university shall be proportionally reduced.

At the termination of the sabbatical, and not later than three months after returning to the campus, the individual shall submit a report of the activities undertaken to the chief academic officer through the department chair and division chair. The report will be used to evaluate future applications for sabbaticals of faculty members who have been granted one or more sabbaticals.

4.6.10.3 Eligibility

Faculty members are eligible for full sabbatical leaves when they have been full-time employees of the university for six academic years. In order to qualify for a prorated sabbatical, the individual must have been a full-time employee of the university for a minimum of two academic years. For the purpose of determining eligibility for a sabbatical leave, time spent on a sabbatical is considered as full-time employment; however, time spent on leave without pay is not considered full-time employment. A faculty member is eligible for a subsequent full sabbatical after six years following any sabbatical leave grant whether full or partial.

4.6.10.4 Application

A faculty member shall make formal application for a sabbatical leave which includes the reasons for requesting the sabbatical leave, the activities planned during the sabbatical, and a schedule of the use of time while on the sabbatical leave. The application should be submitted to the president of the university through the appropriate department chair, division chair or dean, and vice president. The department chair, division chair or dean, and vice president shall each include a recommendation regarding the sabbatical leave. The decision for recommendation of a sabbatical leave shall be based on the following criteria:

- 1) evidence of the highest critical need in order to maintain academic effectiveness;
- 2) total years of academic or professional service at the university;
- 3) potential contribution to an academic or professional discipline;
- 4) length of remaining service to the university;
- 5) possession of a terminal degree in the teaching field assigned; or pursuing a terminal degree in a teaching field in which there is a shortage of qualified faculty.

4.6.10.5 Agreement

1. I agree to report in writing to the Chief Academic Officer via my department chair or division chair within three months of returning to University service a report of the activities I undertook on my sabbatical and I understand that should I fail to do so any future leave application can be denied.
2. I agree to withdraw from all departmental, college, and University committees for the duration of my leave.
3. I agree to remain in the service of the University at not less than my present salary for a number of months equal to four times the number of months of full-time equivalent salary.
4. I further agree that, in the event I do not return to the University, I will repay the University salary and cost of benefits received from the University during the sabbatical leave, and that, if I do not repay such sums upon demand the University may bring all necessary legal actions to recover this money from me.

5. I have read the section of the Faculty Handbook regarding the official policy of sabbatical leave.
6. I have read and reviewed the rules and regulations of the Oklahoma Teachers Retirement System related to sabbatical leave.

NAME (Please type):

SIGNATURE:

4.6.11 Leave Policy for Employees Appointed to Externally Funded Accounts

1. Employees appointed to externally funded accounts shall accrue annual leave and sick leave at a rate consistent with similar non-externally funded positions at the university.
2. Employees appointed to externally funded accounts are expected to use all accrued annual leave and sick leave during the specified period of appointment. Except as noted in item 3 of this policy, there shall be no payment for any accrued annual leave or sick leave for employees appointed to external funded accounts. All unused annual leave and sick leave shall be forfeited at the point of employment termination. Accrued sick leave may be documented for credit with the Oklahoma Teachers' Retirement System.
3. Employees appointed to externally funded accounts that terminate their appointment under satisfactory conditions and who have been employed by the university more than one-year in a benefits-eligible position may be compensated for accrued annual leave if the externally funded project contains a separate account with sufficient funds to pay for accumulated leave and if approved by the immediate supervisor, appropriate vice president and the Office of Sponsored Programs. Total compensation shall not exceed ten days of accrued annual leave.
4. If an employee appointed to an externally funded account transfers or is appointed to a non-externally funded account, the university may allow the employee to transfer all accrued annual leave and/or sick leave. Request to transfer annual leave and/or sick leave must be approved by the supervisor and appropriate Vice President of the position to which the employee is transferring.

4.6.12 Closeout Procedures for Externally Funded Projects

1. At least 90 days prior to the termination of an externally funded project, the Human Resource Office shall notify any employees appointed to the externally funded project of the end date of the project and the subsequent termination of employment. The Human Resource Office shall initiate and coordinate termination processes to the extent required by the university and the State of Oklahoma.
2. Prior to termination of an externally funded project, the project director will work with the immediate supervisor to develop a plan for storage of and access to project records. These records shall be maintained by the supervisor in accordance with record retention requirements of the State of Oklahoma and the funding agency.
3. Prior to termination of an externally funded project, the project director will work with the immediate supervisor to dispose of and/or to transfer any unused materials and equipment in accordance with policies of the university, the State of Oklahoma and the funding agency.
4. Prior to termination of an externally funded project, the project director will complete, or make to be complete, all project-related reports as required by the university, the State of Oklahoma and the funding agency.

4.6.13 No-Cost Extensions

1. Project Directors of externally funded projects may request a no-cost extension to the extent allowed by the funding agency. Rationale, activities and length of time for the no-cost extension shall be in accordance with those allowed by the funding agency.
2. Prior to submitting a no-cost extension to a funding agency, project directors shall prepare a justification and budget for the no-cost extension period at least 120-days prior to the ending day of the project. The justification and budget shall be forwarded to the immediate supervisor, appropriate Vice President and to the Office of Sponsored Programs and Research for approval. After approval, the project director may then forward the request to the funding agency.

4.7 Insurance Program

East Central University has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Faculty Handbook contains a very general description of the benefits to which you may be entitled as a faculty member of ECU. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Employment Services Office. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Employment Services Office. If you lost or misplaced those descriptions, please contact the Employment Services Office for another copy.

4.7.1 Employer-Paid Insurance

These benefits are provided to all regular, full-time employees and faculty working 75% FTE (full-time equivalent) or more.

4.7.2 Health, Dental, and Vision Insurance

Coverage for health, dental, and vision insurance is effective the first day of the month after employment begins. Employees may be required to pay a portion of his/her premium depending on his/her plan selection. Under provisions of HIPAA regulations, new employees may be subject to pre-existing conditions. Please contact the Employment Services Office if you have any questions regarding the HIPAA regulations.

Employees and his/her covered dependents are eligible to continue health insurance after terminating employment with East Central University through provisions of COBRA, a federally mandated program. Please contact the Employment Services Office for specific information regarding COBRA continuation and cost.

4.7.3 Group Life Insurance Program

This program is provided at employer expense for all full-time employees. Group basic term and AD&D life insurance coverage is effective the first day of the month after employment begins. Coverage is equal to two (2) times the employee's annualized base salary up to a maximum coverage of \$250,000. The value of group term life insurance in excess of \$50,000 is considered taxable compensation. Double indemnity will be paid in case of accidental death.

4.7.4 Group Long-Term Disability Insurance Program

4.7.4.1 Eligibility

The university provides coverage on all full-time employees after six full months of continuous full-time employment.

4.7.4.2 Qualifying Period

An insured faculty member must be totally disabled due to injury or illness for a period of 180 days in order to qualify for monthly disability benefits.

4.7.4.3 Monthly Benefit

The monthly benefits will be 60 percent of the insured employee's monthly salary, not to exceed a maximum benefit of \$8,000 per month. This benefit is subject to a "combined maximum limit" which is defined as: The total combined amount of benefits payable under this plan, and benefits payable as the result of disability or retirement provisions of governmental and employer-sponsored plans may not exceed 60 percent of an insured employee's monthly salary, subject to a \$50 minimum monthly benefit. Benefits are integrated with workers' compensation insurance, Social Security, and Oklahoma Teachers' Retirement System disability benefits.

4.7.5 Workers' Compensation

All university employees are covered by Workers' Compensation Insurance. Injuries which arise out of and in the

course of the performance of compensable work for the university are covered under this program. Worker's compensation is a "no fault" insurance policy. There is no enrollment required, and the cost of the premium is paid entirely by the university.

4.7.6 Comprehensive Automobile Liability Insurance

The State of Oklahoma provides automobile liability insurance under the Governmental Tort Claims Act, effective October 1, 1985, subject to the limitations of that act. All employees acting within the course and scope of his/her employment are covered at state expense. Further information is available from the State Office of Risk Management or the Employment Services Office.

Mandatory "driver and vehicle requirements for motor vehicle operations" are defined by the State Office of Risk Management. Coverage is contingent upon compliance with these requirements.

4.7.7 Liability Insurance Program

The State of Oklahoma through the Department of Central Services, Office of Risk Management, provides professional liability insurance in the following categories:

- Directors and Officers Liability - (D&O) "Covers State of Oklahoma (including its Agencies), Directors, Officers, Trustees, Employees, and Volunteers"*
- Educators Legal Liability - (ELL) "Covers State of Oklahoma Universities, Colleges, and Board of Regents" *
- Employment Practices Liability Extension - (EPL) "Applies to both D&O, and ELL policies" *

The professional liability insurance "provides coverage in the event of allegations citing errors, omissions, or breach of duty within the scope of their duties." *

In the event an employee is threatened with litigation, that employee should immediately notify his/her supervisor and the Employment Services Office.

* State of Oklahoma: Directors and Officers, Educators Legal Liability, and Employment Practices Liability Discussion, February 29, 2008

4.8 Tuition for Faculty Members

All full-time university employees are eligible to participate in the Tuition Waiver Program. The waiver may be used by the employee, their spouse and/or dependent(s).

Beginning with the 2016-2017 award year, any student receiving an institutional scholarship (athletic, music, departmental, tuition waiver, room waiver, employee tuition waiver, etc.) must complete the FAFSA. Any scholarship recipient that does not complete the FAFSA will NOT be allowed the use of the scholarship.

Should a student receive any other type of aid, their institutional scholarship (athletic, music, departmental, tuition waiver, room waiver, etc.) in combination with that aid may not exceed the student's cost of attendance as determined by the Financial Aid Office. Other aid includes, but is not limited to the following; PELL, outside scholarships (private, tribal), ECU Foundation scholarships, Oklahoma's Promise, and OTAG.

The applicant must be a dependent of a full-time employee of the university, a dependent of a vested retiree of the university, a full-time employee's spouse who is not a full-time employee of the university, or the dependent of an employee who has died while in the service of the university. (Vested means vested in the Oklahoma Teachers Retirement System.)

Eligibility of a dependent is based on the IRS-approved guidelines to determine dependent status. For general purposes "dependent" means individuals over half of whose support, for the calendar year in which the taxable year of the taxpayer begins, was received from the taxpayer. You must be allowed by the IRS to legally claim the "dependent" in the taxable year. Any exception to this requirement must be considered on an individual basis. The final determination will be made by the vice president for administration and finance.

The waiver will only cover tuition, not fees or books, and is limited to fifteen (15) hours per semester and six (6) hours in the summer. Intersession courses are included with the semester. All standard East Central University admission requirements must be satisfied prior to entry into any class, and retention standards must be maintained in accordance with university catalog(s). Please contact the Employment Services Office for additional information and an application regarding the Tuition Waiver Program.

5 General Information

5.1 Procedure for New Faculty

New faculty should proceed in the following manner:

1. Report a home address and other pertinent information to the Office of Academic Affairs (Room 208 Danley Hall).
2. Before the first payroll period, new faculty employees and other academic administrators must arrange for the Office of Academic Affairs to receive official transcripts of all earned degrees. Failure to provide an official transcript may result in non-continuance.
3. Supply information necessary for payroll and insurance to the Employment Services Office (Room 160 Administration). Immediate attention is requested.
4. Obtain a faculty mailbox assignment from the Mail and Printing Services Office (Room 154 Administration).
5. Obtain a parking permit from the Facilities Coordinator located in the Bill S. Cole University Center.
6. A photo ID card is available from the Facilities Coordinator located in the Bill S. Cole University Center.

5.1.1 Keys

Keys for offices, classrooms, and buildings are issued to the faculty by the Facilities Coordinator. Department approval is required. Keys made other than by the Facilities Coordinator are illegal and contrary to the policies and procedures of the university.

5.1.1.1 Faculty Office Security

Although the university attempts through the careful issuance of keys and the campus police to keep individuals without legitimate reasons out of university offices, classrooms, and buildings, it is impossible to provide complete security. The university can bear no financial responsibility for the loss of personal items from campus property. Faculty concerned about insuring personal items kept on university property should contact a private insurer.

5.1.1.2 Returning Keys

Upon termination of employment, all keys must be returned to the Employment Services Office, Room 160, Administration Building.

5.1.2 Name Tags

Each new employee is allotted two name tags—as a new employee and as a replacement should the first tag be lost. After the replacement tag, the unit supervisor will purchase the name tag. Each Vice President or his/her designee approves the purchase of name tags for his/her respective units. The standard template is as follows:

First name, middle initial optional, and last name, highest degree or credential
Department

Examples

Jane Smith, MBA, CPA
Purchasing

William S. Langland, PhD
English and Languages

5.2 Commencement

Commencement exercises are held following the fall semester and following the spring semester. Faculty members are expected to attend the commencement exercises in appropriate academic regalia. Commencement is the ultimate institutional acknowledgement of our students' accomplishments in earning their degrees.

An Honors Ceremony program precedes each commencement to recognize students who are graduating with honors and/or have been members of various academic societies or clubs. Faculty are encouraged to attend.

5.3 Honorary Degrees

In accordance with the Oklahoma State Regents for Higher Education policy on the awarding of Honorary Degrees (II-2-21/23), East Central University may request authorization to confer honorary degrees for individuals who have made outstanding contributions to society through intellectual, artistic, scientific, professional, or public service contributions. The following criteria and procedures apply to the selections of individuals to receive honorary degrees.

1. East Central University will confer honorary degrees at the bachelor and master's degree levels only.
2. Honorary degrees shall be distinguishable from earned degrees and will conform to guidelines in the OSRHE policy on awarding honorary degrees.
3. The provost/vpaa shall recommend individuals to the university president for consideration.
 1. The recommendation shall indicate the proposed honorary degree to be awarded;
 2. The recommendation shall identify an individual's contributions/achievements in relation to the criteria used for selection. The criteria shall include but will not necessarily be limited to:
 3. exceptional contributions in the field or area in which the honorary degree is to be awarded.
 4. the field must be one in which East Central University offers an earned degree; and
 5. the individual being considered must have a connection with East Central University.
4. Upon receipt of the recommendation to award an honorary degree, the president, if favorably inclined, shall forward a request to the Oklahoma State Regents for Higher Education.
5. All additional portions of the OSRHE policy on awarding honorary degrees shall be met in recommending and requesting authorization to award an honorary degree.

5.4 Scheduling Facilities and Rooms

To schedule use of the various facilities and rooms, the following offices should be contacted allowing appropriate advance time before the event.

Ballroom	UC Facilities Coordinator
Boswell Memorial Chapel	UC Facilities Coordinator
Classrooms or lab	Office of Academic Affairs
Dorothy I. Summers Aud	Conference Facilities Coordinator
Faust Hall Auditorium	College of Liberal Arts and Social Sciences
Governors' Room, Univ Center	UC Facilities Coordinator
Hallie Brown Ford Fine Arts Center	Conference Facilities Coordinator
Kerr Activity Center	Athletic Director
North Lounge	UC Facilities Coordinator
Oklahoma Room	Food Service
Regents Room	UC Facilities Coordinator
Raymond Estep Multimedia Ctr.	UC Facilities Coordinator
South Room Taff Cafeteria	Food Service
Swimming Pool	Wellness Center
Tower Room, Univ Center	UC Facilities Coordinator

5.5 Communications and Marketing

5.5.1 Press Releases and Media Relations

Press releases and media relations are coordinated through the Communications and Marketing Office. All official

press releases of the university must have the approval of the Director of Communications and Marketing. Any university employee contacted by outside news media for official information related to the institution is requested to notify the Communications and Marketing Office prior to responding.

5.5.1.1 News Releases

Faculty members and students having news to report to off-campus news media should contact the Communications and Marketing office. Staff writers prepare news releases, schedule pictures, contact TV and radio sources, etc. A faculty member contacted by outside news media for a story is requested to notify the Communications and Marketing office in order that duplication can be avoided.

5.5.1.2 Photographic Services

Photographic services are available through the Department of Communications and Marketing. Arrangements should be made in advance.

5.5.2 Production of University Publications

University publications reflect the character of the university as well as the quality of individual events and programs. The publications staff of the Department of Communications and Marketing works to ensure, wherever possible, quality control for the many publications produced under the university's name.

The Department of Communications and Marketing provides the services needed to develop a first-rate publication, from the planning stage through delivery of the finished product. All services provided by the publications staff are free. Any pre-press, printing or distribution costs involved are billed to the department requesting the publication. Since the primary mission of the Department of Communications and Marketing is to facilitate the university's communications with external audiences, these priorities, in descending order, guide the work of the publications staff and affect the ability of the office to take on projects:

Publications that promote the university to outside constituencies receive first priority, including press releases, recruitment materials, development and alumni publications, athletic publications and admissions communications. Publications that are essential to the ongoing operation of the university and have broad usage, such as the university viewbook, catalog, continuing education schedules and departmental brochures.

Promotional materials that support or promote major university events such as athletic events, alumni events, performing arts and lecture series.

5.5.3 Identity and Standards Policy

The official style guide for East Central University's media releases, logos, fonts, colors and print publications is located on the Department of Communications and Marketing page on MyECU.

5.6 Library Services

5.6.1 Instruction

The Linscheid Library offers many opportunities for the development and advancement of information literacy skills. Bibliographic instruction is available to faculty in a variety of different forms, including

5.6.1.1 Library Orientation

The Library can provide a tour and brief introduction to library services.

5.6.1.2 Course Specific Instruction

Instruction specific to individual courses is available.

5.6.1.3 Electronic Tutorials

How-to-guides are available online through the library home page, and tutorials for specific classes can be developed upon request.

5.6.1.4 Research Guides

The liaison librarian for each department maintains subject-specific pages highlighting important resources as well as links to relevant databases and useful online information in that field.

5.6.1.5 Consultation

Library faculty will consult on library assignments or customizing instruction.

5.6.1.6 Reference

A professional librarian is available in person and online through chat at the library Reference Desk for a majority of the hours that the library is open.

5.6.2 Collection

5.6.2.1 Development

Collection development is a shared responsibility of librarians and the teaching faculty. Faculty provide significant input in their areas of expertise. Materials are selected by librarians based on faculty requests, known needs, the curriculum, and funds available.

5.6.2.2 Electronic Resources

The Library provides electronic access, both on-campus and remotely, to a large number of databases, most of which are full-text. Electronic resources are collected based on support of the curriculum, remote access availability, and funds available.

5.6.2.3 Government Documents

The Library became a US Federal Depository in 1914 and a State Depository in 1978. Librarians select materials to support the research and teaching mission of the University, as well as the needs of the citizens of the 3rd Congressional District.

5.6.2.4 Special Collections

Special Collections, located in the Thompson Room on the 4th floor of the Library, houses rare books, photographs, manuscripts, letters, realia, scrapbooks, and business records. While emphasizing materials of local and regional interest, the collection has a wide-reaching scope.

5.6.2.5 Curriculum

The Library is a state textbook depository for those materials on the state-approved list for use in public schools. Prior to adoption, teacher and student editions are available to review in the library. Once adopted, editions are housed in the Education Department's Resource Lab.

5.6.2.6 Donations

The library collection is enriched by the generosity of individuals who donate books and other learning resources. The Library is appreciative of this support, especially in lean budgetary times. For specific criteria, consult the Library's Gift and Exchange Policy.

When materials are offered, we make an assessment of the potential readership at ECU through criteria as general educational value, significance in the field, relevance to teaching and research needs, duplication of existing materials, age, and the availability of shelving space. Typically, older textbooks and periodical back files are examples of items that would not be added to the collection, while an updated edition of an older library copy would be very welcome. We encourage the impetus to donate useful, relevant materials to the Library. Although we cannot establish fair value for tax purposes, we will be happy to provide donors with a letter of appreciation listing those items added to the collection. Materials not added to the collection will be disposed of or recycled at the discretion of the Library unless specific arrangements have been made to return them to the donor.

5.6.3 Electronic Services

5.6.3.1 Reference

E-mail reference service is available to East Central University faculty, staff, and students. Reference librarians will respond to requests within 48 hours except during holidays, when classes are not in session, and weekends.

5.6.3.2 Interlibrary Loan

Interlibrary Loan (ILL) is a service by which one can access materials (books, articles, etc.) not owned by the Library. Loan procedures are regulated by the National Interlibrary Loan Code, by United States copyright law, and by the regulations and policies of the lending and borrowing libraries. Most circulating books and photocopies of articles are available. Requests can be made via online web forms.

5.6.3.3 Document Delivery

Document Delivery services are currently available to distance students (students at established ECU campuses) via courier. Personal delivery may be requested by students enrolled in programs at other satellite locations. This service differs from Interlibrary Loan in that it allows distance students to request articles and/or books owned by the Library.

5.6.3.4 Electronic Reserves

Electronic reserves are available for materials that a faculty member wants all students within a course to access. Within copyright guidelines, journal articles, chapters of books, tests and other items selected by faculty may be placed on electronic reserve for one semester. Students may access these materials remotely via their ECU login. On occasion, copyright law prohibits providing electronic access. In those instances, the Library provides physical access to reserve materials.

5.6.3.5 Electronic Resources

The Library provides electronic access, both on-campus and remotely, to a large number of databases, most of which are full-text. Electronic resources are accessible from any Internet connection. A current list of databases and descriptions are available on the Library's webpage. Off-campus access is available via faculty, staff, and student ECU ID login.

5.6.4 Audiovisual

Audiovisual equipment and materials (videos and DVDs) are available for classroom setups, and materials may also be viewed in the Library.

Audiovisual services:

Binding (Comb or spiral)

Circulating video collection

Digital video cameras (must complete training before use is cleared)

Equipment setups (VCRs, TVs, projectors, laptops etc.)

Laminating

Poster printing

Scanning

VHS to DVD transfer (within physical and copyright restrictions)

Video and audio tape duplicating (within physical and copyright restrictions)

Videotaping facilities for classroom assignments

5.6.5 Research

The Library provides assistance for faculty research. Available services include:

Free copying of materials that are not available electronically

Performing needed literature review searches

Providing training of library services and resources

5.7 Communications

5.7.1 Campus Postal Services

Campus Postal Services, located in the university Bookstore, operates campus mail handling and processing. Incoming mail is processed each morning. Faculty/staff mail is delivered to the Mail and Printing Services Office for processing and placed into mailboxes in the Administration Building. Outgoing official mail is processed and metered once daily at the Mail and Printing Services Office. The Mail and Printing Services Office gives advice on the most economical method of handling large scale mailings.

5.7.2 Distribution of Advertising or Promotional Materials

Appropriate informational materials to the faculty and staff may be distributed through the campus mail. The university reserves the right to exclude the distribution of printed materials on the campus by students, faculty, or by an outside group or agency.

5.7.2.1 Approval of Distribution of Materials

Any material to be distributed to the general student body or the faculty or staff at East Central University must be approved by the appropriate university official. Materials to be distributed to students or the solicitations of students must be approved by the vice president for student development. Materials to be distributed to the faculty or staff or the solicitation of the faculty or staff must be approved by the provost/vpaa.

5.7.2.2 Approval of Distribution of Materials (External)

Any materials developed for mass distributed (i.e. publications, ads, flyers, promotional items, shirts, etc.) to the general public on behalf of East Central University must be approved by the director of communications and marketing.

5.7.3 Mail and Printing Services

The Mail and Printing Services Office (Room 154 Administration) furnishes printing and duplicating services for faculty and administrative personnel. Facilities for digital printing and copying are available along with supporting functions of folding and cutting/padding operations.

5.7.4 Telephone Service

The Switchboard provides campus operator service. The hours of operation are 8:00 am – 5: 00 pm Monday through Friday and closed on Saturday, Sunday and holidays. Callers can bypass the switchboard and go directly to an individual office by dialing 580-559-5XXX and an individual extension. All long distance business calls can be made through the campus operator or dialed direct using an assigned pin number. Voice mail is also available.

5.8 Solicitors

The use of state facilities for the purpose of sales solicitations of state employees will not be allowed. This includes solicitations for the purchase of supplemental insurance and/or retirement products offered by private companies.

Sales presentations during employee work hours are clearly inappropriate; and all solicitations, including those during lunch periods and work breaks on state property can have the implication of a state endorsement that does not exist. If private companies wish to solicit state employees, they must do so away from the workplace.

5.9 Other Services to Faculty

5.9.1 Academic Year Salary Payment

The academic year salary is payable in twelve (12) equal installments at the end of the month. The first installment is paid on August 31 and monthly thereafter so that the final two (2) installments are paid on June 30.

5.9.2 Annuity Contracts

Several companies have been authorized to sell annuities to East Central University faculty members. A list of the authorized companies is available from the Business Office.

Annuities are available only to full-time employees of the university. The annuity contract for faculty is restricted to the academic contract year so that the amount to be contributed is deducted as a payroll deduction from the twelve (12) equal installments.

5.9.3 Salary Payroll Deposits

Payroll deposits are done electronically. For further information on how to receive payroll warrants contact the payroll clerk in the Employment Services Office.

5.9.4 Check Cashing

The East Central Bookstore or the Bursar's Office will cash personal checks for faculty members. Proper identification is required.

5.9.5 Bookstore

Discounts of 10% with proper identification (computer software excluded). Cap and gown rentals are processed through the bookstore.

5.9.6 Recreational Facilities

Faculty and their families are eligible for a fee to use the facilities in the state-of-the-art wellness center. Contact the Wellness Center for more information on enrollment, hours, and schedules.

5.9.7 Health Services

Health Services provides health care to faculty and staff comparable to that provided for students. Students will be given first priority when faculty/staff schedule appointments. Health Services is located in the Student Union.

Counseling Services is available in the Counseling Office in the Student Union for students. Faculty and staff may refer students.

5.9.8 Physical Plant

Work orders are to be placed in MyECU through the Maintenance Request Form under the Employee tab.

5.9.9 Travel

All travel is governed by the Oklahoma Management Enterprise Services (OMES).

The university encourages travel of the faculty for business purposes and professional development. Policy states that the dean of the college/school, or the appropriate academic supervisor, shall make the final determination as to granting permission for travel. It is generally expected that faculty members may receive reimbursements for business purposes and for limited professional development activities subject to justification.

All claims for reimbursement of travel expense incurred on state business shall be made as provided by statute on approved travel claims. Claims shall have itemized receipts attached thereto when submitted to the business office for approval and submission payment.

No claim for first-class air travel will be honored unless a showing has been made by the employee or agency involved that coach travel was unavailable.

5.9.10 Use of Motor Pool Vehicles

Motor Pool Vehicles are to be used for team sports, organized class activities, and other university functions approved through the provost/vpaa. They are for the purpose of transporting personnel and equipment for official school business. Motor Pool Vehicles are scheduled through the Facilities Director in the University Center. A vehicle must form must be completed.

5.9.10.1 User Guidelines

1. The van(s) are to be used for team or organized class activities. They are for the purpose of transporting students and equipment for these activities.
2. THE VANS ARE NOT TO BE USED FOR INDIVIDUAL TRAVEL.
3. THE VANS ARE NOT TO BE USED FOR STUDENT CLUBS OR GREEK ORGANIZATIONS.
4. Each organization or team will be responsible for fuel replacement.
5. Reservation of the buses/university vehicles will be handled in the Facilities Coordinator's office, extension 742. Reservations will be based on the priority regulations as set forth below.
6. The university has liability insurance through the State of Oklahoma Risk Management Program. Brochures are placed in the glove boxes describing what to do in case of an accident.
7. The law pertaining to the Risk Management Program REQUIRES that a driver of a vehicle covered under this program MUST have a valid driver's license, drive within the speed limit and be driving the vehicle

within the scope of his job responsibilities. ONLY the right amount of passengers will be allowed to ride on a vehicle. NO EXCEPTIONS. If you use the van, you are agreeing to abide by these regulations.

8. ONLY 15 passengers including the driver will be allowed to ride in a 15 passenger vehicle. ONLY 37 passengers will be allowed on the 37 passenger Activity Bus. NO EXCEPTIONS. If you have requested the 37 passenger bus and fewer than 15 passengers have arrived, you will be opted to take a smaller vehicle for your trip.
9. A Driver does not come with the 15 passenger vehicles. A driver will be available with the activity bus and special occasions if requested and permitted.
10. Students ARE NOT authorized drivers. In rare instances, the Departmental Supervisor may provide written authorization to a student employee to drive vans PROVIDED:
 1. The student is a paid student employee.
 2. The student has a valid driver's license.
 3. You have requested authorization PRIOR to the student driving the vehicle.
 4. Written authorization from the Departmental Supervisor is attached to the vehicle request.

5.9.10.2 Priority Regulations

The following is the priority ranking to be used in making assignments of a van or bus:

1. fixed intercollegiate schedule for competitive athletic teams that are
2. arranged intercollegiate schedule for competitive sport or activity
3. arranged public appearances by student groups sponsored by academic departments
4. groups participating in activities at athletic events
5. approved class activities.

5.9.10.3 Operational Procedures

1. Keys should be obtained in the Facilities Coordinator office located at the Information Desk in the Bill S. Cole University Center. At that time, you will be issued an access card number to refill the vehicle with fuel. The beginning and ending mileage must be recorded and filed in the Facilities Coordinator Office when the keys are returned. Failure to complete this report may result in your budget charged for more mileage than necessary.
2. All gasoline will be bought through a school credit card to be issued with the keys. All gas receipts must be returned and a list of any defective items that did not work on the vehicle.
3. The last user is responsible for cleanliness of the vehicle and reporting of any mechanical problems. FAILURE TO LEAVE THE VEHICLES CLEAN MAY RESULT IN LOSS OF THE PRIVILEGE TO USE THE VEHICLES.
4. In compliance with ADA regulations, a van with handicapped accessibility is available for use on field trips etc. A driver is not provided with this vehicle and a driver with valid driver's license is required. This vehicle can be requested from the Facilities coordinators office in the Bill S. Cole University Center.
5. Grant programs will be charged per mile for use of university vehicles accordingly. These costs may be modified without a revision of the Vehicle Usage Policy.

5.9.11 Purchasing of Supplies and Materials

All transactions to purchase equipment, supplies and materials must be processed through the Jenzabar system with all required approvals.

5.9.12 Employment Services

This office provides employment and payroll services for all faculty and staff positions. Staff position applications are available in this office. All applications for employment are kept on file for a period of one year. This office is located in the Administration Building, Room 160.

5.9.13 Parking on Campus

Parking lots or specified areas of parking lots are designated for Faculty and Staff. No specific spaces are reserved for individual faculty members. Parking registration must be completed at the Information Desk in the University Center.

5.9.14 Admission to Campus Events

The university ID card may be used to access library holding and services, bookstore discounts, and admission to all athletic and most cultural events at the university.

5.9.15 Alumni Services

The Office of Alumni Relations, located in the Sterling L. Williams Foundation and Alumni Center, is responsible for the promotion and coordination of activities for East Central University alumni. Included in the activities coordinated by this office are alumni events at homecoming, the Distinguished Alumni program, the Alumni Association meetings, and numerous special events. The Columns magazine and other alumni communication, including social media, is also managed by the Office of Alumni Relations.

5.9.16 East Central University Foundation, Inc.

The purposes of this foundation are scientific, literary, charitable, educational, and artistic, and are to benefit East Central University of Ada, Oklahoma, its faculty, its student body and its programs. This 501c(3) organization was established in 1970, and all contributions are deductible for income tax purposes. The Foundation provides student scholarships and other activities promoting the university. This office is located in the Sterling L. Williams Foundation and Alumni Center.

5.10 Nepotism

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by affinity shall not, in itself, be a bar to appointment, employment or advancement in universities governed by the Board nor (in the case of faculty members) to eligibility for tenure of persons so related.

But, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit.

Waivers may be granted by the university president, but performance evaluations and recommendations for compensation, promotion and tenure will be made by one not related to the individual being evaluated. The Board shall be notified of any such waivers at its next meeting.

6 Constitution of the Faculty Senate

6.1 Preamble

Recognizing the need to involve the faculty as the university progresses toward the solution of problems and accomplishment of goals and in order for East Central University to have a continuing body to represent the faculty, the administration, and the Board of Regents of the Regional University System of Oklahoma, the faculty of East Central University hereby establishes the East Central University Faculty Association and its Senate. The faculty believes that they, together with administrators and the governing board, share the responsibility for creating and maintaining academic excellence.

6.2 Article I: Faculty Association and Faculty Senate

The Faculty Senate is the body elected to represent the Faculty Association. The Faculty Association of East Central University is composed of all full-time professional employees who possess faculty rank.

6.3 Article II: Purposes of the Faculty Senate

6.3.1 Section I: The purposes of the Faculty Senate are

- 1.1 to advise the President regarding academic affairs and on matters affecting the welfare of the university;
- 1.2 to consider and to make recommendations on matters referred to it by any faculty member or administrator, and to initiate studies and to make recommendations on its own;
- 1.3 to recommend faculty members for university standing committees; and

1.4 to promote efficiency in the functioning of the university as an institution of higher learning.

6.4 Article III: Membership and Representation

6.4.1 Section 1

Eligibility to serve on the Faculty Senate is extended to:

Regular faculty members (as defined in the Faculty Handbook) who have served on the instructional faculty for a time of not fewer than two (2) consecutive years; and

Librarians who have served on the faculty for a time of not fewer than two (2) consecutive years.

6.4.2 Section 2.

Elections will be held during the month of April each year as specified in the bylaws. Terms of office begin in August. Each election unit (the professional library faculty and each school except the Graduate School) shall be represented on the Faculty Senate according to the formula, N/B in which N is the number of full-time instructional or library faculty in the unit (includes department chairs) and B is the ratio of the number of full-time instructional and library faculty compared to 10% of that total; N and B will be recalculated every three (3) years. However, no election unit shall have fewer than one (1) Senator. The quotient N/B shall be rounded according to the Hamilton Method of Apportionment (see Appendix A). A committee of the Faculty Senate, with the approval of the Senate, shall be responsible for applying the formula and informing each election unit of the number of Senators allotted to it.

6.5 Article IV: Election Terms, Succession, Recall, and Replacement of Senators

6.5.1 Section 1

Senators shall serve 3 year terms.

6.5.2 Section 2

Senators shall not serve more than two (2) consecutive terms.

6.5.3 Section 3

One-third of the Senate shall be elected each year, as specified in the bylaws.

6.5.4 Section 4

The procedure for the election of Senators shall be as follows:

- 4.1 The Faculty Senate shall notify the Faculty Association of the election and the number of seats to be filled in each election unit. The notification shall be given no fewer than three weeks before the date of the election.
- 4.2 The filing period shall begin upon notification of the date of the election and the number of seats to be filled in each election unit. The filing period shall end one week prior to the election. To file for office, faculty members must submit their names, in writing, to the Faculty Senate.
- 4.3 Specific rules for the conduct of elections shall be listed in the Bylaws of the Faculty Senate.
- 4.4 To be eligible for election from an election unit, candidates must be members of that unit. If a Senator changes election units during the term of office, that seat is vacated and a special election shall be held to fill the seat. The Senator shall continue to serve until a replacement is certified by the Senate.
- 4.5 The Faculty Senate shall certify the eligibility of all candidates before their names are placed on the ballot of each election unit.

6.5.5 Section 5

To be elected the candidate must satisfy one of the following as applicable:

- 5.1 In the case that the number of candidates in an election unit exceeds the number of seat to be filled, the candidate must receive a majority of the votes cast;
- 5.2 In the case that the number of candidates in an election unit is no more than the number of seats to be filled, their election shall be declared.

5.3 If any seat is not filled in the first election in an election unit, a run-off election shall be held. The candidates in the run-off election shall be those who have received the highest number of votes up to a number of candidates equal to a total of not more than two per open seat. There may be more than two (2) candidates for each seat only if a tie vote in the last possible position results. The run-off election shall be decided by majority vote.

6.5.6 Section 6

Challenges to the procedure, results, or conduct of an election may be initiated by a petition signed by at least three (3) members of the affected election unit. In the event of a challenge in any election unit, the election process shall be suspended in that unit until the challenge is resolved by the Senate.

6.5.7 Section 7

Immediately upon receipt of an election challenge, the Senate President shall appoint a committee of at least four Senators to consider the challenge. One member of the committee shall be a serving Senator designated by the authors of the challenge and, when possible, one member of the committee shall be a serving Senator from the affected election unit. The Senate Vice President shall chair the committee, unless the Vice President is an affected party in the challenge, in which case the Senate President shall chair the committee.

The committee shall be instructed to invite the authors of the challenge and any other interested parties to a hearing. At the next meeting of the Senate, the committee shall report its recommendations concerning the challenge. Statements by parties to the challenge shall also be presented, if requested by either party.

6.5.8 Section 8

If an election challenge is denied by the Senate, the election shall proceed from the point in the process at which it was suspended. If the challenge preceded balloting, dated notice shall be given of a new election date seven (7) days from the date of the notice, and the election shall be held at that time.

If a challenge is sustained by the Senate, the Senate shall establish guidelines for the election to proceed.

The election of all Senators must be certified by a majority vote of the Senate.

6.5.9 Section 9

Within one month of a vacancy in the Faculty Senate, the Senate shall conduct a special election among members of the affected unit to provide the replacement. The replacement Senator shall serve the remainder of the term.

6.5.10 Section 10

The recall of a Senator shall be initiated for cause by the written petition of more than one-half ($\frac{1}{2}$) of the members of the election unit represented by the Senator and shall become effective upon the secret-ballot concurrence of more than two-thirds ($\frac{2}{3}$) of the unit members (present and voting). The Senator whose recall is being sought shall have the right to a hearing at a called meeting of the election unit prior to the recall vote. This hearing shall be called and presided over by the Senate President and such Senate officers as chosen to assist.

The recall of a Senator may also be initiated by the Senate. The only grounds for this action shall be a Senator's failure to attend Senate meetings and/or Senate committee meetings. Upon Senate majority approval of a motion to initiate recall proceedings (a recall petition), the President of the Senate shall appoint a committee which shall be instructed to invite the Senator whose recall is being sought to a hearing. At the next regular meeting of the Senate, the committee shall recommend either that the recall petition be approved or dismissed. A two-thirds ($\frac{2}{3}$) majority vote is required to declare a seat vacant.

6.5.11 Section 11

All members of the regular faculty who are full-time instructional members of an election unit may vote in Senate elections (this includes librarians holding faculty rank and department chairs).

6.6 Article V: Organization of the Senate

6.6.1 Section 1

At the May meeting of the Faculty Senate, the Senate shall elect the Vice President and Secretary-Treasurer to serve a term of one year. Terms commence in August. Offices other than those mentioned in this article may be established or abolished as needed.

6.6.2 Section 2

Duties of the officers shall be as follows:

President: To preside over meetings, direct the selection of and/or name committees, call special meetings, represent the Faculty Senate on the Academic Affairs Council, and serve as the spokesperson for the majority opinion of the Senate to the Administration of East Central University;

Vice President: To preside in the absence of the President, assume the office of President in case of a vacancy, chair election challenge committees as provided in Article IV, Section 7; recommend assignment to committees, and succeed to the Presidency the following year.

Secretary-Treasurer: To record and distribute copies of the minutes and to keep and maintain records of, and report all actions associated with, all funds budgeted for the operation of the Senate.

6.6.3 Section 3

The removal from office for cause of an officer of the Senate shall be initiated by the written petition of more than one-half (1/2) of the members of the Senate and shall become effective upon the secret-ballot concurrence of more than two-thirds (2/3) of the Senate. However, the petition for removal shall be made at least one (1) month in advance of the vote, and the officer whose removal is being sought shall be entitled to a hearing prior to the vote.

6.6.4 Section 4

The Faculty Senate shall schedule regular meetings at least once a month during the academic year, and as often thereafter as the Senate President may direct. At the request of three members, the Senate President also will be required to call a meeting. The President of East Central University shall be invited to at least one (1) meeting each month. The individuals invited and the time and place of the joint meeting shall be determined by the Faculty Senate and the President of East Central University.

6.6.5 Section 5

A quorum is required to transact business. More than one-half (1/2) of the elected Senators shall constitute the quorum necessary for both regular and special meetings.

6.6.6 Section 6

Other organizational and operational provisions are specified in the Bylaws of the Faculty Senate.

6.7 Article VI: Functions, Duties and Responsibilities of the Senate

6.7.1 Section 1

The Faculty Senate shall participate in the academic policy and decision-making process at East Central University by acting as a liaison between the Faculty Association and the administration.

6.7.2 Section 2

The Faculty Senate shall recommend eligible faculty members to sit on East Central University standing committees to the President of East Central University. The structure, membership, and function of each standing committee is listed in the ECU Faculty Handbook.

6.7.3 Section 3

Faculty Senate standing committees appropriate to the areas of concern shall be listed in the Faculty Senate Bylaws, with the selection and/or naming of chairs and members to be directed by the President of the Faculty Senate. Provision for the creation of special committees shall also be made in the Bylaws.

6.7.4 Section 4

The Faculty Senate shall receive, review, and act upon reports, recommendations, and proposals from Faculty Senate standing and special committees, from individual Senators, and from Faculty Association members. For such reports, recommendations, and proposals to be forwarded as a written recommendation to the President of East Central University, the approval of more than one-half (1/2) of those Senators voting in a regular or special meeting shall be required.

6.7.5 Section 5

The Faculty Senate shall submit its written recommendations to the President of East Central University and shall send copies of such recommendations to the Faculty Association.

6.7.6 Section 6

Either the President of East Central University or the Faculty Association upon written petition of more than one-fourth (1/4) of its members, may request that a recommendation of the Faculty Senate be submitted to a vote of the Faculty Association.

Vetoed Senate recommendations are to be returned to the Senate after receipt by the President of East Central University, at which time the Senate may refer the matter to the Faculty Association by a three-quarter (3/4) vote. The Faculty Senate shall a date and time for the Faculty Association meeting. After hearing the President of East Central University or a representative discuss the basis for the veto, the Association may debate and cast a referendum vote upon the matter for the purpose of reconsideration by the president of East Central University.

6.7.7 Section 7

A Faculty Senate recommendation which has been referred to the Faculty Association shall be resubmitted to the president of East Central University when approved by more than one-half (1/2) of the Faculty Association members voting.

6.7.8 Section 8

The Faculty Senate requests that the president of East Central University provide a written response in a timely and appropriate fashion to each recommendation which the Senate submits.

6.9 Article VII: Amendment of the Constitution

6.9.1 Section 1

Amendments to this Constitution may be proposed by any member of the Faculty Association, provided such proposed amendments are presented to all faculty members and to the Senate at least thirty (30) days prior to a scheduled meeting of the entire Faculty Association. For amending the Constitution, a quorum shall consist of one-third (1/3) of the Faculty Association. After discussion at said faculty meeting, ratification shall follow if two-thirds (2/3) of those members present approve.

6.10 Article VIII: Ratification of the Constitution

6.10.1 Section 1

This constitution will be deemed ratified and binding when it has been approved by a two-thirds (2/3) vote of the Faculty Association members assembled in a special meeting called for the announced purpose, by the President of East Central University and by the Board of Regents of the Regional Universities of the State of Oklahoma.

6.11 Apportionment for the ECU Faculty Senate Using the Hamilton Method

The following scheme automatically allows each school one seat, regardless of population of the school. This accounts for five of the available 16 Senate seats. The remaining 11 seats will be allocated via the Hamilton Method of Apportionment.

Since each school will have one representative, that one person is removed from the school's population before performing the allocation algorithm. Also the total population of 166 is reduced to 161 for the same reason.

Thus the proportion used to derive each school's quota is: $p/161 = q/11$

We let:

P = school's original population

p = school's adjusted population

q = quota

HAMILTON METHOD WITH ELEVEN SEATS TO BE APPORTIONED							
College/School	P	p	q	Integer Part	Extra Seat	Automatic Seat	Total
College of Liberal Arts and Social Sciences	61	60	4.009	4	0	1	5
College of Health and Sciences	55	54	2.938	2	1	1	5
College of Education and Psychology	29	28	2.528	2	1	1	3
Stonecipher School of Business	20	19	1.093	1	0	1	2
Library	6	5	0.342	0	0	1	1
Total	171	170	11.000	9	2	5	16

7 Bylaws of the School of Graduate Studies

Name

The name of this organization shall be the School of Graduate Studies, East Central University.

Purpose

The purpose of these bylaws is to define the policies and procedures of the Graduate School, and to define the roles and responsibilities of graduate students, the Graduate Faculty, the Graduate Committee and the Graduate Dean.

7.1 Membership in the Graduate Faculty

7.1.1 Section 1

The president of the university, the provost and vice president for academic affairs, and the dean of the Graduate School are ex-officio members of the graduate faculty.

7.1.2 Section 2: Eligibility for Graduate Faculty Status

1. Regular Graduate Faculty (RGF)

Regular faculty who are members of departments that offer a master's degree program and who meet the standards for appointment to RGF status are eligible for appointment to the Regular Graduate Faculty.
2. Associate Graduate Faculty (AGF)
 1. Regular faculty who are members of departments that offer required support courses for a master's degree program and who meet the standards for appointment to AGF status are eligible for

- appointment to the Associate Graduate Faculty; or
2. Regular faculty who serve as graduate student advisors for graduate students pursuing the secondary education option in the Master of Education degree program or faculty who teach graduate level courses (5000-level) on a regular basis (at least once every two years), and who meet the standards for appointment to AGF status are eligible for appointment to the Associate Graduate Faculty.
 3. Provisional Graduate Faculty (PGF)
Part-time faculty and regular faculty not yet qualified for Graduate Faculty status under 1.3.2.A or 1.3.2.B who meet the standards for appointment to Provisional Graduate Faculty may be appointed to the Provisional Graduate Faculty.
 4. Emeritus Graduate Faculty (EGF)
Faculty holding emeritus faculty appointment at the Assistant Professor level and above are eligible for appointment to the Emeritus Graduate Faculty

7.1.3 Section 3: Standards for Appointment to the Graduate Faculty

1. Regular Graduate Faculty
 1. Earned doctorate or terminal degree in the field of specialization;
 2. An outstanding teaching record, including at least three years of full-time university teaching which includes graduate courses (5000-level);
 3. Evidence of continuing scholarly activity, i.e., active professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products; and
 4. Hold regular faculty appointment at the Assistant Professor level or above.
 6. RGF appointments shall be for a period of six (6) years, and will be renewed only upon completion of a six-year review by the Graduate Dean
2. Associate Graduate Faculty
 1. Earned doctorate or terminal degree in the field of specialization, **or** master's degree in a field of specialization which qualifies the holder to teach required support courses for master's degree programs, **or** hold a master's degree in the field of specialization, have passed the general examinations for the doctoral degree, and be working actively toward the completion of the doctoral degree;
 2. An outstanding teaching record, including at least one year of full-time university teaching which includes graduate courses (5000-level);
 3. Evidence of promising scholarly productivity, i.e., professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products; and
 4. Hold regular faculty appointment at the assistant professor level or above.
 5. AGF appointments shall be for a period of six (6) years. If the faculty member has not qualified for a RGF appointment before the six-year period expires, or if the faculty member is ineligible for RGF status, the faculty member shall reapply for AGF status.
3. Provisional Graduate Faculty
 1. Earned doctorate or terminal degree in the field of specialization, **or** master's degree in a field of specialization which qualifies the holder to teach required support courses for master's degree programs, **or** hold a master's degree in the field of specialization, have passed the general examinations for the doctoral degree, and be working actively toward the completion of the doctoral degree, **or** possession of validated unique or special qualifications to teach in the area of the specified course(s);
 2. Dean and Department Chair approval;
 3. Have at least one year of experience in university teaching **or** possess expertise or have made major contributions to the field of specialization which may warrant an exemption from this requirement;
 4. Evidence of promising scholarly productivity, i.e., professional involvement in the field of

- specialization, presentation of papers and other research, publications or other creative products, **or** exemption based upon requirement 1.3.3.C.2.; and
5. Hold regular faculty appointment at the rank of instructor or above, **or** adjunct faculty or part-time faculty status.
 6. All PGF appointments expire at the end of summer term, and must be renewed.
 7. PGF appointments are valid for specified course(s) only.
4. Emeritus Graduate Faculty
 1. Earned doctorate or terminal degree in the field of specialization;
 2. An outstanding teaching record, including at least three years of full-time university teaching which includes graduate courses (5000-level);
 3. Evidence of continuing scholarly activity, i.e., active professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products; and
 4. Hold emeritus faculty and have held RGF or AGF status while employed full-time.
 5. EGF appointments shall be for a period of three years.

7.1.4 Section 4: Procedures for Appointment to the Graduate Faculty

1. Regular Graduate Faculty and Associate Graduate Faculty appointment procedures
 1. By January 15 each year, the School of Graduate Studies will notify the program department chairs and deans of faculty who are eligible to apply for RGF or AGF status or are up for renewal.
 2. After the department chair has notified the faculty member of his/her eligibility, it is the individual faculty member's responsibility to complete the application form and return it and a current vita to the department chair by March 1.
 3. If the department chair and the dean recommend the appointment, the application and vita will be forwarded to the Graduate Committee by April 1.
 4. If a majority of the Graduate Committee approves the appointment, the application will be forwarded to the dean of the School of Graduate Studies.
 5. Administrative review and approval will proceed from the dean of the School of Graduate Studies to the vice president of academic affairs.
 6. The application may be disallowed at any point in the appointment procedure and returned to the School of Graduate Studies. The dean of the School of Graduate Studies will notify the faculty member and discuss the decision with the faculty member.
 7. The faculty member may appeal a disapproved application by submitting a written request containing justifications for a review to the graduate dean. The graduate dean will appoint a three-member review committee (1 from the Graduate Committee, 1 RGF member, and 1 AGF member). The Graduate Committee member will chair the review committee, which will investigate the request in whatever manner the committee deems necessary and submit a written recommendation to the graduate dean within thirty days of receipt of the review request. The graduate dean will submit the review committee's findings to the Graduate Committee and the faculty member.
2. Provisional Graduate Faculty Appointment Procedures
 1. If concurring with the department chair's recommendation for PGF appointment, the program dean will forward the PGF appointment application and vita to the dean of the School of Graduate Studies for final action; the graduate dean will approve or disapprove the recommendation; the appointment does not require Graduate Committee or other administrative action.
 2. All PGF appointments must be completed before the semester in which the class is taught.
 3. The graduate dean will notify the department and applicant of the decision.
 4. In extenuating circumstances, the Dean of the college or school will confer with the Dean of Graduate Studies to determine if the candidate qualifies for provisional status with formal application and approval to follow.

7.2 Responsibilities of the Graduate Faculty

7.2.1 Section 1: Purpose

The purpose of the Graduate Faculty is to teach, advise, and engage in scholarly activity in graduate programs approved by the Oklahoma State Regents for Higher Education.

7.2.2 Section 2: Professional Responsibilities

Members of the graduate faculty teach graduate classes, workshops and seminars, advise students in the program of graduate study and approve said plans.

7.2.3 Section 3: Academic Responsibilities

The graduate faculty in the individual colleges/schools have responsibility for the content and quality of graduate programs offered, for determining when the requirements for a graduate degree have been met and, through the dean of the Graduate School, to recommend to the president and the Oklahoma State Regents for Higher Education that the degree be conferred.

7.2.4 Section 4: Relationship to Graduate Committee

Members of the graduate faculty may initiate action on any matter of concern pertaining to graduate education by bringing it before the Graduate Committee, and may appear before the committee to debate the item, but may not vote on any motion that may result. Agenda items should be presented to the chair of the Graduate Committee 10 days before the meeting at which it is to be considered

7.3 Governance

7.3.1 Section 1: Graduate Committee Purpose

The Graduate Committee shall be the Standing Committee for the graduate faculty and the graduate students. Its purpose shall be to enhance the quality of graduate education by providing a forum for broad participation in the formulation of academic policies that govern graduate programs. The Graduate Committee shall recognize the need for shared responsibility in the governance of graduate education. The following are the objectives of the Graduate Committee:

1. Develop and maintain high standards of quality in all graduate programs;
2. Formulate general academic policies and procedures relating to graduate programs in the university;
3. Represent the interests of the graduate faculty and graduate students in the university; and
4. Advise the dean of the School of Graduate Studies concerning the administration of the school.

7.3.2 Section 2: Graduate Committee Duties

The duties of the Graduate Committee shall be to make recommendations in the following areas:

1. Admission and retention standards in graduate programs;
2. Requirements for the graduate degrees, including, but not limited to, areas such as transfer of credit, full-time work required, time limit on applicable work, study load, grade requirements and credit requirements;
3. Certificate programs at the graduate level;
4. Curricular standards and changes in all graduate programs;
5. New graduate degrees and programs; and
6. Qualifications of graduate faculty.

In addition, the Graduate Committee serves as an appellate body for all matters pertaining to graduate programs.

7.3.3 Section 3: Graduate Committee Membership

The Graduate Committee shall be composed of the following:

1. a graduate faculty member from each graduate degree program, to be appointed by the president from a list of recommendations submitted by the Faculty Senate to the president;
2. the dean of the School of Graduate Studies;
3. 1 academic administrator representing a school sponsoring a graduate degree appointed by the

- president upon recommendation of the graduate dean; and
4. 1 graduate student (rotating annually among the graduate degrees) recommended by the appropriate department chair and appointed by the graduate dean.

7.3.4 Section 4: Graduate Committee Organization

The organization of the Graduate Committee shall be as follows:

1. the chair shall be elected annually by the Graduate Committee from its faculty members;
2. the vice-chair shall be elected annually by the Graduate Committee from its membership.

7.4 Administration of the School of Graduate Studies

7.4.1 Section 1: Chief Administrative Officer

The chief administrative officer of the School of Graduate studies shall be the dean.

7.4.2 Section 2: Dean of the School of Graduate Studies

The dean of the School of Graduate Studies shall be responsible for the following:

1. administration and supervision of the School of Graduate Studies;
2. serving as secretary for the Graduate Committee;
3. collaborating with the academic deans to implement graduate academic policy as developed through the Graduate Committee; and
4. other assignments and duties as specified by the president or provost and vice president for academic affairs.

7.4.3 Section 3: Specific Responsibilities

Other specific responsibilities of the dean of the School of Graduate Studies shall consist of the following :

1. Matters Affecting Graduate Studies
 1. Coordinating the admissions and curricular requirements;
 2. Cooperating with the registrar in maintaining a system of academic records for graduate students in Registry and in the School of Graduate Studies;
 3. Coordinating programs for the recruitment of graduate students;
 4. Seeking additional financial support for graduate students; and
 5. Assisting graduate students in matters relating to their general welfare as requested.
2. Graduate Committee
 1. Implementing and communicating actions of the Graduate Committee; and
 2. Providing staff support for the Graduate Committee.
3. Graduate Publications
Producing and distributing the School of Graduate Studies Catalog and other documents.
4. Records and Reporting
Developing and maintaining a system of records necessary for reporting to the university administration and state and federal agencies.
5. Long-Range/Strategic Planning
 1. Supports, assists and advises the schools and departments in the development of new and existing graduate programs; and
 2. Participating in the planning and development of graduate education at the university level, with assistance from the Graduate Committee.
6. Advocate and Spokesperson for Graduate Education
 1. Serving as a member of the Academic Affairs Council; and
 2. Assisting in the coordination of research and graduate education.

7.5 Article VII: Amendments

7.5.1 Section 1: Amendments

Amendments to these bylaws shall be approved by the Graduate Committee and submitted to the regular and associate graduate faculty for approval. Approval will require a favorable vote of two-thirds of those voting of the entire regular and associate graduate faculty at the time of the vote. Upon recommendation from the dean of the School of Graduate Studies and the provost and vice president for academic affairs, final approval of proposed amendments rests with the president.

8 Faculty Retrenchment Plan

8.1 Introduction

In the unlikely event that enrollment decreases or state appropriations reduction create a state of financial exigency, the institution may find it necessary to initiate a plan of action which could result in program discontinuance and personnel reductions.

Since the administration is charged with the responsibility for maintaining a sound budget, an appropriate retrenchment policy can be viewed as a means of averting a financial crisis. Reduction in selected areas of the educational program is the vehicle through which the university can combat an overall financial crisis. Even in periods of increasing enrollments and financial health, the university is sometimes faced with reducing or eliminating academic programs that are no longer viable. During the "good times" little emphasis is placed on these reductions since they are seen as instances of good management. However, at a time when the entire university is faced with a loss of students and/or financial resources, the impact of reductions is more severe in terms of morale of the school and the repercussions it may have on viable programs. Therefore, the university must exercise caution in applying any retrenchment policy prematurely. This policy is set forth with the principle in mind that these guidelines should be followed in the case where personnel reductions must be made in more than fifteen percent of the academic departments or the reduction in full-time faculty is to exceed five percent. The president of the university will decide and declare when an element of the university is, or is about to be, in a state of financial exigency.

8.1.1 Guidelines

In order to have guidelines available for relieving the stress created by such a financial state, a retrenchment plan has been established. The plan contains the guidelines to be used in the event that faculty positions are to be terminated.

The retrenchment plan includes the guidelines for the following:

- A. factors to be considered in determining the need to terminate faculty positions
- B. alternatives to faculty terminations; and
- C. retrenchment procedures.

It seems appropriate and necessary that any document pertaining to retrenchment should be based on the aims and objectives of the institution involved. The following is a statement of purpose, functions, and aims of the university from the East Central University Catalog.

"As a unit in the state's system of higher education receiving principal support from public taxation, East Central University has sought to serve the needs of the people of the state in a democratically responsive manner. The Oklahoma State Regents for Higher Education have specified the following functions for the senior universities of the state.

The functions of the senior universities include: (1) offering undergraduate study in several fields leading to the bachelor's degree; (2) offering a limited number of programs leading to the first professional degree when appropriate to an institution's strengths and the needs of the state; (3) offering graduate study at the masters

level, primarily in teacher education and in selected fields related to Oklahoma's human resource needs; (4) responsibility for extension and public service in the assigned geographic regions; (5) responsibility for institutional and applied research in those areas related closely to their program assignments; (6) responsibility for regional programs of economic development; (7) responsibility for offering associate degrees when not in close proximity to a community college; (8) responsibility for offering certificate programs as specifically authorized; (9) responsibility for offering programs of statewide impact; and (10) admitting students in the top one half of the class as defined in State Regents Policy. All of these functions except number seven have relevance for East Central University.

Although this is a lengthy statement it does serve to stress the purpose of East Central University. The achievement of the functions and aims (goals) of East Central University calls for the greatest emphasis to be placed upon the education of its students through the various academic programs offered by the institution.

8.1.2 General Policy Statements

General Policy Statements Concerning Those Factors to Be Considered by Institution in Determining the Need to Terminate Faculty

East Central University is an institution of high quality and academic standards and is dedicated to the search for truth and to the acquisition and dissemination of knowledge. This commitment calls for an emphasis upon teaching, research and service. The fiscal policies of the university should reflect this commitment in the distribution of its resources. However, unfavorable conditions could require the university to reevaluate priorities and reallocate limited financial resources which could necessitate the termination of tenured faculty. If such is the case, this should be done in order to preserve the survival of the university as a quality institution of higher learning, and only as a last resort after all possible alternatives have been explored and implemented. Certainly the following factors should be considered prior to the termination of tenured faculty:

- A. The need to terminate faculty should not exist until it is apparent that the university has more faculty than should be reasonably expected as evidenced by a comparison with other institutions in the state and region on such measures as SCH/faculty and student/teacher ratio
- B. The total benefits to the university derived from the programs that are affected should be determined before termination of faculty.
- C. The total benefits from the program to the students should be considered before termination of faculty.

8.1.3 Alternatives to Faculty Termination in Period of Financial Emergency

In the event a financial emergency is declared by the president of the university, the administration, faculty, and staff should attempt to perform the functions of the university with the funds which are available while maintaining the quality and standards of the institution.

One way to reduce the operational cost of the institution would be to reduce personnel employed including faculty, staff, and administrative positions. However, various alternatives to this action might have a less drastic effect on the university system. These various alternatives to employee terminations should be considered and evaluated prior to the release of any full-time employees.

The effectiveness of any steps taken to lessen the need for retrenchment is dependent on the amount of advance notice that is given. The university should make every attempt possible to project the possibility of a need to reduce personnel. Therefore, every attempt should be made to give a school and/or department notice prior to November 1 of the current academic year that unless conditions change in the next twelve-month period some employees, including faculty (tenured and non-tenured), staff, and administrators may be given a six-month notice of termination. The advance notice given the school and/or department should contain:

- A. minimum SCH production required per full-time faculty member;
- B. minimum number of FTE majors required for the program;
- C. an estimate of the amount of funds to be eliminated from the school and/or departmental budget;
- D. an estimate of the number of faculty, staff, or administrative positions that might be terminated;
- E. departments in the university that may be employing personnel the next year, either as replacements or additions.

Upon the receipt of advance notice, the school and/or the department should submit, prior to January 1 of the current academic year, a plan to alleviate financial stress. This plan should also contain the school's and/or department's recommendation pertaining to the manner in which personnel and/or funds should be reduced in order to meet standards set forth in the notification.

In addition to the various alternatives which might be formulated by the schools and/or departments, alternatives which might be considered for the university are:

- A. The university should seek Regents' permission to permit full-time employees to change voluntarily to part-time status without loss of staff benefits.
- B. The university should pursue, with the Regents, an incentive plan for early retirements.
- C. The university should make every attempt, within the constraints of the financial situation, to grant sabbatical leaves and leaves of absence for the purpose of retraining.
- D. The university should explore the feasibility of utilizing faculty members on an interdepartmental basis.
- E. The university should consider a reduction in expenditures for supplies, equipment, travel, etc.; however, a reduction in these areas should be viewed as a short-term alleviation of the problem and should not be considered a solution. If this alternative is used, the decision should not be made without departmental input, as the needs in these areas vary considerably from department to department. No department should have a cutback in these areas which would affect the quality of the program.
- F. The university should investigate the possibility of a "no raise policy" as a short-term alternative. Caution should be exercised in the use of this alternative so as not to jeopardize the quality and stability of viable programs in order to prolong the current level of non-viable programs. The decision to use this alternative should not be made without ample input from those individuals who would be affected. In the event that the general consent is to utilize this alternative, a statement should be made by the administration in reference to the duration of the "no raise policy."

8.2 Retrenchment Procedures

If the president declares that the financial crisis is such that the university must retrench to the extent that it requires personnel reductions in more than fifteen percent of the academic departments or the reduction in full-time faculty exceeds five percent, then the schools and/or departments affected should be notified in writing by October 1 of the current academic year.

The final decision for recommending to the Board who will be terminated rests with the president. However, his/her recommendation should be based on recommendations of the academic administrators responsible for the affected schools and/or departments. Since faculty involvement in the retrenchment process will help ensure a sense of fairness to all concerned, the tenured faculty of the department affected will recommend the person or persons to be terminated to the school dean. In order to provide uniformity throughout the university in the retrenchment process the following guidelines should be used in recommending terminations:

- A. Order of selection for termination:
 1. Graduate assistants
 2. Part-time faculty
 3. Non-tenured faculty provided their special field of expertise (if they have one) can be assumed by a tenured member of the department. Furthermore, in the case of where a non-tenured faculty member is to be retained before a tenured member, the non-tenured faculty member's area of expertise must be in a course(s) that is required for graduation. In case both a tenured and non-tenured faculty member have fields of expertise that cannot be assumed by other tenured members of the department, then the non-tenured member will be terminated first.
 4. Tenured faculty
 - a. Assistant professor provided exception in (3) above
 - (1) time in rank
 - (2) length of service to East Central University
 - b. Associate professor provided exception in (3) above
 - (1) time in rank
 - (2) length of service to East Central University

- c. Professor
 - (1) time in rank
 - (2) length of service to East Central University

In the instance of where an administrator holds academic tenure, and the president has requested that his/her position be terminated, the person may return to the school and/or department that granted the tenure and assume his/her original status.

8.2.1 Notification

If a tenured faculty is to be terminated he should be notified by the president by certified mail no later than November 1 of the current academic year.

8.2.3 Right of Appeal

Any appeal made by a terminated, tenured faculty member pertaining to his/her dismissal will be considered by the Appellate Committee on Dismissal of Tenured Faculty Members as defined by Board policy.

Any appeal made by a terminated, tenured faculty member pertaining to his/her dismissal will be conducted in accordance with the appeal procedures as designated in the Policy Manual of the Board of Regents of the Regional University System of Oklahoma, Chapter III.

8.3 Replacing Terminated, Tenured Faculty

- A. Before terminating an appointment of a tenured faculty member because of retrenchment, the institution will make every effort to place the affected members in other suitable positions.
- B. A terminated faculty member's position shall not be filled for two years unless the released faculty member has been offered reappointment in his/her previous status and given a reasonable time within which to accept or decline it.
- C. If a terminated faculty member wishes to be recalled, he must maintain written contact annually (by January 1) with the university during the two-year period.
- D. Once a school and/or department is granted permission to recruit to fill a new or vacated position, and as the position is advertised, the university shall formally invite all former tenured faculty members who can be contacted to apply for the position.
- E. A faculty member whose salary or FTE has been reduced shall have the same priority for restoration to his/her former status over a new person
- F. A recalled faculty member shall be reinstated in his/her former academic rank and tenure status with salary equitable of those of similar rank, experience, and proficiency who were retained during the state of exigency.
- G. Recall shall follow the "last laid-off, first recalled" principle providing the faculty member is qualified to perform the duties of the vacant position.
- H. Within schools and/or departments that have terminated tenured faculty, no courses may be taught by part-time faculty, graduate assistants, or student assistants. It may be necessary that some course work must be taught by overload; however, the total amount of overload cannot equal the workload of a full-time faculty member.

9 Statement of Professional Ethics

9.1 Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The association has consistently affirmed these responsibilities in major policy statements, providing guidance to the professors in such matters as their utterances

as a citizens, the exercise of their responsibilities to students, and their conduct when resigning from an institution, or when undertaking government-sponsored research. The "Statement on Professional Ethics" that follows, necessarily presented in terms of the ideal, sets forth those general standards that serve as a reminder of the variety of obligations assumed by all members of the profession. For the purpose of more detailed guidance, the association, through its Committee B on Professional Ethics, intends to issue from time to time supplemental statements on specific problems.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The association supports such local action and stands ready, through the general secretary and Committee B, to counsel with faculty members or administrators concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of dismissal, the procedures should be in accordance with the 1940 "Statement of Principles on Academic Freedom and Tenure" and the 1958 "Statement on Procedural Standards in Faculty Dismissal Proceedings".

9.1.1 The Statement

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

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

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others.

Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

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

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

10 Human Subjects Review Committee

10.1 Introduction

The major goal of East Central University is to serve the larger community of the state of Oklahoma by providing opportunities for higher education to students as well as broadening the horizons of research. In so doing, the rights and privacy of all people concerned must be protected. The university willingly undertakes this responsibility, while at the same time endeavoring to not infringe upon the academic freedom of the members of the university. As part of this responsibility, the university seeks to protect the rights of individuals involved as subjects in research projects.

10.2 Federal Regulations

The East Central University (ECU) Institutional Review Board (IRB) is governed by the Code of Federal Regulations 45 CFR 46 to protect the rights and privacy of human research subjects. CFR 46.103(a) requires that institutions conducting research supported by any federal department or agency file an assurance with the United States Department of Health and Human Services (HHS). The university acts in accordance with the Office for Human Research Protections' (OHRP) Terms of Assurance under Federalwide Assurance # FWA00013984.

ECU's ethical principles regarding human research are also guided by the "Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research" of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. These principles are applicable when human subjects are involved in research regardless of funding sources

10.3 Committee Structure

The Institutional Review Board (IRB) shall consist of six (6) members, one of which must be a non-scientist; five (5) shall be the current members of the Research and Professional Development Committee. The sixth person, who shall be appointed by the vice president for academic affairs, shall not be affiliated with ECU and shall not a part of an immediate family of a person affiliated with the institution. All members shall have sufficient experience and expertise to provide professional advice and counsel related to the protection of human subjects in research.

The IRB chair and the administrative liaison will review all research activities involving human subjects and determine the level of review. Any member, who has a conflict of interest with the initial proposal or renewal under review, shall not participate. However, he/she may provide information requested by other members of the committee. The IRB will notify investigators of any findings or actions conducted in the review process.

10.4 Educational Requirement

The Office for Human Research Protections (OHRP) of the Department of Health and Human Services strongly encourages institutions to develop educational training for all IRB members and those investigators that will be involved in human subject research. OHRP recommends that IRB members complete appropriate educational training prior to reviewing human subject research as established by the Office of Sponsored Programs and Research (OSPR). Investigators must complete their training prior to submitting application to the IRB for any human research activities.

All ECU investigators, research staff, and key personnel involved in human subject research must complete the initial training at the National Institutes of Health Protection of Human Subject Research educational course at <http://phrp.nihtraining.com/users/login.php>. Upon completion of the training, print and submit the Certification of Completion along with the IRB application. Supervising faculty shall certify that research students have knowledge and demonstrate competency of topics and issues related to human subject research.

10.5 Refresher Course

IRB members, investigators, research staff and key personnel are required to complete a refresher course every three (3) years at <http://phrp.nihtraining.com/users/login.php>.

10.6 Applications for IRB Review

All members of East Central University (undergraduate and graduate students, faculty, and administrators) who

intend to do research employing human subjects, as well as non-university members wishing to conduct research using any members of East Central University, must file a full proposal with the IRB.

The IRB's approval of a research project shall be contingent on the following:

- a) sufficient information will be provided to potential subjects to enable them to make an informed decision, including, but not limited to, an explanation of the purposes of the research and a description of any reasonably foreseeable risks or discomforts,
- b) assurance that any potential risks will be minimized and are reasonably proportional to the expected benefits, and
- c) provision of reasonable estimates of time involved in the study and number of participants.

It is the ultimate responsibility of the individual researcher to file their proposal with the IRB. Students engaging in research with human subjects are responsible for filing their proposals; however, it is the duty of the supervising faculty member to inform students of their responsibility and to review their student's proposal before submission to the Board.

To ensure application review in a timely manner, IRB proposals shall be filed thirty (30) days prior to the proposed start date of the research. (Exception: Applications requesting exempt or expedited status may be filed within fifteen (15) days prior to the proposed start date.) Failure to file proposals and obtain approval prior to administering any research instrument involving human subjects is in violation of Code of Federal Regulations 45 CFR 46 and ECU policy. Noncompliance with the policy and guidelines may result in disciplinary action. Investigator(s) conducting research that is not in accordance to this policy must accept full responsibility for the consequences of his/her research activities.

The original signed application should be sent to the Office of Sponsored Programs and Research at room 226 of Danley Hall and emailed to IRB@ecok.edu.

10.7 Table I—Application Form

APPLICATION TO THE INSTITUTIONAL REVIEW BOARD

The IRB application, IRB related forms and the IRB policy can be found at the East Central University Office of Sponsored Programs and Research website.

10.8 Types of IRB Review

Exempt:

IRB may consider an application exempt if the following criteria are met—45 CFR 46.101:

- a. the research involves at least one of the following:
 - the collection or study of existing unidentifiable data, documents, records, pathological specimens, or diagnostic specimens
 - the use of educational tests, survey procedures, interview procedures, or observation of public behavior,
 - the use of commonly accepted educational settings, involving normal educational practices
- b. The subjects involved cannot be directly or indirectly identified, and
- c. Disclosure of the subjects' information cannot place them at risk for criminal or civil liability or be damaging to their financial standing, employability, or reputation.

Expedited Review: <http://www.hhs.gov/ohrp/humansubjects/guidance/expedited98.htm>

According to 45 CFR 46.110, IRB may review research in an expedited process for the following:

- a. Research involving no more than minimal risk to research subjects and others, and/or
- b. Research involving minor changes to the previously approved research during the project period (of one (1) year or less) for which approval was authorized.
- c. The subjects involved cannot be directly or indirectly identified, and
- d. Disclosure of the subjects' information cannot place them at risk for criminal or civil liability or be damaging to their financial standing, employability, or reputation.

Full Review:

Application is subject to full IRB review if it meets any of the following:

- a. The research involves more than minimal risk to research subjects and others,
 - a. The research involves public official(s) or candidate(s) for public office,
 - b. Subjects' personal information can be identified directly or indirectly (through a naming system).
- b. Disclosure of the subjects' information may place them at risk for criminal or civil liability or be damaging to their financial standing, employability, or reputation.

Minimal risk:

"The probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or the performance of routine physical, psychological examinations or tests" (45 CFR 46.102{i}).

10.9 Consent Forms

Unless waived by the IRB, investigators shall not to employ human research until the subjects (or their legal representative) have given their consent.

The informed consent shall follow the guidelines listed below:

- It shall contain information explaining the nature of the research, the risks and benefits, the expected duration of the research, and the number of expected participants.
- The subject (or his/her legal authorized representative) shall sign the consent form before participation is allowed.
- The language contained within the form must not be exculpatory.
- It shall consist of a statement informing the subjects that their participation is voluntary and free of coercion or undue influence.
- It shall consist of a statement guaranteeing subject information confidentiality.
- It shall consist of a statement informing the subjects that their refusal or withdrawal to participate will not result in penalty or loss of benefits to which the subject is otherwise entitled.
- It shall consist of a statement informing the subjects that the investigator may terminate their participation at any given time without prior notice.
- It shall list the name(s) and number(s) of a contact person(s) for participants to call for further questions or concerns regarding the research and their rights.

The informed consent must be provided by the investigator and approved by the IRB prior to use.

10.10 Changes to the Initial Application

Investigators are required to notify the IRB of any changes to the initial approved proposal. The Board must approve modification(s) prior to the start of the research. The sponsoring department or agency will grant the final approval.

10.11 Change in Initial Status of Human Subject Research

Proposals that did not initially incorporate human studies must inform the IRB and the sponsoring department or agency of the change in human research activities. Immediately after the investigator(s) identifies that the research will involve human subjects within the period of support, he/she must file an application with the IRB for approval. The certification will be submitted to the department or agency by the institution. However, the sponsoring department or agency shall have the final approval for the proposed change.

10.12 Unanticipated Harm and Non-compliance Report

To protect the welfare of research subjects, the investigator(s) shall immediately notify the IRB of any unforeseen injuries or harm to the research subjects or others. Those that are not in compliance with the institution's IRB policy shall be reported to the committee. Appropriate action will ensue.

10.13 Continuing Review and Final Report

Continuing application shall be renewed annually and submitted thirty (30) days prior to the expiration date to ensure approval in a timely manner.

A final report shall be submitted to the IRB no later than thirty (30) days upon the completion of the study.

10.14 Suspension or Termination of IRB Approved Research

In the case of a termination or suspension of the human research project, the committee shall issue a written statement to the investigator stating the reasons for the action.

10.15 Retention of IRB Records

East Central University shall retain IRB records for five (5) years beyond the end of the completion of the study. They will include all records related to the project, but not limited to, reviewed research proposals, scientific evaluations, approved samples of consent documents (if applicable), copies of correspondence between the committee and the investigators, progress reports, and reports of injuries to subjects.

In addition, records of IRB meetings shall be retained for five (5) years beyond the end of the completion of the study. They will include all records related to the project, but not limited to, details of the minutes of the IRB meetings, attendance, actions taken by the IRB, the voting outcome of the application approval or disapproval, reason(s) for the action, suggestions and comments for modification if disapproved, and a written summary of opposed issues and resolution discussed.

10.16 Questions and Answers

Please contact the IRB committee with any questions at IRB@ecok.edu.

10.17 Links to Additional Resources

[Code of Federal Regulations Title 45, Part 46](#)

[The Belmont Report – Ethical Codes and Regulations for Human Subject in Research](#)

[Office of Human Subjects Protections \(OHRP\)](#)

11 Guidelines for the Selection of ECU Administrators

The following guidelines have been prepared to assist the president in the selection of university vice presidents, academic deans, the assistant academic vice president, and other administrative appointments where faculty involvement in the selection process would be deemed appropriate by the president. It is suggested that administrative search committees make nominations and recommendations concerning candidates in accordance with the procedures outlined in this policy. It is understood that the president is responsible for determining when a new comparable position is being created.

11.1 Screening Committee

The committee makeup shall be determined by the administrative position being filled. The committee makeup should be as follows:

- A. For the following positions:
 1. For vice president positions and comparable positions (i.e., Vice President for Academic Affairs).
 - a. Academic Affairs
 - (1) Four members of the university administration selected by the president.
 - (2) Five faculty members to be selected by the president from a list of ten faculty nominated by the Faculty Senate.
 - b. Administration and Finance
 - (1) Three members of the university administration selected by the president.
 - (2) Four faculty members to be selected by the president from a list of six faculty nominated by the Faculty Senate.
 - c. Student Development
 - (1) Three members of the university administration selected by the president.
 - (2) Four faculty members to be selected by the president from a list of six faculty nominated by the Faculty Senate.
 - d. Comparable Positions
 - (1) Three members of the university administration selected by the president.

- (2) Four faculty members to be selected by the president from a list of eight faculty nominated by the Faculty Senate.
- 2. Assistant Vice President for Academic Affairs
 - a. Two members of the university administration selected by the president.
 - b. Three faculty members to be selected by the president from a list of six faculty nominated by the Faculty Senate.
- 3. Academic Deans
 - a. Deans of Academic Units (i.e., School of Business, College of Liberal Arts and Social Sciences etc.)
 - (1) Four faculty members selected by the president from a list of eight faculty nominated by the Faculty Senate. At least six of the eight members nominated by the Faculty Senate must be from this academic school where the vacancy exists.
 - (2) One member of the university administration selected by the president.
 - b. Graduate Dean
 - (1) Four faculty members selected by the president from a list of eight faculty nominated by the Faculty Senate. All nominees must be members of the graduate faculty.
 - (2) One member of the university administration selected by the president.
 - c. Director of Linscheid Library and Distance Education
 - (1) Three faculty members selected by the president from the list of six faculty nominated by the Faculty Senate. At least three of the six nominated by the Faculty Senate must be librarians.
 - (2) One member of the Linscheid Library staff selected by the president.
 - (3) One member of the university administration selected by the president.
- 4. Director Positions (i.e., Director of Admissions and Records, Director of Assessment, etc.). For these and other academic administrative appointments where faculty participation is deemed appropriate by the president, the Faculty Senate will make faculty nominations upon the request of the president.

It is understood that vacancies may come at inconvenient times and that many administrative positions must be staffed at all times. For these reasons interim or acting appointments may be necessary until the final selection process is complete.

11.2 Description of Administrative Positions

A description of the duties for the various administrative positions should be established.

1. The description should include a definition of the position.
2. The description should include the responsibilities of the position.
 1. Description should include a list of general duties.
 2. Description should include a list of the specific duties, i.e., the authority of the position.
3. The description should include the placement of the position in the chain-of-command.
 1. Immediate supervising positions should be listed.
 2. Subordinate employee positions should be listed.

The written description of each administrative position should be kept in the office of the president of the university.

11.3 Publicizing an Administrative Position

1. An administrative position should be publicized throughout the university.
2. If possible, advertisement should be done in appropriate professional publications.
3. If possible, advertising could be done at professional conventions, meetings, etc.

All recommended procedures in the University Affirmative Action Plan should be followed.

11.4 Qualifications for Administrative Personnel

1. Evidence of Ability
 1. Degree requirements - all degree requirements should meet the recommendations of various university and professional accreditation groups. For the positions of provost/vpaa, assistant vice president for academic affairs, and deans, an earned doctorate or equivalent is required.
 2. Experience or appropriate background.
 3. Ability to work with others.
2. An understanding of East Central University's role in the Oklahoma System of Higher Education.
3. Evidence of being innovative/creative.

11.5 Procedures for Applicants

1. All applicants, including East Central University employees, should follow all published guidelines for application.
2. Each applicant should submit the following credentials to the ECU Employment Services.
 1. Transcript of all college work.
 2. Detailed resume of work experience.
 3. List of contacts for professional and personal recommendation.
 4. Cover letter of application.
3. Interview Procedure
 1. After the advertised application deadline, the Screening Committee will review the applications. Normally no more than three candidates will be invited to campus for an interview.
 2. The Screening Committee chair will be responsible for scheduling the interviews.
 3. After all interviews are conducted, the committee will forward a list of applicants to the president of the university, including statements of strengths and areas of concern pertaining to each candidate interviewed,
4. Final selection of administrator
 1. should come from the list of applicants selected by the committee; or the
 2. list should be returned to the committee with instruction that none of the applicants are suitable and that another list of applicants should be submitted; or the
 3. president may declare the search canceled and make an interim or acting appointment, or advertise again at a later time.
5. The president will select a person from the list to be submitted to the Board of Regents of the Regional University System of Oklahoma.
6. Each applicant should be informed of his/her status as soon as determined.

12 Drug-Free Workplace Policy

In accordance with the federal Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) the university has established a Drug-Free Workplace Policy. Federal law and the Board of Regents of Oklahoma require the establishment of a Drug-Free Workplace Policy, with a signed acknowledgment of understanding and compliance, and the establishment of anti-drug programs that prohibit the use of illegal drugs in the workplace.

East Central University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands implementation of programs and services which facilitate that effort. As a condition of employment, employees must abide by the terms of this policy.

12.1 Requirements

Federal Law requires the establishment of anti-drug programs which prohibit the use of illegal drugs in the workplace. In order to combat this problem area, the University will provide to all employees ongoing materials and information concerning these dangers and available avenues of assistance. The University further gives notice:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any university work area is prohibited.
2. Any university employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in the workplace must report the conviction within five (5) days thereafter to the ECU Employment Services Office. The university will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.
3. Violations of this prohibition will result in administrative sanctions, ranging in severity from formal counseling to termination from employment immediately. Satisfactory participation in a university approved drug abuse assistance or rehabilitation program may be required as a condition of continued employment by the university of all employees who violate this prohibition and are not terminated from employment.
4. Where necessary because of conviction and incarceration, decisions relative to suspension, termination or the granting leave for treatment will be determined individually.
5. The university forbids an employee from performing sensitive safety functions while a prohibited drug is in his/her system.

The Employment Services Office is responsible for informing employees about the danger of drug abuse in the workplace and the availability of counseling and rehabilitation programs. The appropriate budget director or executive officer will be responsible for notifying federal funding agencies within ten days whenever an employee is convicted of a drug-related crime which occurred in the workplace.

13 Title IX Grievance Process

13.1 Statement of Policy

1. East Central University (University) is committed to an inclusive educational and employment environment that provides equal opportunity and access to all qualified persons. The University will continue its policy of fair and equal employment and educational practices without discrimination or harassment because of race, color, religion, national origin, genetic information, age, disability, gender, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local law. Discrimination or harassment in violation of this policy should be reported to the Affirmative Action Officer (Employment Services Office) in person at Room 160 Administration building, or by phone at (580) 559-5217 or fax at (580) 559-5484. After office hours or on holidays, the report may be made by contacting East Central University Police at (580) 559-5555.
2. The intent of these procedures is to ensure that discrimination and harassment based on these characteristics does not take place in the University community. Should it take place, it is the goal that such discrimination or harassment be promptly reported to appropriate University officials designated to receive such complaints.
3. Any employee (faculty or staff), student, applicant for employment or admission, visitor, or other non-affiliated individual who believes that he or she has been subjected to any form of unlawful discrimination or harassment may make a complaint. Unlawful discrimination includes sexual harassment as well as

harassment based on an individual's membership in any other legally protected category as stated above. The University will conduct a fair and impartial investigation of such complaints, with due regard for the rights of all parties. Retaliation against any individual who has made a complaint, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of University policy. The purpose of these procedures is to ensure that all complaints are thoroughly and fairly investigated by authorized University officials who have the necessary expertise and training.

4. Any complaint should be referred to one of the individuals responsible for receiving or investigating such complaints. Any employee, other than those listed, who receives a complaint is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual in a timely manner. All complaints, either written or verbal, must be referred to the appropriate office or official as set forth below.

13.2. Designation of Coordinators

1. The University's Affirmative Action Officer/ Title IX Coordinator/Employment Services Director, and the Vice President of Administration and Finance are designated to coordinate and insure investigation of complaints arising under Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act. They are located in room 160, and room 163 of the Administration building, 1100 E. 14th, Ada, OK 74820. The telephone number is (580) 559-5217, or (580) 559-5215, fax number (580) 559-5484. Email complaints or inquiries regarding discrimination or harassment, or any issue involving Title IX or Title VII, may be sent to llofton@ecok.edu, or jboles@ecok.edu.
2. The University's Affirmative Action Officer/ Title IX Coordinator/Employment Services Director and the Vice President of Administration and Finance are designated to coordinate complaints arising under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). They are located in room 160 and room 163 Administration building, 1100 E. 14th, Ada, OK 74820. The telephone number is (580) 559-5217 or (580) 559-5215, fax number (580) 559-5484. Email complaints or inquiries regarding discrimination or harassment because of a disability, or any issue involving Section 504 or the ADA, may be sent to llofton@ecok.edu or jboles@ecok.edu.
3. Hereinafter, these individuals are referred to as the "Coordinator" and "Deputy Coordinator."

13.3. Initiating a Complaint

1. The process outlined in this section applies to all complaints of discrimination, except those brought by students on the basis of disability. Students who wish to file a complaint alleging discrimination based on disability should file with Disability Services, in accordance with procedures set forth in section VI of the Disability Services Policies and Procedures.
2. Any employee, student, applicant for employment or admission, visitor, or other non-affiliated individual who believes that unlawful discrimination or harassment has occurred may initiate a complaint by either meeting with the appropriate individual in one of the offices listed below, or by submitting a written complaint to that individual or office. The information provided in the complaint should be as specific as possible regarding the circumstances that precipitated the complaint. The complaint should include the dates and places of the incidents at issue, the individuals involved, the names of any witnesses, any efforts made to resolve the matter informally and their results, and any other pertinent information.
3. As stated in section 16.2 above, the University has designated a "Coordinator" and "Deputy Coordinator" for Title IX, Title VII, and Section 504 complaints. These individuals share the primary responsibility for the receipt, investigation, and resolution of complaints of discrimination and harassment.
 1. Any employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may initiate a complaint by contacting any of the individuals as follows:
 - Ty Anderson, "Title IX/Title VII/Section 504 Complaint Coordinator". Employment Services Office, room 160 Administration Building, 1100 E. 14th, Ada, OK 74820. Phone: (580) 559-5217. Fax: (580) 559-5484. Email: llofton@ecok.edu .
 - Jessica Boles, "Title IX/Title VII/Section 504 Complaint Deputy Coordinator", Vice President of

Administration and Finance, 163 Administration Building, 1100 E.14th, Ada, OK 74820.
Phone: (580) 559-5215. Fax: (580) 559-5215. Email: jboles@ecok.edu.

• Boomer Appleman, Dean of Students, 103 Administration Building, 1100 E.14th, Ada, OK 74820. Phone: (580) 559-5208. Email: bapplemn@ecok.edu.

13.3.1 Complaints by Students

1. Students may initiate a complaint of discrimination or harassment against another student by contacting the Dean of Students.
2. Students may initiate a complaint of discrimination or harassment against a University employee, whether faculty or staff member, by contacting the Vice President of Administration or the Dean's office of the college where the harassment or discrimination is alleged to have occurred. The contact information for each college is listed below.

13.3.2 Complaints by Faculty or Staff

1. Faculty or staff members may initiate a complaint of discrimination or harassment against a student by contacting the Dean of Students.
2. Faculty, staff members, applicants for employment or admission, visitors, or other non-affiliated individuals may initiate a complaint of discrimination or harassment by contacting those individuals listed in paragraph 16.2.C .1 above.
3. Off-Site Locations: Any individual at an off-site location may initiate a complaint of discrimination or harassment to any of the offices above as appropriate, or to the on-site director of the program.
4. After-Hours or Holiday Complaints: In the event any individual wishes to initiate a complaint of discrimination or harassment after regular University office hours, or when offices are closed for University holidays, the individual may use email, leave a phone message, or may contact the East Central University Police at (580) 559-5555.

DEANS of COLLEGES

- College of Health and Sciences, Office of the Dean, PES 101A, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5549.
- College of Liberal Arts and Social Sciences, Office of the Dean, Faust 140, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5424.
- College of Education and Psychology, Office of the Dean, Administration 213, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5350.
- Harland C. Stonecipher School of Business, Office of the Dean, Chickasaw Business and Conference Center 313, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5649.
- School of Graduate Studies, Linscheid Library and Distance Education, Office of the Dean, Linscheid Library, 1100 E. 14th, Ada, OK 74820. Phone (580) 559-5368.

13.3.3 Tip Line

In addition to the above methods to report discrimination or harassment, the Board of Regents of the Regional University System of Oklahoma, which governs the University, has established a "RUSO Tip Line" which is managed by EthicsPoint. The RUSO Tip Line allows concerns to be submitted anonymously.

1. An employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may report incidents of discrimination or harassment online using the RUSO Tip Line. The complaining party should visit www.ruso.ethicspoint.com which is a secure server administered by EthicsPoint.
2. An employee, student, applicant for employment or admission, visitor, or other non-affiliated individuals may also report incidents of discrimination or harassment by calling toll-free 866-898-8438. An EthicsPoint Contact Center Specialist will facilitate the call and compile the required information from the complaining party.
3. EthicsPoint will forward the required information to designated RUSO and University officials who will then conduct an appropriate investigation and resolution.
4. An employee, student, applicant for employment or admission, visitor, or other non-affiliated individual is also encouraged to continue communicating any concerns directly to appropriate campus offices, as listed

in paragraph 16.2.C.1 above.

13.4 Investigation and Resolution of Complaints

1. The individuals and offices available to receive complaints, as noted above, were selected to give all members of the University community the opportunity to initiate a complaint in a place in which they will feel comfortable doing so. These individuals and offices have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is directed to the proper office or individual for investigation.
2. The Coordinator and Deputy Coordinators shall designate an appropriately trained individual to investigate complaints of unlawful discrimination or harassment. Athletic department personnel will not lead, guide, or make a pronouncement in the investigation or resolution involving a student athlete or athletic department personnel except to fully cooperate with the investigation and resolution.
3. If the individual accused of engaging in discrimination or harassment is a student, the complaint will be resolved by the Office of Student Development.
4. Notice of the complaint and an opportunity to respond will be given to all persons alleged to have violated the University's policies regarding discrimination or harassment. The investigation may otherwise involve meeting with the parties, interviewing witnesses, and requesting written statements from the parties.
5. The investigation should be completed promptly so that a decision can be rendered within 60 days of receipt of the complaint. If this is not possible, the investigator will inform the complainant of the status of the investigation within 60 days, the reason(s) for delay, and an estimated completion date for the investigation.
6. A confidential record of all complaints, including their disposition, will be maintained by the investigating unit. The Coordinator and Deputy Coordinator shall be informed of, and maintain a confidential record of the nature of all complaints of discrimination or harassment investigated, the names of complaining parties and respondents, and the final disposition of all complaints.

13.5 Complaints Against Faculty Members

1. Any employee who receives a complaint against a faculty member will refer the complaint to the Coordinator or Deputy Coordinator. An investigator will be designated as provided for in paragraphs 16.4.B above.
2. If the complaint also involves matters such as grades, curriculum, etc., the investigator will refer the complainant to University policies designed to address those issues.
3. The investigator will provide findings and conclusions in writing to the University Provost/vpaa, and the Coordinator or Deputy Coordinators. The Provost/vpaa will determine what action, if any, is appropriate.

13.6 Complaints Against Staff Members

1. Any employee who receives a complaint against a staff member will refer the complaint to the Coordinator or Deputy Coordinator. An investigator will be designated as provided for in paragraph 16.4.B above.
2. The investigator will provide findings and conclusions in writing to the Vice President of Administration and Finance. If the Vice President of Administration and Finance conducts the investigation another Vice President will be assigned the responsibility to determine what action, if any, is appropriate.

13.7 Confidentiality

1. Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit

the University to carry out its obligation to investigate all complaints fairly, and to ensure that non-discrimination is a reality within the University community, no representative of the University is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

2. Any individual who requests confidentiality before disclosing a complaint must be informed that because any apparent violation of University policy must be addressed, complete confidentiality may not be possible. An individual who insists on confidentiality as a condition of disclosing a complaint may be advised of the opportunity to consult with the Campus Initiative to Reduce Crime Against Women (CIRCAW) or the Student Counseling Center, with whom such matters may be discussed in confidence. Consulting with CIRCAW or the Student Counseling Center does not constitute the initiation of a complaint. Medical and mental health professionals are not representatives of the University for this purpose and are not authorized to investigate or respond to complaints.

13.8 Appeals

1. If a conflict of interest is deemed to exist, the Coordinator, Deputy Coordinator, Dean of Students or investigator(s) may recuse themselves, be recused by the Vice President of the department of the complainer or accused, or be recused by the other two members of the reporting body. If the complainer or accused consider the Coordinator, Deputy Coordinator, Dean of Students or assigned investigator to have a conflict of interest they may present a written appeal to the Vice President of the department of the complainer or accused, or the other members of the reporting body within three working days of being notified of the appointment and a determination will be made.
2. In the event that either the complainant or accused believe that the resolution of the complaint has not rectified the situation, an appeal may be made.
3. In the case of complaints against students, the process for appeal is governed by The Code of Student Conduct <https://www.ecok.edu/policies-and-handbooks>
4. For faculty, staff or visitors to the University the appeal is made by a written request to both of the two remaining Vice Presidents of the University who did not make the original determination, for review of the decision. The appeal must be made within 10 working days of the date of the decision. The two Vice Presidents shall render a decision in the matter of the sexual harassment or sexual misconduct complaint and inform the complainant and respondent of the decision. A copy of the decision shall also be transmitted to the applicable Vice President and the Coordinator or Deputy Coordinator.

13.9 Required Procedures

1. These procedures shall constitute the grievance procedure mandated by the regulations that implement Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 for employees.
2. The procedure for student grievances under Section 504 is set forth in section VI of the Disability Services Policies and Procedures.

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