

1.0 The University Organization and Governance

1.1 Purpose Statement

The purpose statement is designed to interrelate the spiritual and educational aspects of the University. This statement, revised in 1986, approved by the Faculty on November 21, 1986, and subsequently by the Board of Trustees on November 25, 1986, is derived from the Charter of the University (Appendix A).

Oklahoma Baptist University is an institution founded on Christian principles and teachings whose primary purpose is to conduct educational programs in the traditional arts and sciences and in other disciplines with the intent to prepare students for effective leadership and service in the various vocations.

The mission finds expression through a strong liberal arts core curriculum which supports degree programs designed to prepare students for careers and graduate study; through activities planned to stimulate spiritual, intellectual, social, cultural, and physical development; and through an environment that reflects the application of Christian principles and teachings.

Owned by the Baptist General Convention of Oklahoma and operated through a Board of Trustees elected by the Convention, the University engages in educational tasks in a manner consistent with the purposes of the Convention: to furnish the means by which the churches may carry out the Great Commission (Matthew 28:18-20).

To achieve its purpose, the University has adopted several goals, among which are:

1. To be a Christian learning community where faith and knowledge contribute to the individual's awareness: of himself and his obligations within a diverse and interrelated society; of truth and its force; of the joy of discovery and the beauty of existence; and of the legacy of the past, the challenge of the present, and the promise of the future.

2. To cultivate a Christian community in which the Baptist principles of individual freedom and dignity as well as mutual kindness and respect and concern for others are stressed.

3. To encourage a climate of learning where the student may develop the lifelong habit of critical thinking in the search for truth.

4. To identify and communicate the knowledge, experience, and values which constitute man's cultural heritage.

Note: "Chairman" refers to either men or women through this Handbook.

5. To provide opportunities for the student to engage in a serious study of the Bible and to learn the philosophy and tenets of the Judeo-Christian heritage; to instill an awareness

of and an appreciation for the distinctive Baptist contribution to Christian theology and for the values inherent in the Christian faith; to encourage Christian commitment.

6. To foster an awareness of the needs of the human community and the responsibility of each individual in an active life of service.

7. To offer a broad-based liberal arts education and specialized professional training in mutually supportive roles.

8. To afford the opportunity to explore the relevance of all academic endeavors to the Christian life.

9. To make personnel, services and facilities of the institution available to meet appropriate educational, cultural, and religious needs of its several constituencies.

10. To serve the Baptist constituency through the development of informed, enlightened, sensitive leadership.

1.2 Brief History

Prior to 1910 several attempts were made in Oklahoma to found a Baptist college. Because of poor geographical location and inadequate financial support most were short-lived. At the initial meeting in 1906 of the Baptist General Convention of Oklahoma, an Education Commission received the charge to study the possibility of establishing a comprehensive Baptist University to meet the educational needs of the state. The study resulted in the selection of Shawnee as the site for the new school. Incorporation papers were drawn on February 7, 1910, and the charter of Oklahoma Baptist University was granted.

Dr. James Melton Carroll was elected the first president of Oklahoma Baptist University in 1911. The city of Shawnee contributed 60 acres of land and began construction of the administration building, Shawnee Hall. During the first term, classes were held in First Baptist Church, Convention Hall, and Shawnee Senior High School. After the initial year of operation University trustees voted to postpone further classes until Shawnee Hall was completed.

In 1915, when Shawnee Hall was ready for occupancy, 145 students gathered on the site of the new campus to begin study under eight faculty members and Frank Meriro Masters, the second president of the University. Shawnee Hall served as office quarters, gymnasium, library, classroom building, women's dormitory, and dining hall.

In the two decades which followed, the University met significant challenges to its continuation. Yet in years of war, followed by the economic uncertainties leading to the great Depression, Oklahoma Baptists felt called to fulfill their dream for a Christian university to serve young persons and the denomination. The University received direct contributions to operating funds from the Baptist General Convention of Oklahoma for the first time in 1926. The construction of educational and residential facilities followed. The completion in 1928 of WMU Memorial Dormitory brought to three the number of major buildings on campus and served as evidence that the university was established in the hearts and lives of Oklahoma Baptists.

The Board of Trustees elected John Wesley Raley eighth president in 1934. Dr. Raley's tenure of service was to extend over 27 years as president, followed by four years as chancellor. During these decades the University achieved significant growth both in the number of students served and in the quality of the educational program offered to them.

In 1952, the University received accreditation from the North Central Association of Colleges and Schools. The oldest collegiate program for nursing education in the state of Oklahoma dates from 1952 at Oklahoma Baptist University. The National League of Nursing accredited the School of Nursing in 1960. In 1963, the Warren M. Angell College of Fine Arts received accreditation from the National Association of Schools of Music. OBU's Teacher Education Program was accredited by the National Council for Accreditation of Teacher Education in 1968. The Paul Dickinson School of Business was accredited by the Association of Collegiate Business Schools and Programs in 1995.

The University's physical plant grew with the completion of the Albert and Laura Belle Geiger Center for University Life in 1970 and the Mabee Learning Center in 1976. In 1977, the University launched the "Growth for the Future" campaign during which funds were raised to build the Noble Complex, completed in 1982, and a married student apartment complex. Renovation of Shawnee Hall, WMU and Brotherhood dorms, and the Howard apartments were also made possible through the campaign.

In 1982, Dr. Bob R. Agee became the thirteenth president of Oklahoma Baptist University. Under Dr. Agee's leadership enrollment has increased, the University's long range plans have been updated, the curriculum has been revised, the administrative structure has been reorganized, and major capital campaigns have been conducted to increase endowment and scholarship funds, construct the W. P. Wood Science Building, replace Montgomery Hall, provide the Sarkeys Telecommunication Center, construct the Bailey Business Center, provide additional married student housing, and renovate Kerr Dormitory, Thurmond Hall and Shawnee Hall. Extensive campus landscaping has occurred and additional parking lots have been provided. Construction of the 150 bed Doris and Jim Taylor Residence Center was begun in 1996, funded through the \$25 million Foundation for the Future Campaign begun in 1995.

The following men have served as President of Oklahoma Baptist University:

J. M. Carroll	1911-1912
F. M. Masters	1915-1919
J. A. Tolman	1919-1922
J. B. Lawrence	1922-1926
W. W. Phelan	1926-1930
W. C. Boone	1930-1932
H. V. Davis	1932-1934
J. W. Raley	1934-1961
J. R. Scales	1961-1965
G. C. Cothen	1966-1970
W. G. Tanner	1971-1976
E. E. Hall	1977-1982
Bob R. Agee	1982-

1.3 General Organization and Administration

1.3.1 Governance

The University is owned and operated by the Baptist General Convention of the State of Oklahoma. The BGCO operates the University through a Board of Trustees elected by the Convention. The Board consists of 32 members, eight of whom are elected each year for four-year terms. Trustees may be reelected after a lapse of one year following the completion of a four-year term. The organization of the Board is described in the Charter and Bylaws of the University (Appendix A).

Administration of the daily operation of the University is vested by the Board of Trustees in the President of the University. The President, who serves as an ex-officio member of the Board of Trustees, is responsible to the Board and makes regular reports to them on the work and condition of the institution.

The President delegates specific responsibilities for University programs and operations to the administrative officers of the University, who report directly to him/her. Specific responsibilities for program and policy review is vested by the President in University Councils and Committees and in the University Forum, which make recommendations to the President. The power of review or final decision in all areas is lodged in the Board of Trustees or delegated by it to the President.

The President is the official representative and spokesman for the university to all constituencies. Official communication involving students, faculty members, administrative officers, or other University personnel with the Board of Trustees or the Baptist General Convention of Oklahoma flows through the Office of the President. The President or his/her designated representative also serves as the University spokesman for communication concerning the University to the press or to the general public.

1.3.2 Administrative Officers

The President of the University is responsible for developing the organizational structure and assigning duties to assure that the work of the University is performed effectively and efficiently. The relationships of University officers are presented in the organizational charts which follow (see section 1.4). The administrative structure may be revised by the President from time to time; hence, the organizational charts included in this document may no longer be valid. While major lines of responsibility are indicated, all interrelated responsibilities which may involve several officers are not shown.

1.3.3 Executive Cabinet

The Executive Cabinet provides advice and assistance to the President in carrying out the day-to-day operations of the institution. Members are President, Executive Vice President, Chief Academic Officer, Vice Presidents for Development and for Religious Life, Assistant Vice Presidents for Business Affairs and Alumni Affairs, Director of Information Systems and Services, Deans of Student Life and of Admissions, Director of Public Relations, and Executive Assistant to the President. The Cabinet meets regularly to coordinate programs and calendar and assists in providing leadership for planning, managing, and evaluating the work of the University. The President serves as Chairman of the Executive Cabinet.

1.3.4 University Forum and Faculty Forum

All faculty and designated administrators and professional staff members comprise the University Forum whose purpose is to provide a vehicle for sharing information and discussing issues affecting the University's program and policies. Proposals concerning curriculum, academic standards, the granting of degrees, and other matters of academic concern are designated by the Board of Trustees to be the specific concern of the voting faculty which comprises the Faculty Forum (see section 1.7.3.1 and Appendix B). Proposals/motions approved by the University Forum or the Faculty Forum constitute recommendations from those bodies to the President. The power of review and final decision is lodged in the Board of Trustees or delegated by it to the President.

The President presides at all meetings of the Forums. However, for deliberations and voting on curriculum decisions and items of business which impinge directly upon academic concerns, the President yields the chair to the Chief Academic Officer. In other items of business, the President may participate in deliberations of the University Forum or Faculty Forum without yielding the chair.

The Forums meet monthly except in September, June and July. The August meeting occurs during the pre-session workshop. The August, December, February and May meetings are designated University Forums. The Faculty Forum convenes in the other months. Each member of the faculty and designated members of the administration and professional staff are expected to attend the meetings of the Forum unless excused by the President. Special meetings may be called by the President as needed.

1.3.5 University Committees and Councils

Standing committees consisting of faculty, administrative staff, and students provide assistance in the administration of the University by conducting research, formulating recommendations, and carrying out other tasks assigned to them. The President appoints all University standing committees with the assistance and counsel of the Executive Cabinet, the Faculty Council,

and the Student Government Association. Standing committees present their reports and recommendations through the University Forum. (See Section 1.8.2 for committee names and definition of responsibilities.)

In 1993, the President developed a program management structure by establishing four councils which have as goals the improved cost efficiency of administration of the university, the expansion of participation in policy formation and administration, the improved effectiveness of all programs and improved atmosphere and quality of service to students.

The groups are the Academic Council chaired by the Chief Academic Officer; the Student Life Council, chaired by the Dean of Students; and the Financial and Facility Management Council and the External Relations Council, chaired by the Executive Vice President.

The President may name ad hoc committees at any time. Such committees report directly to the President who coordinates the release of their reports to the University Forum.

1.4 Organizational Charts (refer to the following pages)

- 1.4.1 Institutional Organizational Chart
- 1.4.2 Academic Affairs Organizational Chart
- 1.4.3 Religious Life Organizational Chart
- 1.4.4 Student Development Organizational Chart
- 1.4.5 Admissions Organizational Chart
- 1.4.6 Executive Vice President Organizational Chart
- 1.4.7 Business Affairs Organizational Chart
- 1.4.8 Office of Information Systems and Services
- 1.4.9 Physical Plant Organizational Chart
- 1.4.10 Institutional Advancement Organizational Chart
- 1.4.11 Program Management Structure

1.5 Administrative Officers: Executive Cabinet

1.5.1 President

The President of the University is elected by the Board of Trustees. He/she serves as the chief executive and administrative officer of the University and oversees all officers and departments, both academic and administrative. He/she is responsible to the Board of Trustees for the effective and efficient operation of the entire program of the University. His/her primary function is to provide educational leadership for the University and the Board in achieving the goals and objectives of the University. Related to this function are his/her responsibilities for providing opportunities for effective teaching and learning; for stimulating, coordinating, and evaluating the planning of the future of the institution; for seeing that sufficient resources are procured to assure financial stability; for managing all institutional resources; and for keeping the Board properly informed to assure effective decision-making. The President is responsible for nominating for appointment by the Board of Trustees all members of the faculty.

The President serves as chairman of the Executive Cabinet and presides over all meetings of the University Forum. He/she has the authority to appoint all University standing and ad hoc committees, within the boundaries established in this Handbook, and serves as an ex-officio member of each trustee, administrative, and faculty committee.

1.5.2 Executive Assistant to the President

The Executive Assistant to the President, a part-time position, is appointed by the President of the University and provides direct staff support for the President on specific projects and concerns as assigned. He/she has specific responsibility for assisting the President in coordination of institutional planning and internal communication. He/she serves as a member of the Executive Cabinet.

1.5.3 Chief Academic Officer

See 1.6.1.1 for description of responsibilities.

1.5.4 Vice President for Religious Life

The Vice President for Religious Life is directly responsible to the President of the University. Under the general supervision of the President, he/she is responsible for planning, supervising, and administering a comprehensive program of worship, spiritual encouragement, and involvement in ministry for the University community. He/she provides general supervision for the religious activities and organizations on the campus and provides leadership for the spiritual development of students, faculty, and staff.

The Vice President for Religious Life serves as the liaison between the University and the churches of the Baptist General Convention of Oklahoma. He/she assists the President in coordinating the University's representation at various church, association, and convention meetings. He/she provides assistance for churches by directing a pulpit supply bureau utilizing both students and other University personnel.

The Vice President for Religious Life serves as a member of the Executive Cabinet, the Committee for Religious Life, the Academic, Student Life and External Relations Councils.

1.5.5 Dean of Admissions

See 1.6.2.1 for description of responsibilities.

1.5.6 Dean of Students

See 1.6.6.1 for description of responsibilities.

1.5.7 Executive Vice President

See 1.6.3.1 for description of responsibilities.

1.5.7.1 Vice President for Development

See 1.6.4.1 for description of responsibilities.

1.5.7.2 Director of Public Relations

See 1.6.4.7 for description of responsibilities.

1.5.7.3 Assistant Vice President for Business Affairs

See 1.6.3.2 for description of responsibilities.

1.5.7.4 Director of Information Systems and Services

See 1.6.3.3 for description of responsibilities.

1.6 Administrative Position Summaries

1.6.1 Academic Affairs

1.6.1.1 The Chief Academic Officer of the University (whose official title is determined by the President) is directly responsible to the President. Under the general direction of the President, he/she is responsible for planning, supervising, and evaluating the academic program of the University. He/she provides leadership for the faculty in establishing and maintaining a superior instructional program which fulfills the educational goals and objectives of the institution.

The Chief Academic Officer supervises the academic personnel of the University, including deans of colleges and schools, the Dean of Libraries, and the Academic Center staff. He/she is an ex-officio member of all University standing and ad hoc committees which are directly related to the academic program of the University. He/she is a member of the Executive Cabinet and chairs the Academic Council.

1.6.1.2 College/School Deans: Each college and school within the University is administered by a dean, appointed by the President of the University. Deans administer the academic programs of the respective colleges and schools under the direction and supervision of the Provost. A detailed description of the responsibilities of the deans is included in section 1.7.2.1.

1.6.1.3 The faculty of Oklahoma Baptist University consists of all persons who are appointed by the University to teach one or more courses in the University. Professional librarians with full-time University appointment are administrative employees but also considered part of the Faculty. Faculty work under the general supervision of the Chief Academic Officer and the deans of the respective colleges and schools.

1.6.1.4 The Dean of Library Services provides leadership in formulating and administering Learning Center personnel policy, in planning and administering the budget for the center, and in administering the policies, rules, and regulations governing the use of the center. The Dean of Library Services reports to the Chief Academic Officer.

1.6.1.5 The Director of Academic Records/Registrar maintains transcript and registration records, assists in academic statistical research, and reports to the Chief Academic Officer.

1.6.1.6 The Director of Academic Services/Degree Counselor supervises the registration of all students and serves as Degree Counselor for the undergraduate programs and works under the direction of the Chief Academic Officer.

1.6.2 Admissions

1.6.2.1 The Dean of Admissions is directly responsible to the President of the University. Under the general supervision of the President, he/she plans, supervises and administers a comprehensive program in identifying, cultivating and securing applications from prospective students. He/she conducts market research and makes recommendations designed to improve the outreach of the University. He/she assumes responsibility for assuring that the admissions policies of the University are consistently and judiciously upheld. He/she also administers the budget of the Admissions Department and supervises the department's personnel. The Dean of Admissions serves as a member of the Executive Cabinet and as a member of the Admissions Committee, the Academic Council, and the Student Life Council.

1.6.2.2 The Associate Director of Admissions is responsible for providing admissions counseling for prospective students who visit the campus, counseling for transfer and international students, and under the general direction of the Dean of Admissions, for supervising the operation of the campus admissions office.

1.6.2.3 The Admissions Counselors represent the University to prospective students, church staff members, and high school counselors and are responsible for identifying, contacting, cultivating, and securing applications from prospective students in assigned geographic areas both in Oklahoma and out of state. They report directly to the Dean of Admissions.

1.6.3 Business Affairs

1.6.3.1 The Executive Vice President is the Chief Financial Officer of the University and reports directly to the President. Under the general direction of the President, the Executive Vice

President is responsible for planning and operating the fiscal affairs and implementing and coordinating a comprehensive program of fund raising and public relations of the University. He/she serves as Treasurer and Chief Budget Officer of the University.

The Executive Vice President supervises the work of the Vice President for Development, the Directors of Public Relations and Information Systems and Services, and the Assistant Vice Presidents of Business Affairs, and Physical Plant. He/she is a member of the Executive Cabinet, chairs the Financial and Facility Management and External Relations Councils, and is Vice President for Operations and Treasurer of Tulsa Royalties Company.

1.6.3.2 The Assistant Vice President for Business Affairs is directly responsible to the Executive Vice President of the University. Under the general direction of the Executive Vice President, he/she operates the fiscal affairs of the University, providing supervision for receipt, payment, investment, and accounting of the University's funds. He/she assists the Executive Vice President in planning and administering the university's budget and provides regular reports on the fiscal conditions of the University. He/she maintains accurate records of the financial affairs of the university and supervises other fiscal matters related to the functioning of the University.

He/she supervises the work of the Controller, Director of Business Services, Director of Student Financial Services, Internal Auditor, Director of the Geiger Center, who is responsible for the preparing and coordinating the University calendar of activities. He/she serves as liaison with the Food Service Director, a contracted auxiliary service. He/she is a member of the Executive Cabinet and of the Financial and Facility Management Council.

1.6.3.3 The Director of Information Systems and Services is directly responsible to the Executive Vice President of the University. Under the general direction of the Executive Vice President, he/she is responsible for planning, implementing, and coordinating the computer information systems for the University and assuring efficient use of the campus computer systems to meet the academic and administrative needs of the University. He/she is a member of the Executive Cabinet and of the Financial and Facility Management Council.

1.6.3.4 The Assistant Vice President for Business Affairs/Physical Plant supervises the operation and maintenance of the University's building, grounds and vehicles. He/she is responsible for the Campus Safety Department, and oversees the development and construction of new buildings and the remodeling of existing structures. He/she reports directly to the Executive Vice President.

1.6.3.5 The Director of Business Services serves as University purchasing officer and administrator of casualty and medical/dental insurance programs. He supervises the work of the Director of Personnel; of Institutional Services, which includes the print shop, the mail room, and the switchboard; and is liaison to the University Bookstore, which is a contracted service. He reports to the Assistant Vice President for Business Affairs.

1.6.3.6 The Controller supervises the work of the Business Office, maintaining accurate records of the financial affairs of the University, and is responsible for payroll, accounts payable and accounting. The Controller supervises cashiers, accounts payable, payroll, student loan collections, billings, and accounting. The Controller reports to the Assistant Vice President for Business Affairs.

1.6.3.7 The Internal Auditor is responsible for testing and evaluating financial management systems and records to determine that fiscal policies and procedures are accurately maintained and is responsible for recommending systems and procedures to more efficiently handle the accounting for university assets and fiscal programs. The Internal Auditor assists the independent auditors employed by the Board of Trustees for the annual audit of University records. The Internal Auditor reports to the Assistant Vice President for Business Affairs. In addition, the Internal Auditor is Manager of Tulsa Royalties Company, a separately organized non-profit foundation with assets of approximately 14,000 acres of mineral interests. Net earnings of Tulsa Royalties Company inure to the benefit of Oklahoma Baptist University.

1.6.3.8 The Director of Student Financial Services is responsible for planning and operating a program to assist eligible students in obtaining financial assistance to attend OBU, utilizing scholarships, long-term loans, grants, part-time employment, and various education assistance programs. The Director also manages the payment plans used by students to pay their tuition, fees, room and board. The Director of Student Financial Services reports to the Assistant Vice President for Business Affairs.

1.6.3.9 The Director of the Geiger Center manages the Geiger Center, coordinates the University activities calendar, and coordinates the use of University facilities by off-campus groups during summer months. The Director reports to the Assistant Vice President for Business Affairs.

1.6.3.10 The Director of Food Services supervises the preparation and serving of student meals and all other public and private dinners or banquets held on campus. The operation is a contracted service. The Director of Food Services reports to the Assistant Vice President for Business Affairs.

1.6.3.11 The Director of Physical Plant Operations supervises the daily activities of the Physical Plant including maintenance of campus grounds, structures, and electrical, heating and cooling systems. The supervisor of custodial services, which is contracted, reports to him. The Director of Physical Plant Operations reports to the Assistant Vice President for Business Affairs/Physical Plant.

1.6.4 Development, Alumni, and Public Relations

1.6.4.1 The Vice President for Development is directly responsible to the Executive Vice President of the University. Under the general direction of the Executive Vice President, he/she is responsible for planning, implementing, and coordinating a comprehensive program of fund raising. He/she is responsible for securing the financial support necessary for the annual operating expense of the University, developing and maintaining an effective, ongoing alumni support program, planning and supervising campaigns to raise funds for capital improvements, and conducting other fund-raising programs as needed by the University. The Vice President for Development administers the Development Department's budget and supervises department personnel. He/she serves as a member of the Executive Cabinet and of the External Relations Council.

1.6.4.2 The Director of Estate Planning Services is responsible for planning and conducting a program to promote estate planning and deferred giving among the University's various constituencies and conducts research to identify prospective major donors for the University (see also section 1.5.4.2). He reports directly to the Vice President for Development.

1.6.4.3 The Assistant Vice President for Alumni Affairs administers all alumni programs. He reports to the Vice President for Development.

1.6.4.4 The Assistant Vice President for Development/Campaigns is responsible for directing financial campaigns designed to provide funds for new construction, renovation projects, endowment, and other special projects as needs arise. He reports to the Vice President for Development.

1.6.4.5 The Regional Development Directors are responsible for personal solicitation of donors and prospective donors within specific geographic areas in support of the operating budget and capital campaigns. The Directors report to the Vice President for Development.

1.6.4.6 The Director of Foundation and Corporate Giving is responsible for research and development of grant proposals to foundations and corporations for gifts to support University operations, special projects and capital campaigns and reports to the Vice President for Development.

1.6.4.7 The Director of Public Relations is directly responsible to the Executive Vice President of the University. He/she is responsible for seeing that an effective news information service is provided for the University community and that attractive promotional materials are produced to enhance the University's relationships with its various publics. He/she serves as editor for the University's various publications. The Director of Public Relations is a member of the Executive Cabinet and of the External Relations Council.

The Director of Public Relations provides leadership in planning and conducting a comprehensive program of public relations for the University, supervises public relations department personnel, serves as editor of University publications, and works with the various constituencies to assure adequate communication (see also section 1.5.4.3). He reports to the Executive Vice President.

1.6.5 Religious Life

1.6.5.1 The Vice President for Religious Life provides leadership in planning, coordinating, and implementing a comprehensive program of worship, spiritual encouragement, and involvement in ministry for the university community (see also section 1.5.3.1). He reports directly to the President of the University.

1.6.5.2 The Director of Religious Activities and Baptist Student Union Director provides leadership in planning, implementing, and coordinating the program of religious activities for the campus, seeking to involve students and staff in experiences which foster meaningful spiritual growth. He reports to the Vice President for Religious Life.

1.6.6 Student Development

1.6.6.1 The Dean of Students is directly responsible to the President of the University. Under the general direction of the President, he/she is responsible for planning, implementing, and supervising a comprehensive program of services for the students of the University, including housing, health services, career counseling and placement, new student orientation, and student activities. He/she is responsible for supervising student organizations, administering University regulations affecting student life, and providing guidance for the work of the Student

Government Association. He/she supervises the budget for the student development program, coordinates staff training, and gives direction to the realization of goals and objectives in the student development area.

The Dean of Students serves as a member of the Executive Cabinet, of the Student Development Committee, the Teacher Education Committee, and of the Student Life and Financial and Facility Management Councils.

1.6.6.2 The Director of Residential Life/Student Activities oversees University housing, advises student government and social clubs, conducts in-service education for the full-time and student housing staff, supervises developmental activities for residential students and is advisor to the Campus Activity Board and the University Concert Series. The Director reports to the Dean of Students.

1.6.6.3 The Director of Student Services administers a comprehensive program offering career exploration opportunities, counseling, guidance, and testing services to all students and a placement service to students and alumni. The Director supervises the student health service and coordinates the work of the personal counselors. The Director, who reports to the Dean of Students, also provides career exploration assistance to Baptist churches, area school systems, and youth encampments upon request.

1.7 Organization of Academic Program

1.7.1 Academic Program Governance

Administration of the academic program has been vested by the President in the Chief Academic Officer. He/she provides general leadership in planning, implementing, and administering the academic program of the University and provides leadership in recruiting and developing quality faculty for the University. Deans and department chairmen have been appointed to provide assistance in planning and administering the various academic program units.

1.7.2 Academic Program Units

The University conducts its academic program through the following units, each of which is administered by a dean.

- The College of Arts and Sciences
- The College of Fine Arts
- The School of Business
- The School of Christian Service
- The School of Nursing

Composition of the colleges and schools is portrayed in the academic organization chart. (See section 1.4.2)

1.7.2.1 Academic Deans

The deans of the colleges and schools are appointed by the President and administer the academic programs of their respective colleges and schools under the direction and

supervision of the Chief Academic Officer. Within their respective colleges and schools, the deans are responsible for such duties as:

- a. coordinating the planning and scheduling of academic offerings;
- b. coordinating and supervising the preparation, justification, and administration of the college/school budget;
- c. coordinating faculty recruitment and making recommendations for hiring;
- d. selecting and supervising department chairmen;
- e. monitoring faculty load;
- f. coordinating faculty evaluation;
- g. coordinating faculty development;
- h. making recommendations concerning senior faculty status, promotion, and renewal of faculty contracts;
- I. overseeing long-range planning efforts for the college or school;
- j. serving, at need, as liaison between faculty and students;
- k. serving, at need, as a liaison between faculty and other University administrators;
- l. overseeing student advisement and determining student eligibility for graduation;
- m. approving, where appropriate, deviations from standard degree programs;
- n. approving independent studies courses and arranged courses;
- o. counselling with students experiencing noticeable academic difficulty;
- p. encouraging professional, intellectual, and spiritual growth of faculty, staff, and students;
- q. cooperating with other deans and with the Chief Academic Officer to propose revisions of academic policy;
- r. providing lines of communication concerning the formation and administration of University policy and programs between the faculty and the administrative units of the University.

1.7.2.1.1 Evaluation of Academic Deans

Each academic dean will be evaluated annually by each member of his school/college. By April 15 of each academic year the Chief Academic Officer will request a written evaluation of each academic dean from each member of the school/college. The written evaluations will be due on or before May 1. The Chief Academic Officer will review the evaluations, and prior to May 15, will discuss the contents of the evaluations with the academic dean.

1.7.2.2 Council of Deans

The deans of the colleges and schools and the Dean of Library Services comprise a council whose purpose is to work with the Chief Academic Officer in providing leadership and direction for the academic program of the University. The Council hears and rules on appeals by students for readmission and requests for special studies, monitors academic policy, and conducts other deliberations as needed. The Chief Academic Officer serves as chairman of the Council of Deans.

1.7.2.3 Department Chairmen

Department chairmen assist the dean of their respective college in faculty recruitment and provide general supervision of departmental activities. Among the specific duties of the department chairman are the following:

- a. scheduling regular department meetings;
- b. preparing the agenda and presiding over all department meetings and assuring that the minutes of such meetings are forwarded to the members of the department and to the dean of the college/school within two weeks following the meeting;
- c. maintaining a file of departmental records;
- d. assisting departmental faculty in an annual evaluation of their performance and preparing the required written evaluations covered elsewhere in this Handbook;
- e. making candid and documented recommendations to the dean and the Chief Academic Officer regarding promotion in rank, advancement to senior faculty status, and renewal of contracts of departmental faculty members;
- f. preparing the teaching schedule of the department, giving attention to balanced distribution of classes and to efficient levels of student load, subject to the approval of the dean of the respective college/school;
- g. assisting the dean and the Chief Academic Officer in recruiting new faculty in keeping with institutional policies on recruitment and appointment;
- h. assisting in the orientation of new faculty members with regard to departmental, college/school, and institutional policies and procedures;
- i. encouraging departmental personnel to participate in learned societies and in professional development activities;
- j. preparing, in consultation with departmental faculty, departmental goals, objectives, descriptions and revisions of program or curricula, and course descriptions for the catalog;
- k. preparing, in consultation with departmental faculty, departmental budget and supervising the use of budgeted funds within the department;
- l. approving the outline or syllabus of all special studies or independent studies courses offered by departmental faculty;
- m. overseeing and assisting in the department's advising program;
- n. preparing the annual report on the department's progress;
- o. evaluating student complaints regarding department members and handling them in accordance with departmental and institutional procedures;
- p. supervising the departmental procedure by which students are accepted as majors within the department and supervising the monitoring of student progress;
- q. maintaining an accurate and up-to-date inventory of departmental equipment and facilities;
- r. providing lines of communication concerning the formation and administration of policies and programs between members of the department and the administrative officers of the University.

1.7.2.3.1 Appointment of Department Chairmen

The chairman of each academic department is a ranked faculty member appointed by the dean of the respective college or school in consultation with the Chief Academic Officer and the members of the department.

1.7.2.3.2 Evaluation of Department Chairmen

Each chairman will be evaluated annually by each member of his department. By March 1 of each academic year the dean will request a written evaluation of each chairman from each member of the department. The written evaluations will be due on or before April 1. The dean will review the evaluations, prepare his own written evaluation of the department chairman, and prior to May 1, will discuss the contents of the evaluations with the chairman.

1.7.2.3.3 Absence or Removal from Office

When a department chairman is to be absent for a period of less than one month, he/she has the authority to appoint a member of the department to carry out the duties of the chairman in his absence. When a chairman is to be absent for a period of longer than one month, the dean will appoint an acting chairman after consultation with the departmental personnel.

A department chairman can be relieved of his/her administrative duties by the dean of his/her respective college/school at any time during his/her appointment for the following reasons: (1) upon the recommendation of a two-thirds vote of the faculty members within the department; (2) upon the decision of the dean should the chairman, in the judgment of the dean, fail to carry out the duties and responsibilities of the chairman as described in this Handbook.

1.7.2.4 Assistant Deans

Assistant Deans or program directors may be appointed from time to time to assist in implementing various programs of the University. Such appointments shall be made by the President of the University with the advice and council of the Chief Academic Officer and academic dean.

1.7.2.5 Dean of Library Services

The Dean of Library Services provides leadership in formulating and administering Learning Center personnel policy, in planning and administering the budget for the Center, and in administering the policies, rules and regulations governing the use of the Center. The Dean of Library Services reports to the Chief Academic Officer.

1.7.3 Faculty Organization

1.7.3.1 Definition of Voting Faculty

The voting faculty of the University consists of: (1) those persons whose primary responsibility is teaching and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor; (2) the deans of colleges and schools and professional librarians with full-time University appointment; (3) coaches holding full-time University appointment and faculty rank; (4) others in academic or administrative positions who are elected to annual membership upon the recommendation of the Faculty Council. The President of the University and the Chief Academic Officer hold faculty status in the University.

1.7.3.3 Faculty Council

The Faculty Council is composed of annually elected representatives from the voting faculty. The council acts as a representative body of the faculty, leading the faculty in

deliberations on matters of faculty concern as designated in Article I of the "Faculty Constitution and Bylaws" (see Appendix B). The council may make recommendations to the administrative officers of the University, to the Deans' Council, to University standing committees, to the faculty, or to the University Forum. At need, the council serves as a liaison between the faculty and the administration of the University. It makes recommendations to the President concerning faculty membership for University committees and participates in the selection of new faculty and academic administrators. Faculty Council may, in consultation with the President, appoint special committees. The Chairman of the Faculty, elected annually by the voting faculty, serves as the Chairman of the Faculty Council. At the discretion of the Board of Trustees the Chairman of the Faculty Council will normally be invited to attend the regular meetings of the Board of Trustees.

1.7.3.4 Faculty Service on Committees

The Faculty Council in consultation with appropriate administrative officers of the University recommends to the President the faculty membership and the faculty chairmen of standing committees of the University. The Faculty Council assists the President in evaluating the work of members of the various committees and recommends replacements when vacancies occur on the committees.

1.7.3.5 Faculty Meetings

At least once each semester, the Faculty Chairman will call a meeting of the faculty for discussion of issues of specific concern to the faculty. Faculty officers will be elected in a called faculty meeting during the spring semester each year. Called meetings of the faculty will conform to the procedures specified in the "Faculty Constitution and Bylaws".

1.8 University Committees

Committees at Oklahoma Baptist University assist the administration in making decisions affecting the University. Committees are appointed by the President and are composed of representatives from the students, the faculty, and the administration. Their function is to involve representatives of the University community who possess special knowledge, interests, and skills in the decision-making process; to increase open communication within the University; and to assist in formulating and communicating appropriate recommendations addressing University programs and policies. Continuity of membership will be one of the considerations in appointments each year.

1.8.1 Ad Hoc Committees

The President may appoint ad hoc committees at any time to assist in researching issues and developing recommendations. Such committees report their findings directly to the President who coordinates the use and release of reports.

1.8.2 Standing Committees

Standing committees consisting of faculty, administrative staff, and students provide assistance in the administration of the University by conducting research, formulating recommendations, and carrying out other tasks assigned to them. The President appoints all University

committees with the assistance and counsel of the Executive Cabinet, the Faculty Council and the Student Government Association. Faculty representatives and faculty chairmen will be recommended to the President by the Faculty Council each May. The Student Government Association president will recommend to the President student representatives each May.

1.8.2.1 Admissions Committee

The Admissions Committee recommends policy, conducts research, and provides consultation to the Admissions Office in conducting a comprehensive program of recruitment of qualified students. The committee makes recommendations regarding admission or readmission of students who do not meet the University's requirements for regular admissions and assists the Dean of Admissions with other admissions-related issues.

1.8.2.2 Athletics Council

The Athletics Council provides leadership in the development and administration of the athletics program of the University, including varsity athletics, intramurals, community recreation and fitness programs, and other activity programs of the Department of Health, Physical Education and Recreation.

1.8.2.3 Curriculum Committee

The Curriculum Committee considers, evaluates, and makes recommendations concerning proposed curriculum changes.

The committee reports its recommendations in writing to the faculty at meetings of the University or Faculty Forum. Specifically, the Curriculum Committee will consider and make recommendations concerning:

- a. proposed changes in course number, title, credit, description, prerequisite, time, and/or frequency of offering;
- b. proposals to add courses to the curriculum;
- c. proposals to delete courses from the curriculum;
- d. proposals to add new programs (major, minor or area of concentration) to the curriculum;
- e. proposals to delete programs (major, minor or area of concentration) from the curriculum;
- f. proposals to add requirements to an already established program which will increase hours in the program;
- g. proposals to change significantly (over 30% of the course requirements) an already established major, minor, or area of concentration;
- h. proposals to change basic core or degree core requirements for a program.

Proposed course and/or program revisions must be submitted to the committee in writing by department chairmen with the approval of the dean of the respective college(s)/school(s), and the Chief Academic Officer. (See section 3.11 for full outline of the procedure to follow when making changes in the curriculum.)

The Curriculum Committee assists the Chief Academic Officer in academic program review. (See section 2.9.4.2)

1.8.2.4 Faculty Development Committee

The Faculty Development Committee works with the deans and the Chief Academic Officer in planning and promoting a comprehensive program of professional development for the instructional staff of the University. The committee provides leadership in implementing University policies and procedures regarding professional development. (See section 2.11.6)

1.8.2.5 Faculty Grievance Committee

The Faculty Grievance Committee conducts proceedings involving complaints and grievances filed by faculty members so as to insure that such complaints and grievances are fairly and thoroughly considered. (See Section 2.16)

1.8.2.6 Faith and Discipline Committee

The Faith and Discipline Committee exists to assist faculty in considering the relations between faith and the disciplines. The committee helps faculty to address the application of faith to pedagogy, the confrontation between faith and individual disciplines, and the practice of faith within the larger university community through book studies, workshops and publication of faculty papers.

1.8.2.7 Graduate Studies in Marriage and Family Therapy Committee

The Graduate Studies in Marriage and Family Therapy Committee is responsible for the core operations of the Graduate Program in MFT. The Committee approves all student admissions to the program, advises the director concerning the hiring of adjunct faculty, recommends to the Curriculum Committee all proposed program changes, and serves as the judicial body for a formal hearing in a grade appeal.

1.8.2.8 Honors Committee

The Honors Committee exists to encourage students who manifest exceptional academic skills to pursue in-depth study in their major or area of concentration under the guidance of a senior scholar. The committee evaluates and proposes the criteria for honors study to the faculty for approval, admits students who meet these criteria into the program, advises and aids them in their work, and recommends the honors predicate for students who complete the program satisfactorily.

1.8.2.9 Human Relations Council

The Human Relations Council considers issues of diversity and equality on campus, including race, gender, religion, politics, ethnicity, and other related issues. The Council recommends policy concerning diversity and equality, initiates studies, reviews events and other matters referred to it by individuals or other campus bodies, provides consultation, and facilitates activities that promote understanding between groups.

1.8.2.10 Human Subjects Research Committee

The Human Subjects Research Committee reviews all research projects involving human subjects (except for those exempt from consideration as defined in section 2.10.8.10 of this Handbook) proposed by faculty, students, members of the administration, other OBU employees, or off-campus colleagues. The committee considers the research proposed in light of applicable federal and state regulations, ethical standards established by the profession for such work, and the mission and purpose of the University and makes recommendations concerning approval of the research project to the Chief Academic Officer.

1.8.2.11 Learning Center Committee

The Learning Center Committee provides assistance to the Dean of Library Services in developing policies and programs, and in administering all programs associated with the Mabee Learning Center.

1.8.2.12 Planning Analysis Committee

The Planning Analysis Committee provides leadership in developing and implementing a comprehensive continuous planning process for the University. The committee serves as a vehicle for improving internal communication and strengthening coordination. The committee provides a mechanism for allowing representatives of the faculty, student body, administration, alumni and trustees to have more direct involvement in the planning and decision-making processes of the University.

1.8.2.13 Professional Status and Standards Committee

The Professional Status and Standards Committee works with the Chief Academic Officer and the deans to provide guidance and assistance for faculty who are preparing to stand for promotion or senior faculty status. The committee provides leadership in promoting high standards of professional ethics and administers the faculty review procedure in promotion and tenure considerations.

The Professional Status and Standards Committee is also responsible for coordinating developmental reviews for the senior faculty.

1.8.2.14 Publications Board

The Publications Board recommends policies for student publications, recommends students to serve as editors, and makes recommendations on requests for on-campus distribution of independent publications. The committee also hears appeals regarding student publications.

1.8.2.15 Radio/Television Production Board

The Radio/Television Board provides input and feedback on matters related to radio and television productions developed by OBU students and staff. The board makes recommendations on policies, recommends program concepts, considers problems, serves as a review panel, and hears appeals regarding administrative decisions concerning radio and television productions.

1.8.2.16 Religious Life Committee

The Religious Life Committee works with the Vice President for Religious Life in planning and promoting a comprehensive program that addresses needs for worship, ministry, and spiritual growth of the University community. The committee provides coordination in planning and conducting the University's religious activities programs.

1.8.2.17 Student Development Committee

The Student Development Committee works with the Dean of Students to provide an avenue of communication between students and faculty/administration. The committee recommends policy; initiates studies; reviews matters directed to the committee by the appropriate administrative areas, by the Faculty Council, or by the Student Government Association; and provides

leadership and assistance in planning and implementing the student development program of the University.

The Student Development Committee will appoint a Judicial Subcommittee, composed of three faculty and three students, which serves as an appellate body in disciplinary cases. The subcommittee also reviews and offers consultation to the Dean of Students concerning behavioral regulations.

1.8.2.18 Teacher Education Committee

The Teacher Education Committee reviews, recommends, and/or develops policies relating to the teacher education program.

The Executive Subcommittee (Chairmen of the Teacher Education Committee and Chairmen of the other four subcommittees) prepares the agenda for each meeting of the Teacher Education Committee and assigns specific problems to the appropriate subcommittee for action.

The Curriculum and Standards Subcommittee (Director of Teacher Education, one from the Division of Teacher Education, two from academic divisions, one student, and the Chief Academic Officer) is responsible for reviewing and making proposals about curriculum matters in teacher education.

The Admission and Retention Subcommittee (Director of Teacher Education, Director of Field Experiences, Dean of Students, one each from divisions of Language and Literature, Behavioral and Social Sciences, Natural Sciences and Mathematics, Health Physical Education and Recreation, the College of Fine Arts, and the School of Business) reviews and makes recommendations to the Teacher Education Committee concerning admission and retention procedures and hears students' appeals.

The Follow-Up Evaluation Subcommittee (Director of Teacher Education, one from the Division of Teacher Education, one from the academic divisions, one student, and one practitioner) reviews and recommends procedures for both internal and external follow-up and evaluation studies.

The Faculty Development Subcommittee (Director of Teacher Education, one from the Division of Teacher Education, two from the academic divisions, and one practitioner) reviews and recommends activities appropriate for faculty development and improvement and reviews development plans for each faculty member in teacher education.

1.8.2.19 Traffic Appeals Board

The Traffic Appeals Board hears appeals of rulings by the Traffic Appeals Judge. The board has authority to determine guilt or innocence, to adjust fines, to restrict or deny the privilege of operating and maintaining a motor vehicle on campus and to make recommendations concerning vehicle regulations and policies.

1.8.2.20 Unified Studies Committee

The Unified Studies Committee provides leadership in the development, evaluation, and implementation of the Unified Studies program of the University. The committee also assists the Dean of the College of Arts and Sciences with the orientation of new faculty in understanding the concept of the Unified Studies program.

1.8.3 Committee Procedures

1.8.3.1 Agendas

Agendas will be prepared by chairmen in advance of committee meetings. To facilitate communication between committees and within the University community, agenda items which impinge upon the work of others will be forwarded to the appropriate committee or office or be published in OUR DAY.

1.8.3.2 Minutes of Meetings

Copies of the minutes of University committees will be sent to the office of the President to be filed as the permanent record of the committee. These files are confidential, access being granted in writing only by the President, the Chief Academic Officer, the academic deans, or the Chairman of the Faculty Council. Each committee secretary will maintain a file of minutes and will pass it on to the new secretary.

1.8.3.3 Actions and Recommendations

University standing committees report and make recommendations to the President, to the faculty, or to the University Forum in keeping with procedures suggested in the committee descriptions in Appendix D and/or the committee's specific mandate. Ad hoc committees report their findings directly to the President, who coordinates the use and release of reports. Committee chairmen may be asked to present verbal progress reports to the University Forum from time to time.

1.8.3.4 Other Reports

At the end of each committee year (by April 15) the Faculty Council will request that the chairman of each committee send the Council a brief report summarizing the accomplishments of the committee during the year with suggestions for future consideration. A copy of this report will be retained in the committee's records.

1.8.4 Review of Committees

The President and the Chairman of the Faculty will review annually the work of each University committee and formulate recommendations for the coming year. Addition or elimination of committees, as well as essential changes in assigned tasks of the committees, will be made by the President in consultation with the Faculty Council and the Executive Cabinet.

1.9 Changes in the Faculty/University Contractual Agreement

Section two of the Handbook contains those policies and procedures which constitute the contractual agreement between the University and the faculty. Items in section two or

in any other section of this Handbook which are included for informational purposes are subject to administrative change without review. Those items in section two which constitute the contractual agreement shall be changed through the following procedure. Questions as to which items are part of the contractual agreement shall be resolved through a joint meeting of the Faculty Council and the Executive Cabinet of the University.

Any change in information, policies, or procedures should be distributed to the faculty at least fourteen (14) days before the change takes effect.

1.9.1 Origin of Revision

Suggested revisions in the contractual portion of the Handbook may originate from the President, the Chief Academic Officer, or the Executive Vice President through the Executive Cabinet or a University ad hoc committee, through the faculty through Faculty Council or a sub-committee of that body, or through a University standing committee whose function impacts upon some portion of the University/Faculty contractual agreement.

1.9.2 Review/Revision

Suggestions for change will be reviewed simultaneously by the Executive Cabinet and the Faculty Council. Suggestions for revisions generated by these bodies shall be made in writing to the committee originating the proposed change.

1.9.3 Approval

Following revision of the proposal, the committee originating the revision shall send a final draft to each of the review groups mentioned above. Each group will indicate in writing to the committee whether it does or does not approve the suggested change. Should Faculty Council so desire, it may call a faculty meeting to determine the response of the voting faculty to the suggested revision and may take the response into account when making its recommendation.

Consideration of the proposed change may be stopped at any point preceding the final step by mutual consent of both councils.

1.9.4 Presidential Action

The committee of origin shall send its final draft of the proposed revision to the President, along with a memo indicating the response of each of the review groups. If there is disagreement, the President shall talk with the members of each review group and attempt to resolve the problem.

The President shall formulate a recommendation to the Board of Trustees and submit it with the original proposal and accompanying materials.