

Oklahoma Baptist University

Faculty Handbook

Table of Contents

PREFACE	1
1.0 THE UNIVERSITY ORGANIZATION AND GOVERNANCE	2
1.1 MISSION STATEMENT AND PURPOSE STATEMENT	2
1.1.1 Mission Statement	2
1.1.2 Purpose Statement	2
1.2 BRIEF HISTORY	3
1.3 GENERAL ORGANIZATION AND ADMINISTRATION	5
1.3.1 Governance	5
1.3.2 Administrative Officers	6
1.3.3 Executive Leadership Team	6
1.3.4 Executive Cabinet	6
1.3.5 President’s Council	6
1.3.6 University Forum and Faculty Forum	6
1.3.7 University Councils and Committees	7
1.4 EXECUTIVE CABINET	8
1.4.1 President	8
1.4.2 Provost/Executive Vice President for Campus Life: Chief Academic Officer	8
1.4.3 Executive Vice President for Business and Administrative Affairs, Chief Financial Officer	8
1.4.4 VP for Information Integration Systems and Services and Dean of Library Services, Chief Information Officer	9
1.4.5 VP for University Advancement, Chief Development Officer	9
1.5 ORGANIZATION OF THE ACADEMIC PROGRAM	9
1.5.1 Academic Program Units	9
1.5.2 Academic Program Governance	10
1.5.2.1 Chief Academic Officer	10
1.5.2.2 Academic Deans	10
1.5.2.3 Deans Council	11
1.5.2.4 Division Chairs	11
1.5.2.5 Department Chairs	12
1.5.2.6 Assistant Deans	12
1.5.3 Faculty Organization	13
1.5.3.1 Definition of Voting Faculty	13
1.5.3.2 Faculty Council	13
1.5.3.3 Faculty Service on Councils and Committees	13

1.5.3.4	Faculty Meetings	14
1.6	UNIVERSITY COUNCILS AND COMMITTEES.....	14
1.6.1	Standing Councils and Committees.....	14
1.6.1.1	Standing Councils	14
1.6.1.2	Standing Committees	15
1.6.2	Ad Hoc Committees	15
1.6.3	Committee Procedures	16
1.6.3.1	Agendas	16
1.6.3.2	Minutes of Meetings.....	16
1.6.3.3	Actions and Recommendations.....	16
1.6.3.4	Other Reports	16
1.6.4	Review of Committees	16
1.7	CHANGES IN THE FACULTY/UNIVERSITY CONTRACTUAL AGREEMENT	16
1.7.1	Origin of Revision.....	17
1.7.2	Review/Revision	17
1.7.3	Approval.....	17
1.7.4	Presidential Action	17
2.0	FACULTY CONTRACTUAL PROVISIONS	18
2.1	FACULTY RANK AND TITLES	21
2.1.1	Definition of Faculty.....	21
2.1.2	Definition of Full-Time Appointment.....	21
2.1.3	Definition of the Academic Year.....	21
2.1.4	Locus of Appointment	21
2.2	DEFINITION OF ACADEMIC RANKS AND TITLES.....	22
2.2.1	The Ranked Faculty	22
2.2.1.1	Instructor	22
2.2.1.2	Assistant Professor.....	22
2.2.1.3	Associate Professor.....	23
2.2.1.4	Professor.....	23
2.2.1.5	Professor Emeritus.....	23
2.2.2	Rank for Academic Administrators.....	23
2.2.3	Credit for Experience	24
2.2.4	The Unranked or Extraordinary Faculty: Faculty Not Eligible for Senior Faculty Status or Promotion.....	24
2.2.4.1	Lecturer	25
2.2.4.2	Visiting Professor	25
2.2.4.3	Artist/Writer or Scholar in Residence.....	25
2.2.4.4	Senior Professor.....	26
2.3	TYPES OF CONTRACTS	26
2.3.1	Term Contracts.....	26

2.3.1.1	Full-Time Term Contracts	26
2.3.1.2	Part-Time Term Contracts	26
2.3.2	Probationary Contracts.....	26
2.3.3	Senior Faculty Contract Status	27
2.3.3.1	Five Year Contracts.....	27
2.3.3.2	Continuous Contracts	28
2.3.4	Professional Services Contracts	28
2.4	RECRUITMENT AND APPOINTMENT: POLICIES	29
2.4.1	Recruitment.....	29
2.4.1.1	Initiating a Search	29
2.4.1.2	Conducting the Search.....	29
2.4.1.3	On-Campus Interview	30
2.4.2	Recruitment of Unranked Faculty	30
2.4.3	Appointment.....	30
2.4.4	Nepotism	31
2.4.5	Appointment of Summer School Faculty.....	31
2.5	PERSONNEL FILES.....	32
2.5.1	Pre-employment Files	32
2.5.2	Personnel Files	32
2.6	EVALUATION	34
2.6.1	Administrative Evaluations of Faculty.....	34
2.6.1.2	Evaluation of Faculty on Five-Year Contracts.....	34
2.6.1.3	Evaluation of Faculty on Continuous Contracts	34
2.6.1.4	Evaluation of Faculty on Term Contracts	34
2.6.1.5	General Principles Governing Administrative Evaluation.....	35
2.6.2	Faculty Peer Evaluation.....	35
2.6.2.1	Responsibility of the Professional Status and Standards Committee	35
2.6.2.2	Peer Review Policies and Procedures	36
2.6.2.3	Policies Relative to Use of Review Materials.....	37
2.7	PROMOTION: POLICIES REGARDING RANK	38
2.7.1	Criteria for Promotion in Rank.....	38
2.7.1.1	Teaching Effectiveness	38
2.7.1.2	Professional Development, Research, and Creative Activities	38
2.7.1.3	Service to the University.....	39
2.7.1.4	Christian Commitment and Service.....	39
2.7.2	Levels of Performance.....	39
2.7.3	Sources of Documentation	40
2.7.4	Procedures for Promotion in Rank	40
2.7.4.1	Application for Promotion.....	40
2.7.4.2	Senior Faculty Advisory.....	41
2.7.4.3	The Academic Unit Advisory	41
2.7.4.4	The Deans' Council Advisory.....	42

2.7.4.5	Administrative Action.....	43
2.8	SENIOR FACULTY STATUS: POLICIES AND PROCEDURES	44
2.8.1	Criteria for Senior Faculty Status	44
2.8.2	Procedures for Senior Faculty Status	44
2.8.2.1	Application for Senior Faculty Status	44
2.8.2.2	Evaluation by the Chief Academic Officer.....	45
2.8.2.3	The Academic Unit Advisory	45
2.8.2.4	Senior Faculty Advisory.....	46
2.8.2.5	The Deans' Council Advisory.....	47
2.8.2.6	Administrative Action.....	47
2.8.3	Changes in Contract Status	48
2.9	SEPARATION: POLICIES AND PROCEDURES	49
2.9.1	Non-Renewal of Term Contracts	49
2.9.2	Non-Reappointment.....	49
2.9.3	Resignation	50
2.9.3.1	Rescission.....	50
2.9.4	Retirement	50
2.9.5	Termination or Layoff.....	50
2.9.5.1	Prolonged Mental or Physical Illness.....	50
2.9.5.2	Redirection, Reduction, or Discontinuation of an Academic Department or Program.....	51
2.9.5.3	Financial Crisis	52
2.9.5.4	Financial Exigency.....	53
2.9.5.5	Principles, Procedures, and Recall Provisions.....	54
2.9.6	Dismissal.....	54
2.9.6.1	Procedures Relative to Dismissal	56
2.9.7	Progressive Discipline.....	56
2.9.7.1	Severe Sanctions	57
2.9.7.2	Minor Sanctions.....	57
2.9.7.3	Suspension with Pay.....	57
2.9.8	Rights of the Faculty in a Case Involving Dismissal or Sanction.....	57
2.10	FACULTY RIGHTS, RESPONSIBILITIES, AND PROFESSIONAL ETHICS.....	59
2.10.1	Oklahoma Baptist University Commitment to Excellence and Purpose Statement	59
2.10.2	Professional Ethics.....	59
2.10.3	Romantic Relationships Between Faculty and Students.....	60
2.10.4	Harassment and Discrimination.....	61
2.10.4.1	Definitions	61
2.10.4.2	Investigation and Appeals Procedures	63
2.10.4.3	Retaliation	64
2.10.5	Faculty Responsibilities Relative to University Regulations.....	64
2.10.5.1	Drug Free Campus	64
2.10.5.2	Tobacco, E-Vapor, and Alcohol	64
2.10.5.3	Drug and Alcohol Testing Policy.....	65

2.10.5.4	Types of Drug and Alcohol Testing.....	65
2.10.5.5	Reasonable Suspicion Drug and Alcohol Testing	65
2.10.5.7	Evaluation of Drug Testing Results.....	66
2.10.5.8	Refusal to Submit to Drug Testing.....	66
2.10.5.9	Non-Negative Test Result.....	67
2.10.6	Freedom of Belief.....	67
2.10.7	Academic Freedom	67
2.10.7.1	Academic Freedom for Librarians	68
2.10.7.2	Textbook and Library Review	68
2.10.7.3	Oklahoma Baptist University Policy on the Use of Copyrighted Material.....	69
2.10.8	Faculty Involvement in the Selection of Academic Administrators	70
2.10.9	Faculty Rights Concerning the Learning Environment.....	70
2.10.9.1	Classroom Department.....	70
2.10.9.2	Academic Dishonesty	71
2.10.9.3	Recording/Transmission Devices in the Classroom.....	71
2.10.9.4	Visitation.....	71
2.10.10	Crime Awareness and Campus Security Act Disclosures.....	71
2.10.11	Faculty Responsibilities Concerning Course Preparation and Organization.....	72
2.10.11.1	Course Offerings	72
2.10.11.2	Syllabi.....	72
2.10.11.3	Academic Schedule.....	72
2.10.11.4	Course Content.....	73
2.10.11.5	Classes	73
2.10.11.6	Examinations.....	73
2.10.11.7	Grades	74
2.10.11.8	Books and Materials	75
2.10.11.9	Special Fees.....	75
2.10.11.10	Deadlines	75
2.10.11.11	Research	75
2.10.12	Institutional Supports	75
2.10.12.1	Classrooms.....	76
2.10.12.2	Office Facilities	76
2.10.12.3	Faculty Secretaries or Student Assistants	76
2.10.12.4	Learning Center	76
2.10.13	Professional Travel Expenses.....	76
2.10.14	Dues and Memberships.....	76
2.10.15	Academic Regalia.....	77
2.11	FACULTY WORKLOAD.....	78
2.11.1	Academic Work Year.....	78
2.11.2	Teaching Load	78
2.11.2.1	J-Term and Summer School Teaching	78
2.11.3	Overload Teaching.....	78
2.11.4	Teaching During an Extended Faculty Absence	78
2.11.5	Minimum Class Size.....	79
2.11.6	Service to the Institution.....	79

2.11.6.1	University Governance Responsibilities.....	79
2.11.6.2	College/School/Department/Division Responsibilities.....	80
2.11.6.3	Campus Activities.....	80
2.11.7	Professional Growth and Development.....	80
2.11.7.1	Faculty Rights and Responsibilities Relative to the Faculty Development Program	80
2.11.8	Community Service.....	81
2.11.8.1	Political Activity.....	81
2.11.9	Consulting and Off-campus Employment.....	82
2.11.10	Faculty Availability	82
2.11.10.1	Office Hours	82
2.11.11	Student Advising.....	82
2.11.11.1	Advisement Periods	83
2.12	LEAVE AND REDUCTION IN LOAD	84
2.12.1	Leaves without Pay	84
2.12.1.1	Family and Medical Leave.....	84
2.12.1.2	Other Unpaid Leave.....	85
2.12.1.3	Military Leave.....	85
2.12.2	Paid Leave from Teaching Responsibilities.....	86
2.12.2.1	Paid Leave for Scholarly Activity	86
2.12.2.2	Paid Educational Leave	86
2.12.2.3	Policies Relative to Paid Leave for Educational or Scholarly Activities.....	86
2.12.2.4	Sabbatical Leave.....	89
2.12.2.5	Jury Duty and Elections	91
2.12.3	Short Term Disability	91
2.12.3.1	Leave for the Birth or Adoption of a Child.....	91
2.12.3.2	Communicable Disease Policy.....	92
2.12.4	Temporary Disability	93
2.12.5	Bereavement Leave	93
2.12.6	Reduction in Load.....	93
2.12.6.1	Part-time Leave without Pay.....	94
2.13	FRINGE BENEFITS.....	95
2.13.1	State and Federal Mandated Programs.....	95
2.13.1.1	Social Security and Medicare.....	95
2.13.1.2	Withholding Tax	95
2.13.1.3	Unemployment Insurance.....	95
2.13.1.4	Worker's Compensation	96
2.13.1.5	Flexible Benefit Options.....	96
2.13.2	Insurance	96
2.13.2.1	Medical Insurance.....	96
2.13.2.2	Dental Insurance.....	96
2.13.2.3	Group Life, Accidental Death and Dismemberment and Long Term Disability Insurance	96
2.13.3	Retirement Plans.....	96
2.13.3.1	Eligibility	97

2.13.3.2	Employer Contributions.....	97
2.13.3.3	Employee Contributions	97
2.13.3.4	Age 50 Catch-up Contributions	97
2.13.3.5	Vesting Period.....	98
2.13.4	OBU Tuition.....	98
2.13.5	Fringe Benefits for Retired Faculty.....	98
2.13.5.1	Health Insurance.....	98
2.13.5.2	OBU Tuition for Retired Employees	98
2.13.6	Other Privileges	98
2.14	COMPENSATION POLICIES FOR FACULTY	99
2.14.1	Memorandums of Contract	99
2.14.2	Compensation for Full-Time Faculty.....	99
2.14.3	Compensation for Part-Time Faculty.....	99
2.14.4	Separately Funded Programs	100
2.14.4.1	Grant Proposals	100
2.14.4.2	Project Administration.....	100
2.14.4.3	Remuneration Effects	100
2.14.5	Remuneration Related to Extended Faculty Absence	100
2.15	GRIEVANCE AND COMPLAINT PROCEDURES.....	101
2.15.1	Definitions.....	101
2.15.2	The Standing Committee of Faculty Grievance (Grievance Committee).....	101
2.15.3	General Rules of Procedure for Grievances	101
2.15.4	Faculty Grievance Procedure.....	101
2.15.4.1	Step One: Attempted Resolution	101
2.15.4.2	Step Two: Formal Complaint or Grievance	102
2.15.4.2.1	Committee Disposition of a Complaint.....	102
2.15.4.3	Step Three: Grievance Hearing	102
2.15.4.4	Step Four: Presidential Review	103
2.15.4.5	Review of Record by the Executive Committee of the Board of Trustees	103
2.16	ACADEMIC HONESTY POLICY AND PROCEDURES.....	105
2.16.1	Step One: Attempted Resolution.....	105
2.16.2	Step Two: Conciliation Conference.....	105
2.16.3	Step Three: Formal Hearing	105
2.16.4	General Rules of Procedure.....	106
2.17	GRADE APPEALS POLICY	107
2.17.1	Step One: Attempted Resolution.....	108
2.17.2	Step Two; Formal Hearing.....	108
2.17.3	General Rules of Procedure.....	109
2.17.4	Faculty Appeal Rights in a Grade Appeal Case	110
2.17.5	Changing a Grade in a Grade Appeal Case	110

3.0	ACADEMIC ORGANIZATIONAL POLICIES AND PROCEDURES.....	111
3.1	ACADEMIC PUBLICATIONS	111
3.1.1	The Undergraduate Academic Catalog and Graduate and Professional Studies Academic Catalog	111
3.1.2	The Academic Calendar	111
3.1.3	The Class Schedule.....	111
3.1.3.1	Schedule Publications	111
3.1.3.2	Scheduling of Classrooms	112
3.1.3.3	The Semester Examination Schedule	112
3.2	REGISTRATION ACTIVITIES.....	112
3.2.1	Early Registration for Current Students.....	112
3.2.1.1	Registration of New Freshmen	112
3.2.2	Regular Registration	113
3.2.3	Late Registration.....	113
3.2.4	Exceptional Registrations.....	113
3.2.4.1	Arranged Courses	113
3.2.4.2	Independent Study	113
3.2.4.3	Topics Courses.....	114
3.2.4.4	Pass/Fail	114
3.2.4.5	Audit.....	114
3.2.4.6	No Credit Desired (NCD) (Discontinued).....	115
3.2.4.7	Repeated Courses	115
3.2.5	Special Registration	115
3.2.5.1	Continuing Education.....	115
3.2.6	Change in Registration.....	115
3.2.6.1	Add/Drop or Change of Course	115
3.2.6.2	Cancellation, Drop, and Withdrawal	116
3.3	CREDIT BY EXAMINATION	116
3.4	FACULTY ADVISORS	116
3.4.1	Assignment of Faculty Advisors	116
3.4.2	Responsibilities of Faculty Advisors.....	117
3.5	REGISTRATION REPORTS	117
3.5.1	Class Rosters	117
3.5.1.1	Book Order Information.....	117
3.5.2	Faculty Teaching Load Report.....	117
3.5.3	Enrollment Comparisons and Summaries.....	117
3.5.4	Reports to the Oklahoma State Regents for Higher Education.....	118
3.5.5	In-House Reports.....	118
3.6	THE GRADING SYSTEM AND ACADEMIC STANDARDS.....	118
3.6.1	Grades and Their Values.....	118

3.6.2	Class Absences.....	118
3.6.3	Retention Standards.....	119
3.7	EXAMINATION POLICIES.....	119
3.7.1	Scheduling of Final Examinations.....	119
3.7.2	Student Rescheduling of Final Examinations.....	119
3.7.3	Late Examinations.....	119
3.8	GRADE REPORTING.....	119
3.8.1	Reporting Seventh Week and Final Grades.....	119
3.8.1.1	Grade Corrections.....	120
3.8.1.2	Changes of Temporary Grades.....	120
3.8.1.3	Record Integrity.....	120
3.8.2	Grade Reporting to Students.....	120
3.8.3	Transcript Service.....	120
3.8.4	Determining Academic Honor Rolls.....	121
3.8.5	Determining Academic Eligibility.....	121
3.8.5.1	Awards and Organizations.....	121
3.8.5.2	Athletic.....	122
3.8.5.3	Other.....	122
3.9	GRADUATION.....	122
3.9.1	Application to Graduate: Request for Degree Check.....	122
3.9.2	Vote of the Faculty.....	122
3.9.3	Deadlines for Completion of Degree Requirements.....	123
3.9.4	Academic Predicates.....	123
3.9.5	Certificate of Graduation.....	123
3.10	RECORDS.....	123
3.10.1	Access to University Records.....	123
3.10.2	Permanent Records.....	123
3.11	CURRICULUM CHANGES.....	124
3.11.1	Policy on Curricular Change.....	124
3.11.2	Procedures.....	124
3.12	COURSE CHANGE, CANCELLATION, OR ADDITION.....	125
3.13	CONTINUING EDUCATION COURSES.....	125
3.13.1	Policy.....	125
3.13.2	Procedure.....	126
3.14	SPONSORED TRAVEL PROGRAMS.....	126
3.15	MABEE LEARNING CENTER.....	127

3.15.1	Books and Periodicals.....	127
3.15.1.1	Borrowing Privileges.....	127
3.15.1.2	Document Delivery.....	127
3.15.1.3	Bibliographic Instruction.....	127
3.15.1.4	Reserves.....	127
3.15.1.5	Acquisitions.....	128
3.15.2	Equipment and Media.....	128
3.16	FACULTY HONORS.....	128
3.16.1	OBU Distinguished Teaching Award.....	128
3.16.1.1	Requirements.....	128
3.16.1.2	Selection Procedure.....	128
3.16.1.3	Award.....	129
3.16.2	OBU Meritorious Service Award.....	129
3.16.2.1	Requirements.....	129
3.16.2.2	Selection Procedure.....	129
3.16.2.3	Award.....	129
3.16.3	OBU Promising Teacher Award.....	130
3.16.3.1	Requirements.....	130
3.16.3.2	Selection Procedure.....	130
3.16.3.3	Award.....	130
3.16.4	Length of Service Awards.....	130
4.0	BUSINESS AND FINANCIAL AFFAIRS POLICIES/PRACTICES.....	131
4.1	BUSINESS AFFAIRS.....	131
4.2	BUDGET.....	131
4.3	PURCHASING.....	131
4.4	ON-CAMPUS SPECIAL REMUNERATION.....	132
4.5	POLICIES ON FACULTY STUDENT ASSISTANT.....	132
4.5.1	Hiring Student Assistants.....	132
4.5.2	Payroll for Student Assistants.....	133
4.6	ACCOUNTS.....	133
4.6.1	Accounts for Student Organizations.....	133
4.6.2	Faculty Accounts.....	133
4.6.3	Bookstore Purchases.....	133
4.7	BUILDING SECURITY, KEYS.....	133

4.8	USE OF UNIVERSITY VEHICLES	134
4.9	MAINTENANCE OF UNIVERSITY PROPERTY	135
	4.9.1 Departmental Maintenance Obligation.....	135
	4.9.2 Reporting Maintenance Needs.....	135
4.10	REGULATIONS GOVERNING USE OF UNIVERSITY FACILITIES.....	135
4.11	COLLECTION OF STATE AND LOCAL SALES TAXES.....	136
4.12	CHECK CASHING.....	136
4.13	UNIVERSITY COMPUTER FACILITIES	137
4.14	FACULTY MAILBOXES.....	137
4.15	INSTRUCTION AND OFFICE MATERIALS.....	137
5.0	STUDENT DEVELOPMENT POLICIES/PRACTICES	138
5.1	STUDENT RIGHTS	138
	5.1.1 Student Academic Freedom	138
	5.1.2 Privacy of Information	138
	5.1.3 Grievance/Complaint Procedures.....	139
5.2	STUDENT RESPONSIBILITIES	139
	5.2.1 College Citizenship.....	139
	5.2.2 Disciplinary Proceedings	140
5.3	INTERNATIONAL STUDENTS.....	140
5.4	STUDENT DEVELOPMENT SERVICES	140
5.5	PERSONAL SERVICES	140
	5.5.1 Counseling.....	141
	5.5.2 Testing.....	141
	5.5.3 Career Development.....	141
	5.5.4 Campus Employment.....	141
	5.5.5 Placement Service.....	141
	5.5.6 Students with disabilities	141
5.6	STUDENT ORGANIZATIONS.....	142
	5.6.1 Student Government Association.....	142

5.7	ACTIVITIES.....	142
5.7.1	Orientation.....	142
5.7.2	University Concert and Lecture Series.....	143
5.7.3	University Calendar.....	143
5.7.4	University Facilities.....	143
6.0	DEVELOPMENT AND EXTERNAL RELATIONS POLICIES AND PROCEDURES.....	144
6.1	OFFICE OF ADVANCEMENT AND UNIVERSITY RELATIONS.....	144
6.1.1	Basic Development Policies of which Faculty Should Be Aware.....	144
6.1.1.1	Off-Campus Solicitation.....	144
6.1.1.2	Reporting Gifts and Donations.....	145
6.1.1.3	Restricted Gifts.....	145
6.1.1.4	Contracts and Grants.....	145
6.1.2	Alumni Office.....	145
6.1.3	Marketing and Communications.....	146
6.1.3.1	News Releases.....	146
6.1.3.2	Crisis Information.....	146
6.1.3.3	Publications.....	146
6.1.3.4	OBU Web Site.....	146
6.1.3.5	Social Media Policy.....	146
6.2	OFFICE OF ADMISSIONS.....	147
	LIST OF APPENDICES.....	148
	APPENDIX A.....	149
	APPENDIX B.....	161
	APPENDIX C.....	167
	APPENDIX D.....	170
	APPENDIX E.....	185
	APPENDIX F.....	189
	APPENDIX G.....	192
	APPENDIX H.....	194
	APPENDIX I.....	195
	APPENDIX J.....	200
	APPENDIX K.....	201
	APPENDIX L.....	202
	APPENDIX M.....	204
	APPENDIX N.....	211
	APPENDIX O.....	216
	APPENDIX P.....	227
	APPENDIX Q.....	228
	APPENDIX R.....	237

Preface

This edition of the handbook represents an abridgement previous versions, since the shift to online publication of manuals and policies, it is no longer necessary to have a single reference point for faculty. However, the structure of the handbook has been retained with references to other documents and websites to assist faculty. No changes were made to the contractual aspects of the handbook in this revision.

The previous revision of The Faculty Handbook occurred in 1983-84. Changes in policy were added to the handbook on an annual basis from 1984 to 1997. The handbook reproduced here, based substantially on the 1983-84 handbook, was revised in 1996, and the contractual section was approved by the Board of Trustees in March, 1997, for use in the 1997-98 contract year. Editors for the handbook were Laura Crouch, Professor of English and J. Thomas Terry, Executive Assistant to the President. Significant contributors included: Joseph Weaver, Vice President for Academic Affairs; Peggy Asks, Director of Academic Records/Registrar; Max Brattin, Associate Professor of Economics; Mary Kay Parrish, Associate Professor of Music, and Norris Russell, Professor of HPER. The Guenther, Jordan, and Rogers law firm of Nashville, Tennessee, provided legal assistance. Bob R. Agee was University President.

Revisions of section two of the Faculty Handbook began in the Spring of 1996. The Faculty Council was asked to identify any special concerns which should be addressed. In the spring faculty forum meeting the faculty discussed a draft of proposed revisions to the dismissal policy, Section 2.9.6, which was being substantially revised.

The first draft of section two, composed in the spring and summer, was reviewed by the deans and the Provost, and a second draft was ready for faculty review in the Fall of 1996. Copies of the handbook draft were distributed to all faculty sitting on the Faculty Council and were available through deans and department chairmen for faculty review. The handbook editor and the acting Provost met with faculty groups to answer questions and gather comments.

The President, the Vice President for Academic Affairs (then acting Provost), the chairman of the Faculty Council, and the handbook editor reviewed the handbook and specifically addressed many faculty concerns, modifying handbook language where appropriate.

Simultaneously, other sections of the handbook were revised to reflect current practice. J. Thomas Terry coordinated these revisions in consultation with members of the Executive Cabinet and members of their staff.

The procedure utilized provided a balanced faculty and administrative review of handbook policies, in addition to the necessary legal review. The handbook was brought into legal compliance at several points, and some changes were made to update the handbook to reflect current practice and to address specific faculty and administrative concerns.

This handbook is also found on the OBU web site.

1.0 The University Organization and Governance

1.1 Mission Statement and Purpose Statement

1.1.1 Mission Statement

As a Christian liberal arts university, OBU transforms lives by equipping students to

- pursue academic excellence
- integrate faith with all areas of knowledge
- engage a diverse world
- live worthy of the high calling of God in Christ

1.1.2 Purpose Statement

The purpose statement is designed to inter-relate 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.
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 increased, the University's long range plans were updated, the curriculum was revised, the administrative structure was reorganized, and major capital campaigns were 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 occurred and additional parking lots were 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.

Dr. Mark Brister became the fourteenth president in 1998. His nine years of service included development of a new center for global outreach, renovations of several major campus facilities, growth of several academic programs, notably in telecommunication, art, and nursing, and expansion of athletic programs. He also led OBU in significant endowment growth and land acquisition, culminating in the completion of the Recreation and Wellness Center in 2007.

Dr. David Wesley Whitlock became OBU's fifteenth president in 2008. Under the leadership of Dr. Whitlock, OBU adopted the Vision 2020 plan focused on integrating the Mission Statement with every area of campus life. OBU allowed dancing and started a football program after 73 years. In 2016, OBU opened a new state-of-the-art facility to train nurses for service in Oklahoma and around the world, Jane E. and Nick K. Stavros Hall.

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

James Milton Carroll 1911-1912
Frank M. Masters 1915-1919
Joshua A. Tolman 1919-1922
John B. Lawrence 1922-1926
Warren W. Phelan 1926-1930
William Cooke Boone 1930-1932
Hale V. Davis 1932-1934
John Wesley Raley 1934-1961
James Ralph Scales 1961-1965
William G. Tanner 1971-1976
Eugene E. Hall 1977-1982
Bob R. Agee 1982-1998
Mark A. Brister 1998-2007
David Wesley Whitlock 2008-Present

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 BGCOS 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. In addition to the elected members of the Board, the Executive Director-Treasurer of the Baptist General Convention of Oklahoma serves as an ex officio, voting member of the Board of Trustees. 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 non-voting 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 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 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 Leadership Team

The Executive Leadership Team includes the President, Provost/Executive Vice President for Campus Life, Executive Vice President for Business and Administrative Services, Director of Executive Offices, Vice President for University Advancement, and Vice President for Information Integration/Chief Information Officer. The President serves as the Chairman.

1.3.4 Executive Cabinet

The Executive Cabinet provides advice and assistance to the President in carrying out the day-to-day operations of the institution. Members of the Executive Cabinet are President, Provost/Executive Vice President for Campus Life, Executive Vice President for Business and Administrative Services, Director of Executive Offices, Vice President for University Advancement, Vice President for Information Integration/Chief Information Officer, Dean of Students, Associate Vice President for University Marketing and Communications, Athletic Director, Dean of Spiritual Life, Associate Vice President for Enrollment Management, and Associate Provost. The Executive 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.

1.3.5 President's Council

The President's Council provides advice and assistance to the President in carrying out the day-to-day operations of the institution. Members of the Executive Cabinet are the President, Provost, CFO, VP of University Advancement, Director of Executive Offices, Director of Facilities Management, Athletic Director, Assistant VP for Finance and Administrative Services, Associate VP for Marketing and Communications, Dean of Spiritual Life, Director of Human Resources, Assistant to the President for Strategic Partnerships, VP for Information Integration and CIO/Dean of the Library, Associate VP for Enrollment Management, Associate Provost, Chief of University Police, Dean of Students, Dean of Students, Associate VP for Church Relations, Director of Campus Services. The Executive 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.

1.3.6 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 or his/her representative. 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, February, June, and July. The August meeting occurs during beginning-of-school activities. The August, December, January and May meetings are designed as 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 or his/her representative. Special meetings may be called by the President as needed.

1.3.7 University Councils and Committees

Standing councils and committees consisting of faculty, administrative staff, and students provide assistance in the administration of the University by conducting research, planning, formulating recommendations and policies, and carrying out other tasks assigned to them. Council memberships are generally ex officio or by presidential appointment. Membership in the Faculty Council is by faculty election. The President appoints all University standing committees with the assistance and counsel of the Executive Cabinet, the Faculty Council, and the Student Government Association. When appropriate, standing councils and committees present reports and recommendations through the University Forum. Most committees also submit an annual report to the Faculty Council.

The goals of the council and committee organization are 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 councils are the University Planning Advisory Council, chaired by the President; Faculty Council, chaired by a member of the faculty; the Deans Council, chaired by the Senior Vice President for Academic Affairs; and the Graduate Council, chaired by the Chief Academic Officer or his/her representative. Members of the University Planning Advisory Council (UPAC) include the President's Council, Deans Council, and Faculty Council Officers.

See Section 1.7.2 for committee names and definition of responsibilities. All committees are accountable to the Faculty Council, with the exception of those that answer directly to the President (Enrollment Management and Marketing, Spiritual Life, and Campus Safety and Environment). Certain committees (e.g., Traffic Appeals) are convened, only meeting when called to consider particular concerns.

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 Executive Cabinet

1.4.1 President

The President of the University is elected by the Board of Trustees. The President serves as the chief executive and operational officer of the University and oversees all officers and departments, both academic and administrative and is responsible to the Board of Trustees for the effective and efficient operation of the entire program of the University. The President's primary function is to provide educational leadership for the University and the Board in achieving the goals and objectives of the University. The President's educational leadership includes 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. The President 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.

1.4.2 Provost/Executive Vice President for Campus Life: Chief Academic Officer

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, this officer is responsible for planning, supervising, and evaluating the academic program of the University. The Chief Academic Officer provides leadership for the faculty in establishing and maintaining a superior instructional program which fulfills the educational goals and objectives of the institution.

The Provost/Executive Vice President for Campus Life (current Chief Academic Officer) directly supervises the Dean of each of the seven colleges, the Athletic Director, Dean of Students, the Associate VP for Enrollment Management, the Dean of Spiritual Life and the Associate Provost. The Provost/Executive Vice President for Campus Life is an ex-officio member of all University standing and ad hoc committees which are directly related to the academic program of the University.

1.4.3 Executive Vice President for Business and Administrative Affairs, Chief Financial Officer

The Chief Financial Officer of the University (whose official title is determined by the President) reports directly to the President. Under the general direction of the President, the Chief Financial Officer is responsible for planning and operating the University's fiscal affairs and serves as Treasurer and Chief Budget Officer of the University and treasurer of the Board of Trustees.

The Executive Vice President for Business and Administrative Affairs (current Chief Financial Officer) directly supervises the work of the Assistant VP for Finance and Administrative Services, Director of Human Resources, Director of Facilities Management, Director of Campus Services, and University Police Chief. The Executive Vice President for Business and Administrative Affairs is a member of the Executive Cabinet and is Vice President for Operations and Treasurer of Tulsa Royalties Company.

1.4.4 VP for Information Integration Systems and Services and Dean of Library Services, Chief Information Officer

The Chief Information Officer of the University (whose official title is determined by the President) reports directly to the President. Under the general direction of the President, the Chief Information Officer is responsible for ensuring the technological infrastructure of the University supports the needs of the students and employees of the University.

The Vice President for Information Integration and Dean of Library Services (current Chief Information Officer) directly supervises the work of the Assistant Vice President for Information Systems and Services, Director of Academic Technology and Creative Communications, and the Librarians.

1.4.5 VP for University Advancement, Chief Development Officer

The Chief Development Officer of the University (whose official title is determined by the President) reports directly to the President. Under the general direction of the President the Chief Development Officer is responsible to coordinating the advancement of the University through alumni outreach, development of a donor base, and promotion of the University.

The Vice President for University Advancement (current Chief Development Officer) directly supervises the work of the Assistant to the President for Strategic Partnerships, Director of Annual Fund and Development, University Advancement Officers, Executive Director of the Alumni Association, Director of Development, Annual Operations and Special Events, and Director of Grants and Prospect Research.

1.5 Organization of the Academic Program

1.5.1 Academic Program Units

The University conducts its academic program through the following units:

- The Paul Dickinson College of Business
- The Warren M. Angell College of Fine Arts
- The College of Humanities and Social Sciences
- The College of Nursing
- The James E. Hurley College of Science and Mathematics
- The Herschel H. Hobbs College of Theology and Ministry
- The College of Graduate and Professional Studies

1.5.2 Academic Program Governance

1.5.2.1 Chief Academic Officer

Administration of the academic program has been vested by the President in the Chief Academic Officer. This Officer provides general leadership in planning, implementing, and administering the academic program of the University in coordination with other University programs. This Officer works with the Deans of the seven colleges and Associate Provost to provide 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.

1.5.2.2 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 Provost. Within their respective colleges and schools, the deans are responsible for such duties as follow:

- 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 needed, as liaison between faculty and students
- k. serving, at needed, 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. counseling 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.

1.5.2.2.1 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 Associate Provost 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 Associate Provost will review the evaluations, will discuss their contents with the academic dean prior to May 15, and will report to the Chief Academic Officer concerning the evaluations.

1.5.2.3 Deans Council

The Provost, Deans of the seven colleges, Associate Provost, and Dean of the Library are members of the Deans Council. The Council works with the Chief Academic Officer to provide leadership and direction for the academic program of the University. The Council hears and rules on appeals by students for readmission, requests special studies, monitors academic policy, and conducts other deliberations as needed. The Provost chairs the Deans Council.

1.5.2.4 Division Chairs

Division chairs assist the dean of their respective college in faculty recruitment and provide general supervision of divisional and departmental activities. Division chairs receive three hours released time while serving. Among the specific duties of the division chairman are the following.

- a. scheduling regular divisional meetings, and making sure that regular departmental meetings occur
- b. preparing the agenda and presiding over all divisional meetings and assuring that the minutes of such meetings are forwarded to the members of the division and to the dean of the college/school within two weeks following the meeting
- c. maintaining a file of divisional records
- d. assisting divisional faculty in the required evaluation of their performance, and preparing required written evaluations
- 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 divisional faculty members
- f. preparing the teaching schedule of the division, 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 current institutional policies on recruitment and appointment
- h. assisting in the orientation of new faculty members with regard to departmental, divisional, college/school, and institutional policies and procedures
- i. encouraging divisional personnel to participate in learned societies and in professional development activities
- j. preparing, in consultation with divisional faculty, divisional and departmental goals, objectives, descriptions and revisions of program or curricula, and course descriptions for the catalog
- k. preparing, in consultation with divisional faculty, divisional budget, and supervising the use of budgeted funds within the division
- l. approving the outline or syllabus of all special studies or independent studies courses offered by divisional faculty
- m. overseeing and assisting in the division's advising program
- n. preparing the annual report on the division's progress
- o. evaluating student complaints regarding division members and handling them in accordance with divisional and institutional procedures

- p. supervising the divisional 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 divisional equipment and facilities
- r. providing lines of communication concerning the formation and administration of policies and programs between members of the division and the administrative officers of the University

1.5.2.4.1 Appointment of Division Chairmen

The chairman of each academic division 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 division.

1.5.2.4.2 Evaluation of Division Chairmen

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

1.5.2.4.3 Absence or Removal from Office

When a division chairman is to be absent for a period of less than one month, he/she has the authority to appoint a member of the division 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 divisional personnel. A division 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 division; (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.

1.5.2.5 Department Chairs

Depending on the organization of the particular college/school, the dean may appoint (a) department chair(s) to assist or replace the division chair in the fulfillment of the responsibilities listed in section 1.6.2.4. The department chairs do not receive load credit for their services, the expectation being that a department chair will have significantly fewer official duties than a division chair.

1.5.2.6 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 the academic deans.

1.5.3 Faculty Organization

1.5.3.1 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.

1.5.3.2 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.

The definition following is from "University Committee Structure, Effective Fall 2007": The Faculty Council shall act as a representative body of the Faculty and shall lead the Faculty in carrying out the purposes stated in Article I of the Faculty Constitution. The Council shall deliberate on matters of general concern to the Faculty and shall serve as a liaison between the Faculty and Administration of the University in promoting excellence in the overall mission of OBU. The Council shall be able to place items on the agenda of regular Faculty meetings and to call Faculty meetings after proper notification has been given to the president. [Appendix B, Faculty Constitution Article IV]

The Faculty Council in consultation with appropriate administrative officers of the University shall select and recommend to the President the faculty chairmen and faculty membership of standing committees of the University and shall review and make recommendations concerning the structure and work of these committees. At least one Council member shall serve on specific university committees as designated in the Bylaws. In addition, the Council may create special committees responsible to the Council [Appendix B, Faculty Constitution Article IV]

1.5.3.3 Faculty Service on Councils and 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 councils and 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.

1.5.3.4 Faculty Meetings

At least once each semester, the Faculty Chairman will call a meeting of the faculty distinct from Faculty and University Forums 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".

1.6 University Councils and Committees

Councils and committees at Oklahoma Baptist University assist the administration in making decisions affecting the University. Councils and committees are generally appointed by the President, although some members serve ex officio. Representatives from the faculty and the administration serve on the councils and committees. Students also serve on committees.

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

The function of councils and committees 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.

1.6.1 Standing Councils and Committees

The University Planning Advisory Council oversees strategic planning across the University. The other three standing councils—Faculty, Deans, and Graduate—deliberate and make recommendations about issues of general concern to faculty and administrators. The various standing committees deliberate and make recommendations about specific concerns appropriate to their descriptions.

1.6.1.1 Standing Councils

- 1.6.1.1.1 University Planning Advisory Council
- 1.6.1.1.2 Faculty Council
- 1.6.1.1.3 Deans Council
- 1.6.1.1.4 Graduate Council

1.6.1.2 Standing Committees

A description of each committee and a list of its responsibilities appear in the current University Committee Structure document, which is revised annually by the Director of Executive Offices to reflect current membership.

1.6.1.2.1 Committees under Faculty Council

1.6.1.2.1.1 Regular Committees

Thirteen committees meet regularly to address issues related to their descriptions. They report annually to the Faculty Council:

1. Athletics Advisory Committee
2. Curriculum Committee
3. Diversity Committee
4. Educational Technology Committee
5. Faculty Development Committee
6. New Faculty Orientation Committee
7. Faith and Disciplines Committee
8. Honors Committee
9. Learning Center Committee
10. Media Committee
11. Professional Status and Standards Committee
12. Student Development Committee
13. Teacher Education Committee

1.6.1.2.1.2 Convened Committees

Three committees convene for assigned purposes only as need arises:

1. Faculty Grievance Committee
2. Institutional Review Board
3. Judicial Sub-Committee

The Faculty Grievance Committee and Institutional Review Board report annually as necessary to the Faculty Council. The Judicial Sub-Committee operates as part of the Student Development Committee and reports annually as necessary to that committee.

1.6.2 Ad Hoc Committees

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

1.6.3 Committee Procedures

1.6.3.1 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.

1.6.3.2 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.

1.6.3.3 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 or to his/her representative, 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.

1.6.3.4 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.

1.6.4 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.

1.7 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 days before the change takes effect.

1.7.1 Origin of Revision

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

1.7.2 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.

1.7.3 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 approves the suggested change. Should the 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 the Executive Cabinet and the Faculty Council.

1.7.4 Presidential Action

The committee of origin shall send its final draft of the proposed revision to the President, along with a memorandum 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.

2.0 Faculty Contractual Provisions

Section two, Faculty Contractual Provisions, of the Faculty Handbook contains those policies and procedures which constitute the contractual agreement between the University and the Faculty. Changes in the contractual agreement become effective with the issuing of new contracts, which generally occurs in the spring of each year. Changes in the contractual agreement are made in accordance with the procedure described in section 1.9.

Much of the contractual agreement between the University and the Faculty is based on the Oklahoma Baptist University “Commitment to Excellence,” which was adopted by the Faculty, Administration, and Board of Trustees in 1974 and revised in 1982.

Commitment to Excellence

The Faculty, Administration, and Trustees of Oklahoma Baptist University recognize the central importance of the continued development and improvement of the program and offerings of the institution in order to provide the best educational opportunity possible.

Toward that end, the Faculty accepts the responsibility of self- and peer-evaluation to guarantee that the entire academic program is competent and improving in order to stay abreast with developments in the academic profession and the expansion of knowledge. The purpose of all reviews and evaluations is to encourage and assist all members of the Faculty to develop and perform to the best of their ability.

The Faculty affirms that failure to improve teaching and to do a competent job in the classroom is adequate cause for reprimand, reassignment, or dismissal of the faculty member. In all such cases, of course, the faculty member in question has the right of due process, review by peers, and appeal.

In recognition of the role it must play in the improvement of teaching, the University pledges to commit energy and resources to a career development program for the Faculty.

I. University Responsibilities

As evidence of its commitment to the goal of continued improvement in teaching, and as an expression of its awareness of the many demands it makes upon the Faculty that can detract from scholarly and classroom efforts, the University pledges to implement and maintain a career development program for the Faculty.

A. A program for the beginning faculty members to help them become effective teachers. This program shall include observation by experienced teachers, assistance in planning courses, and other structured learning experiences.

B. Programs to assist both the mid-career teacher and the mature teacher, including sabbatical leaves, study leaves, and participation in faculty exchange programs as well as the granting of leaves for public service.

C. Workshops to deal with teaching skills, revision of course content and purposes of the core curriculum, effective examination techniques, innovative teaching techniques, and the use of University resources such as library, audio-visual and other aids.

II. Faculty Responsibilities

The Faculty of Oklahoma Baptist University recognizes its obligations and responsibilities to provide the best educational opportunity possible. This obligation means that the faculty must seek consistently and continually to improve the quality of teaching throughout the University. It also means that members of the faculty must strive to grow and improve in the areas enumerated below in the “Criteria for Excellence in College Teaching” adopted by the Faculty in 1968.

A. Criteria for Excellence in College Teaching

1. Teaching: A faculty appointment at this University is primarily that of a teaching position. The generally recognized qualities of effective teaching are:

a. Knowledge of the subject matter: The teacher who knows his subject matter has achieved the first condition for teaching. The teacher should also exhibit some genuine enthusiasm for the subject and desire to share this enthusiasm with the students. The teacher tries to show the relevance of the subject to the student’s own experiences. He seeks to bring to the classroom an attitude of fairness, objectivity, and intellectual honesty. Within his competency, he is willing to make judgments without engaging in indoctrination.

b. Ability to communicate: The teacher is obligated to master those skills of effective communication which are appropriate to his discipline and the objectives of the courses he teaches. Communication applies both to the essential content of the course and to the spirit of intellectual inquiry. The learning on the part of the student is recognized as an essential index of effective teaching.

c. Organization and planning: How one teaches allows considerable latitude for the individual instructor, but there seems to be a direct correlation between learning and courses that are carefully planned as to content, method of presentation, assignments, and testing. The teacher should have reasonably firm objectives and limits for the course which are set forth clearly for the students. The students should know at the outset what is expected of them and should have some approximate knowledge of how well they are doing during the course. The teacher has an obligation to cover the material included in the course description.

d. Self-criticism and improvement: The teacher should continually work to improve his courses, experiment with new materials and methods of instruction, and keep up-to-date on the subject matter. He should periodically review his course offerings in the light of new developments within his discipline and the basic purposes of the University.

2. Interest in the Students: The effective teacher takes an interest in students as individual persons without violating proper student-faculty relationships. He is conscious that teaching offers opportunities for helping the student to experience ethical and spiritual growth, to understand the implications of the discipline in matters of faith, and to develop a wholesome philosophy of life. The teacher recognizes that his principle objective is to help the student mature intellectually, think critically, objectively, and independently, and develop sound judgments. The teacher welcomes student inquiry both inside and outside the classroom, but he avoids using his position to exploit students or as an occasion to foster his opinions on to students. In the conduct of his classes, he entertains differences of opinion and honest inquiry from the students. He seeks open-mindedness in the students and practices the same in his relationship to students.

3. Professional Development: The teacher seeks to improve his qualifications for his appointment. He works for the appropriate degrees and through private study further develops his competency in the particular courses he teaches. He participates in professional activities, keeps up on the literature in his field, and seeks to maintain University library holdings which are adequate and up-to-date.

4. Research and Writing: Good teaching is enhanced by creative effort, scholarly research, and writing. The teacher should engage in productive effort in the arts and letters. He seeks to contribute to the expansion of knowledge in his field and shares his scholarship with his colleagues and the profession in general.

5. The Life of the Mind: The teacher should have intellectual interests wider than his own discipline. He should be genuinely interested in the life of the mind. He should cultivate his appreciation of the arts. He should have a vital concern for the great contemporary social issues. He should read widely and try to be aware of developments outside his own discipline.

6. Service to the University: The faculty member has an obligation to promote the general welfare of the University. Accepting the responsibility of a department chairmanship and committee assignments is recognized as an essential part of his professional duties. He is concerned about the total development of the institution and seeks to contribute to the making and implementation of policy. He seeks to make faculty participation in University governance a reality.

7. Christian Faith and Professional Life: The teacher at this University perceives the relevance of the Christian faith to his personal and professional life. He is concerned about issues of faith, particularly those which bear upon the processes of liberal education and the subject matter of his discipline. He seeks to practice the Christian virtues in his relationships with students and colleagues. He appreciates the obligation of stewardship in his vocation. He tries to carry on his work in a manner that preserves his personal and professional integrity.

Faculty Rank and Titles

2.1 Faculty Rank and Titles

2.1.1 Definition of Faculty

The faculty at Oklahoma Baptist University consists of all persons who are appointed by the University to teach one or more courses in the University. The matters covered in the Faculty Handbook apply to all faculty holding full-time University appointment, unless specified otherwise. Policies concerning faculty rights, responsibilities, and professional ethics (2.10), unless specified otherwise, apply to all faculty, regardless of appointment status. Policies related to grievance, described in section 2.16, also apply to all faculty.

Those who held joint faculty and administrative appointments and professional librarians should be aware that many of the policies and procedures relative to their appointments are housed in the Administrative Handbook. However, policies related to classroom responsibilities and rights relative to academic freedom as described in section two of this Handbook extend to all faculty and professional librarians.

The Bylaws of the Faculty Constitution define the voting faculty as: (1) ranked faculty members whose primary responsibility is teaching, defined as teaching three-fourths load (nine hours per semester) or its equivalent, (2) the chief academic officers of the University, the academic deans, and the professional librarians with full-time University appointment, (3) lecturers and those holding Professional Service Contracts, so long as those contracts include a university classroom teaching assignment of at least six semester hours, and (4) others elected to annual membership upon recommendation of the Faculty Council in accordance with the Faculty Bylaws (Appendix B).

2.1.2 Definition of Full-Time Appointment

A faculty member with a full-time appointment is issued a nine-month contract and is obligated to fulfill teaching assignments and other duties as outlined in section 2.11, Faculty Workload. The Board of Trustees is responsible for determining contract expectations regarding faculty teaching load.

2.1.3 Definition of the Academic Year

The academic year begins with the first fall University Forum meeting and ends on the day final grades are due for the spring term.

2.1.4 Locus of Appointment

Appointment to Oklahoma Baptist University is specific in a department. The department in which the appointment is held shall be specified in the annual memorandum of contract. When a faculty member is employed to teach in more than one academic department, the locus of appointment may be to a particular academic department, to a program, or to a school.

2.2 Definition of Academic Ranks and Titles

2.2.1 The Ranked Faculty

A ranked faculty member is a full-time faculty member of Oklahoma Baptist University who has been appointed to a position in a degree-granting department or program. Oklahoma Baptist University recognizes four regular academic ranks: Instructor, Assistant Professor, Associate Professor, and Professor.

The ranked faculty member:

- a. has full-time teaching duties or has teaching and other institutionally related duties by policy deemed equivalent to a full-time teaching load;
- b. fulfills the duties and responsibilities of a faculty member as specified in sections 2.10 and 2.11;
- c. meets or exceeds the criteria for academic rank as detailed below.

Determination of rank at the time of appointment shall be made by the President in consultation with the chief academic officer, the appropriate dean, and faculty in the area of appointment. The chief academic officer shall determine that degrees and graduate hours are appropriate to the faculty member's teaching field and that these degrees or graduate hours were completed at graduate institutions of recognized standing. The chief academic officer shall also determine the legitimacy of equivalent experiences using guidelines outlined in this Handbook, section 2.2.3.

2.2.1.1 Instructor

Possession of a master's degree or its professional equivalent and/or at least 36 post-baccalaureate hours related to the teaching field and accomplishments in the field of specialization recognized by other professionals in the field.

Either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member in respect to teaching ability, professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service (see 2.0, "Commitment to Excellence").

2.2.1.2 Assistant Professor

Possession of an earned doctorate in a field relative to teaching responsibilities, or an appropriate master's or professional degree and at least eighteen hours of graduate study directed toward an appropriate doctorate or other advanced degree in the field of teaching specialization, or an appropriate master's or professional degree and accomplishments in the field of specialization recognized by other professionals in the field; and

Either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member in respect to teaching ability, professional activities and scholarship, service to the

University and/or to the profession, and Christian commitment and service (see 2.0, “Commitment to Excellence”).

2.2.1.3 Associate Professor

Possession of an earned doctorate in a field relative to teaching responsibilities, or an appropriate master’s or professional degree and at least thirty-six hours of graduate study directed toward an appropriate doctorate or other advanced degree in the field of teaching specialization, or an appropriate master’s or professional degree and accomplishments in the field of specialization recognized by other professionals in the field; and

A minimum of six years of commendable service as an assistant professor or equivalent professional experience, marked by evidence of sustained, noteworthy teaching ability, appropriate professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service (see 2.0, “Commitment to Excellence”).

2.2.1.4 Professor

Possession of an earned doctorate in a field relative to teaching responsibilities, or an appropriate terminal degree in the field or specialization and noteworthy accomplishments in the field; and

A minimum of six years of commendable service as an associate professor or equivalent experience marked by evidence of outstanding teaching effectiveness, noteworthy professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service (see 2.0, “Commitment to Excellence”).

2.2.1.5 Professor Emeritus

In recognition of meritorious service, Oklahoma Baptist University may confer the rank of Professor Emeritus on members of the faculty who, at the time of their retirement from the University, have held a ranked faculty position at the rank of Assistant, Associate, and/or Professor for at least ten years. The President, in consultation with the faculty, will recommend to the Board of Trustees that the rank of Professor Emeritus be conferred on the faculty member. The rank is available only to faculty in full retirement.

No compensation accrues by virtue of this rank, and the Professor Emeritus does not hold faculty voting rights.

2.2.2 Rank for Academic Administrators

The academic administrators, the President, the chief academic officer, the academic deans, and the senior vice president for academic services are entitled to rank by virtue of their position, their academic training, and their previous experience. Rank for these academic officers does not guarantee a teaching appointment in an academic department, should the administrator cease to function in an administrative role.

2.2.3 Credit for Experience

For the purpose of offering initial rank or determining when a faculty member shall be eligible for promotion or for senior faculty status, the following guidelines will be used to determine credit for previous experience:

- a. A faculty member or prospective faculty member may be allowed one year's credit for each year of full-time teaching experience in his field of specialization at a college or university recognized by an accreditation agency approved by the State of Oklahoma or federal agencies of education, provided that the position he/she held was a ranked position as defined above.

For determining eligibility to stand for senior faculty status, a faculty member who has taught one or two years at a full-time, ranked position on term contract in the year(s) immediately preceding the year in which he/she receives his/her first probationary contract will receive full credit for those years as part of the probationary period. See section 2.3 for definitions of types of contracts.

- b. A faculty member or prospective faculty member may be allowed one year's credit for each three years' full-time teaching experience in his/her field of specialization in elementary, secondary, or two-year, post secondary institutions recognized by an accrediting agency approved by the State of Oklahoma or federal agencies of education or in full-time, unranked positions at appropriately accredited colleges or universities.
- c. A faculty member or prospective faculty member may be allowed one year's credit for each five years' full-time experience in a non-teaching profession related to his/her area of expertise.
- d. A faculty member entering at the rank of Instructor may apply for promotion at such time as he/she meets the requirements for the rank of Assistant Professor.
- e. Faculty members entering at the rank of Assistant Professor must serve at least one year at that rank and meet all other criteria for promotion before applying for promotion.
- f. Faculty members entering at the rank of Associate Professor must serve at least three years at that rank and meet all other criteria for promotion before applying for promotion.
- g. Individuals who have held professional rank (Assistant Professor, Associate Professor, or Professor) at another accredited institution of higher education shall have that rank recognized in determining rank at Oklahoma Baptist University unless it is determined by the chief academic officer that definitions of rank at the two institutions significantly differ.

2.2.4 The Unranked or Extraordinary Faculty: Faculty Not Eligible for Senior Faculty Status or Promotion

An unranked or extraordinary faculty member is any par-time or full-time employee of Oklahoma Baptist University whose primary responsibility is teaching and who does not hold an appointment which makes his/her eligible for senior faculty status or promotion. An unranked or extraordinary

faculty member will hold the title of lecturer, visiting professor, or artist/writer/or scholar in residence.

Unranked and extraordinary faculty have the rights and responsibilities in the management of their courses, as described in section 2.10 of this Handbook. They have academic freedom and accessibility to procedures of fair process as defined and described in this Handbook.

2.2.4.1 Lecturer

Lecturers are part-time or full-time instructors employed to teach specific courses at the need of the University. A Lecturer is appointed by the President through the chief academic officer upon recommendation of the dean of the college or school in which the lecturer will serve and the chairman of the department/division in which the course(s) to be taught is (are) housed.

A Lecturer receives compensation determined by his/her level of experience and the number of credit hours he/she is contracted to teach. Lecturers serve on term contracts. Full-time lecturers receive fringe benefits as outlined in section 2.13 of this Handbook.

Lecturers are subject to periodic administrative evaluation and may be asked to serve on divisional or departmental committees. Full-time lecturers will have the rights and responsibilities outlined in the Faculty Constitution and Bylaws (Appendix B).

2.2.4.2 Visiting Professor

The title Visiting Professor is assigned to individuals who hold or have held professional rank (Assistant Professor, Associate Professor, or Professor) at another institution of higher education or have equivalent accomplishments in the arts, sciences, or public arena. Their rank is recognized at Oklahoma Baptist University.

Visiting Professors are appointed by the President through the chief academic officer, in consultation with the appropriate dean and department or divisional chairman to teach full or part time, such time to be determined by the chief academic officer.

Visiting Professors serve on term contracts. Terms and conditions of employment must be agreed upon in writing prior to appointment.

2.2.4.3 Artist/Writer or Scholar in Residence

Artist/writers or scholars in residence are individuals whose artistic or scholarly achievements, professional study, and/or teaching experience qualifies them for instructional and/or performance responsibilities.

Artists/writers or scholars in residence hold part-time or full-time unranked appointments. They serve on term contracts. They are appointed by the President through the chief academic officer, in consultation with the appropriate dean and department or divisional chairman. Terms and conditions of employment must be agreed upon in writing prior to appointment.

2.2.4.4 Senior Professor

The Senior Professor title can be assigned to a faculty member with senior faculty status who, at the time of formal retirement, is willing to continue teaching on an adjunctive basis. The faculty member may teach up to six hours a semester. He/she will assume no other faculty responsibilities unless he/she volunteers to do so.

A faculty member with senior faculty status who has completed a minimum of fifteen years of service and has reached at least the age of 60 may apply for consideration to the dean of his/her school or college. The dean will make a recommendation through the chief academic officer to the President. The appointment is subject to the approval of the President and the confirmation of the Board of Trustees.

Senior Professors serve on term contracts.

2.3 Types of Contracts

Faculty at Oklahoma Baptist University serve on one of five types of contract: (1) a term contract, (2) a probationary contract, (3) a five-year contract, (4) a continuous contract, or (5) a professional services contract. Unless otherwise specified, all faculty contracts are nine-month contracts.

The type of contract for each faculty member is noted on the memorandum of contract.

2.3.1 Term Contracts

Term contracts are issued for a specific period, usually one or two semesters, and carry no obligation or promise of further employment. Term contracts may be offered by the University at any time. A person offered a term contract will have two weeks to accept or reject the contract.

Should a faculty member who has been receiving term contracts be approved for probationary contract status, the chief academic officer, using guidelines delineated in this Handbook, shall determine what credit shall be allowed toward promotion and/or senior faculty status.

2.3.1.1 Full-Time Term Contracts

Full-time term contracts of specific duration are offered to full-time unranked and extraordinary faculty members as described above (2.2.4).

2.3.1.2 Part-Time Term Contracts

Part-time term contracts of specific duration are given to part-time unranked and extraordinary faculty members as described above (2.2.4).

2.3.2 Probationary Contracts

A probationary contract at Oklahoma Baptist University is a full-time contract for an academic year. It carries no obligation or promise of future employment. It is offered to a ranked faculty member

whose qualifications and/or previous experience would indicate that he/she is able to and will continue to be able to perform the duties and responsibilities of a ranked faculty member.

The probationary period, which precedes the granting of senior faculty status, gives the individual time to demonstrate his/her ability and gives the University faculty and administration time to observe and evaluate performance in the faculty position. During this period, the faculty member has academic freedom and accessibility to procedures of fair process as defined and described in this Handbook. Faculty members serving on probationary contracts must be recommended for reappointment on a yearly basis.

A ranked faculty member may receive no more than seven probationary contracts. The number of probationary contracts the faculty member will receive before becoming eligible for senior faculty status is determined and communicated to the faculty member in writing at the time the first probationary contract is offered. The chief academic officer, in consultation with the appropriate dean and department or divisional chairman and using guidelines published in this Handbook, will determine the number of probationary contracts a faculty member may receive before becoming eligible for senior faculty status.

2.3.3 Senior Faculty Contract Status

Senior faculty status denotes a contract status afforded to those ranked faculty members who, following a probationary period, are offered one of two types of continuing appointment: a five year contract or a continuous contract. Policies and procedures relative to senior faculty status are discussed in section 2.7 below.

Senior faculty status is granted by the Board of Trustees upon the recommendation of the President who is advised by the Faculty, the academic deans, and the chief academic officer. To be eligible to stand for senior faculty status, a faculty member must have served at Oklahoma Baptist University under a probationary contract for at least three years, i.e., the faculty member must have received his/her fourth probationary contract before standing for senior faculty status.

If he/she has not done so before, a faculty member who has received his/her sixth probationary contract must stand for senior faculty status. The seventh probationary contract is considered to be a terminal contract.

A faculty member becomes eligible for senior faculty status at the time so designated when he/she receives his/her first probationary contract.

2.3.3.1 Five Year Contracts

Five year contracts are offered to ranked faculty members who have achieved senior faculty status and confer the expectation of five annual appointments with the rights and privileges associated with continuing contract status unless separation occurs as described in section 2.9.

A faculty member who receives a five year contract may be asked, during the five years, to engage in study in order to achieve additional skills or academic competencies needed by the University or to engage in faculty development intended to address specific areas of weakness. In such cases, the expectations of the University shall be precisely stated in writing at the time the five year contract is

offered. The University shall provide financial or other appropriate support for the faculty member who is asked to engage in additional studies or in faculty development activities as funds are available.

A faculty member on five year contract may not be reduced in salary, rank, or contract term except for just cause or pursuant to a reduction in force.

During the fourth year of a five year contract, the faculty member shall undergo a review of his/her status with the chairman of the department or division, the dean of the college or school, and the chief academic officer. Faculty on five year contracts may move to continuous contract status.

2.3.3.2 Continuous Contracts

Continuous contracts are offered to ranked faculty who have achieved senior faculty status and confer the expectation of reappointment from contract term to contract term unless separation occurs as described in section 2.9. A faculty member on continuous contract may not be reduced in salary, rank, or contract term except for prolonged mental or physical illness (2.9.5.1), redirection, reduction, or discontinuation of a department or program (2.9.5.2), financial crisis or financial exigency (2.9.5.3, 2.9.5.4), or adequate causes for dismissal (2.9.6), all as described in section 2.9 of this Handbook. A faculty member on continuous contract will receive a yearly appointment contract subject to the conditions herein above described.

2.3.4 Professional Services Contracts

Professional services contracts designate full-time or part-time appointments which may carry teaching and/or academic support responsibilities in addition to other professional responsibilities. Those on professional services contracts are not eligible for senior faculty status. They may hold rank if they meet the qualifications for rank outlined in section 2.2.

Professional services contracts are issued for a specified period and carry no obligation or promise of continued employment. Written notification of non-reappointment of a professional services contract must be presented to the employee no fewer than sixty (60) calendar days prior to the end of the contract term.

Faculty on professional services contracts are governed by Section Two of the Faculty Handbook.

Recruitment and Appointment

2.4 Recruitment and Appointment: Policies

Oklahoma Baptist University complies with all federal and state non-discrimination laws and is an equal opportunity institution (race, color, sex, national origin, age, disability, and military service). The University acknowledges the desirability of offering to students opportunities to study in an environment marked by diversity in educational background, social and economic background, racial background, gender, etc. However, as a Baptist institution of higher education, Oklahoma Baptist University reserves the right to recruit and hire faculty whose religious beliefs and affiliations and more and ethical perspectives and behaviors are compatible with the University mission and the standards and expectations of the Baptist constituency which supports the University.

2.4.1 Recruitment

2.4.1.1 Initiating a Search

When a Departmental or Division Chairman perceives a need for new faculty, either because of resignation or retirement, change of program, or increase in program enrollment, he/she will prepare a written request to fill the position. The process will follow these steps.

The appropriate dean and the chief academic officer will review the request and, in consultation with the chief financial officer and the President, will determine (a) whether to grant permission to initiate a search, (b) what rank or title is appropriate for the position, and (c) what salary range is appropriate for the position.

The chief academic officer will communicate to the department whether the department has permission to initiate a search. If permission is denied, the chief academic officer will provide reasons for the denial.

2.4.1.2 Conducting the Search

The department or divisional chairman, in consultation with department members and the appropriate dean, will prepare announcements and advertisements of the vacancy and will identify appropriate means of distributing this information. The position will be publicized in a manner calculated to reach a broad pool of applicants. For ranked positions, the search will include advertisement in The Chronicle for Higher Education and/or other periodicals or job listings with national circulation. The Director of Personnel is responsible for placing advertisements.

Applications will be received by the appropriate dean or department or divisional chairman. The department will methodically screen the applications in light of the job description, program needs, and the mission of the department and the University. The department or division chairman and/or the dean may utilize other methods of screening, i.e. interviews conducted at professional meetings, telephone conversations with candidates and/or their references, etc.

It is the responsibility of the dean and/or the department or divisional chairman to communicate to the candidates information concerning the nature of the institution and the expectations of faculty outlined in this Handbook.

Faculty from the department will review applications and participate in determining which candidates should be considered for on-campus interviews. The dean and the department or divisional chairman, in consultation with the faculty, will recommend candidates for on-campus interviews.

2.4.1.3 On-Campus Interview

When candidates are invited to campus, the dean or department or divisional chairman will schedule interviews with (a) the President, (b) the chief academic officer, (c) the appropriate dean, (d) departmental faculty, (e) representatives of the Faculty Council, (f) representative students, if they are available to interview. Other faculty, students, or administrators may also be included in the interview process.

Each individual or group involved in the interview process will prepare a written response which evaluates the candidate. Those interviewing should attempt to assess: (a) the quality of academic preparation; (b) potential success as a teacher; (c) potential for scholarly contributions; (d) collegiality; (e) Christian commitment, (f) understanding of and commitment to the mission of a Christian liberal arts institution.

Written responses shall go to the chief academic officer. The chief academic officer, in consultation with the dean and the department chairman, will review the responses and make a recommendation to the President.

2.4.2 Recruitment of Unranked Faculty

Those who fill unranked positions must meet or exceed minimum criteria for the rank of Instructor. Full-time, unranked faculty shall be interviewed according to the process outlined in section 2.4.1.3 above. Part-time unranked faculty shall be interviewed by the department or divisional chairman and the appropriate dean. Others may also be involved in the interview process.

2.4.3 Appointment

All appointments of ranked and unranked faculty are made by the President, with the approval of the Board of Trustees, on the recommendation of the chief academic officer, the appropriate dean, and the department.

The precise terms and conditions of each appointment will be determined at the time of the appointment. Rank and/or title, locus of appointment, minimum length of the probationary period, initial salary, and/or any special conditions or benefits attached to appointment shall be agreed upon and stated in writing at the time of initial appointment.

Appointment of unranked or extraordinary faculty is subject to adequate enrollment in the course(s) the faculty member is scheduled to teach as defined by Faculty Load Credit Policies.

2.4.4 Nepotism

No family member may be supervised by another family member without the written permission of the President at the time of initial appointment or any change in employment or family status.

A family member may not initiate or participate in institutional decisions involving direct benefit to members of his/her immediate family, i.e. decisions concerning appointment, retention, promotion, salary, leave of absence, etc. A family member may not participate in the evaluation of another family member.

For the purpose of this policy, a family member is defined as one who is or has been related to another in the first degree by blood or marriage.

2.4.5 Appointment of Summer School Faculty

Summer school faculty may be ranked or unranked. All summer school contracts are term contracts. Summer school appointments are made by the chief academic officer on recommendation of the department or divisional chairman and the appropriate dean with the approval of the President.

Time spent in summer school teaching does not count toward senior faculty status or promotion.

Personnel Files

2.5 Personnel files

Oklahoma Baptist University respects the right to privacy of Faculty and limits access to pre-employment and employment files to those members of the faculty, administration or agencies who have a demonstrated right to the information as outlined below.

2.5.1 Pre-employment Files

The pre-employment file includes all materials received by the University in connection with the faculty member's original appointment, including, but not limited to, the prospective faculty member's resume, official transcripts, letters of recommendation, and any additional correspondence between the prospective faculty member and the department or administrative staff. Prior to appointment these materials are collected by the chairman of the department or division conducting the search. These documents are available to the President, the chief academic officer, the dean of the prospective faculty member's college or school, members of the prospective faculty member's department, the personnel office, faculty and students involved in the interview process, and appropriate professional staff.

Materials from the pre-employment file of prospective faculty members who accept initial contract will be transferred to the personnel file. Pre-employment materials gathered for faculty who are not offered contracts will be kept for a period of two years. The confidentiality of these materials shall be appropriately maintained.

2.5.2 Personnel Files

Files maintained on the individual faculty member will include, but not be limited to, the following:

- a. copies of the faculty member's contracts, kept in the office of the President;
- b. a copy of the faculty member's resume, which will be periodically updated at the request of the chief academic officer, kept in the office of the chief academic officer;
- c. other information concerning the faculty member's professional accomplishment, kept in the office of the chief academic officer;
- d. administrative evaluations of the faculty member's professional performance; student evaluations taken for the purpose of administrative evaluation (see section 2.6), kept in the office of the appropriate dean;
- e. other evaluative material related to personal or professional performance (see section 2.9.6), kept in the office of the President, the chief academic officer, or the faculty member's dean, as is deemed appropriate;
- f. personnel information, kept in the office of the Director of Personnel.

Personnel files are available to the President, the academic administrators and their professional staffs, the individual faculty member or his/her duly authorized agent, the personnel office, the designated representatives of accrediting agencies, federal and state auditors, and other authorized personnel of the University as necessary to the performance of their duties. The faculty member may, for a valid reason, authorize in writing access to his/her file by a person not indicated above.

Copies of resumes and materials relative to faculty performance may be kept in files maintained by the appropriate dean and/or the department or divisional chairman. Files concerning faculty benefits are maintained by the Director of Personnel. These files are subject to the same policies of confidentiality and access outlined above.

The University may permit access to and copying from personnel files pursuant to lawful requests of federal or state agencies relevant to investigations, hearings, or other such proceedings pending before such agencies or the courts.

The faculty member may, for the cost of duplication, obtain copies of materials in any of his/her/personnel files. Such copies shall be made by administrative personnel.

Evaluation

2.6 Evaluation

Faculty at Oklahoma Baptist University are subject to two categories of evaluation as described below: administrative evaluation conducted by the faculty member's dean, and peer evaluation, conducted by the faculty member's colleagues.

2.6.1 Administrative Evaluations of Faculty

2.6.1.1 Evaluation of Faculty on Probationary Contracts

A probationary faculty member's dean is responsible for coordinating evaluations of the probationary faculty member's performance. These evaluations shall occur in the first, second, and fourth year of employment. Following each evaluation, the dean will have a conference with the faculty member to discuss his/her performance. In consultation with the department or divisional chairman, the dean will make a yearly recommendation to the chief academic officer concerning the advisability of offering another probationary contract.

2.6.1.2 Evaluation of Faculty on Five-Year Contracts

A faculty member on five-year contract may elect, during the fourth year of any five year period, to undergo evaluation to determine if he/she should stand for continuous contract status. The faculty member's dean is responsible for conferring with the faculty member concerning the advisability of seeking a change in contract status. The dean will also coordinate the evaluation process for faculty wishing to be considered for continuous contract status.

2.6.1.3 Evaluation of Faculty on Continuous Contracts

A faculty member on continuous contract will normally undergo peer evaluation every five years (see section 2.6.2). However, it is the prerogative of the dean of a faculty member's school or college to conduct an evaluation of the faculty member on continuous contract in order to determine the teaching effectiveness of the individual faculty member or the viability of programs within the college or school. The dean should explain to the faculty member his/her reasons for conducting such an evaluation.

2.6.1.4 Evaluation of Faculty on Term Contracts

The dean of a faculty member on a term contract will coordinate evaluations of the faculty member's performance. Following the evaluation, the dean will have a conference with the faculty member to discuss his/her performance. In consultation with the department or divisional chairman, the dean will make a recommendation to the chief academic officer concerning the advisability of offering another term contract.

2.6.1.5 General Principles Governing Administrative Evaluation

In conducting teaching evaluations for any faculty member, a dean will follow the guidelines listed below:

- a. The dean will utilize more than one means of assessment to determine the faculty member's teaching effectiveness. These means may include, but are not limited to, classroom visitation by the dean and/or the department or divisional chairman, student evaluations, evaluation of syllabi and/or examinations.
- b. The faculty member or the dean may request that the Professional Status and Standards Committee aid in the process of evaluation.
- c. The faculty member may request that a colleague in his/her discipline from another university assist in the process of evaluation. In such cases, the dean, the department or divisional chairman, and the faculty member should agree to the acceptability of the evaluator.
- d. the dean will prepare a written summary of his evaluation of the faculty member's performance. A copy of the written summary will be given to the faculty member. Should the faculty member wish to do so, he/she may prepare a written response to the evaluation. The response will be appended to the dean's evaluation, and both the evaluation and the response will be placed in the faculty member's personnel file.
- e. A faculty member who believes that his/her dean has not evaluated his/her performance fairly may appeal to the chief academic officer. The chief academic officer will first attempt to mediate the matter. Should mediation fail, the chief academic officer will arrange for another evaluation to be conducted. He/she shall simultaneously inform the faculty member and the dean of the results of this evaluation.

2.6.2 Faculty Peer Evaluation

To meet the professional obligations outlined in the "commitment to Excellence," faculty members pledge to participate in faculty peer evaluation. The purpose of faculty conducted reviews and evaluations to encourage and assist all members of the faculty to develop and perform to the best of their ability.

2.6.2.1 Responsibility of the Professional Status and Standards Committee

Responsibility for developing policies and procedures relative to faculty peer evaluation and for coordinating and conducting developmental reviews for the senior faculty has been assigned to the Professional Status and Standards Committee.

The Professional Status and Standards Committee also conducts classroom and peer evaluations for probationary faculty members during their third probationary year, for formative (developmental) purposes only, and classroom evaluations in the fifth probationary year, for the purpose of standing for promotion and/or senior faculty status. Probationary faculty members may request, from their dean, exemption from the third year formative review. Probationary faculty members, in

consultation with their dean may request from the PS&S committee and evaluation for senior faculty status earlier than their fifth year, if their contract allows.

The Professional Status and Standards Committee is primarily concerned with maintaining and upgrading standards of teaching of the senior faculty. To this end, the committee conducts developmental reviews of these faculty approximately every fifth year after their appointment to senior faculty status, at the request of the faculty member or his/her dean. A senior faculty member may substitute participation in a teaching triad for the fifth year review. See Appendix K for details.

The committee may assist faculty on probationary or term contracts upon request. (Contact the chair of the PS&S committee for policy relative to review requests.) Such assistance may include: helping the faculty member develop instruments for evaluation, helping to carry out review when requested, helping faculty prepare to stand for senior faculty status or promotion, and coordinating the process of evaluation between deans.

2.6.2.2 Peer Review Policies and Procedures

The Professional Status and Standards Committee shall utilize the following materials in its review:

- a. Student evaluations are taken for each course during the review semester.
- b. Peer assessment forms are distributed to peers selected by the reviewee and his/her dean during the third year (formative) review semester.
- c. Classroom Observation Reports are completed by peers of the faculty member being reviewed after observation of two class sessions he/she is teaching; usually, each class in the reviewee's teaching assignment will be reviewed by a different peer. Whenever possible, peers should be selected from those who are knowledgeable in the faculty member's area of expertise.
- d. The Professional Status and Standards Committee may collect other materials relative to a particular review.

The developmental review committee shall consist of the reviewee's classroom observers and one member of the Professional Status and Standards Committee, who will serve as the developmental review committee chairman. In conducting the review, the developmental review committee shall have access to the materials generated by the review process and any other data the faculty member wishes to present.

The review committee shall aid the reviewee in assessing his/her strengths and weaknesses as a teacher and a colleague. The committee may recommend that individual faculty improvement needs be met by in-service training, study leave, or other similar programs. The committee, insofar as possible, will recommend developmental materials or workshops appropriate to the faculty member's needs and will help provide the Faculty Development Committee with general information concerning faculty needs so that appropriate activities can be provided.

2.6.2.3 Policies Relative to Use of Review Materials

Materials gathered during the review shall be kept filed by the Professional Status and Standards Committee. Copies of the materials will be provided to the faculty member on request. The faculty member may choose to submit the Professional Status and Standards Committee review materials in his/her file to supplement materials gathered for the senior faculty status and promotional advisories. If the Professional Status and Standards Committee review materials are used, all of the materials generated by the most recent review must be included.

Promotion

2.7 Promotion: Policies Regarding Rank

Promotion in rank denotes that a faculty member has reached a level of achievement as outlined in section 2.2 of this Handbook. The procedures of promotion described below are intended to assist the administration in determining that a faculty member meets the criteria for promotion in rank.

No faculty member is entitled to promotion based solely on length of service to the University or for any reason other than documented achievement. Promotion in rank is a recognition of faculty development and achievement in (a) teaching; (b) professional development; (c) service to the University; and (d) Christian commitment and service. The criteria by which achievement is measured are described in the “Criteria for Excellence in College Teaching,” adopted by the Oklahoma Baptist University Faculty in 1968, and in section 2.7.1 below.

2.7.1 Criteria for Promotion in Rank

2.7.1.1 Teaching Effectiveness

Effective teaching is the most important criterion for advancement in rank. Effective teaching is reflected in the following attributes:

- a. command of one’s subject matter, denoted by: appropriate degrees; continuing development through formal education, reading, and/or research in the teaching area(s);
- b. ability to communicate the subject matter to the student population, denoted by: careful attention to course organization and planning; development of pedagogical techniques appropriate to the teaching area(s); excellence in communication skills;
- c. ability to relate one’s subject matter to issues of faith and/or ethical standards relative to the students’ Christian, social, and vocational development;
- d. genuine interest in and respect for students, denoted by: development of a classroom environment that promotes inquiry and the development of critical thinking skills; possession of the attributes of intellectual honesty, fairness, and objectivity; competent, thorough, and sensitive student counseling and advisement.

2.7.1.2 Professional Development, Research, and Creative Activities

Oklahoma Baptist University recognizes the close tie between teaching effectiveness and professional development. Professional development is reflected in the following attributes:

- a. educational activities, including: work on advanced degrees in the area of expertise; post doctoral education and/or other continuing education activities; substantial reading in the area of expertise or in related fields;
- b. publication of books, articles, or creative works; papers presented at professional meetings; public performance;

- c. participation in professional organizations;
- d. participation in campus activities designed to promote professional growth;

2.7.1.3 Service to the University

Welfare of both the faculty and the University depends on broad-based participation of faculty in leadership and governance. University service includes:

- a. responsible service on University standing and ad hoc committees; assuming leadership responsibilities on University committees;
- b. responsible service to departments and programs; assuming leadership in departments and/or programs;
- c. accepting and fulfilling responsibilities in University governance;
- d. participating in campus activities and events; sponsoring student organizations.

2.7.1.4 Christian Commitment and Service

It is the responsibility of every faculty member to promote the general welfare of society. Oklahoma Baptist University faculty actively participate in the Christian community and the social community which infuse and surround the campus.

Christian Commitment and Service include:

- a. participating in worship and in the activities of an area congregation of Christian believers; accepting leadership positions in an area church;
- b. participating in Oklahoma Baptist University activities designed to promote spiritual community and/or spiritual growth;
- c. participating in community political or service activities; accepting leadership positions in local political or service organizations;
- d. other activities designed to promote the welfare of the community.

2.7.2 Levels of Performance

For each of the criteria described above, the following level of performance must be demonstrated: (a) proven or presumptive capacity for the rank of Assistant Professor; (b) noteworthy performance for the rank of Associate Professor; (c) outstanding performance for the rank of Professor.

2.7.3 Sources of Documentation

The Professional Status and Standards Committee has prepared guidelines to help faculty members determine what materials to include in displays prepared for the promotion advisory. These guidelines are available upon request from the Chairman of the Professional Status and Standards Committee and in Appendix L of this Handbook.

2.7.4 Procedures for Promotion in Rank

The initial responsibility for applying for advancement in rank and the burden of proof that advancement is merited rests with the individual faculty member, subject to the policies and procedures

2.7.4.1 Application for Promotion

A faculty member may apply for promotion in rank at such time he/she perceives that he/she meets the requirements for rank outlined in section 2.2 of this Handbook. A faculty member should not apply for promotion before he/she has acquired the minimum number of years of service necessary for promotion, as determined at the time of appointment and/or in keeping with the guidelines offered below.

A faculty member must have received his/her sixth contract at the rank of Assistant Professor before applying for the rank of Associate Professor. A faculty member must have received his/her sixth contract at the rank of Associate Professor before applying for the rank of Professor.

A faculty member wishing to apply for promotion must communicate his/her intent in writing to his/her dean by October 1 of the academic year he/she wishes to stand. He/she should simultaneously inform his/her/department or divisional chairman of his/her intent to stand.

The dean shall request from the chairman of the faculty member's department or division, if applicable, a written evaluation of the faculty member's teaching effectiveness, professional development, University service, and Christian commitment and service. He/she shall use this evaluation as well as his/her assessment to determine if the faculty member meets the criteria for rank.

If the dean concurs that the faculty member meets the criteria for rank, the dean shall recommend in writing to the chief academic officer that the faculty member be considered for promotion. The dean shall send a copy of this recommendation to the faculty member and his/her department chairman.

It is the prerogative of the dean to refuse to recommend for promotion a faculty member who, in the dean's opinion, based on his/her consultation with the department/divisional chairman and/or administrative evaluation, does not meet the criteria for promotion in rank. The dean shall communicate this decision in writing to the faculty member, who may appeal the decision to the chief academic officer. The decision of the chief academic officer will be final.

The chief academic officer shall inform the faculty member of the date of the senior faculty advisory, described below. It is the responsibility of the faculty member to gather and present information intended to demonstrate that he/she meets the criteria for rank.

2.7.4.2 Senior Faculty Advisory

During the spring semester, at a time specified by the chief academic officer and announced well in advance of its occurrence, the senior faculty will review the exhibits of those standing for promotion. It is the obligation of each member of the senior faculty to participate in the advisory. If circumstances prevent a faculty member from participating in the advisory, he/she shall inform the chief academic officer in writing of the reasons he/she cannot participate.

Senior faculty will have opportunity to assess the faculty member standing for promotion in each of four areas: (a) teaching effectiveness; (b) professional development; (c) service to the University; and (d) Christian commitment and service, as defined above (section 2.7.1).

Each member of the senior faculty will state in writing whether he/she approves or does not approve promotion in rank for each faculty member standing. These recommendations should be accompanied by a rationale for the vote.

The chief academic officer shall tally the votes from the senior faculty and shall prepare a summary of faculty comments. The chief academic officer shall report the results to the Deans Council and to the President.

Favorable votes by 2/3 (66.67%) of the senior faculty voting shall be considered a vote to recommend promotion.

Senior faculty should be advised that abstentions are counted as part of the total votes cast.

2.7.4.3 The Academic Unit Advisory

During the spring semester, at a time specified by the chief academic officer and announced well in advance of its occurrence, those faculty with whom the candidate works most closely and regularly will convene as an Academic Unit Advisory to provide, in writing, a detailed assessment of the candidate on each of the four criteria areas (teaching effectiveness, professional development, service to the University, and Christian Commitment and service). In addition to this assessment, the faculty of the academic unit will vote to recommend/not recommend promotion.

The Academic Unit Advisory shall consist of 4 senior faculty members from the candidate's own department/division/college; the constituency of which is to be those faculty with whom the candidate works most closely and regularly.

The Academic Unit Advisory will be filled first with faculty from the candidate's department, then division, and then, if necessary, college. Only senior faculty may serve on this Advisory.

If the candidate's division consists of fewer than 4 senior faculty, then the candidate in consultation with her/his respective dean shall choose additional faculty with whom the candidate works closely

to complete the Academic Unit Advisory. Once assembled, the Academic Unit Advisory will choose a chairman.

While the academic unit is understood to be the candidate's own department/division/college, there will on rare occasions be instances where the candidate works most closely and regularly with faculty from another college. In these circumstances, the candidate in consultation with his/her respective dean shall choose faculty with whom the candidate works closely to complete the Academic Unit Advisory. However, no more than 1 of the 4 Academic Unit Advisory members may be chosen from outside the candidate's college. When an Academic Unit Advisory member is selected from outside the candidate's college, justification for that choice must be provided in the evaluation letter generated by the Academic Unit Advisory.

The Academic Unit Advisory will collaboratively write a summary assessment of the candidate. The Academic Unit Advisory will also vote to "recommend" or "not recommend" the candidate for promotion. An affirmative vote of the majority of the Academic Unit Advisory is required to "recommend" the candidate for promotion. This written assessment will be provided to the chief academic officer. The chief academic officer must include this document as an appendix to his/her recommendation to the President.

2.7.4.4 The Deans' Council Advisory

The deans of the colleges will carefully review the faculty member's exhibit and the materials from the senior faculty advisory and the academic unit advisory. Each academic dean shall individually rank each faculty member standing for promotion in each of the four areas: (a) teaching effectiveness; (b) professional development; (c) service to the University; and (d) Christian commitment and service, as defined above (2.7.1).

For the purposes of ranking faculty standing for promotion, the deans will use a scale of 0 to 3, with 0 equal to below average, 1 equal to average, 2 equal to noteworthy, and 3 equal to outstanding. The deans will provide substantiating comments to justify their rankings.

One of the academic deans will tally the results, giving 40% weight to the scores for teaching effectiveness and 20% weight for each of the scores in the other three areas.

A total average score of 2.6 on a 3.0 scale, with no single average score of less than 2.0 is required for a recommendation for promotion to the rank of Professor. A total average score of 2.0 on a 3.0 scale, with no single average score of less than 1.0 is required for a recommendation for promotion to the rank of Associate professor. A total average score of 1.6 on a 3.0 scale, with no single average score of less than 1.0 is required for a recommendation for promotion to the rank of Assistant Professor.

The academic deans shall discuss the results of their rankings and shall make a joint recommendation to the chief academic officer based on criteria for rank described in this Handbook, section 2.2.

2.7.4.5 Administrative Action

Decisions concerning promotion in rank are, in the final instance, made by the President and confirmed by the Board of Trustees. Decisions are based on the recommendations of (a) the senior faculty through the senior faculty advisory; (b) the academic unit advisory; (c) the academic deans through the Deans' Council advisory; and (d) the chief academic officer, based on their judgments of the individual's fulfillment of the criteria for rank described in this Handbook, section 2.2

The chief academic officer, after studying all of the evidence gathered from the senior faculty advisory, the academic unit advisory, and the Deans' Council advisory, shall make a recommendation to the President. The chief academic officer shall provide a written rationale for his/her recommendation.

The President shall study all of the evidence gathered from the senior faculty advisory, the academic unit advisory, and the Deans' Council advisory, as well as the recommendation of the chief academic officer before making his decision. He shall make his decision based on the criteria for rank described in this Handbook (section 2.2) and shall communicate the decision and the rationale for the decision in writing to the chief academic officer.

The decision of the President, subject to approval by the Board of Trustees, is final.

It is the responsibility of the chief academic officer to inform the faculty member, as soon as possible, of the decision of the President. The chief academic officer shall meet with each faculty member standing for promotion and shall advise him/her of the substance of the advisory evaluations.

All written evaluative materials generated in any segment of the advisory shall be considered confidential and will be destroyed at the conclusion of the promotion process.

Senior Faculty Status

2.8 Senior Faculty Status: Policies and Procedures

Senior faculty status describes the protection afforded a faculty member not to be terminated except for causes and circumstances described in this Handbook (section 2.9). Its purpose is to provide the faculty member the freedom of teaching, of research, and of extramural activities which promotes a free search for truth and individual dignity and integrity. Achieving senior faculty status entitles a faculty member to one of two contract options: the five-year contract or the continuous contract, as described in section 2.3 above.

In accepting senior faculty status, the faculty member acknowledges his/her responsibility to uphold and advance the values, ethics, knowledge, and mission of his/her profession and of Oklahoma Baptist University.

2.8.1 Criteria for Senior Faculty Status

To be granted senior faculty status, a faculty member must have (a) achieved at least the rank of Assistant Professor; (b) be fulfilling the criteria for the rank at which he/she is serving, as defined in section 2.7 of this Handbook; (c) show promise that he/she will remain a productive member of the academic and University communities; (d) be judged to have areas of specialization pertinent to the needs of the University in fulfilling its educational goals.

Only faculty members who have successfully completed the procedures relative to advancement to senior faculty status, outlined below, may be granted senior faculty status. No faculty member may accrue a right to expectation of continuing appointment as a result of years of service on term or probationary contracts.

2.8.2 Procedures for Senior Faculty Status

The initial responsibility for applying for senior faculty status and the burden of proof that senior faculty status is merited rests with the individual faculty member, subject to the policies and procedures described below.

2.8.2.1 Application for Senior Faculty Status

An individual who is on a probationary contract must formally apply for senior faculty status. He/she may not apply for senior faculty status prior to the time so designated on his/her initial probationary contract, and no faculty member will be permitted to stand who has completed fewer than three probationary contract years. If a ranked faculty member has not stood before, he/she must stand for senior faculty status during the sixth probationary contract year.

Should a faculty member fail to request consideration for senior faculty status during or prior to the sixth year of probationary service or fail to provide evidence sufficient to determine fitness for senior faculty status, the University shall issue him/her a terminal contract for the following academic year.

Before applying for senior faculty status, a faculty member should confer with his/her dean and department or divisional chairman concerning contract options. The faculty member, his/her dean, and his/her department or divisional chairman should attempt to reach a mutually agreeable decision on the contract status the faculty member should seek, based on the following considerations: (a) the specific needs of the department or school; (b) the professional goals of the faculty member and his/her potential to meet those goals; (c) the faculty member's commitment to the mission of the institution and the profession.

A faculty member wishing to apply for senior faculty status must communicate his/her intent in writing to his/her dean by **October 1** of the academic year he/she wishes to stand. He/she should simultaneously inform his/her department or divisional chairman of his/her intent to stand. His/her request should indicate whether he/she intends to request five-year or continuous contract status.

2.8.2.2 Evaluation by the Chief Academic Officer

Prior to the senior faculty advisory, it is the responsibility of the chief academic officer to:

- a. verify that the faculty member is eligible to stand for senior faculty status;
- b. review with the chief financial officer the present and anticipated budget conditions within the University;
- c. review with the faculty member's department or divisional chairman and dean the department or program needs, including department or program mission, goals and objectives, enrollment patterns, and anticipated future directions and the potential of the faculty member to assist other faculty in meeting those objectives.

Following this evaluation, the chief academic officer may consult with the faculty member concerning his/her decision to stand for senior faculty status and/or may wish to recommend that the faculty member select a different contract option.

2.8.2.3 The Academic Unit Advisory

During the fall semester, at a time specified by the chief academic officer and announced well in advance of its occurrence, those faculty with whom the candidate works most closely and regularly will convene as an Academic Unit Advisory to provide, in writing, a detailed assessment of the candidate on each of the four criteria areas (teaching effectiveness, professional development, service to the University, and Christian commitment and service). In addition to this assessment, the faculty of the academic unit will vote to recommend/not recommend senior faculty status.

The Academic Unit Advisory shall consist of 4 senior faculty members from the candidate's own department/division/college; the constituency of which is to be those faculty with whom the candidate works most closely and regularly.

The Academic Unit Advisory will be filled first with faculty from the candidate's department, then division, and then, if necessary, college. Only senior faculty may service on this Advisory.

If the candidate's division consists of fewer than 4 senior faculty, then the candidate in consultation with his/her respective dean shall choose additional faculty with whom the candidate works closely to complete the Academic Unit Advisory. Once assembled, the Academic Unit Advisory will choose a chairman.

While the academic unit is understood to be the candidate's own department/division/college, there will on rare occasions be instances where the candidate works most closely and regularly with faculty from another college. In those circumstances, the candidate in consultation with his/her respective dean shall choose faculty with whom the candidate works closely to complete the Academic Unit Advisory. However, no more than 1 of the 4 Academic Unit Advisory members may be chosen from outside the candidate's college. When an Academic Unit Advisory member is selected from outside the candidate's college, justification for that choice must be provided in the evaluation letter generated by the Academic Unit Advisory.

The Academic Unit Advisory will collaboratively write a summary assessment of the candidate. The Academic Unit Advisory will also vote to "recommend" or "not recommend" the candidate for senior faculty status. An affirmative vote of the majority of the Academic Unit Advisory is required to "recommend" the candidate for senior faculty status. This written assessment will be provided to the chief academic officer. The chief academic officer must include this document as an appendix to his/her recommendation to the President.

2.8.2.4 Senior Faculty Advisory

During the fall semester, at a time specified by the chief academic officer and announced well in advance of its occurrence, the senior faculty will review the exhibits of those standing for senior faculty status. It is the obligation of each member of the senior faculty to participate in the advisory. If circumstances prevent a faculty member from participating in the advisory, he/she shall inform the chief academic officer in writing of the reasons he/she cannot participate.

Senior faculty will have opportunity to assess the faculty member standing for promotion in each of four areas: (a) teaching effectiveness; (b) professional development; (c) service to the University; and (d) Christian commitment and service, as defined in section 2.7.1 of the Handbook and in the "Commitment to Excellence."

Each member of the senior faculty will state in writing whether he/she approves or does not approve promotion in rank for each faculty member standing. These recommendations should be accompanied by a rationale for the vote.

The chief academic officer shall tally the votes from the senior faculty and shall prepare a summary of faculty comments. The chief academic officer shall report the results to the Dean's Council and to the President.

Favorable votes by 3/4 (75%) of the senior faculty voting shall be considered a vote to recommend senior faculty status.

Senior faculty should be advised that abstentions are counted as part of the total votes cast.

2.8.2.5 The Deans' Council Advisory

The deans of the colleges will carefully review the faculty member's exhibit and the materials from the senior faculty advisory and the academic unit advisory. Each academic dean shall individually rank each faculty member standing for promotion in each of the four areas: (a) teaching effectiveness; (b) professional development; (c) service to the University; and (d) Christian commitment and service, as defined above.

Each academic dean will prepare a recommendation for each candidate, indicating whether the dean does or does not favor senior faculty status and providing a written rationale for the recommendation. One academic dean will tally the votes.

The academic deans shall discuss the results of their recommendations and shall make a joint recommendation to the chief academic officer for each faculty member applying for senior faculty status, based on criteria for senior faculty status described in this Handbook.

2.8.2.6 Administrative Action

Decisions concerning senior faculty status are, in the final instance, made by the President and confirmed by the Board of Trustees. Decisions are based on the recommendations of (a) the senior faculty through the senior faculty advisory; (b) academic unit advisory; (c) the academic deans through the Deans' Council advisory; and (d) the chief academic officer, based on their judgments of the individual's fulfillment of the criteria for senior faculty status described in this Handbook.

The chief academic officer based on his/her initial evaluation and the evidence gathered from the senior faculty advisory, the academic unit advisory, and the Deans' Council advisory, shall make a recommendation to the President. The chief academic officer shall provide a written rationale for his/her recommendation.

The President shall study all of the evidence gathered from the senior faculty advisory, the academic unit advisory, and the Deans' Council advisory, as well as the recommendation of the chief academic officer before making his decision. He shall make his decision based on the criteria for senior faculty status described in this Handbook, and shall communicate the decision in writing to the chief academic officer.

The decision of the President, subject to approval by the Board of Trustees, is final.

It is the responsibility of the chief academic officer to inform the faculty member, as soon as possible, of the decision of the President. The chief academic officer shall meet with each faculty member standing for senior faculty status and shall advise him/her of the substance of the advisory evaluations.

All written materials generated in any segment of the advisory shall be considered confidential and shall be destroyed at the conclusion of the process.

2.8.3 Changes in Contract Status

A faculty member may wish, in the fourth year of a five-year contract, to apply for continuous contract status. The faculty member should, by **October 1** of the fourth year of his/her five-year contract, make this request in writing to the chief academic officer, with an accompanying recommendation from the appropriate dean and the department or divisional chairman. The recommendation should include justification for a change in contract status based on changes in the department (i.e. increases in enrollment, initiation of new programs), changes in the financial health of the institution, and/or changes in the preparedness of the faculty member (i.e., completion of an advanced degree, evidence that problems in teaching effectiveness have been successfully addressed or that other conditions have been fulfilled).

The chief academic officer shall make a recommendation in writing to the President concerning the advisability of offering the faculty member continuous contract status. The President will make a decision based on the recommendations of the chief academic officer, the dean, and the department or divisional chairman. Decisions concerning changes in senior faculty contract status are, in the final instance, made by the President and confirmed by the Board of Trustees.

Changes in contract status for the senior faculty, with the exception of the changes noted above, may only occur in compliance with policies and procedures relative to separation, described in section 2.9, below.

Separation

2.9 Separation: Policies and Procedures

At times it may be necessary for the University and the individual faculty member to sever their professional relationship. In order to protect the interests of both parties, the University has adopted the following policies relative to non-reappointment, resignation, dismissal, and termination or layoff. Policies relative to retirement are covered in sections 2.9.4 and 2.14.5.

2.9.1 Non-Renewal of Term Contracts

The unranked and extraordinary faculty, as defined in section 2.2.4 above, are issued term contracts. These contracts carry no obligation or promise of further employment, and faculty serving on these contracts have no right to appeal an administrative decision not to offer another contract or to make a change in the terms or condition of further contracts offered.

2.9.2 Non-Reappointment

The term “non-reappointment” is used to denote non-renewal of a probationary contract.

All initial, probationary appointments to the ranked faculty at Oklahoma Baptist University are made with the understanding that both the University and the appointee will engage in a period of mutual evaluation prior to establishing a continuous association. Therefore, a separation prerogative rests with both parties.

A probationary faculty member may decide not to accept a renewal of his appointment. In such event, he/she should follow the procedures outlined in section 2.9.3 Resignation.

The deans of the schools and colleges recommend annually to the chief academic officer which probationary faculty shall be offered another probationary contract. The dean will usually make this recommendation based on administrative evaluation and in consultation with the department or divisional chairman and/or with other department members. The decision not to reappoint rests, in the final instance, with the President upon recommendation of the chief academic officer.

Faculty members on probationary contract have the right to timely written notice of non-reappointment. Such notice shall be issued no later than the February Board of Trustees meeting if appointment is not to be renewed, or at least three months prior to the expiration of an initial one-year appointment, if it expires during an academic year.

Notification of non-reappointment is not a dismissal for cause, and the University is not obligated to provide reasons for non-reappointment.

2.9.3 Resignation

Resignation is an action through which a faculty member chooses to sever his/her professional relationship with the University.

A faculty member serving under a continuous contract or a five-year contract may resign at the end of an academic year provided he/she gives notice in writing at the earliest opportunity, but not later than April 15 or fifteen (15) days after receiving notice of the terms of his/her appointment for the coming year, whichever date occurs later. The faculty member may request an extension of this time period in case of hardship, in a situation where he/she would otherwise be denied the expectation of substantial professional advancement or other opportunity, or in case of prolonged mental or physical illness, one expected to continue beyond an academic or calendar year.

When a ranked faculty member resigns, he/she releases his/her right to senior faculty status or to the years accrued toward senior faculty status in the probationary period.

Faculty serving on term contract may elect to refuse a contract offered. The faculty member has two weeks to accept or reject a term contract.

2.9.3.1 Rescission

After signing his/her contract, a faculty member may unilaterally rescind the agreement by delivering notice to that effect in writing to the Office of the President within thirty (30) days of the execution of the contract by the employee.

2.9.4 Retirement

There is no mandatory age for retirement. A faculty member should consult the Human Resource Director to determine the optimum age for receiving retirement benefits from Social Security and from his/her retirement plan. The faculty member should inform his/her divisional chairman, dean, and the chief academic officer as early as possible of his/her intent to retire. See section 2.13 for a description of retirement benefits.

2.9.5 Termination or Layoff

Termination or layoff is an action of separation through which the University terminates the services of a faculty member with senior faculty status or of a probationary faculty member or extraordinary faculty member before the expiration of his/her contract without prejudice as to performance.

2.9.5.1 Prolonged Mental or Physical Illness

Termination for medical reasons will be based upon clear and convincing medical evidence that a faculty member is and/or will be unable to perform his/her normal duties as outlined in section 2.10 of this Handbook due to medical circumstances, despite reasonable accommodation.

The decision to terminate for prolonged mental or physical illness will be made by the President in consultation with the chief academic officer. The decision will be made only after the faculty member or his/her representative has been informed in writing of the proposed action and the

reasons for it. If the faculty member or his/her representative so requests within ten (10) working days, the situation will be reviewed by the Faculty Grievance Committee before action is taken by the President.

2.9.5.2 Redirection, Reduction, or Discontinuation of an Academic Department or Program

Termination or layoff may occur as a result of the formal redirection, reduction, or discontinuation of a program or department of instruction. Decisions to redirect, reduce, or discontinue an academic department or program are integral to the long range planning processes of the University and are not made without compelling evidence that change is desirable.

Faculty whose positions are liable to termination as a result of program redirection, reduction, or discontinuation are entitled to (a) sufficient notice that program redirection, reduction, or discontinuation is under consideration and that the consequences of program redirection, reduction, or discontinuation may be a reduction in force, (b) sufficient time and opportunity to appeal the decision.

Recommendations to redirect, reduce, or discontinue a program should be made based on one or more of the following considerations:

- a. over a period of several years, the program has lost students to the point that faculty are underutilized, i.e. are bearing student loads 1/3 or more under what the program can reasonably handle based on past enrollments;
- b. the program is not producing marketable graduates;
- c. attempts to revitalize the program have been unsuccessful;
- d. the program is no longer essential to fulfilling the mission of the University;
- e. the effectiveness of other programs will not be compromised by the redirection, reduction, or discontinuation of the program under consideration;
- f. the financial health of the institution will be improved by the redirection, reduction, or discontinuation of the program.

2.9.5.2.1 Procedures Relative to Program Redirection, Reduction, or Discontinuation

A proposal to formally redirect, reduce, or discontinue a department or program may be initiated by the chief academic officer, the Academic Council, the Deans' Council, the Curriculum Committee, or the department or program. The proposal will include (a) a rationale for the proposal based on quantitative and qualitative assessment of the program, its goals, and its effectiveness in meeting those goals, and (b) a timeline for implementing the change.

The proposal to formally redirect, reduce, or discontinue a department or program will be directed to the President. The President shall inform the faculty in the department or program of the intent

to redirect, reduce, or discontinue, giving written justification for the decision. The President will offer the faculty opportunity to prepare and present a defense of the program. The faculty will have at least thirty (30) calendar days to prepare the defense, which should include departmental long range plans and assessment results as well as other information which demonstrates successful fulfillment of legitimate program goals.

The Planning Analysis Committee shall review the proposal for program redirection, reduction, or discontinuation in light of the evidence offered by the chief academic officer, the University mission and academic purposes, institutional long range plans, financial implications for the institution and, if one is offered, the defense offered by the department or program.

Following the review, the Planning Analysis Committee shall make a formal recommendation to the President.

The final decision to redirect, reduce, or discontinue a department or program is made by the President, subject to the approval of the Board of Trustees. Following the decision of the Board of Trustees, the chief academic officer will be responsible for implementing the change.

2.9.5.2.2 Department/Program Rights of Appeal

The President will meet with faculty serving in departments or programs being considered for redirection, reduction, or discontinuation to apprise them of the proposed change. Should the faculty desire to appeal the decision, the President will allow them thirty (30) days to prepare a defense, based on criteria listed above.

At the request of the dean or divisional chairman, the University may employ an outside consultant, agreed upon by the President and the faculty, to visit the campus, study the program, and make a recommendation concerning its viability.

Should the faculty in the department or program not concur with the recommendation of the Planning Analysis Committee, a final appeal may be made to the Academic Affairs Committee of the Board of Trustees who may uphold the decision of the President or refer the matter to a decision of the Board of Trustees, whose decision will be final.

2.9.5.2.3 Termination/Layoff of Senior Faculty

Termination/Layoff of senior faculty resulting from redirection, reduction, or discontinuation of an academic department or program shall be made in accordance with the principles and procedures described in section 2.9.5.5

2.9.5.3 Financial Crisis

Financial crisis occurs at any time the University completes or foresees completing a fiscal year with an operating deficit. Financial crisis necessitates budget reduction in order to assure the ongoing fiscal viability of the institution. Maintaining the educational integrity of the institution shall be the primary goal in all considerations dealing with financial reduction.

In the eventuality of financial crisis, it is the responsibility of the President, assisted by the chief financial officer and the chief academic officer, to conduct an intensive budget study involving each budget unit of the University and to prepare a specific plan intended to yield appropriate budget reduction. This plan will be reviewed by the Planning Analysis Committee before it is implemented to assure that the budget will be balanced with the least damage to the educational mission of the institution.

2.9.5.3.1 Faculty Rights Relative to Financial Crisis

It is the right of the faculty to be informed in a timely manner that the University is in a period of financial crisis and to have access to financial information appropriate to understanding the nature and extent of the crisis. The President shall announce to the faculty at the earliest possible faculty meeting that the University is experiencing financial crisis. He will provide the faculty with detailed budget information and will apprise them of the budget reduction plan and the schedule for its implementation.

The faculty shall be given opportunity for meaningful involvement in decisions relating to the reduction of instructional programs proposed to meet the necessities of financial crisis.

The faculty shall not be made to bear an undue proportion of the economies relative to financial reduction.

2.9.5.3.2 Termination/Layoff of Senior Faculty

During a period of financial crisis, reduction in force involving faculty with senior faculty status will occur only as a result of department or program redirection, reduction, or discontinuation. Elimination of faculty positions will be justified and accomplished following the criteria and procedures outlined below.

2.9.5.4 Financial Exigency

Financial exigency is defined as the critical, pressing, or urgent need on the part of the University to reorder its monetary expenditures in such a way as to remedy and relieve the state of urgency within the University created by its inability to meet its annual monetary expenditures with sufficient revenue to prevent sustained loss of funds.

The Board of Trustees must officially determine that financial exigency exists. Evidence of this financial exigency will be presented to the faculty, who will be given opportunity to be meaningfully involved in decisions relating to the reduction of instructional programs.

Recommendations regarding academic program reductions will be made by the Academic Council and the chief academic officer. These recommendations will be based on advice from academic departments and deans concerning the short- and long-term viability of proposed program reductions. Recommendations will be reviewed and approved by the President. Final approval rests with the Board of Trustees.

2.9.5.5 Principles, Procedures, and Recall Provisions

When faculty positions are eliminated from an academic department or program, recommendations concerning which faculty positions shall be eliminated will be made to the President by the chief academic officer in consultation with the dean of the respective school or college. The following criteria will be used for making decisions unless the department and the chief academic officer agree that the institution and/or department would be better served by utilizing criteria established by the department.

- a. The rights of those holding senior faculty status will be protected insofar as possible. A faculty member on continuous contract will not be terminated in favor of a faculty member on five-year contract, a faculty member on five-year contract will not be terminated in favor of a probationary faculty member, and a probationary faculty member will not be terminated in favor of a faculty member serving on a term contract except in circumstances where a serious distortion of the academic program would otherwise result.
- b. If it is necessary to terminate senior faculty members with the same contract status, those who have served the least number of years in ranked faculty positions at Oklahoma Baptist University shall be terminated first.
- c. In instances where senior faculty with the same contract status have the same length of service, those without the doctoral degree will be considered for termination first.
- d. In all instances, due consideration will be given to the essential needs of the department, as defined by the department and communicated to the dean.

Due notice of termination for program redirection, reduction, or discontinuation shall be given to senior faculty members as soon as possible, but not later than one calendar year in advance of the effective date of the termination of employment, i.e., for most faculty, May 31 or the year prior to termination. In the case of a financial exigency which, in the view of the President and the Board of Trustees, would make it impossible for the University to give such notice, notice of termination may be given prior to one calendar year in advance of the effective date.

When financial exigency or crisis, program redirection, reduction, or discontinuation necessitates the termination or layoff of senior faculty members, the University will assist those faculty affected to readapt within the institution or to find suitable employment elsewhere.

If a faculty member with senior faculty status is terminated, the released faculty member's position will not be filled within a period of twenty-four (24) calendar months unless the faculty member has been offered reappointment at the rank and contract status held at the time of termination. The faculty member will be allowed thirty (30) calendar days to accept or decline the offer of reappointment. It is the responsibility of the terminated faculty member to see that the University remains informed of his/her whereabouts during the first twenty-four months after termination.

2.9.6 Dismissal

Dismissal is a severance action by which the University ends its professional relationship with a senior status faculty member for adequate cause. Dismissal is also the means by which the University

removes for adequate cause faculty members serving on probationary or term contracts before the end of the contract year/semester.

Adequate cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue in his/her professional capacity as a teacher in this University. Dismissal proceedings may be instituted for one or more of the following reasons:

- a. serious and demonstrable professional incompetence, including, but not limited to, consistent and prolonged distribution of misinformation to students, failure to incorporate into courses important new theories, findings, or procedures in the field of inquiry, failure to communicate course materials effectively to student populations, failure to assess student learning fairly and effectively;
- b. serious and demonstrable neglect of academic duties, including, but not limited to, consistent and prolonged failure to meet classes, failure to make oneself accessible to students, failure to grade and return student assignments, failure to prepare and report student grades, failure to meet course objectives as stated in the catalog or in the course syllabi, failure to provide student advisement in an accurate and timely fashion, failure to meet contractual obligations outlined in this Handbook;
- c. falsification of credentials or experience;
- d. fraudulent or unethical behavior associated with teaching or scholarly pursuit, i.e. plagiarism, falsification or misrepresentation of experimental evidence, misuse or abuse of experimental subjects;
- e. misappropriation or misuse of university resources, including financial resources, physical resources, and/or human resources;
- f. physical contact of a sexual nature with a student who is not the faculty member's spouse;
- g. exploitation of students, staff, other faculty members, or their families for personal benefit or gain;
- h. verbal or physical abuse directed toward students, staff, other faculty members, or their families;
- i. sexual harassment;
- j. illegal discrimination, i.e. discrimination based on race, sex, color, national origin, age, or disability;
- k. private conduct which compromises the fulfillment of professional duties and/or demonstrably and seriously harms the reputation of the University and/or the profession;
- l. sexual misconduct or demonstrated sexual preference considered to be contrary to the standards and expectations of the Baptist constituency that supports the University, including, but not limited to, homosexuality, pedophilia, and the like.

- m. conviction of a crime which compromises the fulfillment of professional duties and/or demonstrably and seriously harms the reputation of the University or the profession;
- n. violation of University policies relative to campus safety and substance abuse;
- o. spreading malicious rumors or gossip concerning the University, its employees, or its students;
- p. violations of professionally accepted limits on academic freedom as defined in Appendix C of this Handbook;
- q. any other just or legal cause.

2.9.6.1 Procedures Relative to Dismissal

Dismissal proceedings may be initiated by the chief academic officer or by the President. In either case, the faculty member shall be notified in writing that dismissal procedures have been initiated and shall be given justification for dismissal based on reasons outlined above. The faculty member will be given sufficient time and opportunity to prepare and present a defense.

The faculty member will have one or more meetings with the President and chief academic officer to discuss the grounds for dismissal and to allow the faculty member opportunity to provide reasons why dismissal proceedings should not be instituted. Following these discussions, the President may (a) elect to drop the proceedings; (b) elect to impose less severe sanctions; (c) elect to continue with dismissal proceedings. The President should inform the faculty member in writing of his decision.

Should the President decide to continue with dismissal proceedings, the faculty member may elect to appeal the decision through the Faculty Grievance Procedure outlined in section 2.15 of this Handbook.

2.9.7 Progressive Discipline

Dismissal for cause should be preceded by written admonition from the appropriate administrative officer(s) describing the alleged problem and warning that the faculty member's contract status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the faculty member does not contest the allegations and fulfills his/her duties appropriately, the matter shall be considered settled. If the faculty member fails to correct the problem, dismissal proceedings may be initiated.

In cases where faculty behavior has done or threatens to do significant harm, or in cases where it is impossible to correct behavior, the President may elect to forego progressive discipline and proceed immediately to dismissal.

2.9.7.1 Severe Sanctions

If the President or the chief academic officer believes that the conduct of a faculty member, although not constituting adequate cause for immediate dismissal, is sufficiently grave to warrant imposition of a severe sanction, such as suspension from service for a stated period, reduction or loss of salary, or the suspension of privileges, the President or the chief academic officer may institute a proceeding to impose such severe sanctions. Faculty rights to fair process, as outlined below (2.9.7), shall govern.

2.9.7.2 Minor Sanctions

If the President or the chief academic officer believes that the conduct of a faculty member warrants imposition of a minor sanction, such as formal reprimand or a demand for restitution, the President or the chief academic officer may impose a minor sanction. The rights to fair process, as outlined below (2.9.8), shall govern. Minor sanctions may be imposed by the chief academic officer without necessarily requiring the involvement of the President.

2.9.7.3 Suspension with Pay

Suspension is the temporary separation of a faculty member from the University where it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the University poses an immediate threat of harm or disruption to the University or to individuals in the University community. Suspension shall be with pay and shall last only so long as the threat of harm continues or until dismissal for cause occurs. The rights to fair process, as outlined below (2.9.7) shall govern; however, suspension may be imposed immediately.

2.9.8 Rights of the Faculty in a Case Involving Dismissal or Sanction

In any case involving dismissal for cause or severe or minor sanctions, the faculty member subject to discipline enjoys the following rights to fair process:

- a. It is the right of the faculty member to receive written notice from the chief academic officer that he/she intends to recommend to the President that dismissal proceedings or sanctions be imposed.
- b. It is the right of the faculty to receive a written statement clearly denoting the grounds for dismissal or sanctions.
- c. It is the right of the faculty to obtain copies of materials in his/her personnel file relative to dismissal proceedings or sanctions.
- d. It is the right of the faculty to be provided opportunity to meet with the President and/or the chief academic officer before the President acts on the recommendation for dismissal or imposes sanctions.
- e. It is the right of the faculty to appeal the decision of the President to the Faculty Grievance Committee, which shall review the case and make recommendations to the President following procedures established in this Handbook (2.15).

- f. It is the right of the faculty to continue to receive salary payments until (a) the dismissal and any appeal procedures accompanying the dismissal have been completed, or (b) the appeal procedure is suspended because of initiation of court or agency action.

In any case involving dismissal for cause, the burden of proof that adequate cause exists shall be on the University, which proof shall be supported by a preponderance of evidence. Grounds for dismissal for cause may not be frivolous or malicious and must be based on a preponderance of evidence that the faculty member's actions are in violation of widely accepted educational, ethical or behavioral expectations or clearly established written University policy. Grounds for dismissal for cause may not violate the academic freedom of the faculty member as defined in Section 2.10.4 and Appendix C of this Handbook.

Faculty Rights, Responsibilities, and Professional Ethics

2.10 Faculty Rights, Responsibilities, and Professional Ethics

2.10.1 Oklahoma Baptist University Commitment to Excellence and Purpose Statement

Faculty rights, responsibilities and ethics, as delineated below, are all informed by two statements of principle: the Oklahoma Baptist University Commitment to Excellence, adopted by the faculty, administration, and Board of Trustees in 1974, and the University Purpose Statement, adopted by the University Forum and the Board of Trustees in 1983. The Commitment to Excellence is located at the beginning of section two of this Handbook. The Purpose Statement precedes section one of this Handbook. The Commitment to Excellence describes the basic elements of good teaching to be practiced by every faculty member at this institution. The Purpose Statement is the official governance and guiding statement for the total life of the University.

It is the responsibility of faculty members, whether working independently as scholars and/or teachers or with University colleagues, to conduct themselves and their work in a manner that is consistent with and thoroughly reflective of the spirit and intent of these two documents.

2.10.2 Professional Ethics

Oklahoma Baptist University subscribes to the "Statement on Professional Ethics," adopted by the American Association of University Professors in 1964. The substance of the AAUP statement is reproduced below and thus incorporated into this Handbook.

I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of

colleagues. He accepts his share of faculty responsibilities for the governance of the institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside the institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

In addition to his/her commitment to professional ethics as described above, the faculty member at Oklahoma Baptist University endorses the University's statement of mission and purpose and accepts as part of his professional ethics responsibility to behave in a manner consistent with the nature of the institution and the expectations of the Baptist constituency as expressed in the Baptist Faith and Message as adopted by the Baptist General Convention of Oklahoma, which supports the University.

2.10.3 Romantic Relationships Between Faculty and Students

Oklahoma Baptist University is a close community of faculty, staff, and students in which personal relationships are important. OBU encourages faculty and staff to relate to students as whole persons, in and out of the classroom, and to be sensitive to their needs both academically and personally.

Employees of the university should be aware of their positions relative to students and should guard against student vulnerability, naïveté, emotional immaturity, and a student's inappropriate desire to please and impress employees of the university.

Faculty stand in a unique position of power over students. Along with staff, faculty must avoid any relationship with a student which poses or appears to pose the potential of an abuse of power. Such an abuse or perception of abuse does damage to the parties involved, to other students and other employees, and potentially to the university. Employees must avoid any conduct which may be perceived as potentially exploitable of students. Employees must avoid personal relationships with students which undermine or have the potential to undermine the educational process.

Social contact between a faculty or staff member and a student should occur in a context which will enable the employee to demonstrate the propriety of the relationship. The appearance of impropriety should be avoided.

Sexual relationships are expected to occur only in the context of marriage. Any sexual relationship between an employee of the university and a student not married to that employee will be the basis of termination of the employee and dismissal of the student. Situations must be avoided which reasonably could be interpreted as opportunities for sexual relationships between employees and students.

If the university perceives an employee is engaged in conduct which is inconsistent with this policy, the employee normally will be counseled. If the conduct persists or if the conduct is an egregious departure from these expectations, the conduct may form the basis for disciplinary actions against the employee including the employee's termination.

2.10.4 Harassment and Discrimination

Oklahoma Baptist University is committed to maintaining high standards of professional ethics in a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. The university will not condone actions or words which a reasonable person would regard as either sexual harassment, discriminatory harassment, or violation of an individual's civil rights.

Oklahoma Baptist University is committed to maintaining a humane atmosphere in which the race, color, gender, age, national origin, marital status, and cognitive or physical disability are not disparaged. The University reserves the right to recruit and hire faculty whose religious beliefs and affiliations and moral and ethical perspectives are compatible with the University mission and policies flowing from that mission. However, the University will not tolerate language or behavior directed against particular persons or groups the intent of which is to degrade, humiliate, embarrass, frighten, or otherwise dehumanize.

The following policies apply to relationships between students, between students and faculty, between students and administrators, staff, or any other person working on the campus, between faculty, between faculty and administrators, between faculty and staff or any other person working on campus, between administrators, between administrators and staff or any other person working on campus. In addition, when the University receives information that someone on campus is being harassed, the University is responsible for offering assistance whether the perpetrator(s) are or are not officially associated with the University.

2.10.4.1 Definitions

2.10.4.1.1 Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advance or other unwelcome verbal or physical conduct of a sexual nature when (1) a reasonable individual would believe that his/her response to the conduct will affect his/her employment or academic status; or (2) the conduct creates an intimidating or hostile environment for work or learning. Sexual harassment can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, the University may consider conduct to be sexual harassment whether or not it rises to the level of illegal sex discrimination.

The following are some examples which may be sexual harassment: requests for sexual favors; unwanted and/or inappropriate hugging, touching, patting, or brushing another's body; inappropriate whistling or staring; veiled suggestions of sexual activities; requests for private meetings outside of class or business hours for other than legitimate mentoring purposes; use in the classroom of sexual jokes, stories, or images in no way germane to the subject of the class; and remarks about a person's body or sexual relationships, activities, or experiences.

2.10.4.1.2 Discriminatory Harassment

Oklahoma Baptist University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his/her race, color, gender, national origin, age, or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, age, or disability, or that of his/her relatives and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (iii) otherwise adversely affects an individual's educational or employment opportunities.

Harassing conduct includes, but is not limited to, the following: (a) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age, or disability; and (b) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on campus or circulated on campus.

2.10.4.1.3 Stalking

Stalking is considered a form of harassment. Stalking is defined as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that (1) would cause a reasonable person or a member of the immediate family of that person feel frightened, intimidated, threatened, harassed, or molested; and (2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

2.10.4.1.4 Sexual Misconduct

Sexual misconduct is a broad term encompassing any nonconsensual conduct of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behaviors including unwelcome sexual touching/exposure, non-consensual sexual assault, and forced sexual assault. Included in this definition of misconduct is "dating violence" which is defined as violence against a person with whom the perpetrator is in a dating relationship also known as courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, students, staff and faculty.

2.10.4.1.5 Informal Response to Harassment or Misconduct

Any person who wishes to make an informal response to unwelcome conduct, including conduct which may be sexual or other prohibited harassment, is welcome to communicate to the other party either in person or in writing that the conduct is offensive or unwelcome and request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive. Such an informal response may be made in addition to pursuing the complaint process described below.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge, if appropriate.

2.10.4.1.6 Civil Rights Complaints

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Oklahoma Baptist University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service. Under federal law, the university may discriminate in hiring on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should follow the complaint procedure outlined below.

2.10.4.2 Investigation and Appeals Procedures

Anyone who believes he/she has been the object of sexual harassment or discriminatory harassment or anyone who wishes to lodge a civil rights complaint should so advise the chief academic officer, the Dean of Students, an administrator in charge of his/her employment area, or the personnel officer.

Any individual will have up to thirty (30) days after the alleged occurrence(s) to file a complaint. Students, however, will have up to thirty (30) days following graduation from the institution to file a complaint. It must be recognized that a lengthy period of time between the alleged occurrence(s) and an investigation may make fact-finding extremely difficult or impossible.

Investigation of the complaint will be conducted by one or more of the above named individuals and will be undertaken immediately and conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of fair process as follows:

- a. The complaint must be in writing with sufficient specificity.
- b. A person bringing a complaint founded in good faith will suffer no retaliation.
- c. A person charged will be promptly so notified and given an opportunity to respond.
- d. The grievance and complaint procedure outlined in section 2.15 of this Handbook shall be used to determine if a complaint is valid.
- e. If the complaint is found to be valid, appropriate counseling may be required of the offender and/or disciplinary action or dismissal consistent with the degree and seriousness of the

sexual harassment, discriminatory harassment, or civil rights violation. Discipline or dismissal of a faculty member will follow the procedures outlined in section 2.9 of this Handbook, and the faculty member shall have all the rights of fair process provided herein.

2.10.4.3 Retaliation

Any attempt to retaliate against a person for filing a complaint or participating in an investigation of a complaint of sexual harassment, discriminatory harassment, or violation of civil rights shall be treated as a separate and distinct violation of University policy. Any faculty member engaged in such retaliation shall be subject to disciplinary action.

2.10.5 Faculty Responsibilities Relative to University Regulations

Faculty members are responsible for knowing and adhering to University regulations: those specific to faculty positions, as denoted in this Handbook; those distributed to the faculty by the President or other members of the administrative staff; and those governing the entire University community which are detailed in this Handbook, in the Greenbook, in the Catalog, or are otherwise distributed to the campus community. Such policies include, but are not limited to, parking and vehicle regulations, regulations concerning the use and/or possession of tobacco, alcohol, and narcotics, regulations concerning firearms and fireworks, and policies concerning the use of University buildings and facilities.

2.10.5.1 Drug Free Campus

The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited. A violation of this prohibition or a failure to report the arrest, charge, or conviction of a violation of any criminal drug statute within five days of the event by an employee will result in disciplinary action up to and including termination of employment. Depending upon the facts, the employee may be subject to disciplinary action up to and including termination, or be required, at the University's discretion, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. In addition, illegal activity involving drugs may be referred to law enforcement officials for criminal prosecution as violations may result in severe criminal penalties under local, state, and federal law.

Further information is available in the OBU Drug-free Campus Policy, which is distributed annually to all employees and students.

2.10.5.2 Tobacco, E-Vapor, and Alcohol

The manufacture, distribution, dispensing, possession, or use of tobacco, e-vapor, and alcohol is prohibited on campus or at any university sponsored activity. Any employee found to be in violation of this policy shall be subject to disciplinary sanctions. The University reserves the right to exercise total discretion in the imposition of disciplinary sanctions which may include required participation in a treatment or rehabilitation program and/or suspension without pay for an appropriate period of time or termination of employment. In addition, illegal activity involving tobacco, e-vapor, or alcohol may be referred to law enforcement official for criminal prosecution as violations may result in severe criminal penalties under local, state, and federal law.

2.10.5.3 Drug and Alcohol Testing Policy

OBU's Drug and Alcohol Testing Policy is to protect the welfare and safety of students, employees, and the public. Oklahoma Baptist University prohibits the illegal use and abuse of drugs and alcohol by its employees. OBU will conduct drug and alcohol testing of any employee where reasonable suspicion exists that an employee is in violation of this policy.

This policy applies to all employees of Oklahoma Baptist University.

OBU requires mandatory drug testing for individuals offered employment in positions designated as Safety Sensitive Positions. Safety Sensitive Positions are position in which an employee is engaged in activities that directly affect the safety of themselves or other or utilizes dangerous equipment.

For the purpose of this policy, Safety Sensitive Position include but are not limited to all University Police Department personnel; all nursing clinical faculty, whether full-time or adjunct; and all facilities management personnel (except for office support staff).

Oklahoma Baptist University retains the right to designate additional positions as Safety Sensitive.

Safety Sensitive Positions are subject to mandatory pre-employment, post-accident, and random drug and alcohol testing.

Job offers made to applicants, whether internal or external, for employment in Safety Sensitive Positions are contingent upon the results of a drug and alcohol test.

OBU tests for all drugs included in standard 10- or 16-panel drug tests and alcohol.

All drug and alcohol testing shall be conducted in compliance with state and federal law.

2.10.5.4 Types of Drug and Alcohol Testing

Pre-employment Drug Testing – OBU requires mandatory drug testing prior to employing any individual in a Safety Sensitive Position. The drug test shall be performed only after a conditional offer of employment but before the individual begins work in the Safety Sensitive Position.

All offers of employment in Safety Sensitive Positions shall be conditional upon successful completion of the applicable drug test.

If an individual refuses to submit to or fails a pre-employment drug test and the failure is confirmed, he or she is ineligible for employment and the conditional offer of employment will be withdrawn.

2.10.5.5 Reasonable Suspicion Drug and Alcohol Testing

When a reasonable suspicion that any employee, regardless of position, possesses or is under the influence of illegal drugs, prescription drugs taken illegally, or alcohol, the employee will be required to submit to a drug and or alcohol test. The employee may also be suspended with pay pending receipt of the test results and any investigation conducted. An employee who refuses to submit to or

who fails a required reasonable suspicion drug or alcohol test is subject to discharge from employment.

2.10.5.6 Post-Accident Drug and Alcohol Testing

When an employee is involved in an industrial accident resulting in \$2,500 or more in damage or resulting in injury of the employee and/or another person, the employee will be required to undergo drug and alcohol testing. When an employee is involved in a vehicular accident as the driver resulting in \$2,500 or more in damage or resulting in injury of the employee and/or another person, the employee will be required to undergo drug and alcohol testing based on the investigating police officer's report indicating their reasonable suspicion of drug or alcohol being present at the scene.

2.10.5.7 Evaluation of Drug Testing Results

All non-negative drug test results shall be confirmed by a second test using scientifically accepted method of equal or greater accuracy as approved by rule of the State Board of Health, at the cutoff levels determined by Board rule. Non-negative drug test results and results falling outside the validity test acceptable range will be received and interpreted by a medical review officer (MRO) with knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and other relevant information. Applicants and employees shall be given the opportunity to explain, in confidence the test results.

2.10.5.7.1 Collection Procedures and Testing Methods

The collection shall be conducted with due regard to the privacy of the individual being tested. However, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples. To be accepted, the specimen must be within acceptable temperature range.

2.10.5.7.2 Sample Collection

Sample collection shall be documented, and the documentation procedure shall include: labeling of samples to preclude the probability of erroneous identification of test results and an opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information. The specimen will be tested in a certified laboratory.

2.10.5.8 Refusal to Submit to Drug Testing

An applicant's refusal to submit to the required pre-employment drug test shall result in withdrawal of the conditional offer of employment. An employee who refuses to submit to a required drug test is subject to discharge from employment. For purposes of this policy, adulteration and or substitution of a specimen shall be considered a refusal to submit to a required drug test and will subject the employee to immediate discharge from employment.

2.10.5.9 Non-Negative Test Result

Only the MRO may make a final decision on a non-negative test result. A confirmed non-negative test result, validated by the MRO, will result in withdrawal of a conditional offer of employment for applicants and discharge of employees.

2.10.5.10 Cost of Drug Testing

OBU shall pay all costs for drug testing, including confirmation tests required by law and the cost of transportation to the test site for current employees if the test is conducted off campus. However, an individual who requests a retest of a sample to challenge the results of a non-negative or positive result shall pay all costs of the retest. If the retest reverses the results of the challenged non-negative or positive test, OBU shall reimburse the employee for the costs of the retest.

2.10.6 Freedom of Belief

The philosophy of the University concerning religious expression has been summarized in the following statement:

Oklahoma Baptist University was founded as an institution dedicated to the pursuit of truth within the benevolent atmosphere of the Christian tradition. Though the attitudes and beliefs of individual members of the academic community generally reflect the viewpoints of the Baptist constituency, there is no attempt to seek religious conformity from students of diverse persuasions. The freedom of the individual to develop his own spiritual insights is one of the most cherished of Baptist traditions; it is of paramount importance on this campus.

Students are encouraged to join faculty members for worship in local churches, in chapel services, and in special annual seminars and assemblies devoted to religious emphasis.

The University regards the Baptist Faith and Message as adopted by the Baptist General Convention of Oklahoma as the University's official faith statement. See Appendix Q of this Handbook.

A faculty position at Oklahoma Baptist University does not carry with it license to use the classroom to advocate positions that directly contravene the Baptist Faith and Message. Academic Freedom, as guaranteed below, clearly limits a faculty member's freedom to speak authoritatively in areas not related to his/her field of study and professional preparation.

2.10.7 Academic Freedom

Oklahoma Baptist University holds to the principle that the search for truth can best be advanced where responsible and sensitive individuals operate in an atmosphere of freedom. In keeping with this principle, the Oklahoma Baptist University Board of Trustees has adopted the 1940 "Statement of Principles on Academic Freedom and Tenure" as its guidelines on academic freedom. The entire statement, as approved by the Board of Trustees, is reproduced in Appendix C which is incorporated by reference to the section of this Handbook.

The principles of academic freedom articulated in the "Statement of Principles on Academic Freedom and Tenure" apply to all Oklahoma Baptist University faculty.

2.10.7.1 Academic Freedom for Librarians

The Dean of Library Services, in consultation with appropriate faculty members and/or other professional librarians working under his direction, will determine the selection of library materials, including determination of what to discard from an existing collection and what to accept or refuse from donors, whatever the format.

Academic freedom is accorded to all professional librarians, who are free from fear of dismissal or reprisal for carrying out job-related tasks such as those enumerated below:

- a. the selection of publications, including determination of what to discard from existing collections and what to accept or refuse from donors;
- b. determination of restriction on circulation or on access with regard to library materials;
- c. the determination of the degree of prominence in the shelving of selected library materials;
- d. the issuing of bibliographies that might include controversial publications; and
- e. the advising of students concerning what to read or study.

2.10.7.2 Textbook and Library Review

The faculty and professional librarians are obligated to make available to students books and materials representing various viewpoints on particular subjects or propositions. Should a student or faculty member find some material, either in the classroom or in the library, which he/she considers to violate acceptable standards of decency, or should a student or faculty member wish to challenge decisions made by faculty, professional library staff, or administrators resulting in materials being excluded from a course and/or from availability in the learning center, the person may initiate review of the material by following the procedures outlined below:

- a. for class materials:
 - (1) The student should first call the attention of his/her instructor to the material and describe the rationale for his/her objection.
 - (2) The instructor should provide a rationale for inclusion or omission of the material, based on course and program goals and the value of the material as viewed in the larger academic arena.
 - (3) The instructor may elect to provide an alternate reading assignment or method of achieving the desired academic end. Should he/she find that a significant number of students are offended by inclusion or exclusion of certain materials, he/she should consider other options for achieving course goals.

- b. for library materials:
 - (1) the student or faculty member should call the attention of the Dean of Library Services to the material and describe the rationale for his/her objection to including or excluding the material from library holdings.
 - (2) the Dean of Library Services, in consultation with appropriate faculty, shall decide whether to include or remove the material from the Learning Center, or to limit access to the material. He/she shall inform in writing the person initiating the review and the department or divisional chairman(men) whose area(s) relate to the material in question of his decision. Students/faculty have the right to appeal the decision of the Dean of Library Services.
- c. Decisions concerning textbook and library materials may be appealed to the Curriculum Committee. Such appeal should be communicated in writing within ten (10) working days of receipt of notification of the Dean of Library Services' decision for library materials or the instructor's decision for textbook materials. In such instances, the student or faculty member making the appeal should send to the Curriculum Committee a written account of the complaint and of the steps taken to resolve the complaint. The Curriculum Committee will request a written response from the other party in the complaint before making its decision. The Curriculum Committee shall inform in writing all persons involved of its decision.
- d. Appeal of the decision of the Curriculum Committee may be made to the Academic Council by any of the parties involved. The appeal must be made in writing within ten (10) working days of receipt of the decision of the Curriculum Committee. The decision of the Academic Council, which shall be communicated to the parties involved through the chief academic officer, shall be final.

2.10.7.3 Oklahoma Baptist University Policy on the Use of Copyrighted Material

Oklahoma Baptist University expects its employees to adhere strictly to the laws governing the use of copyrighted material, whether such material be printed, recorded, or distributed through some other electronic media. Both the faculty and the officers of the institution are responsible for assuring that material: University property and used by University personnel;

- a. sold in the bookstore;
- b. purchased for the library;
- c. placed on library reserve;
- d. placed on computers owned by and/or housed on University property and used by University personnel;
- e. broadcast, reproduced, or played by University personnel using University owned equipment;
- f. or reproduced for classroom use complies with copyright law.

Copyrighted material reproduced for classroom use and distributed to students through the bookstore or by the instructor in the classroom, whether or not those materials have been reproduced on campus, must (a) be legally in the public domain; or (b) have been granted specific copyright permission (and any fee assessed must have been duly paid); or (c) have been granted general copyright permission; or (d) comply with the doctrine of "fair use" as defined in section 107 of H.R. 2223 of the Federal Copyright Law Revision of 1978.

University personnel working in the University copy center, the computer center and computer laboratories, the language lab, the listening lab, the media center, and the Learning Center, as well as the deans of the schools and colleges, have been instructed to insure that the University is in compliance with copyright law. If a faculty member finds that he/she disagrees with a decision made by one of these employees concerning the printing, copying, or distribution of materials, he/she may appeal the decision to the chief academic officer.

Bookstore personnel are under contract to Barnes and Noble and invoke their policies regarding materials which may be sold through the University Bookstore. Appeals are managed through the Barnes and Noble copyright clearance center.

See Appendix F for a summary of the rights of faculty as regards copyrighted material.

2.10.8 Faculty Involvement in the Selection of Academic Administrators

Faculty at Oklahoma Baptist University assist the President and/or the chief academic officer with the search for and selection of academic administrators. The President or chief academic officer may appoint an ad hoc committee with faculty representation to advise him/her: (a) on the criteria by which candidates for a position should be evaluated, (b) on the candidates who should be invited to interview for a position, and (c) on the candidates they feel could successfully fill the position. Members of the committee are usually allowed access to the pre-employment files of the candidates and are allowed to participate in the interview procedure.

These committees serve in an advisory capacity; final selection of academic administrators is the prerogative of the President.

2.10.9 Faculty Rights Concerning the Learning Environment

2.10.9.1 Classroom Department

The faculty member is responsible for maintaining an orderly environment conducive to learning. It is his/her right to dismiss from class any student whose dress or behavior is seriously interfering with the learning in the course.

The faculty member is also responsible for maintaining a classroom environment free of sexual harassment, gender discrimination, and violations of the civil rights of the students. Faculty members should take necessary action to stop such behaviors when they are occurring in an OBU classroom.

2.10.9.2 Academic Dishonesty

The faculty member is responsible for maintaining the integrity of University records relative to student performance. A faculty member able to demonstrate that a student has engaged in academic dishonesty may give the student a failing grade for the assignment and/or a failing grade in the course. It is the responsibility of the student to know and to adhere to principles of academic honesty. However, burden of proof in cases of cheating and/or plagiarism rests with the instructor.

It is the responsibility of the instructor to take necessary precautions to prevent unauthorized circulation of examination materials and to exercise reasonable watchfulness to prevent cheating on examinations.

Cases of academic dishonesty should be reported to the chief academic officer.

2.10.9.3 Recording/Transmission Devices in the Classroom

The following policy has been adopted relative to student use of recording/transmission devices in the classroom:

The use of recording/transmission devices in the classroom by students without authorization from the instructor is prohibited. The participation of individual students in class should not be recorded or transmitted without their permission. Any authorization for the use of recording/transmission devices in the classroom by students carries with it the following limitations: the recording shall be used only for the student's private study; information from the recording shall not be made available to other persons not enrolled in the course; and all recording shall be destroyed at the end of the semester.

2.10.9.4 Visitation

It is the right of the faculty member to refuse admission to his class to anyone not enrolled in the class, other than a University administrator or faculty member conducting an evaluation. Faculty/administrator evaluators will ask permission to observe a class before the beginning of a class session. See also section 2.6.

Faculty should note that it is not unusual for prospective students to request to visit a class in the process of selecting a university. In such cases, the faculty member will be contacted by a member of the admissions staff prior to the class session and asked permission for the prospective student to visit. It is considered a courtesy to allow such students to visit unless the faculty member believes their presence will compromise his/her ability to teach effectively.

2.10.10 Crime Awareness and Campus Security Act Disclosures

In compliance with its duties under federal law, Oklahoma Baptist University makes annual disclosure of campus crime statistics and campus security policies to all employees and to applicants for employment upon request. These disclosures and policy statements are distributed at the first fall meeting of the University Forum.

2.10.11 Faculty Responsibilities Concerning Course Preparation and Organization

It is the responsibility of a faculty member to prepare for and conduct his/her classes in a way that addresses the students' needs and the goals of the institution as well as the faculty member's commitment to his/her discipline. Specific responsibilities are outlined as follows:

2.10.11.1 Course Offerings

It is the responsibility of the instructor to plan his/her courses so that they accurately reflect the course description listed in the catalog and/or approved by the faculty. It is the responsibility of the instructor to participate in departmental planning relative to course offerings, including proposing new courses, assessing existing courses to assure that they are meeting departmental goals, and revising existing courses to increase their effectiveness.

2.10.11.2 Syllabi

It is the responsibility of the instructor to prepare and distribute to students a syllabus for each course. In addition to distributing a copy of the syllabus to each student enrolled in the course on or around the first day of class, each faculty member shall provide his/her dean a copy of each syllabus.

The syllabus will be consistent with the University's mission and purpose (as defined in Section 1.1 of this Handbook and will not be in violation of specific stipulations of the Catalog and/or the Faculty Handbook. It shall state the purpose and/or objectives of the course, the catalog description, and the prerequisites of the course, what material the student is responsible for studying, what assignments are required and on what dates they will be due, the dates of examinations, the grading system which will be employed, the penalties which will be assessed for absences and/or for late or missing work, and the University statement regarding disabilities.

The instructor may make revisions in his/her course syllabi for legitimate pedagogical reasons; however, revisions shall not be so extensive that the course fails to meet the requirements of the course description listed in the catalog, revisions shall be clearly communicated to students in writing and every effort shall be made to assure that each student receives a copy, and revisions relative to course requirements shall not work a hardship on students.

2.10.11.3 Academic Schedule

It is the responsibility of the faculty member to teach his/her courses at the times and in the places promised in the academic schedule or, if circumstances make that impossible, to follow established procedure for changing the time or place of a course offering. The schedule for each faculty member is prepared by the department chairman and approved by the dean and chief academic officer. It is the right of the faculty member to be involved in the process of preparing the schedule. Special scheduling needs will be accommodated, when it is possible to do so; however, a faculty member must realize that it is the assumption of the University that he/she will be available to teach and/or perform other duties during the regular work day.

2.10.11.4 Course Content

The instructor is responsible for: establishing course objectives and requirements and making them known to the students; planning and presenting course material; selecting and ordering textbooks and supplemental materials; preparing, administering, and grading papers, examinations, and other assignments; and assigning grades.

The instructor may be asked to work with others in a department or program to establish course objectives and requirements and to select materials for standardized courses with multiple sections. In such cases, the decisions of the group will govern.

2.10.11.5 Classes

The instructor is responsible for meeting his/her classes and conducting them at a level appropriate for undergraduate education. Instructors are responsible for offering students the minutes of classroom instruction promised for the credit assigned to the class. They are expected to begin and end class punctually.

If, for some valid reason, the instructor cannot meet a class, he/she should contact his/her department chairman and the office of the dean of his/her school or college, even if he/she has arranged for the class to meet in his/her absence. If the instructor cannot be present and no arrangements have been made for the class to meet, the office of the dean will notify students that the class will not meet.

When inclement weather necessitates closing the University or adopting a revised schedule, the Office of the President is responsible for making the determination.

2.10.11.5.1 Classes by Special Arrangement

Courses taught by special arrangement, i.e. any course offered in a manner or at a time differing from regularly scheduled course offerings, must be approved by the department chairman and the appropriate dean.

2.10.11.6 Examinations

The instructor is responsible for preparing examinations that offer students the opportunity to demonstrate mastery of course materials. Examinations should be graded in a timely fashion. Students have the right to specific information concerning their performance on examinations.

The University requires that a final examination be administered in every course, although the structure of the final examination is determined by the faculty member. Final examinations must be taken at the examination time scheduled by the Academic Center. Waiver of the final examination or a change in the time for the examination requires the approval of the dean of the college or school in which the course is offered.

2.10.11.7 Grades

It is the responsibility of each faculty member to assign a grade to each student which reflects the student's mastery of course goals and requirements as delineated on the syllabus. Only the faculty member has the right and the responsibility to assign grades for his/her courses, with the following exceptions:

- a. If the faculty member is unable to finish teaching a course because of death or physical or mental disability, the chief academic officer will work with the dean and the faculty in the area who have been covering the faculty member's classes to assure that the best assessment of student work possible is made and that students receive grades for the course.
- b. If the faculty member's assigned grade is subject to a grade appeal, the faculty member may be required to yield to the chief academic officer the right to assign a grade. See section 2.17.5 of this Handbook.
- c. If the faculty member resigns, is terminated, or if his/her contract is not renewed, and if provision has not been made to assign grades to students taking incompletes, the chief academic officer will work with the dean and the faculty members in the area to assure that the best assessment of student work possible is made and that the student receives a grade for the course.

2.10.11.7.1 Right to Privacy

Oklahoma Baptist University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students rights of access to education records and regulates the university's release and disclosure of educational records to third parties. All faculty and staff have an important role to play in insuring that the privacy of students' education records is respected.

The university has adopted policies and procedures to be followed by university personnel and by those interested in gaining access to education records. These policies and procedures allow students: the right to inspect substantially all of his or her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the office of the Registrar. See also Appendix E of this Handbook.

To facilitate compliance with the law, instructors may not (a) post grades without written consent of the student; (b) post grades in a manner that allows others to identify a student grade; (c) distribute a student grade through another party without written consent; (d) distribute a graded student paper through another party without written consent; (e) leave student papers in a place where others might have opportunity to take or inspect the papers; (f) in any other way leave student papers or student records in jeopardy of inspection by those who do not have a legitimate and legal right to information concerning the students' performance.

No member of the faculty or staff shall disclose education records to a party outside of the university without first obtaining approval of the disclosure from the FERPA coordinator or

without first following procedures developed by the FERPA coordinator for the disclosure of the record in question.

2.10.11.8 Books and Materials

It is the responsibility of each faculty member to select appropriate books and materials for each class offered. Materials must be ordered and sold through the campus bookstore. Private sale of instructional material by faculty members is not allowed.

Exceptions to this policy must be approved by the appropriate dean and the chief financial officer.

2.10.11.9 Special Fees

Special fees may not be assessed or collected by faculty members. Special fees must be approved by the Board of Trustees and collected through the business office.

2.10.11.10 Deadlines

Each faculty member is responsible for meeting appropriate deadlines established by the chief academic officer, the Academic Center, the deans, the department or divisional chairmen, and the University Bookstore.

2.10.11.11 Research

It is the responsibility of each faculty member to assure that his/her research and the research conducted by students under his/her supervision adheres to the ethical standards established by his/her professional organizations.

Research involving animal subjects shall be designed to minimize pain and discomfort experienced by the subjects. Every effort shall be made to create an appropriate living environment for the animal.

Any research involving human subjects shall be conducted according to the ethical standards established by the profession for such research. All OBU faculty, staff, and student as well as outside researchers who are interested in conducting research involving OBU populations and/or vertebrate animal research subjects must submit their research proposals to OBU's Institutional Research Board (IRB) for review and approval. For a full description of the IRB and its policies and procedures including a description of research projects except from IRB review, see Appendix M of the Faculty Handbook.

2.10.12 Institutional Supports

Oklahoma Baptist University attempts to provide classrooms, offices, laboratories and library facilities appropriate to the work of a faculty member, as described in section 2.11.

2.10.12.1 Classrooms

It is the responsibility of the Academic Center to assign each instructor to a classroom appropriate to the size and specific needs of his/her class. When a faculty member does not perceive that an assigned classroom is suitable to his/her needs, negotiations concerning the classroom assignment should be made through the department chairman or dean.

Instructors are responsible for reporting classroom problems to the physical plant through their deans.

2.10.12.2 Office Facilities

A full-time faculty member will be assigned office space on campus. The dean of the faculty member's school or college is responsible for assigning office space. Offices are equipped with a desk, a computer, at least two chairs, a book case, and access to a telephone. Other office equipment must be purchased from department or divisional budgets.

A part-time faculty member will be assigned office space when it is available. He/she may be required to share office space with other part-time faculty.

Faculty members should be advised that the University is not responsible for personal possessions they keep in their offices.

2.10.12.3 Faculty Secretaries or Student Assistants

Secretarial assistance is provided for faculty as funds are available. Hiring and payroll is usually managed by the department or divisional chairman and/or dean.

2.10.12.4 Learning Center

Faculty are encouraged to use the resources and services available in the Mabee Learning Center. These are described in section 3 of this [Handbook](#).

2.10.13 Professional Travel Expenses

Oklahoma Baptist University recognizes that faculty members are interested in attending meetings of learned or professional societies as a means of keeping abreast of their fields of teaching and research. The University encourages this professional development and will provide financial support for such activities as funds are available through the offices of the deans of the colleges and schools. See the Faculty Development [Handbook](#) for procedures relative to travel expenses.

2.10.14 Dues and Memberships

The University pays only those dues and membership fees which are for the institution. No personal dues or fees will be paid.

2.10.15 Academic Regalia

Faculty are required to participate in winter and spring commencement exercises and in fall convocation. Faculty must wear academic regalia on these ceremonial occasions. Personnel in the University bookstore will assist faculty who do not already own academic regalia in purchasing or renting regalia for these occasions. The faculty member is responsible for rental or purchase fees.

Faculty Workload

2.11 Faculty Workload

Oklahoma Baptist University desires to assure equity in the distribution of assignments. Faculty workload includes the whole spectrum of a faculty member's professional and institutional services.

2.11.1 Academic Work Year

The academic work year begins with the first fall University Forum meeting and ends on the day final grades are due of the spring term. Faculty members are expected to be on campus to assume their duties and responsibilities during those terms in which they are scheduled to teach, except during the University's scheduled vacation periods.

2.11.2 Teaching Load

Full-time faculty members are issued nine-month contracts and are obligated to teach courses during that period as assigned by the department or divisional chairman and the dean of the college or school with the approval of the chief academic officer. A full-time teaching load for a regular sixteen-week semester is twelve hours or the equivalent load as determined by University Faculty Load Credit Policies (see Appendix N) and approved by the chief academic officer.

2.11.2.1 J-Term and Summer School Teaching

A faculty member may be requested to teach in one or more of the J-term or summer terms, as necessitated by the offerings of his/her department and/or college or school. Faculty will receive compensation for hours taught in J-term or summer school. Faculty load credit policies for J-term and summer school are included in Appendix N.

2.11.3 Overload Teaching

A faculty member who teaches over twenty-four hours or its equivalent in the nine-month contractual period will receive additional compensation, to be determined by the chief academic officer, in keeping with load credit policies. The chief academic officer may limit the number of overload hours a faculty member is allowed to teach.

2.11.4 Teaching During an Extended Faculty Absence

In the event that a faculty member will be absent from class for a period of more than one week, due to illness, injury, or other legitimate causes, the chief academic officer and the appropriate dean, in consultation with faculty members of the department affected, will develop and employ a strategy for covering the classes of the absent faculty member. Decisions concerning the employment of substitute teachers will be made using the following guidelines. Of primary concern will be the welfare of the students and the faculty.

- a. When appropriate, other faculty with expertise in the teaching area will be offered the opportunity to substitute for the absent faculty member. Compensation will be figured at over-load rates, pro-rated according to the number of days served.

- b. No one faculty member will assume more than two sections or six hours of additional load.
- c. Qualified off-campus prospects will be recruited if presently employed faculty cannot or choose not to substitute for the absent faculty member. Compensation will be figured using the pay scale for part-time faculty. Compensation will be pro-rated according to the number of days served.
- d. Multiple substitutes will not be used to cover any one class.
- e. Substitutes will follow the established syllabus for the course. If at all possible, the substitute will maintain close contact with the absent faculty member.
- f. The substitute and the absent faculty member will confer concerning the evaluation process, especially if final grades must be submitted by the substitute. If this is not possible, the dean will consult with the substitute faculty member concerning grading strategies.

2.11.5 Minimum Class Size

A minimum of six students is required for a class to be offered. In special instances a class, particularly when it is composed of students who need the course to meet graduation requirements, may be offered to fewer than six students with the permission of the dean of the college or school, subject to the approval of the chief academic officer.

In a situation where a scheduled class is not taught, the faculty member may be given a substitute teaching assignment or may be given a non-teaching assignment, as determined by the chief academic officer in consultation with the dean of the college or school.

2.11.6 Service to the Institution

Oklahoma Baptist University operates from a model of participatory governance. Faculty members are expected to fulfill responsibilities associated with University, college/school, and department or divisional governance. Faculty members must attend meetings, contribute to the decision-making processes, and, at need, serve in leadership positions.

Faculty members are required to participate in the University committee structure. However, should a faculty member find himself/herself overly involved with University committee work to the point that teaching effectiveness seems to be jeopardized, he/she should appeal to the chief academic officer and negotiate a reduction of University service responsibilities.

2.11.6.1 University Governance Responsibilities

With the exception of first year faculty members, each faculty member is expected to serve on at least one University standing committee each year. Membership to these committees is recommended to the President by the Faculty Council. Membership to the Faculty Development Committee and the Faculty Grievance Committee is determined by election.

Faculty members are also expected to serve when requested on ad-hoc committees formulated to make special studies.

Election of the Faculty Council occurs in the spring of each year. Though faculty nominated are given opportunity to withdraw from consideration, faculty are expected to serve when elected unless pressing reason prevents it.

Faculty members are expected to attend all meetings of the University Forum, which are normally held on the first Friday of each month during the academic year. In addition, faculty are expected to attend special forums called by the University administration, by the Faculty Council, or by a University or ad-hoc committee in order to gather or distribute information or opinion.

Faculty members are required to attend University Commencement and Convocation. The faculty member must notify the chief academic officer for permission to be absent from Commencement or Convocation exercises.

2.11.6.2 College/School/Department/Division Responsibilities

Faculty members are expected to assume the responsibilities assigned to them by the dean of the college or school and/or the department or divisional chairman. These include, but are not limited to, participation in decision making concerning curriculum, long range planning, assessment, budget preparation, selection of student scholarship recipients, and other similar responsibilities.

2.11.6.3 Campus Activities

Faculty members are encouraged to join students and other faculty for campus activities. These include, but are not limited to, workshops, discussion groups, worship opportunities, lectures, concerts, dramatic productions, athletic events and other events or activities sponsored by the University, departmental organizations, or student groups.

2.11.7 Professional Growth and Development

Each faculty member is expected to devote a portion of his/her professional time to professional activities, as defined in section 2.7.1.2. In order to provide a systematic approach to faculty growth and development, the University faculty and administration adopted, in 1984, a mandatory, faculty administered Faculty Development Program.

Procedures relative to this program are available in the Faculty Development Handbook.

All faculty and academic administrators are required to participate in the Faculty Development Program.

2.11.7.1 Faculty Rights and Responsibilities Relative to the Faculty Development Program

- a. On or before October 1 of each year, a faculty member must submit to the Faculty Development Committee a Growth Agreement describing the development activities he/she plans for the following year.

- b. Every four years, the faculty member will complete a self profile and determine appropriate long-term developmental goals for the next five year. These documents shall be submitted to the Faculty Development Committee.
- c. Every fourth year, the faculty member will design a specific faculty development activity, related to one or more of the long-term goals, to be completed during the January term. The faculty member is relieved from January teaching responsibilities in order to give him/her time to complete this project. The faculty member will communicate to the Faculty Development Committee and to his/her dean both the plan proposed and the progress made toward completing the project.
- d. Faculty who submit Faculty Growth Agreements on or before the October 1 deadline are eligible to apply for grant money distributed by the Faculty Development Committee. Such grants are intended to assist faculty who plan to travel to professional meetings, engage in graduate or post graduate study, or engage in independent research and/or publication. It is the responsibility of the Faculty Development Committee to distribute such funds as the University is able to make available in an equitable manner.
- e. All faculty are eligible to participate in workshops and other activities developed by the Faculty Development Committee to address specific faculty needs.
- f. Faculty Growth Agreements and other records relative to the work of the Faculty Development Committee are considered to be confidential. These records shall be available only to the members of the Faculty Development Committee and the individual faculty member.
- g. Faculty who fail to meet deadlines established by the Faculty Development Committee for submitting Faculty Growth Agreements and/or other document requested will not be eligible for moneys distributed by the committee.

2.11.8 Community Service

Oklahoma Baptist University recognizes that its faculty members are professionals with unique and varied capabilities which permit them to make useful contributions to the larger social community. The University encourages faculty members to support church and civic organizations and in other ways to provide service to the community.

2.11.8.1 Political Activity

Any member of the faculty who wishes to engage in direct political activity which will involve a substantial commitment of time is expected to work with the department/divisional chairman and/or the dean to determine that such activities will not substantially interfere with contractual obligations. The faculty member may wish to request release time and/or a leave of absence in order to pursue his/her political goals. It is the responsibility of the chief academic officer to grant such requests and to determine the effect on faculty compensation.

2.11.9 Consulting and Off-campus Employment

Oklahoma Baptist University has as one of its goals providing a healthy, safe, and secure environment for all members of the college community engaged in the pursuit of the University's mission. In order to advance this goal, the University reserves for itself the right to prohibit, restrict, or otherwise regulate the outside business activities of faculty and staff. For the purposes of this policy, "outside business activity" is defined to include activities which are for the benefit of a person or entity other than the University and for which the faculty or staff member receives compensation other than his/her university salary.

University teaching is regarded as a full-time profession. However, consulting and other remunerative activities are permitted so long as they do not interfere with the faculty member's effectiveness as a member of the University faculty. Consulting and/or off-campus remunerative activities should be of a professional character commensurate with the individual's capabilities, experience, and status.

Off campus employment, if it is to occur during a regular semester or during a summer session in which the faculty member is under contract must be approved in advance in writing by the President of the University.

Under normal circumstances, a faculty member should not accept a contract which requires him/her to be away from campus during normal working hours of a regular semester when he/she is scheduled to teach. If occasion arises when the faculty member must be away from campus, he/she should inform his/her dean and department/divisional chairman of the planned absence.

A faculty member may not compete with the University or convert to his own use or gain business opportunities from the University.

2.11.10 Faculty Availability

Full-time faculty members are expected to be on campus during substantial portions of days when classes are in session, in order to teach classes, advise students, and fulfill departmental, college, and University obligations.

Part-time faculty members are expected to be on campus to teach classes, to be available to students during regularly scheduled office hours, and to participate in departmental activities necessary to maintain program integrity.

2.11.10.1 Office Hours

Each faculty member shall establish and observe regular and adequate office hours. A schedule of office hours shall be announced to the students and shall be posted on the faculty member's office door. Both the department/divisional chairman and the dean shall be given copies of the faculty member's scheduled office hours at the beginning of each semester.

2.11.11 Student Advising

Faculty members are required to advise students in the following capacities:

- a. Each faculty member shall advise students with regard to the students' work in classes taught by the faculty member;
- b. Each faculty member shall be assigned, through the office of his/her dean, students to advise relative to their major programs. Some faculty will be assigned students whose majors are undecided and will assist them in enrolling until such time as they have selected a field of study. The faculty advisor will help the student construct plans for completing degrees and will attempt to insure that University, college, and departmental requirements are fulfilled in a timely manner.
- c. Faculty advisers should be familiar with University policy regarding enrollment in closed classes, waivers of course requirements, course substitutions, etc. and assist the student in following these policies.
- d. At need, faculty advisers will assist students in establishing realistic goals concerning academic progress. Should a student require assistance in correcting academic or skills deficiencies, the faculty member will refer him/her to the appropriate person or office for assistance.
- e. Faculty members will provide students with information and guidance in establishing career goals.
- f. Students may wish to confide in faculty members problems of a personal nature. Though faculty members are expected to listen with sympathy to student problems and to attempt to mitigate the effect of such problems on academic performance, faculty members must recognize the limits of their capabilities as counselors and refer students to an appropriate office or person to provide the assistance the student needs.

It is the responsibility of the faculty member, when he/she recognizes that he/she does not have the expertise to deal with a student's personal or academic problems, and when the student seems reluctant to seek help, to discuss those problems with the student's academic dean and/or the dean of students.

2.11.11.1 Advisement Periods

Faculty members are expected to be available to advise students during advanced registration periods for current students and at scheduled preregistration periods for entering students. On occasion, a faculty member may be requested to assist in enrolling students on a Saturday or during a summer enrollment session.

Leave and Reduction in Load

2.12 Leave and Reduction in Load

2.12.1 Leaves without Pay

2.12.1.1 Family and Medical Leave

In compliance with federal law, Oklahoma Baptist University offers up to 12 weeks of unpaid family and medical leave to its eligible employees. Under federal law, an employee is eligible for leave if he/she has worked for the University for at least 12 months and, during that time, logged a minimum of 1250 hours of service to Oklahoma Baptist University. The University guarantees its eligible employees a total of 12 workweeks of unpaid leave during any 12 month period for the following purposes: 1) caring for a child following his or her birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child, or parent who has a serious health condition; or 3) recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities.

The following policies apply to family and medical leave as defined above:

- a. Leaves for child care must be taken within 12 months of the date of birth, adoption or placement.
- b. Employees requesting leave will be required to use accrued vacation days or other personal leave time as part of the 12 week leave.
- c. The employee is obliged to give at least 30 days notice of any foreseeable need for leave. Faculty should notify the appropriate department or divisional chairman, the appropriate dean, and the chief academic officer.
- d. At the University's request, eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child, or parent. The University, at its own expense, may require the employee to secure second and third medical opinions should the University believe there is reason to doubt the validity of the initial certification.
- e. During the leave period, the University will continue to pay its share of the employee's premium payments under Oklahoma Baptist University's group health insurance plan. The employee must reimburse the University the amount of these premium payments if he/she does not return to work at the expiration of the leave period.
- f. Upon return from leave, the employee is entitled to his/her former position or an equivalent position with equivalent pay and benefits. However, the University may, in its discretion, deny an employee who is among the highest paid ten percent of the University's personnel the right to return to his or her job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the University.

A complete copy of the federal law, which contains further definitions that may apply to an employee's situation, is available from the Human Resources Office.

2.12.1.2 Other Unpaid Leave

Full-time faculty at Oklahoma Baptist University are eligible to apply for unpaid leave for personal reasons not included in the family and medical leave policy described above. Such reasons might include: professional development (completion of a degree, completion of research, desire to accept a fellowship award); consulting or other extended off campus work deemed to be of professional benefit to the faculty member; or other reasons considered to be in the best interest of the faculty member and the University.

The following policies apply to full-time unpaid leaves as described above:

- a. Leaves without pay must be mutually agreed to and ordinarily shall not be for longer than one year, though the University, through the President, may grant a further extended full-time leave without pay with the approval of the Board of Trustees.
- b. A faculty member should apply for a leave without pay to the chief academic officer through his/her dean by December 15 of the year before the leave is to be taken. Requests for leave without pay should be addressed to the dean of the faculty member's college or school and should include clear reasons why a leave should be taken.

The chief academic officer will make a recommendation to the President by February 1. The decision of the President, with the approval of the Board of Trustees, will be final. Notification of the applicant of the decision to grant a leave without pay shall come through the office of the President.

- c. Time on leaves without pay will not count toward senior faculty status, promotion in rank, or time in service required to be eligible for paid leave. In cases where the leave is taken for faculty development purposes, the chief academic officer may agree to allow the time to count as time on contract. In such cases the faculty member is required to verify that the proposed faculty development goal has been met during the time on leave.
- d. The faculty member will not forfeit his/her rank as a result of being on leave without pay.
- e. The faculty member forfeits his/her right to normal pay increases and to University provided fringe benefits during the period of unpaid leave, unless prior agreement has been reached with the chief academic officer as described in (c) above.

2.12.1.3 Military Leave

OBU provides reemployment and other benefits for faculty members engaged in military service as provided by the Uniformed Services Employment and Reemployment Rights Act. Any member of the faculty may take a leave of absence for military service in the uniformed services of the United States, including the Oklahoma National Guard. A faculty member going on military leave shall give advance notice of the leave to the chief academic officer as soon as practical. If advance notice

cannot be given because of military necessity or other circumstances, notice shall be given as soon as reasonable after the beginning of the military leave.

Military leave shall be unpaid. During military leave which lasts for more than 30 days, a faculty member may elect to continue employee and dependent health insurance coverage, at the employee's expense, for up to 180 days.

Time spent on military leave shall be counted in calculating years of service for all purposes, including senior faculty status, promotion in rank, and time required to be eligible for paid leave.

Upon termination of military service, a faculty member who makes a timely application for reemployment shall be reemployed by the University unless reemployment is impossible, unreasonable, or an undue hardship under the circumstances. A faculty member returning from a military leave lasting longer than thirty (30) days shall provide official, written documentation showing that he or she is entitled to reemployment and that the application for reemployment and that the application for reemployment is timely.

2.12.2 Paid Leave from Teaching Responsibilities

In order to assure quality of instruction, the University provides a variety of faculty development opportunities. As part of the Commitment to Excellence, the University promises to make available, as funds allow, paid leaves to provide opportunities for professional development for faculty. In addition, the University recognizes that faculty may at times require a brief leave of absence to fulfill a civic or family responsibility.

2.12.2.1 Paid Leave for Scholarly Activity

The University recognizes that a faculty member may wish to take a leave of absence to engage in scholarly pursuits relevant to his/her teaching responsibilities. Faculty engaged in research, writing, creative efforts in the arts, an intensive reading program design to assist the faculty member in "retooling," or other scholarly activity related to the needs of the University and the faculty member's area of teaching expertise may find it desirable to be relieved of teaching responsibilities for a period of time in order to complete a proposed project. The University will seek to provide paid leaves for such activities, as funds are available.

2.12.2.2 Paid Educational Leave

The University recognizes that a faculty member will occasionally wish to take a leave of absence to pursue (a) graduate study in an academic discipline relative to the faculty member's teaching responsibilities; (b) post graduate study designed to provide additional preparation in the faculty member's principle area of expertise; (c) graduate study designed to assist faculty in developing additional areas of expertise of benefit to both the faculty member and the University.

2.12.2.3 Policies Relative to Paid Leave for Educational or Scholarly Activities

The following policies apply to paid leaves as described above:

- a. Leaves of absence with remuneration are granted for the purpose of preparing faculty for more effective service at Oklahoma Baptist University.
- b. OBU will assist financially the faculty member going on paid leave to the extent of one-half of his academic-year salary for a full-year leave or full academic salary for a one-semester leave. Salary means the equivalent of that provided in the contractual agreement for the year in which the leave occurs.

Cost of living increases and benefits will not be withheld by reason of paid educational leave. Moreover, while the faculty member is on paid educational leave, both he/she and the University shall continue to pay their full share toward retirement, group life, health, and disability insurance, and federal and state programs to the extent permitted by law.

- c. The faculty member shall return to the University for a period of three years after completion of the paid leave or shall repay the University the remuneration he/she received during the leave on the following schedule:

If the faculty member fails to return to the University upon completion of the paid leave, he/she shall repay the University in full.

If the faculty member resigns after one year of full-time teaching following the paid leave, he/she shall repay two-thirds of the remuneration received during the leave.

If the faculty member resigns after two years of full-time teaching following the paid leave, he/she shall repay one-third of the remuneration received during the leave.

Remuneration shall be defined as the salary and the employer-paid portion of the fringe benefits received by the faculty member during the period of paid educational leave.

The obligation to repay the University may, in unusual circumstances, be waived. The chief academic officer must make recommendation to waive the obligation to the President, whose decision shall be final. Before beginning the leave, the faculty member who has been granted a paid leave will sign an agreement to repay the financial assistance received should he/she resign during the following three years. Terms and methods of repayment shall be negotiated by the individual faculty member with the chief financial officer.

- d. Leaves of absence with remuneration will be granted on the basis of (1) the candidate's potential service to the University; (2) the value of the project proposed for the University; (3) the stage of his/her progress toward the degree for those seeking educational leave or the stage of his/her progress toward completion of a proposed project for those seeking leave for scholarly activity; (4) years of service to the University; (5) the availability of funds for this purpose.

Educational leave usually shall not be granted to those who have served full-time at Oklahoma Baptist University for fewer than four years. Paid leave for scholarly activity usually shall not be granted to those who have served full-time at Oklahoma Baptist University for fewer than six years.

- e. A faculty member should apply for a paid leave to the chief academic officer through his/her dean by December 15 of the year before the leave is to be taken. Requests for leave with remuneration should be addressed to the dean of the faculty member's college or school and should include a proposal which clearly outlines when the leave shall be taken, what work shall be accomplished during the leave, where such work shall be accomplished, and what value the work will have to the University. At the end of the leave, the faculty member is responsible for providing to the University verification that the work proposed has been accomplished.

The chief academic officer is responsible for working with the chief financial officer, the appropriate dean and the department chair to determine (1) that the leave can be funded, (2) that the faculty member's classes can be taught or canceled during his/her absence, and (3) that the proposed activity will benefit the University.

The chief academic officer will make a recommendation to the President by February 1. The decision of the President, with the approval of the Board of Trustees, will be final. Notification of the applicant of the decision shall come through the office of the chief academic officer.

- f. A faculty member receiving a paid leave may apply for additional fellowship or grant moneys from an appropriate source. If, when such additional moneys are added to the leave stipend minus all expenses related to the leave, the net shall total more than the faculty member's normal salary, the leave stipend provided by the University shall be reduced by the amount that exceeds the normal academic salary and such moneys shall be made available for other faculty development activities during the same year.

The University will pay its normal full share of retirement, group life, health, and disability insurance, Social Security, and other benefits, and the faculty member will pay his/her normal share of these items.

- g. A faculty member may not be employed during his/her leave unless such employment is a necessary part of his/her education experience or proposed scholarly activity. In such cases, moneys gained from such employment shall be treated in the same way as moneys secured from a fellowship or grant, as described above in section (f).

At the discretion of the chief academic officer, the policy outlined in sections (f) and (g) above may be waived. This agreement should be made in writing before the beginning of the leave.

- h. Time on leave with pay will normally count toward promotion in rank and/or senior faculty status, unless the faculty member and Oklahoma Baptist University agree in writing to waive this provision at the time the leave is granted.

2.12.2.4 Sabbatical Leave

2.12.2.4.1 Purpose

Oklahoma Baptist University (OBU) believes that the continued, scholarly growth of faculty is necessary and desirable. OBU provides opportunities for sabbatical leave that achieve professional and intellectual development through study, research, writing, creative activities, and scholarly engagement. Sabbatical leaves are not granted for extended travel, vacation, or reward for years of service but rather in anticipation of increased effectiveness for a faculty member in his or her teaching profession.

2.12.2.4.2 Eligibility

Faculty who have achieved senior faculty status and at least the rank of associate professor are eligible to apply for sabbatical leave in the sixth-year of continual, full-time teaching service at OBU. Application for sabbatical leaves can be made in the year of review for senior faculty status if the additional terms of service have been fulfilled. Faculty members who have taught at other accredited universities may apply a maximum of two years teaching experience to their seven-year requirement (negotiated at time of first contract). Non-sabbatical leaves will not be considered in the determination of years of service. Faculty temporarily serving in an administrative role may count up to three years in that role towards their seven-year eligibility for sabbatical leave.

2.12.2.4.3 Procedures

Eligible faculty members will submit their applications for sabbatical leave to their respective department/division chair (or academic dean in those schools not having departments). The application should contain a letter of intent to apply for a sabbatical leave, a one-page abstract of the purpose of the sabbatical project or activity, a rationale for the project or activity, a detailed description of the project or activity (including goals, major theses, outline, methods of the project, etc.), expected benefits of the project or activity for the field of study and/or the professional development, and a budget for any external funding or approved grants.

Each department/division chair will forward approved applications with a recommendation letter to the respective academic dean. The academic dean will then transmit approved applications (also accompanied by a letter of recommendation from the respective dean) to the Faculty Development Committee (FDC) through office of the Chief Academic Officer (CAO) no later than October 20. The FDC will send their recommendations and ranking of merit to the CAO by December 1, who will in turn submit his or her recommendation to the President.

The FDC will review and evaluate all sabbatical proposals with regard to their appropriateness, scholarly merit, and contribution to the mission of OBU. The FDC may propose refinements or improvements in a sabbatical proposal, and these revisions may be negotiated with the applicant. The FDC will ensure that the sabbatical leave will produce a scholarly project or activity that will enhance the prestige of OBU and/or make a significant contribution to the professional development of the faculty member. The nature and scope of a project for a sabbatical leave will be dictated by and be appropriate to the particular academic discipline of the respective faculty member.

Restrictions may require faculty members making sabbatical leave application to postpone or delay approved requests. In such cases, the respective faculty member will retain priority for approval and may reapply for sabbatical leave the ensuing year. Faculty members who must postpone approved sabbatical leaves due to a significant health issue (including the health of his or her immediate family) will be allowed to take the sabbatical at the earliest opportunity within three years. The CAO and the FDC will work together to enable any postponed sabbatical leave as soon thereafter as possible.

2.12.2.4.4 Duration and Compensation

A sabbatical leave shall be either a half-year (fall or spring semester, which may also include the January Term) at full salary or a full academic year (fall and spring semesters and January Term) at half salary. Faculty will be required to return to OBU and teach for one year immediately following the leave or reimburse OBU for the salary received during the sabbatical leave. Applicants are encouraged to identify additional external sources for support of sabbatical leave expenses.

A faculty member on sabbatical leave will retain the rights, benefits, and privileges of a full-time faculty member. Acceptance of a sabbatical leave will not interfere with annualized increases in salary, reception of employee benefits, or contract and rank status. The period of leave will count as time of service toward eligibility for promotion on the same basis as a period of on-campus instruction.

2.12.2.4.5 Reporting

A faculty member will make a formal, written report both to the CAO and the FDC within the first sixty days of the first semester of their return from his or her leave. The report will include a written account of the work accomplished during the leave and an evaluation of the extent to which the objectives of the sabbatical proposal were achieved. Faculty members may be required to share the results of their sabbatical leave activities with faculty, students, trustees, or professional groups.

2.12.2.4.6 Implementation and Coverage

Department/division chairs and academic deans are responsible to ensure that the curricular commitments of their departments, divisions, and schools are satisfactorily addressed during the period of the sabbatical leave of faculty members. As such, the recommendations for sabbatical leave submitted by respective department/division chair and/or academic dean will include a plan describing coverage of the curricular commitments and responsibilities of the faculty member on sabbatical leave. Recommendations will also include coordination and prioritization of sabbatical leaves in the event that multiple applications from the same department, division, or school occur in any given year. Staffing, workload adjustments, committee assignments, etc., will be coordinated with and approved by the CAO.

2.12.2.4.7 Min./Max. Limits of Number of Faculty on Sabbatical

A minimum of two qualifying sabbatical leave requests will be granted each academic year. A maximum of ten percent of the full-time senior faculty may be granted sabbatical leave in any single academic year.

2.12.2.5 Jury Duty and Elections

Faculty members will receive their regular pay while on jury duty. Jury duty includes actual jury duty service and all hours spent in preliminary examinations and interviews required prior to such services. On any day when a faculty member on jury duty status is not required to be in the court, the faculty member is expected to return to his/her regular work. 2.12.2.5 Elections

Time off to serve as an official election judge shall be granted with pay.

2.12.3 Short Term Disability

A faculty member is eligible to receive his/her salary during the period of his/her annual contract in the case of total or temporary disability until disability insurance begins paying benefits. Temporary disability benefits are paid as compensation for salary to faculty members who, due to non-occupational sickness or accident, are temporarily physically unable to perform their usual or current work without jeopardizing their recovery. The payment of salary during extended illness is coordinated with the long term disability program.

2.12.3.1 Leave for the Birth or Adoption of a Child

OBU recognizes the significance of birth and adoption events in the lives of its faculty. Therefore, OBU provides faculty with leave benefits in such cases which cover both female and male employees:

a. Leave for the Birth of a Child for Female Faculty

OBU provides female faculty members with up to six (6) weeks of pre- and post-partum paid leave upon the birth of a child, during which the faculty member is excused from all duties. The faculty member's physician will determine when the faculty member can return to work.

The six (6) weeks of paid leave only applies to births (or pre-partum events) during the contractual period, and the amount of leave is subtracted for births (or pre-partum events) which occur outside of contractual periods. For example, a faculty member giving birth on August 1 with a contractual period beginning on August 22 would be eligible only for approximately three (3) weeks of paid leave (note: this example would depend on the yearly calendar). For the benefit of this policy, "contractual period" is defined by the periods in which a faculty member is expected to be teaching, attending required meetings, or fulfilling other university obligations. University-approved breaks, such as Christmas Break and Spring Break, are not considered (for this policy) to be contractual.

The faculty member is to discuss leave plans with the affected supervisor or dean a minimum of ninety (90) working days prior to the semester in which the leave is anticipated. The faculty member is required to create appropriate class lesson plans, activities, and other materials necessary for use during the leave period, as well as make arrangements for other assignments specific to the duties of the faculty member.

b. Leave for the Birth of a Child for Male Faculty

OBU provides male faculty members with up to two (2) weeks of paid leave upon the birth of a child during a contract year, during which the faculty member is excused from all duties. This leave may commence at any point after the birth of a child but not after twelve (12) weeks after the birth.

The two (2) weeks of paid leave only applies to births during the contractual period, and the amount of leave is subtracted for births which occur outside of contractual periods. For example, a faculty member whose child is born on August 1 with a contractual period beginning on August 22 would not be eligible for paid leave (note: this example would depend on the yearly calendar). For the benefit of this policy, “contractual period” is defined by the periods in which a faculty member is expected to be teaching, attending required meetings, or fulfilling other university obligations. University-approved breaks, such as Christmas Break and Spring Break, are not considered (for this policy) to be contractual.

The faculty member is to discuss leave plans with the affected supervisor or dean a minimum of ninety (90) working days prior to the semester in which the leave is anticipated. The faculty member is required to create appropriate class lesson plans, activities, and other materials necessary for use during the leave period, as well as make arrangements for other assignments specific to the duties of the faculty member.

c. Leave for the Adoption of a Child

OBU provides all faculty members with up to two (2) weeks of paid leave upon the adoption of a child. For purposes of this policy, “adoption” denotes the time when adoptive parents take full custody of a child.

The faculty member is to discuss leave plans with the affected supervisor or dean a minimum of ninety (90) working days prior to the semester in which the leave is anticipated. The faculty member is required to create appropriate class lesson plans, activities, and other materials necessary for use during the leave period, as well as make arrangements for other assignments specific to the duties of the faculty member. OBU recognizes the indeterminate nature of adoption procedures and pledges to work closely with faculty to create a fair and flexible leave event in such circumstances.

OBU Leave for the Birth or Adoption of a Child and FMLA leave run concurrently, not consecutively; for example, a faculty member taking six (6) weeks of paid leave may also take an additional six (6) weeks of FMLA leave (unpaid) if they so wish.

All leaves associated with the birth or adoption of a child must be approved in advance by the faculty member’s supervisor, dean, and the Chief Academic Officer.

2.12.3.2 Communicable Disease Policy

It is the policy of the University that employees with contagious, infectious, long-term, life-threatening, or other serious diseases may work as long as, with reasonable accommodation, they are

physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or students.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate employees with contagious diseases. Their determinations will be based on the consideration of such factors as: 1. The duration of the risk; 2. The nature and severity of the potential harm; 3. The likelihood that the potential harm will occur; and 4. The imminence of the potential harm.

2.12.4 Temporary Disability

A faculty member is eligible to receive full salary and benefits in case of temporary disability events for up to four (4) weeks per academic year. Temporary disability benefits are paid as compensation for salary and benefits to faculty members who, due to non-occupational sickness or accident, are temporary physically unable to perform their usual or current work without jeopardizing their recovery. The payment of salary and benefits during extended illness past these four (4) weeks is coordinated with the University's long-term disability program. The faculty member's physician will determine when the faculty member can return to work.

It is expected that a faculty member on temporary disability will assist, if possible, their supervisor in managing the faculty member's duties, including classroom teaching, grading, administrative duties, and other assignments. In temporary disability situations, all efforts will be made to manage the affected faculty member's duties from within the department/division.

Faculty members are required to remain in regular communication with their Division Chair and/or Dean during temporary disability events. If, at any time during the temporary disability event(s), the Division Chair or Dean determines the faculty member is unlikely to return within the four (4) week time-frame (cumulative, meaning the faculty member may have multiple events which cannot exceed twenty (20) days in total for the academic year), a consultation meeting between the faculty member (or their designated representative), the Division Chair or Dean, and the Chief Academic Officer will take place to negotiate a resolution. The faculty member, as well as the University, is entitled, in such a meeting, to legal and medical counsel.

2.12.5 Bereavement Leave

A faculty member will receive up to three days leave with pay in the event of the death of a spouse (husband or wife), child (natural, foster, step), parent, father-in-law, mother-in-law, brother, sister, grandparent, or other relative who has played a major role in the rearing of the faculty member. The faculty member should inform his/her dean or department or divisional chairman that he/she will be away from campus.

An extension of the leave described in this policy may be granted by the chief academic officer.

2.12.6 Reduction in Load

Faculty who are working on advanced degrees and/or are engaged in scholarly activity may apply for a reduction in teaching load obligations.

A faculty member who would like to apply for a reduction in load should do so to the chief academic officer through his/her dean by October 15 for a reduction in load for the January term or spring semester of the current academic year and by April 15 for reduction in load for the fall semester for the succeeding academic year. He/she should provide a description of the project on which he/she is working, including a time table for work to be accomplished during the contractual year in lieu of the teaching responsibility. The chief academic officer shall determine if the reduction in load will serve the best interests of the faculty member and the University and shall inform the faculty member whether or not the request has been granted.

The faculty member will receive his/her full salary during the year these reductions in teaching load occur.

2.12.6.1 Part-time Leave without Pay

Reduction in load for purposes other than those listed above shall be considered part-time leave without pay. The faculty member should request part time leave without pay to the chief academic officer through the appropriate dean. If the leave is approved, the faculty member and the chief academic officer will agree in writing to the conditions of employment, including:

- a. remuneration;
- b. payment of benefits;
- c. workload during the leave;
- d. duration of the leave;
- e. whether time on leave shall count a year of service in determining eligibility for senior faculty status, promotion, and other benefits.

Fringe Benefits

2.13 Fringe Benefits

The fringe benefit program has been developed over a period of years through the careful consideration and cooperative efforts of trustees, administrators, and faculty. Its purpose is to provide a foundation for faculty which will supplement salaries by offering a variety of benefits to fill the needs of faculty members at all points of career development. Fringe benefits may be excluded from current taxable income as defined by the Internal Revenue Service. Fringe benefits are subject to legal, economic, product availability and other issues. Fringe benefits may be changed by the Board of Trustees. Fringe benefits may also be changed by the President only upon agreement of at least five members of a committee composed of the President, the Chief Academic Officer, the Chief Development Officer, the Chief Financial Officer, the Faculty Council Chairperson, the Faculty Council Chairperson-elect and the Faculty Council Secretary. The benefits described below are afforded to all full-time faculty, ranked or unranked, unless otherwise determined at the time an initial contract is signed.

2.13.1 State and Federal Mandated Programs

2.13.1.1 Social Security and Medicare

Participation in the Federal Social Security and Medicare program is automatic for each faculty member with the University and the faculty member each contributing to the program as prescribed by law.

Ordained ministers on the faculty or administrative staff are classified as self-employed persons and are not covered as employees of the University. Offsetting payments are made to ministers for their payment of self employment tax.

2.13.1.2 Withholding Tax

According to federal and state laws, income tax is withheld from each employee's paycheck if earnings exceed the allowance for exemptions as claimed on the Withholding Exemption Certificate (Form W-4). This certificate must be on file for each employee and may be changed or revised if the employee's exemption status changes. Such actions may be completed in the Human Resources Office.

2.13.1.3 Unemployment Insurance

All faculty members of the University are covered by the Oklahoma Employment Security Act. The University pays all cost of unemployment insurance. Oklahoma law provides that under certain conditions weekly benefits may be paid to unemployed individuals from an unemployment insurance fund contributed to by the employers. Detailed information may be obtained from the Human Resources Office.

2.13.1.4 Worker's Compensation

All faculty members are covered under the regulations of the State of Oklahoma covering Worker's Compensation. The University pays all cost of Worker's Compensation Insurance. Detailed information may be obtained from the Human Resources Office.

2.13.1.5 Flexible Benefit Options

Employees are allowed to set aside pre-tax dollars to pay annual medical/dental expenses and/or to pay annual dependent daycare expenses. Detailed information may be obtained from the Human Resources Office.

2.13.2 Insurance

2.13.2.1 Medical Insurance

The University shares in the cost of major medical insurance for full-time employees. The employee's share of the premium is paid with pre-tax dollars through the Premium Payment Plan. Each qualifying employee receives insurance identification cards and materials which describe the benefits when coverage becomes effective. The medical insurance program is administered by the Human Resources Office. Applications, forms, and information concerning coverage are available on the University's website. Medical insurance coverage begins the first day of employment.

2.13.2.2 Dental Insurance

The University shares in the cost of dental insurance for full-time employees. The employee's share of the premium is paid with pre-tax dollars through the Premium Payment Plan. The insurance program is administered by the Human Resources Office. Applications, forms, and information concerning coverage are available on the University's website. Dental coverage begins the first day of month following the date of hire.

2.13.2.3 Group Life, Accidental Death and Dismemberment and Long Term Disability Insurance

The University provides, at no cost to full-time employees, group life and accidental death and dismemberment insurance equal to 1.5 times the employee's base wage. A detailed description and certificate of insurance for each plan is available to each employee. The master policies are held by the University and are on file in the Human Resources Office which administers the plans. Full-time employees of the University are provided long-term disability insurance. No benefits are paid during the first three months of disability. Coverage becomes effective after a 90-calendar day elimination period.

2.13.3 Retirement Plans

The University participates in 403(b)(9) retirement plans offered by GuideStone Financial Resources (GuideStone) and by the Teachers Insurance Annuity Association/College Retirement Equity Fund (TIAA/CREF).

Upon employment, a full-time or part-time employee is eligible to participate on a voluntary basis subject to limitations established under Internal Revenue Service regulations and the summary plan description outlined below.

2.13.3.1 Eligibility

Employees are eligible to make tax sheltered contributions and/or Roth elective deferrals of more than \$200 (annually) upon employment. Student employees are not eligible to make Tax Sheltered Contributions and/or Roth elective deferrals.

Employees are eligible to receive employer contributions if employee: normally works at least 20 hours per week, is not a student employee, does not elect to participate in another plan maintained by the employer, or is not classified as seasonal or temporary employees or adjunct faculty.

Employees are eligible to begin participation in the plan on the first day on which eligibility requirements are met.

2.13.3.2 Employer Contributions

Compensation is defined for purposes of contributions as the employees W-2 wages that are taken into account for purposes of income tax withholding and excludes reimbursements or other expense allowances, fringe benefits (cash and non-cash), moving expenses, deferred compensation, and welfare benefits; includes employee's salary reduction contributions to certain plans or arrangements maintained by employer; includes Minister's housing allowance only for non-highly compensated employees.

2.13.3.2.1 Employer Non-Matching Contributions

Upon employment, the University will contribute an amount equal to 6% of the employee's gross salary to the GuideStone or TIAA/CREF retirement fund(s) chosen by the eligible employee. Employees failing to make a selection within ten (10) working days of the first day of employment are automatically enrolled with GuideStone.

2.13.3.2.2 Employer Matching Contributions

The University will match employee 403(b) contributions of exactly 1%.

2.13.3.3 Employee Contributions

The plan allows Roth elective deferrals and tax sheltered contributions.

2.13.3.4 Age 50 Catch-up Contributions

Employees who have attained age 50 (or older) before close of the plan year may be eligible to make age 50 catch-up contributions to the plan. Contact GuideStone or TIAA/CREF to find out more about this type of contribution and the requirements that must be met.

2.13.3.5 Vesting Period

The amounts contributed by the University are fully vested to the employee after completion of one year of service to the University. The amounts contributed by the employee are fully vested to the employee upon contribution.

Tax sheltered contributions and/or Roth elective deferrals are made by entering into a legally binding salary reduction agreement. After you sign your salary reduction agreement, your employer will then reduce your salary by the agreed amount and contribute it to the plan for you. You may change your salary reduction agreement prior to the beginning of the time period specific by your employer.

2.13.4 OBU Tuition

See Appendix I, Policy Regarding Educational Benefits for OBU Employees, for specific information regarding this benefit for undergraduate and graduate courses.

2.13.5 Fringe Benefits for Retired Faculty

The following fringe benefits continue for faculty members after retirement. Other University benefits cease upon retirement.

2.13.5.1 Health Insurance

The spouse of a retired employee may remain on the University group health insurance policy until the spouse reaches Medicare age by paying the required premium. The spouse must be on the University group health insurance policy at the date of the employee's retirement to participate in the OBU group health insurance policy. Spouses of retired employees with employment that provides health insurance are not eligible for this benefit.

If a retired faculty member dies and the spouse is covered at the date of death, coverage may continue at the spouse's expense until the spouse reaches Medicare age.

2.13.5.2 OBU Tuition for Retired Employees

Retired employees may take OBU classes through the Senior Citizens Tuition Program, a part of Tuition for Special Students. See the OBU catalog for current guidelines. Age requirements in the Program do not apply to retirees.

2.13.6 Other Privileges

The University provides a variety of privileges for employees and retired employees. These include membership to the Recreation and Wellness Center, use of the Mabee Learning Center, and the services of a notary.

Compensation Policies

2.14 Compensation Policies for Faculty

2.14.1 Memorandums of Contract

Memorandums of contract for full-time faculty are issued in the spring semester, no later than April 1, for the succeeding academic year. Each faculty memorandum will specify the type of appointment, locus of appointment, rank, salary, and primary duties of the individual, as well as the term of the appointment. The faculty member's initial memorandum of contract will set forth any special conditions or considerations as required by this Handbook.

Signing the memorandum of contract, the faculty member agrees to the terms of the appointment as described in the memorandum of contract. The faculty member, by virtue of signing the memorandum of contract, also agrees to the terms and conditions of employment as delineated in section two of this Handbook.

Accompanying the faculty memorandum of contract is a compensation sheet detailing the University's share of all fringe benefits received by the faculty. The faculty member will also receive an advisory letter detailing his/her status in regard to eligibility for promotion and/or senior faculty status, as determined by policy described in this Handbook.

2.14.2 Compensation for Full-Time Faculty

Determination of yearly compensation at the time of appointment is made by the President in consultation with the chief academic officer and the chief financial officer. The following criteria will be considered when determining compensation: academic degrees; total years of teaching experience; full-time experience in a non-teaching profession related to the field of specialization; time in current academic rank; time in previous academic rank; and discipline demands.

Following the time of appointment, determination of compensation is made by the Board of Trustees following the yearly budget review.

All faculty contracts are made for nine months duration with payment in twelve monthly installments. Payroll checks will be distributed on the last calendar day of the month.

It is University policy not to make advances on payroll checks.

2.14.3 Compensation for Part-Time Faculty

Determination of compensation for a part-time faculty member is based on his/her educational level and experience. Part-time faculty members will be paid in monthly installments. Payroll checks will be distributed on the last calendar day of the month in those months the part-time faculty member is contracted to teach: September, October, November, and December for the fall semester, and February, March, April, and May for the spring semester.

2.14.4 Separately Funded Programs

OBU faculty and staff members are occasionally involved in programs which are funded outside normal channels of University support. These include federal, state, and foundation grants, cooperative programs with other institutions, and contracts with business firms, acceptable within guidelines determined by the University. The Board of Trustees has adopted a policy which restricts the University from being involved in state or federal government funded programs or projects.

2.14.4.1 Grant Proposals

A proposal for a grant to be funded by a source outside the University must be reviewed by an appropriate officer in the Office for Institutional Advancement, the chief financial officer, the chief academic officer, and the appropriate dean. It is the responsibility of these officers to assure that proper arrangements have been made for matching funds, released time, services in kind, use of campus facilities, and any other condition of the grant which will involve University personnel or resources. The chief academic officer and the President must approve, in writing, prior to submission of the grant proposal, release time and compensation arrangements for personnel with full-time appointment.

Grant proposals must be approved by the President.

2.14.4.2 Project Administration

Should a grant be approved, the University will follow the regulations established by the grantor in the administration of grant funds. Grants for research, educational activities, special programs, and the like are agreements between Oklahoma Baptist University and the grantor. Grants which make reference to specific faculty and staff members should contain provisions for substitution of other personnel should the need arise.

2.14.4.3 Remuneration Effects

Faculty members may receive remuneration from the granting agency as allowed under the grant upon approval of the grant by the University and the granting agency. Faculty members who require a full-time or part-time leave of absence in order to fulfill grant requirements will be subject to the policies described in section 2.12 above.

2.14.5 Remuneration Related to Extended Faculty Absence

In the event that a full-time faculty member is asked to cover a class during an extended faculty absence, additional compensation will be figured at overload rates, pro-rated according to the number of days of teaching required. Should part-time or off-campus faculty be employed to teach during an extended faculty absence, compensation shall be figured using the pay scale for part-time faculty. The amount shall be pro-rated according to the number of days of teaching required.

Grievance and Complaint Procedures

2.15 Grievance and Complaint Procedures

2.15.1 Definitions

A grievance is defined as an alleged misapplication, misrepresentation, or violation of any provision in section two of this Handbook. Any other concern will be treated as a complaint.

"Respondent" shall mean that person designated by the President of the University to respond to the grievance on behalf of the University. "Parties" shall mean the grievant and the respondent.

2.15.2 The Standing Committee of Faculty Grievance (Grievance Committee)

The faculty as a whole will elect each year one member of the faculty holding senior faculty status for a term of two years, making a total of two members. The President shall appoint each year one member of the administration for a term of two years, making a total of two administrators. Administrators appointed shall be selected from personnel who would not normally be parties to a faculty grievance. Terms will begin on or before September 1 of each academic year. The four Grievance Committee members will meet within ten (10) working days of the filing of a grievance or complaint and select one further faculty or administrative member to serve as Chairman of the Faculty Grievance Committee

A vacancy in any position shall be filled by appointment or election (as appropriate) by the original appointing or electing authority within ten (10) working days of the vacancy or at the first regularly convened meeting of the Faculty. The faculty member or administrator so appointed or elected shall fill out the unexpired term caused by the vacancy.

2.15.3 General Rules of Procedure for Grievances

Time limits may be extended by mutual agreement of the parties involved and should be communicated through the Grievance Committee in writing to all parties. All proceedings shall be closed and confidential.

2.15.4 Faculty Grievance Procedure

2.15.4.1 Step One: Attempted Resolution

A faculty member who feels that he/she has grounds for a complaint or possible grievance shall first discuss in an informal manner the complaint or grievance with a supervisor having the authority to resolve the alleged complaint or grievance. This most often will be the divisional chair, the dean, or the chief academic officer. This informal resolution must be attempted within ten (10) working days of the time at which the faculty member gains knowledge of the alleged complaint or grievance.

In cases of discrimination or harassment, all grievances shall first be processed under the procedures set forth in section 2.10 of this Handbook. Appeals from the decisions made pursuant to the procedures provided for those grievances will then follow the provisions of step three of this procedure.

2.15.4.2 Step Two: Formal Complaint or Grievance

Should the attempted resolution fail to redress the complaint or grievance to the satisfaction of the grievant, the grievant may submit the grievance or complaint in writing, stating in detail the subject matter of the grievance or complaint, the specific section of the Handbook which is in dispute, the informal steps taken with the specific named supervisor(s), and the remedy requested.

The formal complaint or grievance should be filed with the standing committee on Faculty Grievances within ten (10) working days of the last attempt to informally resolve the grievance. The Grievance Committee will then attempt to investigate, mediate, and resolve, if possible, the complaint or grievance. They shall have fifteen (15) working days to attempt to make a disposition of the matter.

2.15.4.2.1 Committee Disposition of a Complaint

Should the Grievance Committee find that there is not a grievance but only a complaint, they will issue a recommendation to the parties directly involved. The parties have five (5) working days to accept the recommendation or to work out another solution.

Should the complainant not be satisfied with the recommendation or the final action taken by the administrator having authority to resolve the complaint, the complainant may, within five (5) working days, appeal to the President, who will render a final and non-appealable decision within ten (10) additional working days and shall inform in writing all parties involved of his decision.

2.15.4.3 Step Three: Grievance Hearing

Should the Grievance Committee recommend a formal hearing or either party request one, the Grievance Committee will select from the administration or faculty a chairman for an ad hoc hearing committee. The chairman selected may not be a party of interest. The grievant and respondent will also select one member each from the administration or faculty who are not parties of interest. This three-person committee will hold a full hearing on the grievance at hand.

The ad hoc hearing committee will be formed within ten (10) working days of the request for such a hearing and will begin the hearing within ten (10) additional working days.

The hearing will be conducted in private and the parties will make no public statements about the case.

2.15.4.3.1 Rights and Considerations

Rights and Considerations to be accorded the parties in a grievance hearing are:

- a. the right to present relevant and admissible evidence of both a testimonial and documentary nature;
- b. the right to confront and cross-examine witnesses, except as hereinafter provided;

- c. the right to present sworn statements from absent witnesses provided these statements are provided the other party at least ten (10) working days prior to the date of the hearing and further provided that the absent witness agrees, upon the request of the other party, to answer under oath no more than thirty (30) written Interrogatories within five (5) working days of submission of said Interrogatories by the other party;
- d. the right to have employees of the University summoned to give testimony.

It shall be the responsibility and obligation of all officers and employees of the University, as a condition of their employment, to respond to requests to provide testimony at grievance hearings unless such testimony is legally privileged.

The hearing proceedings shall be recorded by the University and made available to the committee, and a transcript shall be provided at the expense of the party or parties requesting it. Hearing proceedings shall be kept confidential.

In all cases, except for dismissal for cause or termination of contract rights due to retrenchment or suspension, the burden of proof shall be on the grievant.

The ad hoc hearing committee will not be bound by strict rules of legal evidence. Serious efforts will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and a recommended disposition of the grievance. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing records, pertinent University policies and procedures as set forth in the Faculty Handbook and other University documents. The findings, conclusions, and recommendations shall not be inconsistent with applicable provisions of local, state, and federal law.

2.15.4.4 Step Four: Presidential Review

The ad hoc hearing committee will present its advisory decision in writing within five (5) working days of the hearing to all parties and to the President of the University. This decision, insofar as it consists of a recommended disposition of the grievance, may be either accepted by all parties or rejected by any party. Rejection or acceptance by either party must be communicated in writing to all persons involved within five (5) working days after receipt of the decision.

If the recommended disposition is not accepted by either of the parties, the President will review the findings and conclusions and recommended disposition and make a final decision on the grievance within ten (10) working days of his receipt of communication that either party has rejected the Grievance Committee disposition of the grievance. He shall communicate his decision in writing to all parties.

2.15.4.5 Review of Record by the Executive Committee of the Board of Trustees

Should the President be a direct party to the grievance, the grievant may file a petition to the Executive Committee of the Board of Trustees for a review of the record. Such an appeal will be filed within ten (10) working days of the President's decision. The Executive Committee of the Board of Trustees will review the case at its next scheduled meeting and give a final decision on the grievance. Only when the President is directly involved will such a review take place. The Executive

Committee shall be the sole judge of the Presidential involvement in case of a dispute on the President's involvement.

The Executive Committee shall inform in writing all parties of its decision within ten (10) working days of its review of the record.

Should any grievant initiate court or agency action on a grievance, the University reserves the right to discontinue internal procedures or to continue same to complete a record as the case warrants.

Academic Honesty Policy and Procedures

2.16 Academic Honesty Policy and Procedures

Faculty who encounter instances of academic dishonesty and students so accused must follow the academic grievance procedure outlined below. A student found guilty of academic dishonesty will be subject to academic sanctions ranging from failure on the assignment to failure in the course to, in cases of repeated or flagrant violation, suspension or dismissal from the University. Records of academic dishonesty cases will be kept in a confidential file in the office of the chief academic officer.

In all cases involving academic dishonesty the burden of proof is on the faculty member.

2.16.1 Step One: Attempted Resolution

- a. The faculty member shall discuss with the student(s) the charge of alleged academic dishonesty and the faculty member's action.
- b. If the student(s) involved do not agree with the charge and/or with the faculty member's action, he/she may ask for a meeting with the department or divisional chairman who will attempt to mediate. Should the chairman be the faculty member involved, the student may request the dean of the faculty member's college or school and/or the chief academic officer to act as mediator.
- c. Should the department, college, or school have an established appeal procedure for cases of academic dishonesty, the student and faculty member shall follow it and, should that procedure not yield a satisfactory resolution, shall proceed to step three.

2.16.2 Step Two: Conciliation Conference

If the first step does not bring about a satisfactory resolution, the student may arrange a conciliation conference with the faculty member, the department or divisional chairman, and the chief academic officer. This must be done through the office of the chief academic officer and, if requested, must be held within five (5) working days of the completion of step one.

If he/she believes that the result of the conciliation conference is unsatisfactory, the student may request a formal hearing.

2.16.3 Step Three: Formal Hearing

A written request for a formal hearing must be submitted by the student within ten (10) working days after the conciliation conference. The written request must be submitted to the chief academic officer. The petition must include detailed factual data and other information that the petitioner deems pertinent to his/her case, including an account of the informal procedures and why the attempted resolution was unsatisfactory.

Within five (5) working days after receiving the student's petition, an ad hoc hearing committee shall be formed. The chief academic officer shall select two faculty members upon advice from the

Chairman of the Faculty Council. The Dean of Students shall select two students upon advice from the officers of the Student Government Association. The ad hoc hearing committee will select an additional faculty member to be a non-voting chairman. No person with a conflict of interest shall be selected.

The hearing shall be held within ten (10) working days of the selection of the ad hoc hearing committee at a time and place determined by the chief academic officer and communicated to all parties through his/her office.

The hearing will be conducted in private and the parties will make no public statements about the case.

The ad hoc hearing committee will not be bound by strict rules of legal evidence. Serious efforts will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and a recommended disposition of the appeal. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing records and pertinent University policies and procedures. The findings, conclusions, and recommendations shall not be inconsistent with applicable local, state, and federal law.

2.16.4 General Rules of Procedure

- a. Time limits may be extended by mutual agreement of the parties involved and should be communicated through the chief academic officer in writing to all parties.
- b. All proceedings shall be closed to any one except advisors, the participants, and the committee.
- c. All proceedings and records of proceedings shall be confidential.
- d. A tape recording or video recording of the formal hearing will be made by the University. A transcript shall be provided at the expense of the party or parties requesting it.
- e. All formal hearing documents shall be kept in the confidential files in the office of the chief academic officer.

The ad hoc hearing committee will present its decision in writing within five (5) working days to all parties and to the chief academic officer. Should either party not be satisfied with the decision, he/she may appeal the decision to the President who will render a final and non-appealable decision within ten (10) additional working days and shall inform in writing all parties involved of his decision.

Should the student initiate court action, the University reserves the right to discontinue internal procedures or to continue same to complete a record as the case warrants.

Grade Appeals Policy

2.17 Grade Appeals Policy

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he/she can demonstrate that his/her grade for a course has been adversely affected because a faculty member has:

- a. made an error in the calculation of the grade or has made an error in reporting the grade to the Registrar;
- b. made an arbitrary, prejudiced or capricious evaluation of the student;
- c. created and enforced course policy that is arbitrary, prejudiced or capricious;
- d. failed to notify (or to make a reasonable attempt to notify) the student of course requirements, policies, and/or penalties;
- e. failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives;
- f. infringed upon the contractual rights of the student as delineated in the course syllabus, the Catalog, or other University policy documents;
- g. violated the civil or human rights of the student as defined by law.

An evaluation or policy shall be considered to be arbitrary if it can be demonstrated that it results from personal whim or impulse rather than reason or established practice in the course or discipline.

An evaluation or policy shall be considered to be prejudiced if it can be demonstrated to have been based on considerations not directly related to the student's mastery of course skills or materials or published course requirements. These may include, but are not limited to: race, sex, color, national origin, age, or disability which by law requires accommodation.

An evaluation shall be considered to be prejudiced if it can be demonstrated that the student's grade was adversely affected by failure to comply with a request or requirement not directly related to mastery of course skills, mastery of course materials, or published University or course policy.

An evaluation or policy shall be considered to be capricious if it can be demonstrated to be based on preferences or evaluative responses of the instructor which are arbitrary, whimsical, or idiosyncratic rather than based on sound pedagogy or accepted educational practice. In addition, an evaluation or policy shall be considered to be capricious if it can be demonstrated that the evaluation criteria or policy was evoked in a manner that was inconsistent and not based on sound pedagogy.

A grade appeal shall be initiated within ten (10) working days after receipt of the grade or after the beginning of the next academic semester. This time period may be extended by the chief academic officer on petition from the student(s) involved. In a grade appeal, the burden of proof is on the student.

2.17.1 Step One: Attempted Resolution

It is the responsibility of the student to carefully review all course requirements and policies at the beginning of each semester, to understand the grading system that will be employed, to determine whether any course policies or requirements will produce a hardship, and to negotiate, if it is possible to do so, a resolution to potential difficulties before such difficulties occur.

Students are advised to keep copies of all graded materials produced for a class until such time as a final grade for the class has been received and/or to keep their own records of grades received on each graded assignment.

Should a student receive a grade on an assignment or a final grade for the course that seems to the student to be unfair, and if he/she believes he/she has grounds for a grievance as defined above, he/she shall employ the following procedure to seek resolution to the grievance.

- a. The student shall first consult with the faculty member. Contact with the faculty member shall be initiated within ten (10) working days after the beginning of the following semester. If the faculty member is not available for consultation, the student may petition the chief academic officer for an extension of this time period.
- b. If this initial conference does not bring about a satisfactory result, the student who wishes to continue the appeal process should arrange a meeting with the chairman of the department or division involved. This meeting must be held within five (5) working days of the consultation with the faculty member. The student will present to the chairman a written statement explaining the reason for the appeal. If the chairman is the instructor involved in the appeal, the student may request a conciliation conference with the dean of the school or college or with the chief academic officer. The department or divisional chair will discuss the appeal with the faculty member and/or arrange a meeting between the faculty member, the student, and the chair. Should such a meeting be called, it will be held within five (5) working days of the student's request for a conference. The chairman and/or dean will seek to help the student and the faculty member resolve the disagreement.
- c. Should the department, college, or school have an established grade appeal procedure, the student shall follow it before progressing to step two.
- d. Should the conciliatory conference not yield a satisfactory result, the student should submit to the chief academic officer a request for a formal hearing.

2.17.2 Step Two; Formal Hearing

A written request for a formal hearing must be submitted by the student within ten (10) working days after the conciliation conference. The written request must be submitted to the chief academic officer. The petition must include detailed factual data and other information that the petitioner deems pertinent to his/her case, including an account of the informal procedures and why the attempted resolution was unsatisfactory.

Within five (5) working days after receiving the student's petition, an ad hoc hearing committee shall be formed. The chief academic officer shall select two faculty members upon advice from the Chairman of the Faculty Council. The Dean of Students shall select two students upon advice from the officers of the Student Government Association. The ad hoc hearing committee will select an additional faculty member to be a non-voting chairman. No person with a conflict of interest shall be selected.

The hearing shall be held within ten (10) working days of the selection of the ad hoc hearing committee at a time and place determined by the chief academic officer and communicated to all parties through his/her office.

The hearing will be conducted in private and the parties will make no public statements about the case.

The ad hoc hearing committee will not be bound by strict rules of legal evidence. Serious efforts will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and a recommended disposition of the appeal. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing records and pertinent University policies and procedures. The findings, conclusions, and recommendations shall not be inconsistent with applicable provisions of local, state, and federal law.

2.17.3 General Rules of Procedure

- a. Time limits may be extended by the chief academic officer when he/she considers the reasons for an extension to be warranted. However, a grade appeal should be resolved within one academic semester of the time the grade is received.
- b. The Committee shall be provided copies of all written correspondence that has been exchanged relative to the appeal. These materials shall be collected by the Chief Academic Officer and given to the chairman of the committee.

The Committee shall also be informed of any exceptions to the process outlined above (extensions of time, omissions or changes in the appeal process) that the department/divisional chairman, dean, or chief academic officer have approved and shall be given a rationale for these exceptions.

- c. All proceedings shall be closed to anyone except the participants and the committee. The committee will review written documentation and hear oral statements from the two parties. At the discretion of the chair, other students or faculty members may be invited for a portion of the hearing to provide relevant information.
- d. All proceedings and records of proceedings shall be confidential.
- e. A tape recording or video recording of the formal hearing will be made by the University. A transcript shall be provided at the expense of the party or parties requesting it.
- f. All formal hearing documents shall be kept in the confidential files in the office of the chief academic officer.

The ad hoc hearing committee will present its decision in writing within five (5) working days to all parties and to the chief academic officer.

Should the student initiate court action, the University reserves the right to discontinue internal procedures or to continue same to complete a record as the case warrants.

The ad hoc hearing committee may decide (a) to uphold the grade assigned by the faculty member; (b) to suggest that the faculty member or the chief academic officer change the student's grade; or (c) to negotiate a mutually acceptable compromise between the student and the faculty member.

At least three of the four voting members of the committee must concur that the grade should be changed before a decision is made to change a grade (b).

2.17.4 Faculty Appeal Rights in a Grade Appeal Case

A faculty member may appeal the decision of the ad hoc hearing committee to the Faculty Council. The faculty member has ten (10) working days to send a letter of appeal to the Faculty Council asking for a review of the record and stating his/her reasons for believing that the proceedings were not conducted fairly. The members of the Faculty Council shall meet within five (5) working days of receiving the written appeal and shall review the record. After reviewing all documents and transcripts relevant to the case, the Faculty Council will determine if there is reason to believe that the hearing was conducted with prejudice. The Faculty Council may recommend one of three actions: (a) that the decision of the ad hoc committee be upheld; (b) that the chief academic officer convene a new ad hoc committee to rehear the appeal; or (c) that the President be asked to review the record and make a final decision in the case.

2.17.5 Changing a Grade in a Grade Appeal Case

Under normal circumstances, it is the right of the faculty member to assign grades and any grade change must be initiated by and submitted to the Registrar by the faculty member. In the case of a grade appeal, the faculty member shall be requested to complete the change of grade form and submit it to the registrar.

However, by virtue of this contract, the faculty herewith agree, in the case of a grade appeal, to yield to the chief academic officer the right to initiate a grade change. The chief academic officer shall not initiate a grade change until all opportunity for appeal by either student or faculty member has been completed. The chief academic officer shall follow the recommendation of the ad hoc committee in making any change of grade.

3.0 Academic Organizational Policies and Procedures

3.1 Academic Publications

3.1.1 The Undergraduate Academic Catalog and Graduate and Professional Studies Academic Catalog

Primary responsibility for the production of the catalog rests with the Chief Academic Officer. Contents of the catalog include, but are not limited to, admission and retention standards, academic policies, the official academic calendar, available degree programs, degree requirements, and descriptions of the University's course offerings by school or college.

The catalog may function as a contract which may become binding when the student enrolls. As a result, administrators and faculty members become liable for violations in the catalog/contract. It is thus necessary for University faculty and administrative staff members to be familiar with the content of the catalog and to adhere to catalog policy when advising students.

3.1.2 The Academic Calendar

Preparation of the calendar is initiated by the Chief Academic Officer three years in advance. The Chief Academic Officer designs a tentative calendar based upon University policy regarding length of class period, length of term, and number of days of registration, holidays, and examinations. The tentative calendar is circulated to the Executive Cabinet, the Faculty Council, the Deans Council, Registrar, and other administrative units involved in scheduling activities. The Chief Academic Officer coordinates responses from all parties and presents a final draft of the calendar to the Executive Leadership Team. The President presents the final draft to the Board of Trustees for approval. When approved, the calendar is distributed via email throughout the campus and posted on the University website.

3.1.3 The Class Schedule

3.1.3.1 Schedule Publications

The Class Schedule is published twice each academic year in Self Service Banner prior to early enrollment periods. The schedule for Summer and Fall classes is published in early Spring, and the schedule for January and Spring classes is published in early Fall. Planning for the schedule is initiated by the Office of the Registrar in conjunction with the Office of the Chief Academic Officer prior to release of the schedule in Self Service Banner.

The Deans for each college coordinate course offerings with faculty based on degree programs and enrollment trends. Each college is responsible to update course offerings in Banner prior to the time for academic advising. Faculty are responsible to review courses for accuracy prior to the time for academic advising. Communication regarding the schedule is made to the Office of the Academic Deans.

3.1.3.2 Scheduling of Classrooms

Faculty members may request specific classroom assignments through his Division Chair or Dean during the preparation of the schedule. Not all requests for rooms can be met; however, the Office of the Dean in conjunction with the Administrative Assistant to the Chief Academic Officer will accommodate as many requests as possible. Appeals for changes of room assignments should be made to the respective dean. The Office of the Dean may confer with the Administrative Assistant to the Chief Academic Officer to see if reassignment is possible.

Some adjustments in classroom scheduling must be made after classes have begun in order to accommodate miscalculations in estimated class sizes. In such cases, the instructor should contact the respective Dean directly to see if a room change or exchange may be made. Faculty should not change classrooms without first obtaining permission from the respective Dean.

3.1.3.3 The Semester Examination Schedule

The schedule for semester examinations is published on the University website prior to registration. An effort is made to spread examinations evenly over the examination period. Common exams may be scheduled for courses having multiple sections.

3.2 Registration Activities

3.2.1 Early Registration for Current Students

Early registration dates for current students are posted each semester for the succeeding term including summer and January terms. Currently enrolled students may register for classes and make changes, adds, and drops until the first day of class.

Each semester, current students are assigned a unique enrollment PIN number. Students are required to meet with his academic advisor prior to registration. The academic advisor will provide the PIN number after advisement. Student may enroll via Self Service Banner or in person in the Academic Center.

3.2.1.1 Registration of New Freshmen

Registration is provided for new freshmen who come to campus on a Saturday in April or May. New freshmen entering for the summer or fall term may register for classes, meet members of the faculty and staff, see the campus, and learn something of the traditions and programs of the University. Students' parents are encouraged to accompany them and to participate in the parents' seminars.

Registration days are scheduled periodically through June and July to provide fall registration opportunities for newly-admitted freshmen, transfer students, and currently enrolled students. Students may come at other times by appointment. (See also 2.11.11 and 2.11.11.1)

3.2.2 Regular Registration

Registration is open for incoming and returning students through the first week of Fall and Spring classes or the first three days of January and Summer classes.

3.2.3 Late Registration

Registration and change of enrollment continue for a designated number of days after the beginning of each term. Normally this period is eight days for the fall and spring terms and four days for the summer and January terms. Once classes have begun, a fee is charged for late registration.

3.2.4 Exceptional Registrations

3.2.4.1 Arranged Courses

Application forms to take catalog courses by arrangement (at another time or during another semester from the scheduled course offering) are available from the faculty advisor and must be completed and submitted to the Registrar's Office in advance of or at the time of registration. The proposed arrangement must be approved by the instructor, the department chairman, and the dean of the school or college before the student is allowed to complete his registration. The Academic Catalog lists the extra fee for an arranged course.

3.2.4.2 Independent Study

Independent study courses are available in most academic departments of the University. The student should apply for independent study under the course number 2999 or 4999 at least one week prior to the anticipated date of enrollment. Proposal forms are available on the University website and should be submitted to the student's dean. The following general regulations apply.

- a. Courses listed in the catalog are not to be offered as special studies (see Arranged Courses, 3.2.4.1 above).
- b. A student requesting registration in a 4999 course should have completed most of the required courses for a major, minor, or area of concentration in that field, be classified as a junior or senior, and have at least a "B" average in a subject area.
- c. No more than one 4999 course may be taken in a major, one in a minor, or two in a concentration.
- d. Credit for a 4999 course will be three semester hours unless specific exception is made in the approved proposal.
- e. Students engaged in honors study may request one 4999 course for the work done in the program by completing the 4999 proposal form, having it approved, and registering in the course. This course is included in the limits outlined in 3.2.4.2.c.
- f. A student will not be registered in a 4999 course until the Registrar has received the approved proposal form from the student's dean and advisor.

- g. A student requesting registration in a 2999 course should have completed 24 or more semester hours with at least a B average.
- h. One 2999 course may be taken in the field of study and two 2999 course may be taken in the degree program.
- i. A student with incomplete work from previous semesters will not be approved for 2999 or 4999 Independent Study course.

3.2.4.3 Topics Courses

Each department has two course numbers which may be used for specific topics courses, 1999 for lower-division courses and 4329 for upper-division courses. If a faculty member and/or a group of students wish to study a topic not covered in the catalog curriculum, they may propose a topics course to the department chairman. If both the department chairman and the dean of the school or college approve, the course title, course description, and amount of credit to be received are submitted to the Office of the Dean, who will enter the course information in Banner which assigns a CRN for the course. Topics numbers may not be used for independent study.

3.2.4.4 Pass/Fail

Juniors and seniors may enroll in a maximum of 12 semester hours on a pass/fail basis. Any 2000, 3000, or 4000 level course outside the academic discipline chosen for emphasis in the area of concentration or major and minor may be taken on a pass/fail basis; Common Core Curriculum courses may not be taken on this basis. Application to take a course for pass/fail must be submitted at enrollment time; otherwise, a letter grade will be given. The purpose of the pass/fail option is to allow a junior or senior student to experiment with upper- level courses outside of the area of concentration/major/minor without jeopardizing his grade point average.

Application to take a course pass/fail must be submitted to the Registrar at the time of registration for the courses. Application forms are available on the University website. A student may not change his registration to pass/fail after the semester has begun; he may, however, with the instructor's approval, elect to cancel the pass/fail option and work for a traditional grade.

3.2.4.5 Audit

Audited courses provide no grade or credit. However, the student is required to pay tuition for the course and may be required to fulfill all assignments for the course. A student who chooses to audit a course must initially register for the course as an auditor; he may not change his registration after the course begins. The student also may not later take the course for credit. As the University "sells" instruction, not credit, a student should not be allowed to "sit in" on a class without paying the auditor's fee. A student who is auditing is counted as part of the instructor's student load.

Applications for audit enrollment are available from the Academic Center and must be completed and submitted to the Registrar's Office at the time of registration.

3.2.4.6 No Credit Desired (NCD) (Discontinued)

(This program was discontinued in 1988, however it is possible that an advisee could have an NCD course on a transcript.) In certain instances, a student may have been advised to enroll in courses for NCD (no credit desired). Students who were ineligible for admission to a degree program may have been given probationary admission to a non-degree program. Such students would have been enrolled for NCD in all classes. They were expected to fulfill all course requirements including examinations. At the end of the semester a grade was awarded for the course, although no credit toward a degree was earned. A student who demonstrated that he was capable of making progress toward a degree petitioned the Dean's Council for admission to a degree program and if approved was allowed credit for some or all of the work completed NCD.

3.2.4.7 Repeated Courses

When a course is repeated, only the grade from the last attempt is computed in the grade point average. This policy applies to courses taken and repeated at OBU, courses taken and repeated at other institutions, and repeated by taking equivalent courses at OBU. All grades remain on the transcript with repeat courses marked. The following exceptions apply to the policy: If a course taken at OBU is repeated at another institution, both grades will be calculated in the grade point average. If a course is taken with the normal grading procedure (A, B, C, D, and F), it cannot be repeated with the pass/fail option.

3.2.5 Special Registration

3.2.5.1 Continuing Education

The Continuing Education Program allows faculty to respond quickly to the changing needs of adults in the campus community and community at large. Courses in topics of timely interest can be fielded as the need arises and offered on schedules planned with the working person in mind. Credit may be for academic hours or for Continuing Education units as needed.

3.2.6 Change in Registration

3.2.6.1 Add/Drop or Change of Course

A student who wishes to add or drop a course must obtain an add/drop card from his faculty advisor or the Academic Center. The student must secure the approval of his advisor and, if he is requesting admission to a closed or restricted class, the student must also secure the approval of the appropriate faculty member, program administrator, or dean. If applicable, the student must secure the approval of his dean to take an academic overload (over 17 hours for a student in good standing or more than 13 hours for the student on probation or conditional enrollment).

The student is responsible for getting the add/drop card to the Academic Center before the published deadline for making changes to enrollment. There is no add/drop fee.

3.2.6.2 Cancellation, Drop, and Withdrawal

Students may cancel their registration through the last day before classes for a term begin. Cancellation requests must be made in writing or in person through the Milburn Student Success Center. Telephone requests must be followed by written confirmation. Cancellation removes the student from all classes; the student's name will not appear on final class rosters or on the grade sheets sent to faculty, and the courses will not be listed on the student's transcript.

A drop request removes the student's registration from one or more, but not all, of the classes in which he is enrolled. The student's name does not appear on final class rosters, and the courses are not listed on the student's transcript. Drop requests will be processed from the beginning of early registration through the end of the late registration period.

Withdrawal refers to the removal of enrollment from a class after late registration ends or the complete withdraw from all classes and departure from the University. All withdrawals completed from the end of late registration through the twelfth week (or equivalent periods) will appear on the transcript as a neutral mark of "W". Withdrawals from either one or all courses will not normally be allowed during the last quarter of any term.

3.3 Credit by Examination

A student may earn a maximum of 32 semester hours by examination through (a) locally prepared Advanced Standing Examinations, (b) College Level Examination Program's Subject Examinations (CLEP), (c) CEEB Advanced Placement examinations, or (d) International Baccalaureate higher level examinations (IB). Advanced standing examinations are scheduled by appointment with the chairman of the department administering the examinations. AP and IB credit comes through the student's high school. Students must register for an Advanced Standing Examination in the Registrar's Office prior to the examination and must pay the examination fee.

Additional information concerning dates and times of examinations and scores required in order to receive credit is available through the Milburn Student Success Center. See also the section on credit by examination in the University catalog.

3.4 Faculty Advisors

3.4.1 Assignment of Faculty Advisors

The dean of each college or school will assign entering freshman and transfer students an academic advisor based on their declared area of concentration or major; students who cannot identify a probable area of concentration or major will be assigned an advisor in the Milburn Student Success Center. By the fourth consecutive semester of enrollment, the student must declare his major or area of concentration and be assigned a permanent academic advisor.

Should a student elect to change his major or area of concentration, he shall be assigned a new faculty advisor by the dean of the college or school responsible for the newly declared major or area of concentration.

3.4.2 Responsibilities of Faculty Advisors

A major responsibility of the faculty advisor is helping students plan their academic programs. As part of that task, the faculty advisor is responsible for signing the following forms: Initial Registration Card; Change/Add/Drop Card; Request for Pass/Fail Grading; Request to Audit a Class; Request for Independent Study (2999/4999); and Request to Take a Course by Arrangement. The faculty advisor is also responsible to provide the student with the enrollment registration PIN following advisement.

Before signing registration cards or providing student enrollment registration PIN numbers, the faculty member should review with the student his educational goals and determine that the course of action proposed by the student will be in the student's best interest and/or that the student understands the academic implications of his decision. Faculty should review student's degree plan in DegreeWorks by processing an up-to-date degree audit each semester for each advisee. For additional information on student advising, see Sections 2.11.10 and 5.5.1.

3.5 Registration Reports

3.5.1 Class Rosters

Tentative class rosters are produced following advance registration and again following regular registration each term. Final rosters are printed shortly after late registration ends. Copies of the rosters are distributed to faculty and academic deans.

3.5.1.1 Book Order Information

A summary of the number of students in each class is provided to the bookstore following advance registration. Faculty members who need to place book orders before these printouts are available may request the Registrar's Office to research the information via computer by furnishing index numbers for their courses. Estimates can also be made by looking up figures for previous terms in the Registrar's Office permanent files.

3.5.2 Faculty Teaching Load Report

Banner makes it possible to produce the teaching load report at the end of each registration period without requesting the information from the individual faculty members. The teaching load value of each course must be determined at the time the tentative class schedule is being prepared. Department chairmen should carefully assess the load value of each course and, the case of team-taught courses, the value for each member of the team. These values should be recorded on the departmental planning sheets in the blanks provided and reviewed by the proper dean. The teaching load for faculty members with extraordinary teaching assignments is determined by the respective dean. See also Section 2.11.1.

3.5.3 Enrollment Comparisons and Summaries

The following reports are provided by the Registrar's Office on request.

- a. Student Profile: Enrollment

- b. Distribution of Enrollment by Class, Gender, and Major
- c. ACT Class Profile (updated each January)
- d. Student Profile: Geographic Location
- e. Majors by Discipline of Graduates

3.5.4 Reports to the Oklahoma State Regents for Higher Education

Approximately three weeks after the start of each summer, fall, and spring term, a report of enrollment must be submitted to the Oklahoma State Regents for Higher Education. The data of all Oklahoma institutions of higher education are published OSRHE and are distributed by various means, including general news releases and Regents' newsletter.

Approximately four weeks after the close of each term, a very extensive report of each student, his course, and some 35 other data elements must be submitted to the Regents by electronic file via ftp. From this report, the Regents send a statewide analysis to the National Center for Education Statistic for Higher Education General Information Survey (HEGIS).

3.5.5 In-House Reports

In addition to the off-campus reports generated each term, management information reports are prepared for campus administration and academic officers. Faculty desiring research information for present or past terms to support committee or departmental work are encouraged to contact the Registrar regarding the availability of such data.

3.6 The Grading System and Academic Standards

3.6.1 Grades and Their Values

According to the Academic Catalogs, the University recognizes regular grades of A, B, C, D, and F; pass/fail grades of S and U; and incomplete grades of IP and I. Other grade notations which may appear on the student's transcript are W, FX, and Audit. Before giving a student a grade of I (incomplete) the faculty member and the student must submit an Incomplete Grade Contract indicating work to be completed and the timeline for completion. A copy of the Incomplete Grade Contract must be filed with the Registrar when the Incomplete grade is turned in.

The University catalog contains a summary of the way in which grade point averages are calculated. Questions regarding the procedure should be addressed to the Registrar.

3.6.2 Class Absences

The University catalog contains the University policy regarding class attendance. Faculty are requested to report excessive absences to the Academic Center. When excessive absences are reported, the Academic Center sends notification to the student noting excessive absences and outlining the student's options. Copies of the notification are sent to the student's academic advisor,

Dean of Students, and the Milburn Student Success Center in order to determine if the student's absences are symptomatic of other problems which need attention. Notifications are also sent to the Athletic Director and Compliance Director for all athletes with excessive absences.

3.6.3 Retention Standards

The University catalog contains the University policies concerning academic probation and suspension. To determine the minimum grade point average required for satisfactory progress, semester hours completed at other institutions are included in the overall grade point average (e.g. a student who has completed 32 hours at another institution and 28 hours at OBU has attempted 60 hours of college work and is required to have a minimum OBU and overall grade point average of 2.0).

3.7 Examination Policies

3.7.1 Scheduling of Final Examinations

Examinations are scheduled at the end of the term during the regular session. All faculty members are expected to adhere to the regular final examination schedule. Any deviation from the schedule must be approved by the dean in whose school or college the course is offered.

3.7.2 Student Rescheduling of Final Examinations

Students with three or more final examinations scheduled on the same day may request that one of the examinations be rescheduled. The student should first check with his instructors to determine which examination can most easily be rescheduled. He should then petition the dean of the college or school administering the course for permission to reschedule the examination.

3.7.3 Late Examinations

Examinations, both final examinations and those which are given during the semester, must be taken by students at the times they are scheduled. A student who misses a course examination, however, may be allowed to take a makeup examination with the permission of the instructor. No student will be excused from final examinations. Should a student be prevented from taking a final examination at the regularly scheduled time due to circumstances which are beyond his control, he may take the examination either before or after the scheduled date with the permission of the instructor and approval of the dean of the college or school administering the course.

3.8 Grade Reporting

3.8.1 Reporting Seventh Week and Final Grades

Grade report deadlines are published in the Academic Calendar for Seven Week Grades and Final Grades. Final grades are due at 9:00 am the day following the last day of final examinations or commencement.

3.8.1.1 Grade Corrections

If a faculty member discovers that a grade has been incorrectly reported to the Academic Center, the correct grade should be submitted as soon as possible. If the correction is to a semester grade, the correction should be made on a Change of Grade card. Any change in a permanent semester grade except to correct an error must be justified to and approved by the dean of the college or school in which the course is taught.

3.8.1.2 Changes of Temporary Grades

The temporary grades I and IP are subject to change when the student completes the unfinished work to the instructor's satisfaction or when the time given for completing work on the incomplete grade has passed.

The temporary grade of I (incomplete) or IP (in progress) may be changed to any appropriate permanent grade. The grade of IP, work in progress, is granted in special circumstances for one calendar year, though a shorter time period may be specified by the instructor. The IP grade is limited to use in course designed to be completed after the end of the term (i.e., flex-track nursing students, honors candidates enrolled in 4999, some cooperative education courses) and should not be used otherwise without prior written approval of the dean who administers the course.

3.8.1.3 Record Integrity

Instructors should input Seven Week and Final grades in Self Service Banner by deadlines specified in the Academic Calendar. If unforeseen circumstances arise, the instructor may contact the Academic Center to make alternate arrangements for grade submission.

In order to ensure the integrity of the University record, the Registrar will not issue Change of Grade cards to students and will not accept Change of Grade cards delivered by students or student workers.

3.8.2 Grade Reporting to Students

Student can view Seven Week and Final Grades via Self Service Banner or all grades in the University-approved gradebook system.

3.8.3 Transcript Service

The University has authorized SCRIP-SAFE International Transcripts on Demand to provide our transcript ordering system via the Web. The University does not release academic records without a signed release from the student or if there are unsettled accounts with the University.

Transcripts are processed in the order they are received. Normal processing time is 1-3 business days and does not reflect delivery time. During peak activity at the University, the time to process a request will take longer. Transcripts for work prior to Fall 1992 are hard copy files and may take additional time to process.

Transcripts mailed to the student should remain unopened with the seal not broken to be considered official. Check with the institution to make sure transcripts delivered to the student in this manner are considered official.

Transcripts for work prior to Fall 1992 should access the University website at www.okbu.edu/ and click on the “Academic” tab. On the left sidebar menu is an option for Transcript Request. This will walk the student through the process.

Current students or students with Self Service Banner (<http://www.okbu.edu/ssb>) accounts can print an unofficial transcript through Self Service Banner. Self Service Banner also gives the student access to order an official transcript under the Student Tab.

SCRIP-SAFE International offers three processing options. “Now” will generate a transcript to current grades and classes as of the day of the request. “Hold for Grades” will hold the request to process the week after the end of the current semester. “Hold for Degree” will hold the request to process the week after Commencement.

To order, the student will need a valid major credit or debit card, an email account, and signed consent. The credit card will be charged at the time of the order. Current prices are on the Transcript Request webpage.

A faculty member with a legitimate need for information may use DegreeWorks or Self Service Banner to view a student’s academic record and required courses needed for graduation.

Preservation of confidentiality of records is imperative. Individual faculty and administrative staff members may be sued personally for failure to protect the confidentiality of a student’s records.

3.8.4 Determining Academic Honor Rolls

Honor rolls are prepared each term and hometown newspaper releases are mailed by the University Marketing and Communication department. Parchment certificates signed by the appropriate dean or the University President are prepared at the request of the student and mailed to each student so honored. Requirements for the honor rolls are listed in the Academic Catalog.

3.8.5 Determining Academic Eligibility

3.8.5.1 Awards and Organizations

The services of the Registrar’s Office are available to aid in determining eligibility for awards based on academic achievement. Requests for information should be addressed directly to the Registrar and should be made at least three weeks in advance of the date needed.

Grade point average is a criterion for membership in some campus organizations. If only the faculty sponsors of the organization will have access to the information and will agree not to reveal any of the information to a third party without the express written consent of the student, the Registrar’s Office will create a report based on the grade point average parameters established by the organization, and an electronic file indicating students eligible for membership will be furnished to the faculty sponsor. If student members of the organization will have access to the data, the

organization must furnish the Registrar's Office with releases signed by each student being investigated for membership. All requests should be made in writing to the Registrar at least three weeks before the information is needed.

3.8.5.2 Athletic

According to conference regulations, varsity athletes must be certified as making satisfactory progress as defined by the conference. The Academic Center supplies the Compliance Officer with the necessary information to complete eligibility rosters for all teams each semester. Coaches submit the necessary forms, which are then verified and certified as correct by the Registrar's Office, Faculty Athletic Representative, and Compliance Office.

3.8.5.3 Other

Any student or group of students desiring certification of enrollment, academic level, or achievement should submit the required form(s) to the Academic Center. Under normal circumstances, the Academic Center can complete the forms in one day, though three to five days are normally required during enrollment and grade reporting periods. The Registrar's Office routinely provides necessary certification for the good student discount for automobile insurance, social security benefits, various forms for financial aid.

3.9 Graduation

Specific University requirements for graduation are listed in the Academic Catalog. Clarification of certain policies and procedures relevant to graduation are given below.

3.9.1 Application to Graduate: Request for Degree Check

Each student must complete a degree check during the fall semester of his junior year. The degree check certifies the courses which the student has completed and the courses he must complete to fulfill all degree requirements. The degree check sheets may be obtained from the Academic Center.

The degree check must be signed by the student, the faculty advisor, and the dean of the student's college. All changes in the official degree program approved on the degree check sheet must be agreed upon by the student, his advisor, and the dean.

At the time of the degree check, a student must certify he has furnished to the University official transcripts for all post-secondary work attempted. All additional transfer work must fulfill deficiencies indicated on the degree check sheet and should be approved by the advisor and dean before the student seeks enrollment in the courses he wishes to transfer.

3.9.2 Vote of the Faculty

Approval of the faculty is required for the awarding of any degree. Lists of degree candidates are presented at University Forum meetings at least twice before the end of each term. Formal vote is taken at the last forum meeting before each degree completion date. No degree will be awarded to a candidate who fails to receive the approval of the faculty.

3.9.3 Deadlines for Completion of Degree Requirements

Students frequently have requirements which must be met before a degree can be awarded, such as the completion of correspondence courses or the transfer of grades. If the work is not completed by the established deadline, the student is not eligible for graduation.

3.9.4 Academic Predicates

Requirements for the academic predicates are listed in the Academic Catalog. Record of all predicates is recorded in Banner and shown on the student's academic transcript. All predicates above rite are printed on the diploma. If a student successfully completes and defends an honors project and is granted the degree "with Honors" by vote of the faculty, the term "with Honors" is printed on the diploma and the academic transcript in addition to the predicate earned.

3.9.5 Certificate of Graduation

All graduates are certified to the Oklahoma State Regents for Higher Education; OSRHE reports the data annually to the National Center for Education Statistics as part of the statewide HEGIS report.

The Registrar's Office provides certification for Teacher Licensing, Nursing Board Examinations, and other professional certification or licensing organizations upon written request from the student.

3.10 Records

3.10.1 Access to University Records

Access to University records is limited to designated persons listed below, who will use records for internal educational purposes or for routine clerical, administrative, and/or statistical purposes.

Those who have been authorized by the University to view the educational records of students for internal educational, clerical, administrative, and statistical purposes include: clerical staffs of the respective record-keeping offices; faculty advisors; current instructors; the President; the Dean of Students; the Provost and Executive Vice President for Campus Life; the Executive Vice President for Business Affairs; the Controller; the Associate Vice President for Enrollment Management; the Dean of the College of Humanities and Social Sciences; the Dean of the College of Fine Arts; the Dean of the College of Business; the Dean of the College of Nursing; the Dean of the College of Theology and Ministry; the Dean of the College of Science and Mathematics; the Dean of Spiritual Life; the Director of Student Ministry; the Registrar; the Director of Student Financial Services; the Director of Human Resources, Athletic Compliance Officer, the Director of Academic Advising, the Director of the Student Success Center, and the Director of Career Development. (See Appendix E for the complete policy statement on access to and release of confidential information.)

3.10.2 Permanent Records

The official list of graduates is maintained in the Academic Center.

3.11 Curriculum Changes

Assuring that curriculum change is timely and well-considered and that changes are accomplished smoothly and expeditiously is an essential part of maintaining dynamic educational programs. Before curricular change is made, questions concerning staffing, budget, viability, and impact on other programs must be fully and carefully considered, allowing for participation of all informed, interested, and affected parties.

3.11.1 Policy on Curricular Change

Creation of new courses, deletion of existing courses, and revisions of existing courses of such substance as to require changes in the catalog descriptions are made following the procedure described below. Such changes must be approved by the voting faculty. Consequent upon approval, catalog changes are authorized by the Chief Academic Officer.

3.11.2 Procedures

- a. Proposals for changes may originate from any segment of the University but should be directed to the department or programs from which the course or courses under consideration must be staffed. Should a course proposed be a special course not vested with a particular department (e.g. Library Science), proposals should be referred to the chairman, dean, or supervisor to whom the teacher of the course would normally report.
- b. The department or program chairman presents the proposed change to the department and leads the department in consideration of such issues as need, demand, consistency with University purposes and goals, availability of curricular resources, logistics, impact on departmental programs, and impact on the learning environment, including practical impact on other programs.
- c. If the department decides to recommend a change, a Curriculum Action Form should be prepared by the department chairman with a rationale for the change which addresses the issues mentioned above. For new courses, a syllabus, bibliography, survey of curricular resources, and review of staffing implications should be appended.
- d. The Curriculum Action Form, with attachments, is sent to the dean to whom the issuing department or program chairman reports. The dean will sign the form and append comments. The dean is responsible for circulating the form to other chairmen or deans whose programs will be affected. The dean will identify and contact these persons, who will sign the Curriculum Action Form, appending comments as appropriate, and return the materials to the dean who has circulated the form.
- e. The Curriculum Action Form will be sent by the dean to the Registrar for number and catalog data check.
- f. The Curriculum Action Form, with accompanying documents, will then be reviewed by the Curriculum Committee, who will bring the proposed change to the faculty with the recommendation for the faculty to accept or deny the change.

- g. The Curriculum Action Form will then go to the Chief Academic Officer who will review total program impact and shall sign the form, appending appropriate comments.
- h. The Chief Academic Officer will return the Curriculum Action Form to the Registrar for input into Banner.
- i. Should the faculty approve a recommended change, the Chief Academic Officer, through the dean and the department, is responsible for enacting the change and for seeing that the change is reflected in the next issue of the University catalog.

3.12 Course Change, Cancellation, or Addition

The publishing of an accurate semester class schedule is necessary so that students may choose the courses which they need to take in order to complete graduation requirements and may fit the courses they choose into a time schedule. Departments should try to avoid changing class offerings or class times after the schedule has been published. The following policies and procedures are applicable to changes which, in the opinion of the department, must be made.

Faculty are strongly discouraged from making changes in the offering time of a course, cancellation of a course, or addition of a course after the start of registration. The faculty is responsible to ensure accuracy of their classes prior to the start of registration. Changes to the class schedule will be accepted by electronic authorization of the dean of the college or school after the start of registration. It is the responsibility of the chairman of the department requesting the change to make certain all interested students are aware that the changes have been made and to notify immediately any students already enrolled in the course so that they may make appropriate enrollment changes. Notification of the students must be in writing or University email and must be made as soon as the decision is final.

See Section 3.1.3 for information concerning the publication of the class schedule.

3.13 Continuing Education Courses

3.13.1 Policy

The Registrar's Office is required to report enrollment data to various agencies and offices both on and off campus. These reports must include data concerning non-credit conferences and workshops as well as credit enrollments. The Registrar is responsible for keeping accurate records on all University activities related to continuing education, including all seminars, workshops, clinics, and conferences. There must be uniform advance notice of all conferences, workshops, seminars, and meetings, whether they are being offered for no credit, continuing education credit, or academic credit, filed with the Registrar's Office.

All continuing education courses offered for academic or CEU credit must be approved in advance by the appropriate academic dean.

3.13.2 Procedure

Notice must be filed in the Registrar's Office of intent to offer any course, short course, conference, workshop, or seminar either for academic credit, continuing education credit, or no credit, at least two weeks prior to the beginning date of the meeting. If brochures are distributed, three copies of the brochure must accompany the notice.

The faculty member should provide the following information concerning the course (forms are available from the Continuing Education Office):

- a. A brief description of content (similar to course descriptions in the University catalog) and the title under which the course is being offered.
- b. The meeting schedule and the amount and type of credit, if any, to be awarded.
- c. Any requirements or prerequisites for registration.
- d. Total cost, when and how to be paid, any advanced deposits required, account number for fee deposit.
- e. Name of the teacher of record or principal contact person and the sponsoring department or office.

If the Continuing Education Course is for academic credit, the Registrar will work with University staff to input the students in Banner for credit.

If transcribing is not desired (such as for choir or band festivals), a report of the number of participants served must be filed with the Registrar's Office immediately upon completion of the event.

3.14 Sponsored Travel Programs

Only travel programs sponsored officially by the University may use the University logo in their advertising. Programs not officially sponsored by the University may offer OBU credit only if permission to do so has been granted in writing by the Chief Academic Officer. Individuals who wish to use University mailing address, University telephones, or other facilities or who wish to make any reference to OBU in the advertising of non-University programs must have the written approval of the Executive Vice President for Business Affairs.

Complete guidelines concerning sponsored travel programs may be found in the Office of the Director of Global Mobilization.

3.15 Mabee Learning Center

3.15.1 Books and Periodicals

3.15.1.1 Borrowing Privileges

Faculty and staff members of Oklahoma Baptist University have access to all of the materials held in the Mabee Learning Center's collection regardless of format. These materials may be checked out for the duration of the semester in which the load commenced. In order to ensure access to library materials for all students and faculty, however, any materials borrowed by faculty are subject to recall after a minimum load period of three weeks. At the end of each semester, faculty or staff members must renew these materials if they wish to use them for the following semester. University identification cards must be presented for check-out of any item.

3.15.1.2 Document Delivery

The Mabee Learning Center provides a variety of services designed to give faculty and staff easy access to periodical literature and books. The Mabee Learning Center supports faculty in the implementation of publication alerts (such as EBSCO Alerts) as a service for professional development and scholarly engagement. Faculty and staff members interested in materials not held by the Mabee Learning Center may request them from other libraries through interlibrary loan. Interlibrary loan requests are made electronically from within many of the library's online databases (i.e. EBSCO, Worldcat, etc.) or may be requested of the library's interlibrary loan staff. Loan periods for ILL books borrowed by faculty are set by the lending library, not by the Mabee Learning Center. Faculty and staff who desire more information on any of these services should consult a librarian.

3.15.1.3 Bibliographic Instruction

Any faculty member may arrange for a librarian to provide an orientation tour or specialized library instruction session for one or more classes. These sessions will be tailored to the specific needs of the class through discussion between the requesting faculty member and the librarian. Also available are sessions focusing on how to use the library's online catalog and other databases as well as the World Wide Web. Faculty members wanting to take advantage of this service should schedule the session with the reference librarian or library liaison no less than two (2) days before the desired date to allow for adequate preparation and to avoid scheduling conflicts. Faculty should also encourage students to participate in for-credit offerings and non-credit workshops to learn basic, intermediate, and advanced methods for information discovery and access.

3.15.1.4 Reserves

As a service to faculty members, the Mabee Learning Center will place requested materials on reserve at Circulation as a means of ensuring equal access to relevant materials for all students in a course. These materials may be personal copies provided by the instructor, or items drawn from the Mabee Learning Center's collection. Items placed on reserve are available to students for a limited time, ranging from two hours to one week, depending upon the faculty members' recommendation. Due to increasing copyright restrictions, faculty are requested to fill out a copyright compliance form before placing materials on reserve. Copies of this form are available at Circulation and the library's home page.

3.15.1.5 Acquisitions

The library's book acquisitions budget includes allocations for developing the library's collections in support of the University's curricular needs. All faculty, however, can recommend items for purchase. Only designated departmental representatives can request acquisitions funded by the library's departmental/disciplinary allocations. Please note that the library no longer adds material to the library collection in formats considered to be antiquated (cassettes, VHS, etc.)

3.15.2 Equipment and Media

The Mabee Learning Center attempts to maintain equipment necessary for the access of non-traditional or non-print materials in the library collections. This includes equipment necessary for access to microforms, audio-visual media (CDs, DVDs, VHS, reel-to-reel, vinyl records, and cassettes). Use of this equipment can be facilitated through the library staff.

3.16 Faculty Honors

3.16.1 OBU Distinguished Teaching Award

The OBU Distinguished Teaching Award is presented annually to the faculty member who, in the judgment of the selection committee, has maintained his teaching career in exemplary fashion those characteristics of the superior instructor delineated in the "Commitment to Excellence" (Section 2.10.1).

3.16.1.1 Requirements

- a. The recipient must currently be a full-time teaching faculty member.
- b. The recipient must have been on the OBU faculty for a minimum of five consecutive years.
- c. The recipient must have distinguished himself in the teaching profession over a period of several years as acknowledged by former students, peers, and current students.
- d. The basic criteria shall be those described as "Criteria for Excellence in College Teaching: (Section 2.10.1).
- e. Members of the faculty may be recipients only once in every six years.

3.16.1.2 Selection Procedure

- a. Alumnus will be given the opportunity to nominate one faculty member per year for this award.
- b. The University community (students, faculty, and administrators) will be given the opportunity to make nominations (limited also to one faculty member per year) during the month of March.

- c. The President of the University will appoint a special selection committee to review the letters of nomination and to make recommendation to the President.
- d. The deadline for receipt of nominations shall be set no later than the last day of March.
- e. The selection committee will be responsible for making its recommendation report to the President no later than the last day of April.
- f. The President of the University will be responsible for making a final selection from the list of recommendations submitted by the selection committee.

3.16.1.3 Award

A silver plate and a \$1,500.00 cash award will be presented to the recipient. Announcement of the recipient and appropriate recognition will be made at Commencement.

3.16.2 OBU Meritorious Service Award

The OBU Meritorious Service Award is presented annually to a faculty member or staff member who, in the judgment of the selection committee, has made a substantial commitment of years of service to OBU and who has been a loyal and faithful faculty or staff member.

3.16.2.1 Requirements

- a. The recipient must currently be a full-time faculty member or a full-time member of the administrative or support staff.
- b. The recipient must have been on the OBU faculty or staff for a minimum of ten years.
- c. The recipient must have distinguished himself in service to the University as acknowledged by former students, current students, peers, or other University friends.
- d. Recipients are not eligible to receive the award more than once.
- e. Recipients of the Distinguished Teaching Award and the Promising Teacher Award may be considered for the Meritorious Service Award.

3.16.2.2 Selection Procedure

The selection procedure for the Meritorious Service Award is identical to that described in Section 3.16.1.2 above.

3.16.2.3 Award

A plaque and a \$1,000.00 cash award will be presented to the recipient. Announcement of the recipient and appropriate recognition will be made at Commencement.

3.16.3 OBU Promising Teacher Award

The OBU Promising Teacher Award is presented annually to a junior faculty member who, in the judgment of the selection committee, demonstrates outstanding potential as a teacher and who has the characteristics of one who may be a future recipient of the Distinguished Teaching Award.

3.16.3.1 Requirements

- a. The recipient must currently be a full-time teaching faculty member.
- b. The recipient must have been on the OBU faculty fewer than six years.
- c. The recipient must have proven himself to have outstanding teaching promise as acknowledged by current students, former students, and peers.
- d. The basic criteria shall be those described as “Criteria for Excellence in College Teaching” (Section 2.10.1).

3.16.3.2 Selection Procedure

The selection procedure for the Promising Teacher Award is identical to that described in Section 3.16.1.2 above.

3.16.3.3 Award

A plaque and a \$500.00 cash award will be presented to the recipient. Announcement of the recipient and appropriate recognition will be made at Commencement.

3.16.4 Length of Service Awards

Faculty, administration, and support staff are honored for length of service to the University at an annual spring banquet. The University presents awards to faculty members at five year intervals in recognition of service.

4.0 Business and Financial Affairs Policies/Practices

4.1 Business Affairs

The Executive Vice President, located in the Executive Offices, Thurmond Hall, is responsible for planning and operating the fiscal and business affairs of the University. He/she is assisted by the Assistant Vice President for Business Affairs, who is responsible for the Business Office, Business Services, Student Financial Services, Campus Safety and the Geiger Center; by the Assistant Vice President for Physical Plant, who is responsible for the construction, maintenance, and operation of the campus facilities; and by the Director of Information Systems and Services. A description of the duties of the administrators who supervise these areas is found in section one.

4.2 Budget

The Planning and Budgeting Procedure discusses the budget process and timeline in detail and can be found on OBU's website or by contacting the executive offices.

4.3 Purchasing

With only minor exceptions, no instructor, staff member, or student may make purchases encumbering the University except by means of an approved purchase order. The purchasing policy is as follows:

- a. All purchases for Oklahoma Baptist University will be transacted with a purchase order, except on-campus purchases, including the OBU Bookstore. If an item or service can be purchased through the purchase order system, the purchase is to be transacted with a purchase order.
- b. Purchase requests are submitted to or by the department head. The department head approves (or delegates approval authority) the purchase request and submits it to the Business Services office for entry into the purchase order system.
- c. The purchase request is checked by Business Services for appropriate signatures, account numbers, and the potential need to obtain quotes.
- d. If all is in order, the purchase request is entered into the system. When the Purchasing Agent approves the request, it becomes a purchase order.
- e. Requests for equipment (object code 5801) and for funding from restricted accounts are submitted to the Executive Vice President prior to the issuance of a purchase order.
- f. When a vendor will not accept a purchase order, a check request is submitted to the Business Office prior to the purchase. OBU is exempt from state sales tax and will not reimburse this expense. Information on exemption from this tax is available from the Office of Business Services.

- g. Purchase of merchandise for personal use is not permitted unless there is an employee discount available to all employees that is arranged through the purchasing office and is paid in full in advance.

4.4 On-Campus Special Remuneration

Special payments to students and employees must be handled as a payroll item. From time to time, a department will ask someone from another department or area of the school to perform a special project and will want to pay that person for his/her time. Since the employing department is a part of OBU and the persons being hired is an employee of OBU, this must be treated as a salary payment. This would include, but not be limited to, payments by social clubs, SGA, academic departments, Facilities Management, and payments for make-up exams. Payroll taxes, and state and federal income taxes must be paid as applicable, and the payment must be reported on the W-2 form at the end of the year. The University cannot contract with its own employees as consultants or as self-employed people.

Such payments should be kept to a minimum since the University employs most people full-time and extra work would probably come under their normal duties. If payment is required, however, the notation, approved by the person who signs department purchase orders, should be sent to the Personnel Office. The amount will be added on the next regularly scheduled payroll date for that person.

The rate of payment to employees who are not exempt from overtime payments must be equal to their regular overtime rate. For example, if a secretary is requested to type a manuscript outside normal office hours and this time results in more than 40 hours during the week, the amount paid must be at least 1 1/2 times the regular rate. It is not permissible to contract for a flat amount of \$10, \$15, etc., if this would be less than payment at the normal rate.

Copies and interpretations of the Fair Labor Standards Act are available in the Mabee Learning Center and in the Personnel Office. Any questions you may have should be addressed to the Director of Human Resources.

4.5 Policies on Faculty Student Assistant

4.5.1 Hiring Student Assistants

Many departments have amounts budgeted for student employees. The funding may be from the general university budget or through College Work Study (CWS). The chair authorizes the employment of students for the department, allocating the number of hours per week to faculty members based on need and availability of funds.

Campus jobs are listed with the Director of Student Services located in the Geiger Center. Job announcements are posted and students are directed to the department for interview. Students who are eligible for College Work

Study should be given priority for campus jobs for which they are qualified. Their eligibility for funds is determined by the Student Financial Services office by the beginning of the academic year.

Questions concerning eligibility for CWS may be addressed to the Student Financial Services Office in Thurmond Hall.

When a student is employed by the department, the Work Contract for Student Assistants form is prepared and distributed to the Personnel Office, the student, and the department. The student will be required to complete a Form W-4 at the Personnel Office. In addition the student must have a Form I-9, Employment Eligibility Verification, on file with the Personnel Office. All paperwork must be completed before a student begins work.

4.5.2 Payroll for Student Assistants

Students are paid every two weeks for the number of hours they work. Each biweekly payroll period ends on Friday: time sheets are due in the Business Office by noon on the following Monday. Students are paid by check at the Business Office on the following Friday. Forms for reporting time worked are available on request from the Business Office.

4.6 Accounts

4.6.1 Accounts for Student Organizations

The Business Office maintains accounts for student organizations. Funds may be deposited during regular business hours and are withdrawn, with proper authorization by organization officers and sponsors, in cash or by check. A statement of account showing detailed transactions is issued monthly to the person designated by the organization.

4.6.2 Faculty Accounts

An individual faculty account is maintained for each faculty member to serve as a clearing account for miscellaneous payroll deductions and other transactions. On request, the Business Office will open a special account for a faculty member for a project related to his work. Monthly statements are issued.

4.6.3 Bookstore Purchases

The University Bookstore is outsourced to a contract vendor. Purchases of supplies for the department are discounted 25% and may be charged to the department. (See 4.15) Faculty and staff receive a 10% discount on personal purchase of books and specialty items except special orders. Payments may be made in cash, by check, or credit card. The Bookstore also handles rental of academic regalia.

4.7 Building Security, Keys

One of the most important aspects of the Campus Safety operation is building security. Fundamental to this security is the issuance of keys. The procedure for obtaining keys is as follows:

- a. The department chair determines the key requirements of a new faculty or staff member and completes forms authorizing the issuance of keys.

- b. The authorization form is sent or taken to the Facilities Management, 2001 Airport Drive, to obtain the keys.
- c. When the key is no longer needed, it is returned to the Facilities Management. Faculty and staff leaving the university must obtain documents showing that keys have been returned before final paycheck is issued.
- d. Loss of any key must be reported immediately to Campus Safety.
- e. Keys are not checked out to students.

To aid in building security, all staff members are requested to make certain that windows and doors are closed and locked and lights are turned out before they leave an office or building during hours when classes are not in session. Staff members are asked to report to a campus safety officer immediately any unusual or peculiar circumstances which may be related to building security.

4.8 Use of University Vehicles

All vehicles owned by the University and not specifically assigned to a department or to an individual are a part of the motor pool. The inventory consists of several automobiles and vans. The motor pool is a part of the Facilities Management department. Motor pool vehicles will be stored at the Facilities Management shop building, 2001 Airport Drive, and may be obtained from that location.

Priority for use of motor pool vehicles goes to departments who travel regularly on University business or to University students and personnel traveling to events involving University teams. A current priority list is on file at the motor pool.

If an automobile or van is not needed by those having priority, the vehicle may be used by any University department for official school business. Vehicles may not be checked out to students, and all student use of the vehicles must be under the sponsorship of a faculty/staff member who makes arrangements for and takes responsibility for the vehicle. University vehicles may not be used for personal matters.

Vehicles may be ordered in advance by contacting the Facilities Management Office. Confirmation of the availability of a vehicle cannot be made, however, prior to one week before the date on which it is needed. Departments having priority are expected to place their orders on Monday of the week preceding the time in which they will need a vehicle. Needs which arise after that deadline will be met on a first come first serve basis. Individuals and departments who are unable to schedule motor pool vehicles to conduct University business will be reimbursed for the use of a personal vehicle at the mileage rate then in effect.

The amount assessed for use of a motor pool vehicle may be obtained by calling the Facilities Management. When a vehicle is rented, forms are furnished to record mileage, and are returned with the vehicle when the trip is completed.

At the time a vehicle is obtained from the motor pool, the driver will indicate when the car will be returned and will confirm actual destinations. Drivers who arrive back on campus prior to 5:00 p.m.

should return vehicles to the Facilities Management as soon as possible that day. Instructions will be given for parking and for security of keys to drivers who plan to arrive back on campus after 5:00 p.m.

Drivers will be issued a gasoline credit card and keys at the time the vehicle is checked out. Information about vehicle servicing and warranty cards will be kept in the glove box of the vehicle. Drivers should call attention to any vehicle malfunctions when the vehicle is returned.

4.9 Maintenance of University Property

4.9.1 Departmental Maintenance Obligation

The Business Office keeps an inventory of all capital equipment owned by the University. Periodically, the inventory listing is sent to the department chairmen for verification. The Business Office coordinates disposal of and interdepartmental transfers of capital equipment.

The cost of repairing office equipment is charged to the academic department. No charge is made to the department of other repairs of maintenance, such as replacing light bulbs, fixing locks or stopping leaks, etc.

4.9.2 Reporting Maintenance Needs

Repairs to office equipment, such as typewriters and adding machines, are requested through the Business Services Office. Computer problems are reported to the Information Systems and Services Department. Telephone equipment problems are reported to the OBU operator. Printer and copier problems are reported to the Mailroom.

Problems involving building and classrooms such as malfunctioning lights, heating, or air conditioning, broken windows or locks, and damaged walls or floors are reported by phone or through campus E-mail to the Facilities Management Office.

4.10 Regulations Governing Use of University Facilities

Commitments of University Facilities must not be made prior to approval by the persons responsible for facilities and consultation with the Director of Events, Conferences and Camps, who coordinates the University Calendar.

The several University building in which meetings may be scheduled are normally dedicated to specific educational or institutional uses. Initial approval of extraordinary use of these facilities must be given by the University officers assigned the responsibility of primary control. The Director of Events, Conferences and Camps will assist in obtaining approval for the use of such specific University facilities.

The Geiger Center for University Life is the principal building for meetings of organizations and groups. Breakfast, luncheon, and dinner meetings can be arranged through the Director's office. Formal contracts are required for meetings and activities which necessitate charge-bearing services.

Detailed information about meetings and facilities is published in *The Green Book*. (See also sections 3.1.3.2 and 5.7.7.)

4.11 Collection of State and Local Sales Taxes

The Oklahoma sales tax law is explicit in identifying sales to which sales taxes apply. It makes no difference that items are sold for nonprofit, charitable purposes; they fall under the taxable regulations.

The following interpretation is from a memorandum published by the Oklahoma Tax Commission concerning the Oklahoma Sales Tax as related to schools and students. All campus organizations should be aware of and abide by this regulation so that the University can be in compliance. The penalties for nonpayment of the tax are quite severe. The state sales tax and the local city tax rates change from time to time. The OBU Business Office can tell you the current rate and assist you in determining how to comply with this law.

Sales tax is due on the gross proceeds with no deductions whatsoever on the following:

- a. admission charges to all athletic events, plays, and entertainment;
- b. sales of tangible personal property such as pop, gum, candy, hamburgers, popcorn, and other items sold at a concession by students, band parents, clubs, junior or senior classes, or any others;
- c. sales of yearbooks, magazine, cosmetics, electric light bulbs, candy, etc., sold by students for school organizations of the school;
- d. sales of athletic equipment purchased tax-exempt by the school and then sold to individual students or others, such as tennis shoes, T-shirts, gym shorts, baseball caps, school jackets, etc.

The following procedure is in compliance with information supplied by the Tax Commissioner's office and should be followed by every campus organization:

The sales tax may be collected in one of two ways. It may be added to the announced price or it may be included as a part of the total price. It is desirable in most cases to add the tax onto the price as is done in retail stores. The procedure to pay the taxes is to make a deposit of the entire amount collected with the Cashier's Office in Thurmond Hall and to indicate the taxable amount.

4.12 Check Cashing

The Cashier's Office is located in Thurmond Hall, Monday through Friday. The business hours are posted outside the office. Cashiers will cash personal checks of faculty members up to \$50 subject to proper verification and identification in accordance with standards and procedures established the Business Office.

4.13 University Computer Facilities

The E.E. Neptune Computer Center is located on the third floor of Thurmond Hall and houses the Office of Information Systems and services (ISS). ISS operates on a HP 3000 computer system which provides computer facilities for administrative and records keeping purposes and two HP 9000 systems for library facilities and academic teaching purposes.

Computer labs are located on the third floor of Thurmond Hall, second floor of Bailey Business Center, and the basement of Raley Chapel. The Thurmond Hall and Bailey labs are general access labs, while the Raley Chapel lab is reserved for music synthesis students. The public access labs are comprised of 110 IBM compatible computers and 25 Macintosh computers. Lab assistants are on duty to assist with limited software/hardware problems and to oversee the operations of the labs. Microcomputer software manuals and reference materials are available for in-lab use through the lab check-in process. Detailed descriptions of lab facilities and services can be found in the Lab Policies and Procedures manual available from the lab supervisor.

General use software (i.e. Word processing, spreadsheet, database, etc.) is available for use on university owned microcomputers. Four programming languages are available for general use on the HP 9000: C, Fortran, COBOL, Pascal. A faculty member may obtain a personal account on the HP 9000 system for academic use. Accounts may also be obtained for use by students as a part of coursework. All inquiries should be made through the ISS staff.

ISS also offers test-grading and survey processing facilities using NCS optical mark forms and software.

4.14 Faculty Mailboxes

The University mailroom is located in the Geiger Center. Faculty and students are assigned box numbers when they arrive on campus. Except in unusual circumstances, box number assignments remain the same as long as a student or faculty member are at OBU. Campus mail, United States Postal Service mail, and UPS parcels are distributed through the mailroom, which also handles outgoing mail.

Each department has a budget for postage. Policies concerning department mailing can be clarified by the department chairman.

A faculty member will want to inform the mail personnel any time he/she will be away from campus for an extended period and provide mail forwarding information.

4.15 Instruction and Office Materials

Each department has a budget for instructional and office materials. Instructional materials purchased from the University Bookstore may be directly charged to the department. The Bookstore gives a 25% discount on departmental supplies. Department letterhead is ordered through the Office of Marketing and Communications, which normally places orders twice each year. A faculty member should check with his/her department chairman concerning the amount budgeted for office supplies and the policies concerning purchasing.

5.0 Student Development Policies/Practices

University policies relating to student life are intended to give each student programmed opportunities within the context of a Christian community to develop and to expand those potentialities which can give full expression to the individual person.

University policies relating to the classroom and campus life are published in the University catalog and the student handbook, [The Green Book](#). These publications are issued periodically and are subject to modification, deletion and addition. Faculty members should regularly review these publications and the pertinent information distributed between publication dates.

5.1 Student Rights

5.1.1 Student Academic Freedom

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.

To protect the academic freedom of students the university faculty, staff, and administration shall (1) encourage free discussion, inquiry, and expression in the classroom and in private conference, (2) provide library research facilities which will allow students to research all sides of significant issues relating to the university curriculum, (3) protect the student right to freedom of the press for all student publications in accordance with the attendant rights of the publisher, and (4) keeping in mind the University's mission, aid student groups in selecting guest speakers who represent a variety of interests and intellectual points of view.

Students are expected to exercise their freedom with responsibility.

5.1.2 Privacy of Information

Oklahoma Baptist University is responsible for effectively supervising any access to and/or release of official data/information about students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be disposed of appropriately when the justification for its collection and retention no longer exists.

Students have a legal right to know the nature of information maintained by which a student is personally identifiable and to know who has access to such records and for what reasons. Students have the right of petition as defined by law for correction of information maintained in files.

Access to and release of student records is restricted to the student concerned, to others with the student's written consent, to officials within the University, to a court of competent jurisdiction, and otherwise pursuant to law.

The faculty advisor and current instructors are among designated persons having authorized access to the education records of a student. Such access must be either for internal educational purposes or for routine clerical, administrative, and statistical purposes. The faculty advisor and current instructors are prohibited by law from releasing information from a student's education record to a third party.

The complete policy statement on "Access to and Release of Student Data/Information" is printed in [The Green Book](#) by which means it is distributed annually to students as required by law. The policy is also reproduced in Appendix E of this Handbook.

5.1.3 Grievance/Complaint Procedures

The complete policy statement on "Student Grievances" is printed in Section 4.4.28, page 60 of [The Green Book](#).

5.2 Student Responsibilities

The following are some of the Student Development policies which are of most interest to faculty members. For additional information, the faculty member may consult [The Green Book](#) or contact the Office of the Dean of Students.

5.2.1 College Citizenship

The complete policy statement on "College Citizenship" is printed in Section 2.2, page 11 of [The Green Book](#).

Some of the prohibitions, or behavior defined as subject to penalty, speak to academic or faculty-related matters and are as follows:

- a. a student may not perform an action which disrupts the peace and/or the functional processes of the University ([The Green Book](#), Section 3.4.3, page 21; Section 3.4.18, page 31);
- b. a student may not furnish false or misleading information to University officials or provide such information to be placed on official University records, nor shall a student alter or tamper with such records ([The Green Book](#), Section 3.4.6, page 23);
- c. a student may not engage in plagiarism, cheating, or other forms of academic dishonesty ([The Green Book](#), Section 3.4.1, page 17);
- d. a student may take no action which damages or tends to damage public property ([The Green Book](#), Section 3.4.19, page 31);
- e. the use of tobacco in any form is prohibited on campus ([The Green Book](#), Section 3.4.22, page 32);
- f. a student may not possess and/or use alcoholic beverages ([The Green Book](#), Section 3.4.2, page 20);and/or drugs ([The Green Book](#), Section 3.4.16, page 30);on campus nor appear on

campus when the use of an alcoholic beverage or drugs is discernible. Possession, use and/or sale of alcoholic beverages and/or drugs on University related off-campus trips and/or group activities is strictly forbidden ([The Green Book](#), Section 3.4.22, page 32);

- g. a student may not, without specific authorization, enter a University building, office, or other room which is locked ([The Green Book](#), Section 3.4.24, page 33);
- h. a student must observe the rules related to the use of campus buildings ([The Green Book](#), Section 3.4. 4, page 22, Section 3.4.24, page 33, Section 4.4.1, page 51);
- i. members of the University community are expected to be appropriately dressed at all times. A faculty member may determine whether a given mode of dress disrupts the academic process in his classroom. ([The Green Book](#), Section 3.4.5, page 22);

A description of the rights of the faculty member to control certain aspects of the learning environment is described in section 2.10.9 of this Handbook.

5.2.2 Disciplinary Proceedings

The complete policy statement on "Disciplinary Procedures/Appeals" is printed in Section 3.2, page 14 of [The Green Book](#).

5.3 International Students

Information for International Students may be found on the [OBU Website](#).

5.4 Student Development Services

5.4.1 Residential Life and University Housing

The complete policy statement on "Residence Life" is printed in Section 5.0, page 62 of [The Green Book](#).

5.4.2 Student Health Service

The complete policy statement on "Health Services" is printed in Section 4.4.15, page 54 of [The Green Book](#).

5.4.3 Geiger Center for University Life

The complete policy statement on the "Albert J. and Laura Belle Geiger Center" is printed in Section 4.4.2, page 51 of [The Green Book](#).

5.5 Personal Services

5.5.1 Counseling

The complete policy statement on the "Faculty Advisor Program" is printed in Section 4.1.4, page 41 of [The Green Book](#).

Because of the close relationships which can develop between students and faculty in the Oklahoma Baptist University community, a student may wish to discuss personal problems with a faculty member. Faculty members are encouraged to offer assistance to students who request help with personal matters; however, when offering such assistance, a faculty member should be aware of his personal limitations as a counselor. (See Section 2.3, page 13 of [The Green Book](#), "Seeking Assistance".)

If the faculty member believes that the student should be referred to another source for assistance with personal problems, he should refer the student to the University Counselor or to the Office of the Dean of Students. If the student requires services beyond those which the University can provide, the student will be referred to an appropriate external agency.

5.5.2 Testing

The complete policy statement on "Testing Services" is printed in Section 4.4.30, page 60 of [The Green Book](#).

5.5.3 Career Development

The complete policy statement on "Career Development" is printed in Section 4.4.8, page 52 of [The Green Book](#).

5.5.4 Campus Employment

The complete policy statement on "Campus Employment" is printed in Section 4.4.6, page 52 of [The Green Book](#).

Most departments offer part-time employment to departmental student assistants for grading, secretarial assistance, laboratory service, and other related work. The University also employs a number of student tutors. (See sections 2.10.12.3, and 4.5.)

5.5.5 Placement Service

Placement services is addressed in "Career Development" in Section 4.4.8, page 52 of [The Green Book](#).

5.5.6 Students with disabilities

The complete policy statement on "Special Services (Disability Services)" is printed in Section 4.4.27, page 60 of [The Green Book](#).

5.6 Student Organizations

A list of student organizations is published on the [OBU website](#).

5.6.1 Student Government Association

Each student enrolled in six or more hours is a member of the Student Government Association and is thus provided opportunities for practical experience and responsible citizenship by participating in the activities of student government.

The Student Government Association is the recognized voice of the student body in the decision-making processes of the University. The SGA President recommends to the University President the students who serve on University committees. Each of the University committees with student membership has an SGA Senate representative.

5.7 Activities

Oklahoma Baptist University is essentially a residential campus, and student life outside the classroom is an important aspect of the OBU collegiate experience. A goal of the Office of Student Development is to provide a slate of activities which can address the educational, spiritual, physical, social, and cultural needs of students who, for the most part, are in their formative years. Building on traditional and perennial University activities, the several departments of Student Development seek to add a variety of programmed activities to achieve sufficient developmental experiences.

The participation of faculty members in campus activities (in addition to sponsorship of organization) encourages student attendance because of the responsiveness of students to professors. Faculty involvement in campus activities contributes importantly to the vitalization of the community concept.

5.7.1 Orientation

The University offers an orientation program for new students. The principal effort is directed toward freshmen enrolling for the fall term, and the format calls for the arrival of freshmen on campus for the orientation activities approximately four days before the opening of the fall semester. A separate track for transfer students entering in the fall begins a day or two before housing is opened to returning students. A more modest presentation is provided new students entering at mid-term or for the summer session.

Faculty members and academic administrators participate in the orientation program in various ways: as sources of academic information and advice, as participants in social activities, and as performers in programs presented for the entertainment of new students. Faculty members are also invited to participate in the development and evaluation of the orientation program.

5.7.2 University Concert and Lecture Series

The University Concert and Lecture Series was established by the University President in 1962. The program is financed by a mandatory student fee authorized by the Board of Trustees. Popular entertainers, artists, and lecturers in a variety of fields are brought to campus.

The series also provides financial assistance to certain University programs, and other academic programs. Equipment purchased with series funds is available for use by campus organizations if conditions of use are met. Selection and development of the series program is the responsibility of the University Concert Series Committee, which works in consultation with the Director of Student Activities.

5.7.3 University Calendar

The complete policy statement on the University "Calendar" is printed in Section 4.4.5, page 52 of [The Green Book](#).

5.7.4 University Facilities

The complete policy statement on "Meetings and Facilities" is printed in Section 4.4.20, page 52 of [The Green Book](#).

5.8 Publications

The complete policy statement on "Student Publications" is printed in Section 4.4.29, page 60 of [The Green Book](#).

CHAPTER 6

6.0 Development and External Relations Policies and Procedures

Development and external relations policies and procedures of interest to faculty members are summarized in this section of the Handbook. For more complete information concerning policies and procedures, the faculty member should contact the Office of Advancement and University Relations or the Office of Marketing and Communications.

6.1 Office of Advancement and University Relations

The Office of Advancement and University Relations implements a plan of financial support for all phases of the University program. It attempts to meet financial needs as identified in the University's long-range planning and budgeting processes by enlisting donors to assist in meeting these needs. All fund-raising efforts of the University are planned and directed by the Office of Advancement and University Relations.

Faculty members are invited to submit to the Office of Advancement and University Relations detailed descriptions of projects which might be of interest to prospective donors. Requests should be limited to items not normally included in the annual department budget. After assisting the faculty member in determining fundraising priorities, the department chair and the dean of the school or college will grant approval of the project.

Faculty members are encouraged to assist the Office of Advancement and University Relations through identification of prospective donors and, in certain instances, through gift solicitation.

Faculty and staff are encouraged to join those who remember OBU in their estate planning. Emphasis on writing wills with OBU as beneficiary is designed to provide additional endowment income. The Office of Advancement and University Relations offers information concerning will preparation and other estate planning.

6.1.1 Basic Development Policies of which Faculty Should Be Aware

6.1.1.1 Off-Campus Solicitation

Oklahoma Baptist University operates with a centralized fund raising philosophy. All fund raising efforts by OBU faculty, staff, students or organizations must be approved in advance by the senior vice president for advancement and university relations.

In most circumstances, direct solicitation of University constituents for contributions or pledges will be conducted by (1) a member of the development staff of the university, or (2) another university staff member or a volunteer accompanied by a development staff member. In most cases, solicitation of university donors without the involvement of the development staff is not permitted.

Solicitation of gifts from prospective donors who are not part of the university's current support base may be approved if the names of the prospects are submitted to the senior vice president for advancement and university relations prior to solicitation. The senior vice president for

advancement and university relations reserves the right to delete prospects from solicitation lists if they are prospects being solicited or cultivated by the development staff.

Fund raising projects (sales of products or services) must also be approved at least two weeks in advance by the senior vice president for advancement and university relations. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of a worthy program.

Applications must be submitted by all university organizations; completed and signed by a representative of the organization; signed by the organization's sponsor, if applicable; signed by the vice president or dean who would have authority over the area of the University which the organization represents; and submitted for final approval to the senior vice president for advancement and university relations. Application forms are available from the dean of student's office.

6.1.1.2 Reporting Gifts and Donations

All gifts to the University must be directed through the Office of Advancement and University Relations to assure that they meet University requirements and that they are properly recorded and acknowledged.

6.1.1.3 Restricted Gifts

All gifts which have specific restrictions as to use, control, display, or final disposition of the gift must be approved by the senior vice president for advancement and university relations. All such gifts must include a clear statement of conditions of acceptance and conditions of disposal. Questions concerning University policy on restricted gifts should be directed to the senior vice president for advancement and university relations.

6.1.1.4 Contracts and Grants

Faculty proposals for contracts between the University and units of government, foundations, and other agencies must be reviewed by the Office of Advancement and University Relations, the appropriate dean, and must be approved by the President. (See section 2.14.4)

6.1.2 Alumni Office

It is the responsibility of the Alumni Office to: secure alumni involvement in and support for University programs; develop and maintain effective and consistent communications with alumni; maintain and improve the computer records of alumni and other former students; and expand and improve alumni activities, including area and regional meetings and Homecoming.

Faculty members are encouraged to provide the Alumni Office with information concerning former students (e.g., addresses, advanced degrees received, changes in profession, honors and awards received, marriages, birth of children, etc.). Information in the alumni files is available to faculty members on request.

6.1.3 Marketing and Communications

6.1.3.1 News Releases

Faculty members are encouraged to report activities which they feel to be newsworthy to the Office of Marketing and Communications. Information concerning honors to faculty members and students, election to professional membership or to professional office, grants or fellowships received, papers published or delivered, meetings attended, and distinguished class or campus projects should be communicated promptly to the Office of Marketing and Communications for dissemination to campus publications and to other news and professional media.

News releases involving statements of University policy should be submitted to the President's Office for approval.

6.1.3.2 Crisis Information

The Office of Marketing and Communications shall be in charge of disseminating information concerning the University, its employees, its students, and visitors to the campus in the event of any crisis occurrence that concerns the news media. Faculty members should refer representatives of the news media and others seeking accurate information concerning students and personnel or damage to University properties to the Office of Marketing and Communications.

6.1.3.3 Publications

All University publications which are prepared for distribution to external audiences of Oklahoma Baptist University must be approved by Office of Marketing and Communications prior to printing and distribution. This policy applies to catalogs, bulletins, brochures, flyers, inserts, newsletters, posters, and advertisements prepared by or for any faculty member, staff member or student for any University-related department or program, implying any affiliation, association, endorsement, or other relationship with OBU. It is the responsibility of the Office of Marketing and Communications to assure that such publications meet a need that is not already being met by another publication and to assure both quality and cost control standards are met by the publication. The Office of Marketing and Communications has the staff and facilities necessary to prepare projects for publications. Photographic services are also available for publicity portraits and news photos.

6.1.3.4 OBU Web Site

Coordination of OBU's presence on the Worldwide Web is a function of the Office of Marketing and Communications. All pages on and links to the OBU web site should be coordinated with the Office of Marketing and Communications in an effort to assure a consistent, positive, wholesome image for the university.

6.1.3.5 Social Media Policy

The full OBU Social Media policy is available from the AVP for Marketing and Communications. Faculty who oversee official OBU accounts should consult that office for current guidance.

As an OBU employee, you are a representative of the University even when using your personal social media accounts. While OBU doesn't actively monitor personal social media accounts, posted content is public and subject to review in accordance with employee policies as outlined in OBU handbooks.

Use of the OBU logo on personal social media accounts must follow branding guidelines. Personal social media accounts should not be used to release official university statements. However, it is acceptable to repost items OBU has released through official channels.

6.2 Office of Admissions

The recruitment of students is a concern of the entire University community. The Office of Admissions is designed as the primary coordinator of the University's recruitment program. The Office of Admissions welcomes the opportunity to contact any student suggested by a faculty member. The Admissions Office will assist faculty members in their correspondence with prospective students. The faculty lends valuable assistance in recruitment of students by participating in OBU Preview Days, in OBU Day in churches, and in various other activities designed to familiarize high school students with the OBU campus.

The Admissions Office and faculty representatives are in continual contact with high school principals, guidance directors, church leaders, parents and students. Admissions personnel work to identify and recruit prospective students and to provide admissions counseling for students eligible for study in various OBU programs.

LIST OF APPENDICES

- Appendix A: University Charter and Bylaws
- Appendix B: University Faculty Constitution and Bylaws
- Appendix C: 1940 Statement of Principles on Academic Freedom and Tenure (AAUP)
- Appendix D: University Standing Committees
- Appendix E: Access to and Release of Student Data/Information
- Appendix F: Agreement on Guidelines for Classroom Copying
- Appendix G: Policy for Severe Weather Conditions
- Appendix H: Limited Activities Period for Fall and Spring Semesters
- Appendix I: Policy Regarding Education Benefits for OBU Employees
- Appendix J: PS&S Committee Policy on Review Deadlines
- Appendix K: Teaching Triad
- Appendix L: PS&S Committee Guidelines for Senior Faculty Status and Promotion Advisories
- Appendix M: Research
- Appendix N: Faculty Load Credit Policies
- Appendix O: Compensation/Benefits for Faculty
- Appendix P: Endowed Professorships and Chairs Policy Statement
- Appendix Q: Baptist Faith and Message
- Appendix R: Human Sexuality Policy

APPENDIX A

BYLAWS OF THE OKLAHOMA BAPTIST UNIVERSITY A RELIGIOUS AND EDUCATIONAL CORPORATION

Adopted by the Board of Trustees in regular session on July 3, 1984,
and amended in regular session on March 16, 1990 and July 11, 1997.

ARTICLE I

POWER OF TRUSTEES

Section 1.

The Board of Trustees shall have the power to manage the property and business of the corporation (referred to in this and the following articles as "University") and shall have the power to carry out any other functions, which are permitted by the Charter, or these Bylaws, except insofar as such powers may be limited by law. These powers shall include but shall not be limited to the following:

1. Appoint or remove the President and other Officers of the University Corporation in accordance with these Bylaws;
2. Approve degrees in courses upon recommendations of the faculty;
3. Approve the awarding of honorary degrees upon recommendation of any of the following: Faculty, President, or appropriate Board Committee;
4. Establish and review the educational programs of the University after review by the Board Committee on Academic Affairs or Special Committees of Review set up by the President and Chairman of the Board in financial emergency situations;
5. Establish annually the budget of the University, which shall be submitted to it upon recommendation of the Board Business Affairs Committee;
6. Authorize the construction of new buildings and major renovations of existing buildings;
7. Authorize the sale and purchase of land, buildings or major equipment for the use of the University;
8. Institute and promote major fund-raising efforts of the University;
9. Authorize any changes in tuition and fees within the University;
10. Authorize Officers or agents of the University to accept gifts for the University;
11. Authorize the incurring of debts by the University and securing thereof by mortgage and pledge of real and personal property, tangible and intangible;
12. Any other duties or responsibilities, which obtain to it under the Charter of Oklahoma Baptist University.

Section 2.

The Board of Trustees of the University shall not launch any expansion project, major expenditure of capital funds, creation of debt for capital needs, change in Charter or Bylaws, or any significant

change in usual operations except upon authority given by a vote of the Baptist General Convention of the State of Oklahoma or its Board of Directors.

ARTICLE II

MEMBERSHIP OF THE BOARD OF TRUSTEES

Section 1.

The Board of Trustees of The Oklahoma Baptist University shall consist of thirty-two trustees who shall be elected by the Baptist General Convention of Oklahoma at their annual convention held in November of each year. Each trustee shall be a member of a Southern Baptist church affiliated with the Baptist General Convention of Oklahoma. Eight trustees of said thirty-two shall be elected at each annual convention of the Baptist General Convention of Oklahoma, four of whom shall be from among the professional clergy (pastors, church staff, directors of missions, etc.) or their spouses and four of whom shall be from among the laymen in the churches. Each trustee shall hold office for a term of four years after he is elected, and no trustee may be elected to immediately succeed himself. An employee of the Baptist General Convention of Oklahoma, its agencies or institutions, may not serve as a trustee; and should a trustee of Oklahoma Baptist University become an employee of the Baptist General Convention of Oklahoma, its agencies or institutions, his term of service on the board will terminate.

Section 2.

Vacancies in the office of the trustees shall occur through resignation, ceasing to be a resident of the State of Oklahoma or member of a cooperating Southern Baptist Church in the State of Oklahoma, or death of the trustee, or as the result of his inability or failure to act. Should a vacancy in the office of trustees occur during the interval between the annual sessions of the Baptist General Convention of Oklahoma, the vacancy shall be filled at the next annual session of the Baptist General Convention of Oklahoma.

In the event any member misses two (2) consecutive meetings of the Board without giving advance notification to the Office of the President of the University, the member shall be considered as having resigned.

Section 3.

No person shall be eligible for election prior to attaining the age of twenty-one (21) years.

Section 4.

Any member of the Board of Trustees may be removed from office, for cause, at any meeting of the Board of Directors of the Baptist General Convention of Oklahoma and by affirmative vote of the Convention.

Section 5.

All uses of the masculine gender in these bylaws may be construed as meaning either masculine or feminine gender as the case may be.

ARTICLE III

OFFICERS OF THE BOARD OF TRUSTEES AND UNIVERSITY CORPORATION

Section 1.

The officers of the Board of Trustees shall consist of the Chairman of the Board of Trustees, Vice-Chairman, Secretary, one or more Assistant Secretaries, and Treasurer, all of whom shall be elected annually by the Board of Trustees at its last meeting of the University's fiscal year. For the purpose of executing legal documents in compliance with Oklahoma Law, the office of Chairman of the Board of Trustees shall be synonymous with the office of President of the corporation and Vice Chairman with the office of Vice-President of the corporation. At the March Board Meeting the Board shall elect three trustees to serve as a nominating committee, at least two of whom shall be in their fourth year of service. These trustees shall be elected by open nomination from the floor and vote of the members present and voting. The nominating committee shall nominate candidates to serve as officers of the Board at the July meeting with opportunity provided at that meeting for nominations to be made from the floor. The term of service for officers of the Board begins at the conclusion of the annual meeting of the Baptist General Convention of Oklahoma in November.

Section 2.

All officers of the Board of Trustees shall hold office as such officer for a period of one year, or until their successors are elected.

Section 3.

The Chairman and Vice Chairman shall be members of the Board of Trustees. The President of the University shall be an ex officio member of the Board without power to vote and shall not be counted as a member of the Board or any committee on which he may serve for any purpose. The Chief Financial Officer of the University shall serve as Treasurer of the Corporation and as such shall be an ex officio member of the Board without power to vote and shall not be counted as a member of the Board or any committee on which he may serve for any purpose.

Section 4.

The Board may elect one or more Vice Chairmen, Assistant Secretaries, and such other Officers as may be deemed necessary for the proper management of the University Corporation.

Section 5.

All Officers of the University Corporation shall hold office at the discretion of the Board of Trustees and shall be subject to removal by affirmative vote of a majority of the entire membership

of the Board of Trustees, without prejudice to any contract rights such Officer may have against the University.

ARTICLE IV

POWERS AND DUTIES OF UNIVERSITY CORPORATION OFFICERS

Section 1.

The Chairman of the Board of Trustees shall preside at all meetings of the Board of Trustees, sign all deeds, contracts, bonds, mortgages, and other papers evidencing the official acts of the Board of Trustees where the signature of a presiding officer is required by these bylaws or by custom or practice, and he shall call all special meetings of the Board of Trustees, give notice of the time and place of all meetings of the Board of Trustees as herein provided, appoint all committees and generally exercise such authority as is usually exercised by a chairman or president of the Board of Trustees of a religious corporation. He shall also perform any other and further duties as may be determined or assigned to him by the Board of Trustees.

Section 2.

The Vice Chairman of the Board of Trustees shall perform all the duties of the office of Chairman of the Board of Trustees in the absence of the Chairman of the Board of Trustees, or as a result of the inability of the Chairman of the Board of Trustees to act because of sickness, misfortune, casualty, or emergency absence.

Section 3.

The Secretary of the Board of Trustees shall keep minutes of the meetings of the board; issue, or cause to be issued, notices of meetings under the direction of the Chairman; have charge of the seal of The Oklahoma Baptist University and affix and attest the same to all instruments which may require the corporate seal of The Oklahoma Baptist University; and shall perform the duties usually performed by a secretary of the Board of Trustees of a religious corporation and any other duties which may be assigned to the secretary by the Board of Trustees.

Section 4.

The Secretary of the Board of Trustees, with the approval of the Board of Trustees and the President of The Oklahoma Baptist University, may authorize an officer of The Oklahoma Baptist University and a person other than the Secretary of the Board of Trustees to affix the corporate seal to any diploma, transcript, or other instrument having to do with the administration of the affairs of The Oklahoma Baptist University, and to exercise the same authority with regard to the affixing of the corporate seal to such instrument as may be exercised by the Secretary of the Board of Trustees.

Section 5.

The Assistant Secretary shall perform all the duties of the Secretary of the Board of Trustees in the absence of the Secretary or in the event of the inability of the Secretary to attend a meeting of the

Board of Trustees or as a result of the inability of the Secretary to act because of sickness, misfortune, casualty, or emergency.

Section 6.

The Treasurer shall be the Chief Financial Officer of the University and shall be as Treasurer an ex officio member of the Board of Trustees without power to vote and shall not be counted as a member of the Board. He shall have the duty to keep or cause to be kept full and accurate accounts of all receipts and disbursements and to obey all lawful orders of the Trustees, the President of the University, and the Business Affairs Committee respecting funds, property, and accounts of the University. He shall be responsible for the preparation of any corporate financial reports as may be required by departments of federal or state government. The Treasurer shall, in the name of the University, give receipts for monies or property as shall be required, deposit funds in accordance with resolution and direction of the Business Affairs committee or the Board of Trustees, and safeguard the money of the University. He shall not pay out any money unless by order of the Board of Trustees or under such regulations or with such approval as the Business Affairs committee may prescribe. He shall cooperate with any independent auditors or certified public accountants retained by the Board of Trustees for the purpose of conducting audits of the accounts of the University, and shall make reports at meetings of the Board of Trustees or the Business Affairs Committee with respect to the financial condition of the university at such time and in such form as the Board or the Committee may duly require. The Treasurer shall give a bond to the University faithfully to perform the duties of his office, and to account for all monies and other matters and things which may come into his hands and possession by virtue of said office, in such amount as the Business Affairs Committee shall direct.

ARTICLE V

POWERS AND DUTIES OF THE PRESIDENT OF THE UNIVERSITY

Section 1.

The affairs of The Oklahoma Baptist University shall be administered by a President of the University who shall be elected by the Board of Trustees and hold office at the pleasure of the Board of Trustees under the rules of tenure now existing which have been approved by the Board of Trustees. Such tenure shall include a periodic evaluation system by the Board of Trustees and/or its agents. Such evaluation shall also set the salary and compensation for the President for the term acceptable to the Board and the President.

Section 2.

The President of the University shall be the Chief Executive and Operational Officer of the University and the official adviser to and executive agent of the Board of Trustees and its executive Committee. The President of Oklahoma Baptist University must be an active member of a cooperating Southern Baptist Church. He shall, as educational and administrative head of the University, exercise a general superintendence over all the affairs of the institution, and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed to meet its policy-making responsibilities. He shall have power, on behalf of the Trustees, to perform all acts, and execute all documents to make effective the actions of the Board or its Executive Committee.

Except as otherwise provided in these bylaws he shall be an ex officio member of all committees of the Board without power to vote.

Section 3.

The President of The Oklahoma Baptist University shall have the power and authority to appoint officers to assist him in the administration of the affairs of the University, including such officers as Vice-Presidents, Deans, Directors, Treasurers, Registrars, and their assistants. The officers so appointed by the President of The Oklahoma Baptist University shall hold office for such periods of time as the President determines and the tenure of office shall be subject to the will of the President and the contractual employment procedures of the Administrative and Staff Handbook then in force.

Section 4.

The members of the faculty of The Oklahoma Baptist University shall be recommended by the President of The Oklahoma Baptist University and elected by the Board of Trustees at their meeting in July of each year, and the members of the faculty, when their election has been confirmed by the Board of Trustees, shall hold office subject to the rules of the existing contractual employment and tenure which have been approved by the Board of Trustees in the Faculty Handbook then in force. Nominations of faculty members, however, may be made by the President of The Oklahoma Baptist University and confirmed by the Board of Trustees at any regular or special meeting.

Section 5.

In the event the office of President of The Oklahoma Baptist University becomes vacant, a special nominating committee of three trustees shall be elected at a meeting of the Board. The committee, at least two of whom shall be in their fourth year of service, shall be elected by open nomination from the floor and secret ballot. At the next meeting of the Board of Trustees, this special nominating committee shall nominate seven trustees to serve as members of the Presidential Search Committee with opportunity provided for nominations to be made from the floor. Election shall be by secret ballot. If the Chairman of the Board of Trustees is not one of the seven members elected, he shall join the Presidential Search Committee as a voting member. The Executive Director-Treasurer of the Baptist General Convention of Oklahoma, the Chairman of the Faculty Council, the President of the Alumni Association and the President of the Student Government Association shall serve as ex officio, non-voting members of the Search Committee. In the event any trustee serving on the Presidential Search Committee should cease being a trustee for any reason except for the normal expiration of his elected term, a vacancy shall result and the Executive Committee of the Board of Trustees shall appoint another to fill such vacancy. Trustees whose terms expire during the search process shall continue to serve on the Presidential Search Committee.

The Search Committee shall notify in writing all members of the Board of Trustees of the dates and times of the on-campus visit of the candidate to be recommended. A vita of the candidate shall accompany the notification. Members of the Board of Trustees shall have opportunity to participate in the on-campus visit. Before the Search Committee presents the candidate for election, an informal meeting of the candidate and the Board of Trustees shall be held.

ARTICLE VI

MEETINGS

Section 1.

All meetings of the Board of Trustees shall be held upon the campus of The Oklahoma Baptist University in Shawnee, Oklahoma. The Board of Trustees shall hold three meetings each year and such other special meetings as may be called by the Chairman of the Board of Trustees, or, in his absence from the State of Oklahoma, by the Vice-Chairman of the Board of Trustees. The first meeting shall be held in November or December, following the annual meeting of the Baptist General Convention of Oklahoma, on a date selected by the Chairman of the Board of Trustees, at which time the Board of Trustees shall orient newly-elected trustees, receive reports, and conduct any and all other business which it may desire to consider concerning the affairs of The Oklahoma Baptist University or its own affairs. The second meeting shall be held on a date selected by the Chairman of the Board of Trustees during the month of March, at which time the Board of Trustees shall adopt the budget for the University, elect returning faculty, receive reports and consider any and all other business which the Board of Trustees may desire to transact. The third meeting shall be held on a date selected by the Chairman of the Board of Trustees during the month of July, at which time the Board of Trustees shall elect any new members of the faculty, receive reports, adopt strategic objectives for the upcoming year, and consider any and all other business which the Board of Trustees may desire to transact. The dates of regular meetings and of all special meetings and the hour and place thereof shall be selected by the Chairman of the Board of Trustees, and notice thereof shall be mailed to each trustee not less than seven days before the meeting. Notice of the time and place of all special meetings of the Board of Trustees shall be mailed to each trustee in such time and manner, as the Chairman of the Board of Trustees deems reasonable and proper, except as hereinafter provided for amendment to the Bylaws. Notice of special meetings shall include a brief summary of the purpose of the meeting and the business expected to come before it.

Section 2.

The presence of at least fifty percent of the Board of Trustees shall constitute a quorum and be sufficient to enable the Board of Trustees to pass any resolution or motion, receive reports or recommendations, and transact any business which may properly come before it.

Section 3.

The meetings of the Board of Trustees shall be in accordance with and governed by parliamentary law, insofar as is practicable, as laid down in Robert's Rules of Order.

Section 4.

No notice of the time, place, or purpose of any meeting of the Board of Trustees, except for amendment of the Bylaws, whether prescribed by law, by the Charter or the Bylaws, need be given to any member of the Board who attends in person, or who in writing, executed and filed with the records of the meeting either before or after the holding thereof, waives such notice.

ARTICLE VII

ACTION WITHOUT FORMAL MEETING

Section 1.

Any action required or permitted to be taken by the Board of Trustees or by any committee thereof may be taken without a formal meeting. Meetings may be conducted by mail, telegram, cable, teleconference, or in any other way the trustees shall decide. However, a written consent setting forth the action so taken and signed by all members of the Board or of a committee, as the case may be, must be filed with the minutes of the proceedings of the Board or the committee.

ARTICLE VIII

COMMITTEES

Section 1.

There may be such special or ad hoc committees as the Board of Trustees may from time to time establish for the discharge of particular duties.

Section 2.

There shall be the standing committees specified in this Article. Members and chairmen of standing committees shall be appointed by the Chairman of the Board after consultation with the President, annually, at or following the November-December meeting of the Board of Trustees. Except as provided in these bylaws the Chairman of the Board and the President of the University shall be ex officio members of all standing committees, and each standing committee shall include at least five additional Trustees. Except where, otherwise provided in this Article, additional ex officio members, including persons who are not on the Board of Trustees, may be enlisted as resource persons. The chairman of each standing committee and a majority of its members shall be Trustees, however.

Section 3.

The Board of Trustees may at any time discontinue any of its standing committees for such time as may be determined, and the duties of any committee so discontinued shall be performed during such discontinuance by the Executive Committee.

Section 4.

The chairman of any committee, with the consent of the chairman of the Board, may request the President of the University to appoint an Administrative Officer of the university or a member of the administrative staff to serve as a liaison between the committee and the office of the President. Such liaison person shall assist the committee in the carrying out of its duties.

Section 5.

Except as provided in this section, all standing committees shall meet at least two times annually.

Section 6.

The Board of Trustees of Oklahoma Baptist University shall be organized into the following committees:

The Executive Committee: The Executive Committee shall consist of the elected officers of the Board (Chairman, Vice-Chairman, Secretary) and the Chairmen of the Administrative Committees. The presence of at least 50 percent of the members of the Executive Committee shall constitute a quorum. It shall be the duty of the Executive Committee to advise with the President of the University concerning affairs of the University when the Board of Trustees is not in session, to make recommendations to the Board of Trustees and to perform such duties as may be referred to it by the Board of Trustees. The Executive Committee shall receive from the Secretary annually in July the record of attendance and participation by all Board members during the fiscal year preceding. In the event that a trustee has failed to meet the responsibilities of service, the committee shall request from the trustee an indication of his desire for continuing service on the Board or his intention to resign in light of the circumstances and report his response to the Chairman of the Baptist General Convention of Oklahoma's Nominating Committee. The Executive Committee shall at all times be subject to and governed by the Board of Trustees of the University.

Administrative Committees: There shall be five standing administrative committees of the Board: Academic Affairs Committee, Business Affairs Committee, Development Committee, Student Development Committee, and the Spiritual Life Committee. The committees and their chairmen shall be appointed by the Chairman of the Board in consultation with the President of the University. The Administrative Committees shall receive reports from University administrators and consider policies and recommendations regulating the life and function of the University.

Section 7. Academic Affairs Committee

The Academic Affairs Committee shall be composed of at least five trustee members. It shall, in cooperation with the President, study and appraise the quality of the academic program, measure the program relative to other comparable institutions in terms of teaching load, class size, student-faculty ratios, instructional expenditures, research programs, and other relevant factors; formulate desirable short and long-range enrollment goals; advise the Business Affairs Committee on the specifications and requirements for financing the academic programs; recommend salary, pension, and other personnel policies concerning the academic and faculty personnel; and shall review matters affecting the faculty of the University; consider proposals on such matters; and report and make recommendations thereon to the Board of Trustees as may be required.

Section 8. Business Affairs Committee

The Business Affairs Committee shall be composed of at least five members. It shall review annual operating and capital budgets prepared and presented under the direction of the President and make recommendations with respect thereto to the Board of Trustees. It shall review major financial transactions not provided for in the budget and submit proposed variances with recommendations to the Board of Trustees or Executive Committee. The Chief Financial Officer of the University shall be an ex officio member of the Business Affairs Committee, without power to vote and shall not be counted as a member of the Committee for any purpose.

Section 9. Development Committee

The Development Committee shall be composed of at least five trustee members. It shall review and recommend fund-raising and public relations programs and report to the Business Affairs Committee on fund-raising progress and estimates of income to be received there from. It shall report on its activities to the Board of Trustees at the annual meeting.

Section 10. Student Development Committee

The Student Development Committee shall be composed of at least five trustee members. It shall review matters affecting students of the University, other than those relating to the spiritual life and academic program, consider proposals on such matters, and report and make recommendations thereon to the Board of Trustees as may be required.

Section 11. Spiritual Life Committee

The Spiritual Life Committee shall be composed of at least five trustee members. It shall review all matters concerning religious activities and the programs that promote spiritual growth and development at Oklahoma Baptist University, consider proposals on such matters, and report and make recommendations thereon to the Board of Trustees as may be required.

ARTICLE IX

INDEMNIFICATION

Each Trustee and Officer of the University shall be indemnified by it against all expenses actually and necessarily incurred by such Trustee or Officer in connection with the defense of any action, suit, or proceeding to which he has been made a part by reason of his being or having been such Trustee or Officer except in relation to matters as which such Trustee or Officer shall be adjudicated in such action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE X

CONFLICTS OF INTERESTS

A Trustee shall be considered to have a conflict of interest if (a) such Trustee has existing or potential financial or other interests which impair or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his responsibilities to the University, or (b) such Trustee is aware that a member of his family (which for purposes of this paragraph will be a spouse, parents, siblings, children, and any other relative if the latter reside in the same household as the Trustee), or any organization in which such Trustee (or member of his family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests. All Trustees shall disclose to the Board any possible conflict of interest at the earliest practicable time. No Trustee shall vote on any matter, under consideration at a Board or committee meeting, in which such Trustee has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Trustee having a conflict of interest abstained from voting. Any Trustee who is uncertain whether he has a conflict of interest in any

matter may request the Board or committee to determine whether a conflict of interest exists, and the Board or committee shall resolve the question by majority vote.

ARTICLE XI

ADMINISTRATOR OF PROPERTY

Section 1. Contracts

The Board of Trustees may authorize any officer or agent of the University to enter into any contract or execute and deliver any instrument in the name of or on behalf of the University, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the University shall be signed by such officer or agent of the University and in such manner as shall from time to time be determined by the Board of Trustees.

Section 3. Bonding

The Board of Trustees shall require all officers, agents, or employees charged with responsibility for the custody of any of the funds of the University to give bonds in amounts the Board of Trustees deems appropriate, the cost thereof to be paid by the University.

Section 4. Deposits

All funds of the University shall be deposited to the credit of the University in such banks, trust companies, or other depositories as the Board of Trustees may from time to time select or approve.

Section 5. Gifts

The Board of Trustees may accept on behalf of the University any contribution, gift, bequest, or device for the general purpose or for any special purposes of the University, and may delegate this authority to appropriate corporate and/or administrative officers. These officers shall make regular reports to the Board of Trustees of all gifts accepted by them in the name of the University.

Section 6. Fiscal Year

The fiscal year of the University shall begin the first day of August and end the last day of July each year.

ARTICLE XII

BYLAW AMENDMENT

Section 1

These Bylaws may be amended by the Board of Trustees at any meeting, regular or special, by a vote to amend constituting two-thirds of the members present at such a meeting, provided that the notice calling the Board meeting shall announce that amendments to the Bylaws will be voted upon and proposed amendments accompany the notice. Such notice must be mailed at least thirty (30) days prior to such meeting to each trustee at his usual place of residence.

Section 2

These Bylaws shall stand in the place and stead of and shall be substituted for all other and former Bylaws of the Board of Trustees of The Oklahoma Baptist University, which have heretofore been adopted.

Section 3

Prior to each March meeting of the Board of Trustees, the Executive Committee shall review these Bylaws and suggest any necessary changes thereto.

Section 4

The corporate charter of the University or its bylaws cannot be changed without final approval of the Baptist General Convention of Oklahoma or its Board of Directors.

APPENDIX B

FACULTY CONSTITUTION AND BYLAWS OKLAHOMA BAPTIST UNIVERSITY (Revised February 10, 2012)

ARTICLE I: PURPOSE

This Constitution sets forth the policies and procedures whereby the Faculty of Oklahoma Baptist University, acting as a corporate body, shall:

- (1) execute its responsibility over all matters of an academic nature, including the establishment and evaluation of curricula, the methods of instruction, the standards for the admission of students, the standards for academic performance, the promotion of effective teaching, the enrichment of scholarship, the fostering of professional growth, the recommending of all degrees to be granted by the University;
- (2) participate through established committees and procedures in decisions concerning faculty appointments, reappointments, promotions, tenure, and in other matters affecting faculty welfare;
- (3) participate in appropriate ways in the selection of presidents, academic deans, and other principal administrative officers, and in the reorganization of administrative structure;
- (4) participate through established committees and procedures in decisions concerning the development of programs and long-range plans for the University, the allocation of resources, student affairs, alumni relations, and other matters as the President of the University shall determine;
- (5) choose a representative council and officers who will be charged with exerting initiative and leadership in the responsibilities outlined above and in other matters affecting the University.

ARTICLE II: MEMBERSHIP

The Faculty shall consist of (1) those persons whose primary responsibility is teaching and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor; and (2) others in academic or administrative positions who are eligible for membership or who acquire membership through procedures set forth in the Bylaws. Others contracted to teach courses in the OBU curriculum enjoy all the privileges accorded to the Faculty by this Constitution except voting.

ARTICLE III: OFFICERS AND COUNCIL

The Officers of the Faculty shall be a Chairman, Chairman-elect, and a Secretary. The Officers shall be elected by the Faculty from those whose primary responsibility is teaching.

The Faculty shall have a representative council composed of the Chairman, the Chairman-elect, and the Secretary and at least six additional representatives chosen in such a manner that each division of the academic structure of the University shall be represented. The representatives shall be elected by the Faculty from those whose primary responsibility is teaching.

ARTICLE IV: DUTIES OF THE OFFICERS AND COUNCIL

- (1) The duties of the Chairman of the Faculty shall be to preside at meetings of the Faculty in the absence of or at the invitation of the President and/or the Chief Academic Officer of the University, to preside at meetings of the Faculty called by the Faculty Council, to make reports to the Faculty and to submit recommendations from the Faculty Council to the Faculty, to call and preside at meetings of the Faculty Council, and to perform other duties normally pertaining to this office.
- (2) The Chairman-elect shall assume the duties of the Chairman in his absence. Further, should the Chairman no longer hold an appointment at the University, the Chairman-elect shall assume the office of the Chairman for the remainder of the term of office.
- (3) The Secretary shall be responsible for the records and correspondence of the Faculty and the Faculty Council.
- (4) The Faculty Council shall act as a representative body of the Faculty and shall lead the Faculty in carrying out the purposes stated in Article I. The Council shall deliberate on matters of general concern to the Faculty and shall serve as a liaison between the Faculty and the Administration of the University. The Council shall be able to place items on the agenda of regular Faculty meetings and to call Faculty meetings after proper notification has been given to the President of the University.
- (5) The Faculty Council in consultation with appropriate administrative officers of the University shall select and recommend to the President the faculty chairmen and faculty membership of standing committees of the University and shall review and make recommendations concerning the structure and work of these committees. At least one Council member shall serve on specific university committees as designated in the Bylaws. In addition, the Council may create special committees responsible to the Council.
- (6) If in cases concerning dismissal or non-reappointment, a faculty member shall request a hearing from a representative faculty body, the Faculty Council shall establish and appoint from among its members a Hearing Committee in accordance with the University's policy on dismissal procedure.

ARTICLE V: ELECTIONS

The Faculty shall elect the Officers and other members of the Faculty Council during the Spring semester by secret ballot. Qualifications and terms of office are described in the Bylaws.

ARTICLE VI: RATIFICATION, AMENDMENTS, AND BYLAWS

This Constitution shall become effective when approved by a two-thirds vote of all the members of the Faculty and by the Board of Trustees of Oklahoma Baptist University. Amendments to this Constitution may be proposed by the Faculty Council or by written petition signed by fifteen percent of the Faculty membership. The proposal shall be submitted to the Faculty at least one month in advance of any regular meeting of the Faculty and shall become effective when similarly approved.

Operational procedures are defined in the Bylaws of the Faculty.

BYLAWS

I. FACULTY MEMBERSHIP

Section 1. Those who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor and whose primary responsibility is teaching are members of the Faculty. "Primary responsibility is teaching" is defined as teaching at least three-fourths load or its equivalent. Equivalent load may include load credit for research, study, or special, non-teaching assignments, which constitute service to the University or the community.

Section 2. The chief academic officer of the University, the academic deans, and the professional librarians with full-time University appointment hold membership in the Faculty.

Section 3. Lecturers and those holding Professional Service Contracts, so long as those contracts carry full-time University appointment, and so long as those contracts include a university classroom teaching assignment of at least six semester hours, are members of the Faculty.

Section 4. Others in academic or administrative positions may be elected to annual membership upon recommendation by the Faculty Council. This election shall be held in the first Faculty meeting after classes begin in each semester. Annual membership shall expire at the conclusion of the summer term.

II. FACULTY MEETINGS

Section 1. Calling Faculty Meetings. Faculty meetings may be called through any one of the following procedures:

- (1) The President or a University Officer acting in his behalf may call a meeting at any time.

- (2) The Faculty Council may call a meeting, provided proper notification is given. Proper notification shall consist of (a) notifying the President of the University or his Office at least three full days (excluding Saturday and Sunday) before the meeting and (b) notifying the Faculty at least three full days (excluding Saturday and Sunday) before the meeting.
- (3) The Faculty may call itself into session after presenting to the President a petition identifying the subject to be discussed at the meeting, signed by fifteen percent of its membership. Under these conditions, the President of the University, or a University Officer acting in his behalf, shall set the time and place of the meeting and shall preside.

Section 2. Quorum. A quorum shall consist of a simple majority of the current membership of the Faculty.

Section 3. General Voting Procedures.

- (1) Voting shall be by voice, except if any person so requests, it will be taken by show of hands or by standing; or, if ten percent of the members so request, by secret ballot; or by roll call if a majority of those present so request.
- (2) The question passes by a simple majority except in those cases where a greater majority is specified in the Constitution or Bylaws.

III. FACULTY COUNCIL

Section 1. Basis for Faculty Council Representation. In addition to the Faculty Chairman, Chairman-elect, and Secretary, the Council shall consist of at least one representative from each college and two at-large representatives. The faculty in each college shall elect their own representative(s) but all members of the Faculty Council represent the interests of entire Faculty, not just their representative college. The number of representatives per college is determined as follows:

- 1-23 faculty members, 1 Faculty Council Representative
- 24-35 faculty members, 2 Faculty Council Representatives
- 36-48 faculty members, 3 Faculty Council Representatives
- 48-59 faculty members, 4 Faculty Council Representatives

All Officers and Council representatives are nominated and elected by the entire Faculty; officers and at-large members are elected from and by the entire faculty; representatives are elected from and by the faculty of the represented school. Faculty are defined by Article I, Section I of these Bylaws.

Section 2. Qualifications for Office. Faculty Officers and other Council members shall be elected from those whose primary responsibility is teaching. "Primary responsibility is teaching" is defined as teaching at least three-fourths load or its equivalent. Equivalent load may include load credit for research, study, or special, non-teaching assignments, which constitute service to the University or the community. Only those faculty who have attained senior faculty status may be nominated and elected to the offices of Chairman, Chairman-elect, and Secretary.

Section 3. Terms of Office.

- (1) Officers and other Council members shall assume their duties on May 1, and shall serve for terms of one year.
- (2) No member of the Council may be elected to serve more than three consecutive years and no Faculty Officer may be elected to the same office for consecutive terms.
- (3) The Chairman-elect shall serve as Chairman in his second year after election. No one may be elected Chairman-elect having served more than two consecutive years immediately prior to his election as Chairman-elect.

Section 4. Election of Faculty Council Members.

- (1) The annual election of Faculty Council shall be held in March or April at a date determined by the Faculty Council. The election shall be conducted by the Faculty Chairman via secure online voting or in a regularly scheduled or called faculty meeting. Nominations may be submitted prior to the election.
- (2) Nominations and secret ballots for each position shall be completed in sequence beginning with the Faculty Officers. Election of the at-large representatives will follow the election of the officers and college representatives.

After each step of the Faculty Council election process, the current chair will announce the results as a part of the next election phase so that all voting faculty are aware of the unfolding Council representation.

- (3) Election of officers and council representatives shall require a simple majority vote. For colleges with more than one representative, a separate election shall be held for each representative.
- (4) If no nominee receives the votes of a majority of those voting, a runoff election shall be held between the candidates who received a combined total equal to or greater than simple majority.

Section 5. Recall of Faculty Council Members. Recall of Faculty Officers and other Council members requires a two-thirds majority vote of the total Faculty membership. Voting shall be by secret ballot.

Section 6. Filling Council Vacancies. In the event of a vacancy in the Chairmanship, the Chairman-elect shall be declared the Chairman of the Faculty for the remainder of the term. If the vacancy occurs after December 31 the Chairman-elect shall serve out his elected full term in addition to the remainder of the term of the vacating Chairman. If the vacancy occurs before December 31, a new election for Chairman-elect shall take place. Vacancies in the offices of Chairman-elect and Secretary shall be filled by a special election. The Chairman of the Faculty Council shall appoint the runner-up in the preceding election to fill any other Council vacancy. The Secretary of the Faculty shall provide records of the preceding election in order to determine the runner-up.

Section 7. Placing Items on the Agenda of Faculty Meetings. The Faculty Council may place items on the agenda of faculty meetings by notifying the Chief Academic Officer's Office at least three full days (excluding Saturday and Sunday) prior to the meeting.

Section 8. Faculty Council Representation on University Committees.

At least one Faculty Council member shall be appointed to each of the following University Committees:

Curriculum Committee
Professional Status and Standards Committee
Student Development Committee

The Faculty Chairman, Chairman-elect and Secretary shall be members of the University Planning Advisory Council.

Section 9. Review of Faculty Council Structure and Function.

The structure and function of the Faculty Council shall be reviewed by the current Faculty Council in quinquennial and decennial academic years.

IV. REVISION OF BYLAWS

The Bylaws to the Constitution may be revised by a two-thirds majority vote of the faculty members present in business session, provided that the proposed change in the Bylaws has been submitted in writing to the Faculty either by the Faculty Council or by fifteen percent of the total faculty membership at least five full days (excluding Saturday and Sunday) prior to the meeting.

APPENDIX C

1940 Statement of Principles on Academic Freedom and Tenure

(American Association of University Professors)

The Oklahoma Baptist University Board of Trustees has adopted as its guidelines on academic freedom the 1940 "Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors. The entire AAUP statement is reproduced below. However, only those parts of the statement, which concern academic freedom are incorporated by reference to section 2.10.7 of this Handbook. Oklahoma Baptist University policy and procedures concerning probationary and senior faculty contract status, as described in sections 2.2, 2.3, 2.4, 2.6, 2.8, and 2.9 of this Handbook, supersede AAUP guidelines concerning academic tenure.

The adoption of the AAUP "Statement of Principles on Academic Freedom and Tenure" as guidelines concerning academic freedom does not bind the University to AAUP interpretations of the statement or to any AAUP regulations concerning academic freedom.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher* or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

- (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter

* The word "teacher" as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

- (c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a person of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he 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 he is not an institutional spokesman.

Academic Tenure

- (a) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle, it is understood that the following represents acceptable academic practice:

- (1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
- (2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
- (3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
- (4) Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the

hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

- (5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

APPENDIX D

University Committees

Faculty Council

The Faculty Council is composed of annually elected representatives from the voting faculty. The Faculty Council shall act as a representative body of the Faculty and shall lead the Faculty in carrying out the purposes stated in Article I of the Faculty Constitution. The Council shall deliberate on matters of general concern to the Faculty and shall serve as a liaison between the Faculty and Administration of the University in promoting excellence in the overall mission of OBU. The Council shall be able to place items on the agenda of regular Faculty meetings and to call Faculty meetings after proper notification has been given to the president. [Appendix B, Faculty Constitution Article IV (4)]

The Faculty Council in consultation with appropriate administrative officers of the University shall select and recommend to the President the faculty chairmen and faculty membership of standing committees of the University and shall review and make recommendations concerning the structure and work of these committees. At least one Council member shall serve on specific university committees as designated in the Bylaws. In addition, the Council may create special committees responsible to the Council. [Appendix B, Faculty Constitution Article IV (5)]

Faculty Council Members

Faculty Chair

Chair Elect

Secretary

Representative, Nursing

Representative, Business

Representative, Theology and Ministry

2 Representatives, Fine Arts

1 Representatives, Science and Math

3 Representatives, Humanities and Social Sciences

2 At-large

Faculty Development Committee

Faculty Development Committee is composed of representatives elected by college to serve a 3- year term. The purpose of the Faculty Development Committee is to serve as a coordinating body for University-wide development needs.

Committee Members

3 Representatives, Humanities and Social Sciences

Math and Science

2 Representatives, Fine Arts

Representative, Nursing

Representative, Business

Representative, Theology and Ministry

Dean (appointed by Pres)

Librarian (3 yr term, not an administrator)

Faculty (Graduate Council Representative) 1 yr term, not eligible to serve as officer or sub-committee chair

Campus Safety and Environmental Issues Committee

The purpose of the Campus Safety and Environmental Issues Committee is to address safety and security issues. The committee considers environmental safety issues as well as campus traffic and security issues.

Committee Members

Chief of University Police

Faculty

Faculty

Faculty

Faculty

CFO

Director Facilities Management

Director Campus Services

Dean of Students

Director Student Leadership and Engagement

University Counselor

2 Students

Traffic Appeals Committee

(subcommittee of the Campus Safety and Environmental Issues Committee)

The purpose of the Traffic Appeals Committee is to consider appeals of the Traffic Judge decisions.

Committee Members

Appendix D

Faculty, Chair
Faculty
Administrator
2 student

Curriculum Committee

The Curriculum Committee recommends changes in university undergraduate curriculum and assists in the assessment of the university curriculum. Its role is to continually gather and evaluate data relevant to curricular matters and to recommend policy concerning core and programmatic curriculum issues.

Committee Members

BASS
Science
Language and Literature
Health and Human Performance
Teacher Ed
Art
Music
Communication Art
Business
Theology and Ministry
Nursing
Faculty Council Rep
Provost/Assoc. Provost
Registrar
Academic Dean
AVP for Institutional Effectiveness
2 Students

Distinguished Speakers Committee

Committee Members

Provost, Chair
Dean College of Theology and Ministry
Dean College of Business
Dean of Students
Dean of Spiritual Life
2 Faculty at large
Chair Faculty Development

Diversity Committee

The purpose of this committee shall be to make recommendations aimed at promoting campus diversity.

Committee Members

7 Faculty
AVP Enrollment Management
Dean of Students
Dean Spiritual Life
Director of Global Mobilization
3 students

Education Technology Committee

To advocate for effective educational technology practices, programs and policies that promote excellence in the overall mission of OBU. Chair to be chosen from Faculty

Committee Members

Business
Humanities and Social Sciences
Theology and Ministry
Nursing
Science and Math
Fine Arts
Director of School of Christian Studies
Provost
Associate Provost
VP for Information Integration & CIO/Dean of Library
Director of Academic Technology/ Creative Communications
Dean
2 students

Enrollment Management Committee

The purpose of the Enrollment Management Committee is to provide support for Enrollment Management. The committee may recommend policy, initiate studies, review matters directed to the committee by the appropriate areas, provide consultation, and perform other tasks designed to enhance the Admissions, Recruiting and Retention areas.

Committee Members

Associate VP for Enrollment Management, Chair
6 Faculty
Provost
Academic Dean
Director Academic Services/Assistant Registrar
Director of Admissions
Dean of Students
Director of Residential Life
Director of Student Financial Services
Dean of Spiritual Life
Retention Director
Director of Assessment and Institutional Research
Marketing and Communications
Herd Co-Chairs

Faculty Grievance Committee

The purpose of the Faculty Grievance committee is to attempt to resolve complaints or grievances of members of the Faculty, following procedures outlined in section 2.15 of the Faculty Handbook.

Committee Members

Senior Faculty, chair
Senior Faculty
Academic Dean
Provost
1 Faculty or Administrator selected by committee

President will replace with different administrators when necessary due to conflict of interest

Faith and Discipline Committee

The purpose of the Faith and Discipline Committee is to encourage the integration of the principles and practice of the Christian faith with the scholarship and teaching of the academic disciplines.

Committee Members

5 Faculty
Provost
Dean Spiritual Life
Dean Theology and Ministry
2 students

Honors Committee

The purpose of the Honors Committee is to encourage outstanding, highly motivated students to pursue an in-depth study in their field of concentration under the guidance of a senior scholar. The committee's task is to evaluate and propose the criteria for honors study to the faculty for approval, to accept students who meet these criteria into the program, to advise and aid them in their work, and to recommend the honors predicate for students who have satisfactorily completed the program.

Committee Members

Director, Honors Program, chair
Science and Math
Fine Arts
Business
Theology and Ministry
BASS
Humanities and Social Sciences
Language and Literature
Nursing
Academic Dean
Librarian
3 Students (with scholarly ability)

Human Subjects Committee

The purpose of the Human Subjects Research Committee is to review all research projects involving human subjects (except those exempt from consideration) proposed by faculty, students, members of the administration, or other OBU employees. The committee shall consider the research in light of applicable federal and state regulations, ethical standards established by the profession for such work, and the institutional mission and purpose of the University. This committee will be filled when needed.

Committee Members

Faculty, chair
Faculty, BASS or Nursing
Faculty
Faculty
Student
Provost

Learning Center Committee

The purpose of the Learning Center Committee is to provide leadership in the development and administration of all programs associated with the Mabee Learning Center.

Committee Members

Faculty, chair
3 Faculty
VP for Information Integration & CIO/Dean of Library
Librarian
2 students

Media Committee

The purpose of the Media Committee is (1) to recommend policies and appoint editors for student publications, to recommend action on requests for on-campus distribution of independent publications, and to hear appeals regarding student publications, and (2) to provide input and feedback on matters related to converged media developed by OBU students and staff

Committee Members

Faculty, chair
3 Faculty
Faculty Advisor, Bison, non-voting
Faculty Advisor, Yahnseh, non-voting
Faculty Advisor, News30, non-voting
Faculty Advisor, Bison Sports Network (BSN)
Chair Division of Communication Arts
Dean
Director of Academic Technology/ Creative Communications
3 Students

New Faculty Orientation Committee

The purpose of the New Faculty Orientation Committee is to help new faculty successfully integrate into the OBU community through a faculty development program conducted through their first year of employment at OBU. It provides a network of support to connect new faculty with the knowledge, skills and resources necessary for their success at OBU.

Committee Members

Associate Provost, Chair
3 Faculty - Honors, Teacher Ed, PS&S
Director of Human Resources

Professional Status and Standards Committee

The purpose of the PS&S Committee is to review and recommend policies on senior faculty status, promotion, salary scales, and professional ethics. The Committee also administers the faculty review process for senior faculty.

Committee Members

1 Faculty Council Member
10 additional Senior Faculty

Formative Sub-Committee and Summative Sub-Committee to be determined by full committee

Spiritual Life Committee

The purpose of the Spiritual Life Committee is to support the University's Mission by fostering the creation and advancement of an atmosphere beneficial for spiritual development through vibrant worship encounters, small group experiences, and through service and mission opportunities in Shawnee, across the U.S. and around the world.

Committee Members

Dean Spiritual Life, chair
Provost
Dean of Students
Director Student Leadership and Engagement
Dean Theology and Ministry
Vice President for University Advancement
Director of Global Mobilization
Director Events Conferences and Camps
Director of Student Ministry
Director of Academic Technology/ Creative Communications
Residence Director
Faculty Missions Professor
2 Faculty
Faculty Church Music
Faculty Youth Ministry
Global Consultant
Student Chapel Crew Chair
Vision Team
Global Outreach
Student Church Relations Committee

Student Development Committee

The purpose of the Student Development Committee is to recommend policy to create and maintain a positive, dynamic, and enthusiastic Student Development program and to provide an avenue of communication between students and faculty/administration. The committee shall recommend policy, initiate studies, review matters directed to the committee by the appropriate

administrative areas, by the Faculty Council, or by the Student Government Association, provide consultation, and perform other tasks as assigned in relation to the Student Development area.

Committee Members

Faculty Chair
2 Faculty
1 Faculty Council Representative
Academic Dean
Provost
Dean of Students
Director Student Leadership and Engagement
Residence Director
University Counselor
Campus Police
Director, RAWC
Director of Career Development
8 Students (2 from each freshmen, sophomore, junior, senior)
SGA President
SGA Vice President External
SGA Vice President Internal

Judicial Sub-Committee will be convened as needed

Teacher Education Committee

The purpose of the Teacher Education Committee is to review, recommend and/or develop policies relating to the teacher education program.

Committee Members

Director Teacher Education, chair
Director Field Experiences
Early Childhood
Elementary
Special Education
PK-12 Vocal Music
PK-12 Instrumental Music
PK-12 Health and Human Performance
Secondary English
Secondary Mathematics
Secondary Science
Secondary Social Studies
2 Students, Teacher Education Majors
Practitioner Elementary Education
Practitioner Secondary Education
Provost

Dean Humanities and Social Sciences
Dean Fine Arts
Dean Science and Math
Dean of Students

Title IX Committee

Committee Members

Title IX Coordinator
Deputy Coordinator, Dean of Students
Deputy Coordinator, Women's Athletics Title IX Coordinator
OBU Police Chief
Director of Residential Life
OBU Athletic Director
Faculty Member

Athletics Advisory Committee

The purpose of the Athletics Committee is to provide leadership in the development and administration of the varsity athletic programs.

Committee Members

Faculty, Chair
Faculty Athletic Representative
2 Faculty
Assistant AD/SWA
Academic Dean
Athletic Director
Associate VP for Enrollment Management
Dean of Students
Dir. BAA and Assistant Athletic Director for External Operations
Provost (person to whom athletic dir. reports)
2 Student Athletes

Membership of Athletics Committee should reflect Title IX compliance requirements: equal gender representation.

Athletics Appeals Committee

The purpose of the Athletics Appeals Committee is to hear any appeals relating to athletics including but not limited to, release of a student athlete, reduction in scholarship agreement, removal from a team and any disciplinary issues that may arise that a student-athlete would want to appeal.

Committee Members

Faculty, Chair

Faculty

Dean of Spiritual Life

Director of Student Financial Services

Dean, College of Humanities and Social Sciences

Athletics Compliance Committee

The purpose of the Athletics Compliance Committee is to provide guidance and oversight while ensuring institutional control by the athletic department as it relates to NCAA governance and its bylaws.

Committee Members

Faculty, Chair

Associate Athletic Director for Compliance

Assistant AD for Athletic Academic Services, SWA

Associate VP for Enrollment Management

Dean of Students

Director of Admissions

Executive Director of the Milburn Center and Academic Advising

Athletic Accounting Coordinator

Registrar

Director of Student Financial Services

Student Athletic Advisory Committee

The purpose of the Student Athletic Advisory Committee is to provide a formal mechanism for communication between student-athletes and the athletic administration, to promote public and community service activities among student-athletes, and to develop program ideas that will enhance the personal development of all student-athletes at Oklahoma Baptist University.

Committee Members (2 student-athletes from each team)

Baseball

Softball

Soccer Men's

Soccer Women's

Swim Men's

Swim Women's

Basketball Men's

Basketball Women's

Lacrosse Women's

Football

Volleyball Women's

Golf Men's

Appendix D

Golf Women's
Tennis Men's
Tennis Women's
Cross Country Men's
Cross Country Women's
Track Men's
Track Women's
Cheer

Title IX/Diversity and Inclusion Committee

The purpose of the Title IX/Diversity Committee is to ensure institutional compliance and response to Title IX, diversity and multicultural issues within the athletic department. The Committee is charged with developing policies, guidelines, and programs that support the athletic department's commitment to Title IX, diversity and multiculturalism.

Committee Members

Assistant AD for Athletic Academic Services, SWA, chair
Athletic Director
Assistant Dean of Students
Administrator
Director of Career Development
Executive Director of the Milburn Center/Director of Academic Advising

Transition Oversight Committee

The purpose of the Transition Oversight Committees is to ensure that adequate progress is being made by the institution throughout the process. This committee should have adequate authority to move the process along and provide input and determinations on any issues that may arise.

Committee Members

Vice President for University Advancement, Chair
Director of the Executive Office
Director of Campus Services

College of Graduate and Professional Studies Council

The purpose of the Graduate Council is to supply administrative oversight to all graduate degree programs. Working with the Academic Deans, the Graduate Council considers curricular and academic programs, reviews new programs and promotes the whole of graduate programs at OBU.

Council Members

Provost
Dean College of Graduate and Professional Studies
Dean Humanities and Social Sciences
Dean Science and Math

Dean College of Fine Arts
Dean College of Business
Dean College of Theology and Ministry
Dean College of Nursing
VP for Information Integration & CIO/Dean of Library
Nursing
Business
Theology and Ministry
Director of MFT
Director of School of Christian Studies
Fine Arts
Humanities and Social Sciences
Science and Math
Business Grad Student, Appointed by Grad Council
Nursing Grad Student, Appointed by Grad Council

Deans Council

The purpose of the Deans Council is to consider faculty recommendations regarding curriculum and academic programs and to provide administrative oversight for academic policies, personnel, and procedures.

Council Members

Provost, chair
Dean Humanities and Social Sciences
Dean Science and Math
Dean College of Graduate and Professional Studies
Dean College of Fine Arts
Dean College of Business
Dean College of Theology and Ministry
Dean College of Nursing
Associate Provost
VP for Information Integration & CIO/Dean of Library

Executive Leadership Team

Committee Members

President, Chair
Provost
CFO
VP University Advancement
VP for Information Integration & CIO/Dean of Library
Director Executive Offices

Executive Cabinet

Cabinet Members

President, chair
Provost
CFO
VP University Advancement
VP for Information Integration & CIO/Dean of Library
Director Executive Offices
Athletic Director
Dean of Spiritual Life
Assoc. VP for Marketing and Communications
Assoc. VP for Enrollment Management
Associate Provost
Dean of Students

President's Council

President's Council exists to coordinate the work of the University's administrative areas and to promote the exchange of information regarding University needs, problems, successes, achievements, and opportunities.

Council Members

President, chair
Provost
CFO
VP University Advancement
Director Executive Offices
Director of Facilities Management
Athletic Director
Asst. VP for Finance and Administrative Services
Assoc. VP for Marketing and Communications
Dean of Spiritual Life
Director Human Resources
Asst. to the President for Strategic Partnerships
VP for Information Integration & CIO/Dean of Library
Assoc. VP for Enrollment Management
Assoc. Provost
Chief University Police
Dean of Students
Director Campus Services

University Planning Advisory Council

The purpose of UPAC is to advise the president on strategic planning, tactical planning and operational planning. The Council recommends strategic initiatives and annual objectives that are submitted to the president's cabinet and trustees for approval.

Council Members

AVP for Institutional Effectiveness, Chair

President's Council

Deans Council

Faculty Council Officers

APPENDIX E

Policy Statement

Access to and release of Student Data/Information

In accordance with the Family Educational Rights and Privacy Act [20 U.S.C. S 1232 (g)] and applicable U.S. Department of Education Regulations [34 C.F.R. Part 99], Oklahoma Baptist University is responsible for effectively supervising any access to and/or release of official data/information about students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for legitimate educational purposes which are clearly defined, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of if the justification for its collection and retention no longer exists. Students under law have a right to know the nature of information maintained by which a student is personally identifiable and to know who has access to such records and for what reasons. Students also have a right of petition as defined by law for correction of information maintained in files.

OBU's policy statement responsive to the Family Educational Rights and Privacy Act and U.S. Department of Education Regulations may be accessed in the Green Book (the Student Handbook) at www.okbu.edu/campus. A copy of the Act/Regulations can be examined online.

Transcripts

Students transferring academic credit to Oklahoma Baptist University must request the official transcript be mailed directly from the authorized records office (usually the Registrar's office) of the issuing institution. It may be sent to the Office of Admissions, Academic Center, or Office of the Registrar.

Release Of Student Data/Information

The institution will not disclose personally identifiable information about a student without the prior written consent of that student except as permitted by the Act and Regulations.

Designated University officers have legitimate educational interests in the content of a student's education records if that interest is either for internal educational purposes or for routine clerical, administrative, and statistical purposes. The following persons have been authorized by the University to view the education records of students for such purposes:

- Clerical staffs of the respective recordkeeping offices
- Faculty Advisors
- Current Instructors
- President
- Provost and Executive Vice President for Campus Affairs
- Executive Vice President for Business Affairs
- Dean of Enrollment Management
- Director of Admissions
- Dean of Students
- Dean of Spiritual Life
- Assistant Vice President for Business Affairs

- Dean of the College of Business
- Dean of the College of Fine Arts
- Dean of the College of Humanities and Social Sciences
- Dean of the College of Nursing
- Dean of the College of Theology and Ministry
- Director of Residential Life
- Director of Student Services
- Registrar
- Director of Student Financial Services
- Director of Human Resources
- Other faculty and staff as necessary to the performance of their authorized duties.

The University may disclose personally identifiable information from the education records of a student without the written consent of the student if the disclosure is:

- to officials of another school or school system in which the student seeks or intends to enroll;
- to authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state educational authorities;
- in connection with financial aid for which a student has applied or which a student has received under conditions established by the Regulations;
- to state and local officials or authorities under conditions described by the Regulations;
- to organizations conducting studies for, or on the behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;
- to accrediting organizations in order to carry out their accrediting functions;
- to parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
- to comply with a judicial order or a lawfully issued subpoena after a reasonable effort has been made to notify the students of the order or subpoena; and
- to appropriate parties in a health or safety emergency.

Conditions for access by these persons or organizations or by processes are further defined in the Act [20 U.S.C. 1232 (g)] and the Department of Education Regulations implementing the Act [34 C.F.R. Part 99].

The institution shall maintain a record of each request and of each disclosure of personally identifiable information with the education records of the student, which shall identify the parties who have requested or obtained such information and which described the legitimate interests of the parties requesting or obtaining the information. The institution does not maintain a record if the request is made by, or the disclosure is made to, the student or to the designated University officials with authorized access to education records. Further, no record is kept if the disclosure is directory information (defined below) or if written consent for a disclosure has been approved by the student.

The record of requests and disclosures may be inspected by the student, by the school official and his or her assistants who are responsible for the custody of the records, and for the purpose of auditing the record keeping procedures of the institution by parties authorized in and under the

conditions set forth in the U.S. Department of Education Regulations [C.F.R. Part 99, Section 99.31 (a) (1) and (3)].

The University may disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student except that the personally identifiable information which is disclosed to an institution, agency, or organization under the Act/Regulations may be used by its officers, employees, and agents for the specific purposes for which disclosure was made. The University shall, except for disclosure of directory information, inform the party to whom the disclosure is made of this requirement. The following items of information are defined as public information under the Act/Regulations and may be included in appropriate publications and disclosed in response to inquiries. Disclosure will not be made if a student has officially filed a request with the Registrar that disclosure of this information not be made without the student's permission. The request must be submitted within seven (7) days of the beginning of each semester.

- Name
- Birthplace/Birth date
- Local address or commuting address
- Shawnee telephone number
- Field of study
- Classification
- Dates of attendance
- Permanent address, degrees and awards received
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Most recent educational agency or institution attended
- These items and home city are published in the University directory unless the student has requested omission of this information from that publication by the end of the first week of each semester.

CHALLENGES TO THE EDUCATION RECORD

A student shall have the opportunity to challenge any item in his education record, which he considers to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. A student shall initiate a challenge by submitting a request in writing for the deletion or correction of the particular item to the custodian of the record in question.

The custodian of the record shall respond to the student's request within seven (7) calendar days. If the custodian refuses to amend the record of the student in accordance with the request, the custodian shall so inform the student and the University President and shall advise the student of the right to a hearing which must be requested in writing to the University President within seven (7) calendar days.

If the student requests a hearing, the University President shall promptly appoint a hearing officer. The hearing officer shall set a time, date, and place for the hearing within fourteen (14) calendar days of the appointment. At least seven (7) calendar days before the hearing, the student shall be advised in writing by the hearing officer of the time, date, and place of the hearing, of the right to a full and fair opportunity to present evidence relevant to the issues, and of the right to be assisted or

represented by individuals of his or her choice at his own expense, including an attorney. If the student chooses to be represented by an attorney, that decision must be conveyed to the hearing officer at least three (3) calendar days before the hearing date. The hearing officer may obtain other relevant information for use in the hearing.

The hearing officer shall provide the student with a written decision within fourteen (14) calendar days after the hearing concludes. The written decision shall include a summary of evidence and reasons supporting the decision. The decision of the hearing officer shall be final. If the hearing officer refuses to amend the student's record, the student can submit a written statement to the hearing officer presenting his position in reference to the item of information. Both the written decision of the hearing officer and the statement submitted by the student shall be inserted in the student's education record and shall be maintained as part of the education records of the student as long as the record or contested portion thereof is maintained by the institution. If the institution to any party thereof discloses the education records of the student or contested portion, the explanation shall also be disclosed to that party.

EXCEPTIONS TO THE POLICY

In compliance with the law, certain data/information, previously and here described, maintained in various offices of the University is not subject to inspection, review, challenge, correction, or deletion. Such information includes:

- financial records and statements submitted by parent/guardian;
- the University employment records of students except work/study students or students who are employees as a consequence of their student status;
- records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional action in his or her professional or paraprofessional capacity, or assisting in that capacity; which is created, maintained, or used only in connection with the provision of treatment to the student; and which are not disclosed to anyone other than individuals providing the treatment. The records can, however, be personally reviewed by a physician or other appropriate professional of the student's choice. ("Treatment" does not include remedial educational activities or activities which are part of the program of instruction at the educational agency or institution.)

A student is entitled to review only that portion of an official record on file, which pertains to that student.

Programs held in other locations will follow alternative attendance procedures similar to those described for regular programs.

APPENDIX F*

AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

I. Single copying for teachers

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

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

II. 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:

- A. The copying meets the tests of brevity and spontaneity as defined below and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

* From Vlcek, Charles W. (1992) *Adoptable Copyright Policy: Copyright Policy & Manuals Designed for Adoption By Schools, Colleges & Universities*. (Copyright Information Services, Washington): Appendix A, pp. 67-70.

Definitions

Brevity

(i) 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.

(ii) 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 "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) "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 "ii" 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 reproduced.

Spontaneity

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) 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.

Cumulative effect

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) 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.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II above

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

(A) 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 there from are accumulated or reproduced and used separately.

(B) 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 material.

(C) Copying shall not:

- (a) substitute for the purchase of books, publishers' reprints or periodicals;
- (b) be directed by a higher authority;
- (c) be repeated with respect to the same item by the same teacher from term to term.
- (d) no charge shall be made to the student beyond the actual cost of the photocopying.

APPENDIX G

OBU Policy for Severe Weather Conditions

Only during the most severe weather conditions – which could potentially endanger the safety of students or staff – will OBU consider closing or moving to a snow day schedule. The decision to close or to adopt the snow day schedule will be made as early as possible and will be released for broadcast on the following radio and television stations:

KWTV (Channel 9) Oklahoma City
KOCO (Channel 5) Oklahoma City
KFOR (Channel 4) Oklahoma City
KOKH (Channel 25 or Charter 10) Oklahoma City

If there are no announcements from the above media, the assumption may be made that OBU will be operating on its regular schedule. The OBU switchboard operator will be informed of the decision and OBU students and personnel can call the switchboard at 275-2850 for 24-hour information regarding the University's operating schedule. Information also will be maintained on the OBU website at www.okbu.edu.

Snow Day Schedule for Monday-Wednesday-Friday Classes

<u>Regular Class Time</u>	<u>Snow Day Schedule</u>
8:00-8:50 a.m.	9:30-10:15 a.m.
9:00-9:50 a.m.	10:25-11:10 a.m.
11:00-11:50 a.m.	11:20 a.m.-12:05 p.m.
12:00-12:50 p.m.	12:15-1:00 p.m.
1:00-1:50 p.m.	1:10-1:55 p.m.
2:00-2:50 p.m.	2:05-2:50 p.m.
3:00-3:50 p.m.	3:00-3:50 p.m.

NOTE: The 10:00 a.m. period has been absorbed into the adjusted schedule, leaving no free period or Chapel-Assembly during the snow day schedule.

Snow Day Schedule for Tuesday-Thursday Classes

<u>Regular Class Time</u>	<u>Snow Day Schedule</u>
8:00-9:15 a.m.	9:30-10:25 a.m.
9:30-10:45 a.m.	10:35-11:30 a.m.
11:00 a.m.-12:15 p.m.	11:40 a.m.-12:35 p.m.
12:30-1:45 p.m.	12:45-1:40 p.m.
2:00-3:15 p.m.	1:50-2:45 p.m.
3:30-4:45 p.m.	2:55-3:50 p.m.

Snow Day Schedule for January Term

<u>Regular Class Time</u>	<u>Snow Day Schedule</u>
8:00-10:00 a.m.	9:30-11:00 a.m.
10:15 a.m.-12:15 p.m.	11:15 a.m.-12:45 p.m.
1:00-3:00 p.m.	1:00-2:30 p.m.
3:15-5:15 p.m.	2:45-4:15 p.m.

EVENING CLASSES will meet as scheduled unless otherwise announced.

University administrative offices will open at 9:30 a.m. when OBU is following the snow day schedule. The offices will be informed of closing times on days when the snow day schedule is utilized. Student workers should contact their supervisors concerning work schedules on such days.

OBU Emergency Communication Procedures

1. This structure is to be utilized at times when emergency communication is needed for OBU personnel. One common usage is in regard to inclement weather. The decision regarding implementation of a snow day schedule or canceling of classes will be made by 9:30 p.m. on the night before the day in question if possible. If severe weather conditions develop overnight, a decision may be made as late as 6 a.m. During times of severe weather, the campus community is encouraged to visit the OBU website or call 405-275-2850 (campus switchboard) for information on the University's operating schedule.
2. **Chain of Communication:** The President and Chief Academic Officer will make the final decision. Then, the Director of Marketing and Communications will contact Radio Stations, Television Stations, Newspapers, OBU Website, and OBU's Emergency Notification System.

APPENDIX H

LIMITED ACTIVITIES PERIOD FOR FALL AND SPRING SEMESTER

During the fall and spring semesters, members of the University Community shall honor a limited activities period, which will begin at 8:00 a.m. three class days prior to the beginning of the final examination period and will extend through the final examination period.

1. Faculty members shall not assign major papers or projects (papers or projects that account for more than 10% of the total points generated by a student in a course) to be due during this period.
2. Faculty members shall not require students to participate in out-of-class activities during this period (viewing a film, attending a lecture or concert, etc.)
3. University organizations shall not sponsor social or educational events during this period.
4. Whenever possible, given scheduling considerations, athletic and College of Fine Arts events shall not be scheduled during this period.

APPENDIX I

POLICY REGARDING EDUCATION BENEFITS FOR OBU EMPLOYEES (Updated and Effective June 2016)

Oklahoma Baptist University provides certain education benefits for its employees to (1) assist employees in obtaining a college education and/or in acquiring college courses that enhance job performance and (2) assist employees with the cost of college education for a spouse and/or children. In order to receive this benefit the student must meet the admissions requirements for either the undergraduate or graduate programs and meet the requirements for continuing enrollment.

If the employment relationship ends during a semester, the Education Benefit for that semester will be prorated and the balance of the tuition cost of that semester will be the student's responsibility. Should a student who is receiving the Education Benefit be disqualified for the benefit because the parent is no longer employed by OBU, that student may apply for any OBU-funded scholarships for which the student was eligible at the time the student first enrolled at OBU, effective at the beginning of the next semester. Likewise, when an employee begins employment in the middle of a semester, the tuition benefit will be prorated for the remainder of that semester.

Summary of benefits provided under this policy:

Undergraduate

1. Full-time Employees

Undergraduate tuition and certain fees (specifically, Student Life and Technology fees) will be paid by OBU. The employee will pay all other required fees, including online course fees.

Employees are limited to five credit hours of course work per week during normal work hours (typically 8:00 a.m. to 5:00 p.m.) The five-hour limitation also applies to the amount of work time that is missed due to the course. Employees who wish to take courses during their normal work hours must submit written requests to their immediate supervisors for approval before enrolling. Employees must demonstrate in the requests that their revised schedules will not disrupt their work or availability to the campus. They must also demonstrate that their revised schedules will not disrupt the work of their co-workers. The approved requests should be submitted by the respective supervisors to the Office of Human Resources. Hours missed for class will not be compensated.

Under this limitation, most employees will not be able to take J-term or summer courses. If a supervisor and employee are agreeable to altering the work load of an employee on a temporary basis to enable that employee to take a J-term or summer school course, they must utilize the Personnel Recommendation Form to secure approval through the established chain of command. This could result in a reduced work load, which would typically require a reduction in compensation.

Employees taking OBU courses outside of their normal work schedules need to submit written requests to their supervisors so that the supervisors can verify that the courses do not interfere with their work schedules.

If an employee's work schedule does permit a full load, OBU will pay for a maximum of 16 credit hours in the fall and/or spring semesters, or 4 hours in J-term, or a total of 8 hours during the summer terms. This would typically only apply to employees who work a night/weekend schedule.

Employees utilizing the OBU Education Benefit must meet criteria required for maintaining the benefit including an overall minimum grade point average of 2.00. Students who receive a disciplinary penalty from the University may lose their education benefit temporarily or indefinitely as deemed necessary.

2. Spouses of Full-time Employees

Undergraduate tuition for the spouse of a full-time employee will be paid by OBU. The spouse will pay all required fees.

Note: For the purposes of this policy, a "spouse" is defined as the legally married husband or wife of an OBU employee. The education benefit for spouses of qualified employees will be extended for enrollment in a maximum cumulative total of 150 earned credit hours from OBU and for as long as the spouse remains a qualified OBU employee.

3. Children of Employees

Undergraduate tuition for children of full-time employees will be paid by OBU. The student will pay all fees.

Note: For the purposes of this policy, a child is defined as a qualified OBU employee's legal child by birth or adoption or a stepchild.

The cost of tuition is the maximum amount of funding that a student may receive utilizing the OBU Education Benefit or utilizing OBU scholarship funds. The tuition benefit may be provided from various OBU gift aid sources which OBU funds or administers for which the recipient is eligible, i.e. faculty/staff dependent benefit, Academic Scholarship, Church Vocation Scholarship, OBU's portion of the Partnership Scholarship, etc. In such case, the Employee Tuition Benefit will be reduced. Under no circumstances will gift aid sources which OBU funds or administers exceed the cost of tuition if any portion of the OBU Education Benefit is used for that term. The recipient may apply outside funding sources such as OTAG, Pell Grant, a church's portion of the Partnership Scholarship, loans, etc. to other costs of education.

Students do have the option to accept awards through other scholarship programs, such as a full-tuition Academic and/or Athletic Scholarships, or a combination of such other OBU-funded or administered gift aid for which a student qualifies instead of the faculty/staff education benefit scholarship. Should the student decide to accept scholarships through these other programs, the student is subject to the guidelines set forth for maintaining such scholarships.

If a dependent qualifies for both an OBU Education Benefit and an OBU scholarship(s), then the dependent must choose at time of enrollment each academic year (2 consecutive semesters) which funding source they want to use. In no case will the dependent be allowed to use both sources of funding within the same academic year. However, a student may use the Employee Tuition Benefit for the J-term and/or Summer terms as OBU scholarships typically do not apply to these terms.

Children utilizing the OBU Education Benefit must meet criteria required for maintaining the benefit including an overall minimum grade point average of 2.00. Students who receive a disciplinary penalty from the University may lose their education benefit.

The education benefit for children of qualified employees will be extended for enrollment in a maximum cumulative total of 150 earned credit hours from OBU and for as long the parent remains a qualified OBU employee.

Credit hours for which OBU has granted credit that are not counted against the 150-credit-hour cumulative total include: AP (Advanced Placement Exams) and IB (International Baccalaureate) taken in high school; CLEP (College Level Examination Program); AS (Advanced Standing Exams); and overload hours paid by the student. The student is required to pay all fees related to achieving these four types of credit.

Education benefits paid by OBU cease at the time the child earns a bachelor's degree whether or not the student has acquired 150 hours at OBU.

4. Part-time Employees

Part-time employees who work at least half-time (1,040 hours per year) on a regular basis are eligible for an OBU Education Benefit for one undergraduate course per semester and appropriate fees as specified in Part 1 will be funded by OBU. For additional courses, OBU will provide a 15% discount on undergraduate tuition charges and the employee will pay 85% of tuition cost. The employee will pay all required fees other than those specified in Part 1.

Education benefits for dependents of part-time employees will be provided for those employees with long-term service to the University. These benefits will be provided for those persons who have been employed continuously for at least five (5) years in at least a part-time capacity (1,040 hours per year). The amount of benefit is as follows:

- 5 years 25% benefit
- 10 years 50% benefit
- 15 or more years 75% benefit (maximum)

Concurrent Enrollment

To qualify for the Education Benefit for concurrent enrollment, the student must be eligible for admission to the concurrent program at OBU. The student will pay all fees.

Hours earned through concurrent enrollment are counted as part of the 150-hour total provided for children as defined above in part 3.

Graduate Programs

1. Full-time Employees

On a space-available basis, full-time employees will receive a 50% discount on graduate tuition charges and the employee will pay 50% of graduate tuition cost. Space available for each cohort will be determined by the Chief Academic Officer and the Director of Graduate Programs by the first day of class.

Employees are limited to five credit hours of course work per week during normal work hours (typically 8:00 a.m. to 5:00 p.m.) The five-hour limitation also applies to the amount of work time that is missed due to the course. Employees who wish to take courses during their normal work hours must submit written requests to their immediate supervisors for approval before enrolling. Employees must demonstrate in the requests that their revised schedules will not disrupt their work or availability to the campus. They must also demonstrate that their revised schedules will not disrupt the work of their co-workers. The approved requests should be submitted by the respective supervisors to the Office of Human Resources. Hours missed for class will not be compensated.

Employees taking courses outside of their normal work schedules need to submit written requests to their supervisors so that the supervisors can verify that the courses do not interfere with their work schedules.

If an employee's work schedule does permit a full graduate load, OBU will apply the tuition discount for a maximum of nine hours per twelve-week term or six hours in a term shorter than twelve weeks.

Students do not have the option to accept awards through other OBU scholarship programs for which a student qualifies instead of the OBU Education Benefit. Should the student decide to accept scholarships through these other programs, the student is subject to the guidelines set forth for maintaining such scholarships.

If an employee or a depended qualifies for both the OBU Education benefit and an OBU scholarship(s), then the student must choose at time of enrollment each academic year which funding source they want to use. In no case will the student be allowed to use both sources of funding within the same academic year.

2. Spouses of Full-time Employees

On a space-available basis, spouses of full-time employees will receive a 50% discount on graduate tuition charges and the employee will pay 50% of graduate tuition cost. Space available for each cohort will be determined by the Chief Academic Officer and the Director of Graduate Programs.

Note: For the purposes of this policy, a spouse is defined as the legally married husband or wife of an OBU employee.

3. Children of Full-time Employees

On a space-available basis, children of full-time employees will receive a 50% discount on graduate tuition charges and the employee will pay 50% of graduate tuition cost. Space available for each cohort will be determined by the Chief Academic Officer and the Director of Graduate Programs.

Note: For the purposes of this policy, a child is defined as a qualified OBU employee's legal child by birth or adoption or a stepchild.

4. Part-time Employees

Part-time employees who work at least .5 Full-time Equivalency (FTE) (1,040 hours per year) on a regular basis are eligible for graduate tuition discount equal to one-half benefit of a fulltime employee and the tuition benefit is limited to one course per semester and all other appropriate fees paid by the employee. One-half of a full-time employee benefit is equal to a 12.5% discount. Those who work less than .5 FTE do not qualify for any discount.

Education benefits for spouse and dependents of part-time employees will be the same as defined for the part-time employee.

On-Line Graduate Course-work

OBU offers students the opportunity to earn a master degree in an online environment via Vertical Learning Curve (VLC), a Web-based virtual-reality business training organization. The OBU Employee Education Benefit does not apply to VLC on-line courses.

Taxability of OBU Education Benefit

Undergraduate benefits may be taxable to the employee if the spouse or child is not a dependent as defined by IRS standards. Employees should verify this with Human Resources.

Graduate benefits may be taxable to the employee in the case of benefits for spouse or dependent in which benefits exceed IRS limits for employees.

APPENDIX J

PS&S COMMITTEE POLICY ON REVIEW DEADLINES

A faculty member desiring to have a PS&S review prior to standing for Senior Faculty Status (fall semester) must apply to the PS&S Committee by December 1 of the previous year. The review will be conducted during the spring semester.

A faculty member desiring to have a PS&S review prior to standing for promotion (spring semester) must apply to the PS&S Committee by May 1 of the previous year. The review will be conducted during the fall semester.

EXAMPLE: A faculty member wanting to stand for Senior Faculty Status in Fall 1998 and desiring a PS&S review prior to that time would need to have the review requested no later than the deadline date (December 1) in Fall 1997 and conducted during Spring 1998.

RATIONALE: A faculty member standing for Senior Faculty Status or promotion must have his exhibit ready by the middle of the fall semester and at the beginning of the spring semester. To conduct a valid PS&S Review requires 2-3 months and the student evaluations that are a part of such a review need to be taken near the end of the semester to serve the purpose for which they are given.

Further, the PS&S Committee also conducts routine reviews of the entire faculty every five years and needs a reasonable lead-time to schedule its work.

NOTE: The decision on whether to have a PS&S review prior to standing for Senior Faculty Status or promotion is at the discretion of the faculty member. Further, it can be conducted in an earlier semester than described above. These policies deal with the latest possible date for a review to be held.

APPENDIX K

TEACHING TRIAD

A senior faculty member may substitute the experience of participating in a teaching triad in the place of a Professional Status and Standards Committee review. The Development Committee describes a teaching triad as follows:

The Teaching Triad is composed of three faculty members who meet together on a regular basis to help improve each other's classroom teaching abilities. The format of the triad is flexible and is determined by the three faculty members involved. Some triads elect to observe each other's class lectures a set number of times and then to discuss the observations with goal of making constructive suggestions to improve classroom teaching performance. Other triads may choose to gather on a regular basis to discuss problems or successes they have experienced in the classroom. The individual triads may function for an entire academic year or for only a semester as determined by the participants. In any case, the goal is to encourage a variety of teaching styles, to provide encouragement, and ultimately to improve classroom instruction. The actual composition of the triad is carried. At one end of the spectrum, the three faculty members may be from different schools or colleges, while at the other end, they may be from the same department. Which composition is best depends not only on the academic disciplines involved but also on the personalities of the faculty members involved.

The procedure is simply to inform the Professional Status and Standards Chairman of the intention to participate in a teaching triad and to submit a brief report to the Professional Status and Standards Chairman when the experience has been completed. The report will be placed in the faculty member's file. The members of a triad may also choose to conduct peer and student evaluations with the help of the Professional Status and Standards Chairman.

APPENDIX L

PS&S COMMITTEE GUIDELINES FOR SENIOR FACULTY STATUS AND PROMOTION ADVISORIES

These guidelines are intended to make it easy for you to provide adequate information in one volume.

- I. Resume of educational and employment history
 - A. All higher education including dates for degrees; do not include life history since elementary school.
 - B. Employment history including dates; specify full-time, part-time, adjunct, etc.
 - C. OBU employment history; number of years at OBU and the number of years at the present rank.
 - D. Professional memberships
- II. Professional work and achievements
Lists of publications, performances, papers read, workshops conducted, speeches made, judging done, art shows entered, and etc. Do not include copies of any of the above, or programs of performances. Briefly annotate any items, which need further explanation.
- III. PS&S Classroom Reviews
Include only the most recent unless there is a specific reason for including an earlier one; make sure that the review is dated. Include computer printouts (with lines connected) and student comments. No more than three syllabi should be included.
- IV. Letters of Recommendation
 - A. Chair of your department or division
 - B. A colleague who knows about your teaching
 - C. A letter explaining any irregularity in length of service or other criteria related to the promotion standards
- V. Community service
List organizations you belong to, services performed, church activities, etc.
- VI. Service to the University
List committees, offices in those communities, sponsorship of clubs, workshops and study groups attended, ad hoc committees, etc.
- VII. Items not to include
 - A. Thank you notes which relate to activities, which could have been merely listed in another category
 - B. Testimonials beyond letters already mentioned
 - C. Articles
 - D. Study guides

- E. Books
- F. Photographs

VIII. Compilation procedure

- A. One volume
- B. Include index and section dividers with labeled tabs

The preceding is intended as a guide. Faculty members should carefully peruse the Faculty Handbook; section II-22-30 for promotion information, and II-31-35 for senior faculty status information.

APPENDIX M

RESEARCH

Oklahoma Baptist University recognizes that in higher education both teaching and research are essential to a vigorous institution and a sound curriculum. However, since Oklahoma Baptist University is primarily a teaching institution, research is encouraged but not formally required of any faculty member. Research involving human subjects or vertebrate animals which is proposed by University faculty, students, administrators, or staff and which will involve OBU students, will be completed as part of an OBU contractual agreement, or will be conducted in the name of or under the auspices of Oklahoma Baptist University shall be approved by OBU's Institutional Research Board before research activities are commenced. On-campus projects, which involve little or no risk to human subjects, as defined below, are exempt from this procedure. All projects conducted under the auspices of OBU, which require participation of off-campus subjects must be approved. Any project, whether exempt from the procedure or approved by the committee, shall be conducted according to the ethical standards established by the profession of such research.

I. Institutional Review Board

- A. Description: Oklahoma Baptist University's Institutional Review Board (IRB) is an administrative body established to provide for the rights and welfare of human research subjects recruited to participate in research activities conducted by all OBU faculty, staff, and students as well as outside researchers who are interested in conducting research involving OBU populations.
- B. Purpose
 1. Minimize the risk to human and vertebrate animal research subjects and researchers.
 2. Ensure that appropriate informed consent procedures are followed including disclosing any possible risks to participants (physical, emotional, psychological, employability, etc.) and disclosing how the data will be used and disseminated.
 3. Ensure that research is ethically conducted.
 4. Promote equity in human subject research.
 5. Protect OBU's mission.
- C. Objectives
 1. Provide oversight for any human subject and vertebrate animal research involving OBU employees, students or others directly involved in the OBU community who are either conducting the research or are serving as research subjects.
 2. Review research submissions that involve human and vertebrate animal subjects.
 3. Assess that proposed research projects adequately meet the criteria for approval set forth by any applicable federal and state regulations and OBU policies, procedures, and mission.
 4. Assist investigators to develop and implement practical strategies and solutions that uphold the protection of research subjects' rights and the welfare of researchers.
 5. Identify and provide training opportunities for researchers.
 6. Provide periodic review of ongoing research projects.

D. Authority

1. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction.
2. Research that has been reviewed and approved by an IRB may be subject to review and disapproval by officials of the institution. Those officials, however, may not approve research if that research has been previously disapproved by the IRB.
3. Except in very rare and limited circumstances, the IRB cannot review research that has already been conducted.
4. The IRB has the right to discontinue a research project that is not being conducted in accordance with the approved proposal or in cases of significant harm to participants. IRB notification of such to the researcher(s) will include rationale.

E. Composition

1. The IRB will be composed of four faculty members and the Chief Academic Officer.
2. The IRB will consist of qualified individuals with various backgrounds to promote complete and adequate review of research activities commonly conducted by the institution.
3. Once elected, members will serve on the IRB for a minimum of three consecutive years.
4. Members of the IRB must provide documentation of a completed IRB education module.
5. The IRB, in its discretion, may invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

II. Definitions: IRB terms as defined by the Office for Human Research Protections (OHRP) of the U.S. Department of Health and Human Services

- A. Harm: An event or undesirable and unintended, although not necessarily unexpected, effect of the research occurring in human subjects as a result of (a) the interventions and interactions used in the research; or (b) the collection of identifiable private information under the research; or (c) the undesired changes in thought processes and emotion.
- B. Human subject: A living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual or identifiable private information.
- C. Informed consent: Documents that address autonomy and consent issues.
- D. Minimal risk:
 1. 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 during the performance of routine physical or psychological examinations or tests.
 2. See the U.S. Department of Health and Human Services website for a description of research methodologies involving minimal risk:
<http://www.hhs.gov/ohrp/policy/expedited98.html>.
- E. Vulnerable populations: Individuals who lack the capacity to provide informed consent or whose willingness to participate in research may be unduly influenced by others. Populations that are potentially vulnerable include: children, pregnant women, human fetuses, prisoners, mentally disabled persons, economically or educationally disadvantaged individuals, and geriatric populations.

III. Human Research Project Activities Requiring IRB Approval

- A. Intervention
- B. Interview
- C. Observation

D. Survey

E. Institutional data with personal identifiers

IV. Categories of Research Proposals and Reviews

A. Research Projects Exempt from IRB Review: Research projects involving little or no risk which fit the following criteria are exempt from IRB review.

1. Research conducted by OBU employees to collect and analyze institutional data such as satisfaction surveys, course evaluations, interest surveys, etc. to improve or evaluate standard practices.
2. Research which involves the use of educational tests (cognitive, diagnostic, aptitude, achievement) if the researcher records the information so obtained in such a manner that the test subjects remain anonymous.
3. Research involving the collection or study of existing data, if either the data are publicly available, or the researcher records the data in such a manner that the subjects to remain anonymous.
4. Feasibility and market analysis surveys.

B. Full IRB Review Research Proposal

1. Research projects that involve more than minimal risk to participants and/or that involve vulnerable populations or vertebrate animals require full Board review.
2. Researcher training is required prior to submission to IRB. (See Researcher Training).

C. Expedited IRB Review Research Proposal

1. Research project that involve no more than minimal risk to participants and do not involve vulnerable populations but are presented beyond the realm of the actual classroom, including thesis publication, are eligible for expedited review which involves review by the IRB Chair and one additional IRB member.
2. Research training is required prior to submission to IRB.

D. Classroom Research Proposal

1. Research projects are considered classroom research if they meet the following criteria.
 - a. Involve human participants for instructional purposes only
 - b. Involve no more than minimal risk to participants
 - c. Do not involve vulnerable populations or vertebrate animals
2. Completion of researcher training is up to the discretion of the course instructor.
3. This type of research requires the instructor to approve the projects and submit a Faculty Assurance Form for Classroom Projects to the IRB, which serves as the IRB proposal for all projects in the class, making the projects exempt from full Board review.
4. If a student's project does not meet the definition of classroom research or if the student plans to publish or present research findings outside the realm of the actual classroom (including thesis publication), then the student should submit a separate IRB proposal after completing research training.

V. Does My Project Require IRB Review and Approval?

A. Question 1: Is this research on human subjects or vertebrate animals?

1. If NO, then do not submit an IRB research proposal.
2. If YES, then proceed to Question 2.

B. Question 2: Does the research project involve vulnerable human populations, greater than minimal risk to human participants or vertebrate animals?

1. If YES, then complete NIH researcher training and research submission protocol.
2. If NO, then proceed to Question 3.

C. Question 3: Will this research be presented or published outside the classroom, including thesis publication?

1. If YES, then complete NIH researcher training and research submission protocol for expedited IRB review.
2. If NO, then this qualifies as a classroom research project. The instructor should complete and submit the Faculty Assurance Form for Classroom Projects to the IRB.

VI. Researcher Requirements

- A. When required, researchers must complete researcher training (see Researcher Training) before submission of the research proposal to the IRB.
- B. Informed consent will be sought by the researcher from each prospective research participant or the prospective research participant's legally authorized representative (see Informed Consent).
- C. Researcher will protect participants from unnecessary physical and emotional harm, psychological distress and undue influence related to the research project.
- D. The IRB review must be conducted before human participants are involved in the research, including study advertisement and subject recruitment, and before vertebrate animals are involved in research.
- E. IRB approval must be completed before the research study can begin.
- F. Once the researchers' research proposal has been approved, researchers must immediately notify the IRB of any subsequent changes in the research protocol.
- G. Research proposals are only granted approval for a one year period. If research extends beyond a period of one year, and the research procedures have not changed, then the researcher shall request an extension by emailing the IRB Chair. If research extends beyond a period of one year, and the research procedures have changed, then the researcher must submit a new proposal to the IRB Chair.
- H. If the researcher's research project does not have the required OBU IRB approval, the project cannot be recognized by OBU and OBU faculty, staff and students cannot be involved as research subjects or in the collection of data. If a research project lacking the required IRB approval is performed by an OBU student, the project may not be accepted to fulfill any academic requirements.
- I. Complaints about research conducted by or with OBU community members will be directed to the IRB for response.
- J. Researchers must inform the IRB Chair immediately if any harm or adverse event occurs to research participants, either human or vertebrate animal. The IRB will review reports of harm to participants on a case-by-case basis.

VII. Researcher Training

- A. For human subject research projects requiring researcher training (see Categories of Research Proposals and Reviews), all research team members must complete the National Institutes of Health (NIH) tutorial: Protection of Human Research Participants located at: <https://phrp.nihtraining.com/users/login.php>
 1. OBU faculty and staff as well as external researchers may complete the NIH tutorial or provide evidence of successful completion of a comparable human subjects' protection tutorial within the previous two years.
 2. Once successfully completed, the researcher should print a copy of the certificate for successful completion and email a copy to the IRB Chair.
 3. Once a certificate of successful completion is obtained by the IRB, it will remain valid for a period of two years from the date of completion.
- B. For vertebrate animal research projects, all research team members must read and abide by the Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training located at <https://grants.nih.gov/grants/olaw/tutorial/relevant.htm>

- VIII. Informed Consent: Informed consent is provided to participants in writing and includes the following.
- A. Explanation of purposes, procedures and timetable of the research.
 - B. Description of potential risks if present and means of treating these if harm could occur (i.e., list of available counseling services with contact information).
 - C. Description of any expected benefits.
 - D. Description of provision for anonymity and/or confidentiality.
 - E. Description of voluntary nature of participation and ability to discontinue participation if desired.
 - F. Names of individuals to contact for answers to questions.
 - G. If applicable, separate statement and signature line for permission to audio or video tape participants.
 - H. If informed consent is not to be obtained, the risk must be minimal and reasons must be justifiable (e.g., the inability to conduct the research if participants are informed of its purpose).
- IX. Researcher Submissions to IRB
- A. Researchers submit their research proposals to the IRB using the online submission process located on the OBU IRB website.
 - B. OBU Student Submission Protocol
 1. Review your research proposal with your faculty advisor.
 2. Obtain faculty advisor's approval using the Faculty Approval of Student Research Form.
 3. Scan the completed Faculty Approval of Student Research Form and save an electronic copy.
 4. Submit the following online to the IRB Chair
 - a. Human Subject or Vertebrate Animal Research Proposal
 - b. Faculty Approval of Student Research Form
 - c. Researcher training
 - i. For human subject research - NIH researcher training certificate of successful completion
 - ii. For vertebrate animal research - Researcher's signature on Vertebrate Animal Research Proposal indicating they have read and will abide by the Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training located at: <https://grants.nih.gov/grants/olaw/tutorial/relevant.htm>
 - d. Informed Consent documentation (for human subject research)
 - e. Any researcher-created instruments i.e. Surveys
 - C. OBU Faculty Classroom Research Proposal Submission Protocol
 1. Prepare a list of projects to be completed by the students in your class.
 2. Complete the Faculty Assurance Form for Classroom Projects.
 3. Send both documents as email attachments to the IRB Chair.
 - D. OBU Employee Submission Protocol
 1. Human Subject or Vertebrate Animal Research Proposal
 2. Researcher training
 - a. For human subject research - NIH researcher training certificate of successful completion
 - b. For vertebrate animal research - Researcher's signature on Vertebrate Animal Research Proposal indicating they have read and will abide by the Principles for the

Utilization and Care of Vertebrate Animals Used in Testing, Research and Training
located at: <https://grants.nih.gov/grants/olaw/tutorial/relevant.htm>

3. Informed Consent documentation (for human subject research)
 4. Any researcher-created instruments i.e. Surveys, etc.
- E. External Researchers' Submission Protocol
1. Human Subject Research Proposal
 2. NIH researcher training certificate of successful completion or evidence of completion of a comparable human subject protection tutorial within the past two years.
 3. Informed Consent documentation
 4. Any researcher-created instruments
- X. IRB Research Proposal Review Protocol
- A. Research proposal and required accompanying documentation will be submitted electronically to the IRB Chair.
- B. IRB Chair will review research proposal and accompanying documentation and determine whether the proposal entails the following.
1. Full IRB review
 2. Expedited IRB review
 3. Classroom Research Proposal IRB review
 4. Exemption
- C. Full IRB review protocol
1. IRB Chair will assign the research proposal to all IRB faculty members for review.
 2. IRB faculty members will review research proposal and submit findings to IRB Chair within a one week time frame.
 3. IRB Chair will compile IRB faculty research proposal findings and perform one of the following based on IRB faculty recommendations.
 - a. The IRB Chair will notify the researcher(s) that the research proposal is rejected and will return the research proposal to the researcher(s) with IRB comments for required revisions prior to resubmission. If the research proposal with requested revision is resubmitted by the researcher(s), beginning with step 10.C.1. the protocol sequence will be repeated.
 - b. A research proposal that is determined to be acceptable by the IRB faculty will be sent to the Provost for review along with IRB faculty members' recommendations for approval and associated comments.
 4. Provost will review research proposal and IRB recommendations and submit response to IRB Chair.
 - a. If the Provost approves the research proposal, the IRB Chair will notify the researcher(s) with one of the following responses.
 - i. Research proposal approved.
 - ii. Research proposal approved with identified stipulations which must be met.
 - b. If the Provost rejects the research proposal, the IRB Chair will notify the researcher(s) that the research proposal is rejected and will return the research proposal to the researcher(s) with IRB comments for required revisions prior to resubmission. If the research proposal with requested revision is resubmitted by the researcher(s), beginning with step 10.C.1. the protocol sequence will be repeated.
- D. Expedited IRB review protocol
1. Following IRB Chair review, the IRB Chair will assign the research proposal to one IRB member for review.

2. IRB member will review proposal and submit findings to IRB Chair within a three-day time frame.
 3. Beginning with step 10.c.iii, the process sequence will be repeated with the exception that if the research proposal is rejected, the IRB Chair will assign the review of the proposal to only one IRB member as opposed to full IRB review.
- E. Classroom Research Proposal IRB review protocol
1. This type of research requires the instructor to approve the projects and submit a Faculty Assurance Form for Classroom Projects to the IRB Chair, which serves as the IRB proposal for all projects in the class, making the projects exempt from full IRB review.
 2. The IRB Chair will review the projects in order to determine if each meets the criteria for a classroom research project.
 3. The IRB Chair will contact the instructor of record indicating whether or not the identified classroom research projects each meets the criteria set forth for such projects.
 4. If one or more projects do not meet the criteria set forth for such classroom projects, the instructor and researcher(s) will be contacted and asked to either revise the project so that it does meet the classroom project criteria or follow the protocol for either the Full or Expedited IRB Review Research Proposals.

XI. IRB Appeal Protocol

- A. An appeal protocol is only in effect if the researcher wishes to retain research protocol that the IRB has previously identified as unacceptable and subsequently rejected.
- B. The IRB appeal protocol requires a one-time resubmission of the original proposal along with the researcher's detailed explanation as to why the research proposal should be approved by the IRB in its present form.
- C. The research proposal will be reviewed by all members of the IRB who will submit their findings to the IRB Chair. The appeal process requires both the IRB faculty and Provost to concur, with neither party being able to override the other.
- D. The IRB Chair will submit to the researcher a summary of the IRB findings related to the appeal.
- E. If during the appeal process, the IRB again rejects the researcher's proposal, the researcher may not appeal a second time but does have the option of revising the research proposal based on IRB recommendations and resubmitting the proposal to the IRB.

APPENDIX N

UNDERGRADUATE FACULTY LOAD CREDIT POLICIES

1. Twenty-four hours of faculty load credit will be considered the expected annual load. This typically includes twelve hours for each regular semester.
2. Overload compensation will be given for faculty load credit hours beyond the faculty member's required annual load. The dean shall identify which course(s) constitute(s) the overload.
3. No distinction will be made in load calculation between evening and day classes.
4. Faculty load credit for team-taught classes will be equally divided among faculty teaching the course unless other prior arrangements are made through the appropriate Dean(s) and Chief Academic Officer.
5. Faculty load credit for Western Civilization courses, which are team-taught will be six hours for each of the two faculty members as long as the average enrollment for all Western Civilization sections taught during the year remains above fifty.
6. Faculty load credit for the supervision of student teachers will be 0.5 hour per student teacher. If more than one faculty member supervises a student teacher, the 0.5 hour of load credit will be divided proportionately between (among) the faculty supervisors. No faculty member will be allowed to supervise more than twelve students in any given semester.
7. Faculty load credit for the supervision of internships and practica will be 0.2 hour per student up to a maximum of **n** hours of load credit for an **n**-credit hour internship or practicum; e.g., max. of 1 hour of load credit for a 1-credit hour internship or practicum.
8. Faculty load credit for scheduled tutorial courses (e.g. ACRS 3151) will be 0.5 hour of load credit per student up to a maximum of 3.0 hours of load credit.
9. Faculty load credit for arranged courses and independent study courses will be 0.1 per credit hour of course work per student, e.g., 0.4 hour of faculty load credit for a four-hour course; 0.3 hours of faculty load credit for a three-hour course; 0.2 hour of faculty load credit for two-hour course; and 0.1 hour of faculty load credit for a one-hour course. All arranged courses and independent studies must have prior approval of the respective dean in order for the faculty member to receive faculty load credit.
10. Faculty load credit for teaching laboratory courses will be 0.5 hour of load credit per hour of contact time.
11. Faculty load credit for courses, which meet twice per week but carry one student hour credit will be 1.5 hours per course.

12. Faculty load credit for Honors Contracted Study is 0.3 hour of load credit for 1 credit hour. Faculty load credit for Honors Colloquia is 1 hour of load credit for 1 credit hour.
13. Faculty with academic assignments outside of teaching will have the following faculty load credits:
- | | |
|---|------------------|
| Bison Advisor | 3 hours/semester |
| Chairman, Curriculum Committee | 3 hours/semester |
| Chairman, Faculty Council | 3 hours/semester |
| Chairman, Faculty Development Committee | 3 hours/semester |
| Chairman, PS&S Committee | 3 hours/semester |
| Director of Co-op Program | 3 hours/semester |
| Director of Field Experiences | 6 hours/semester |
| Director of Teacher Education | 3 hours/semester |
| Director of Honors Program | 3 hours/semester |
| Director of In-service Guidance for College of Theology
and Ministry | 3 hours/semester |
| Director of Sarkey's Telecommunication Center | 6 hours/semester |
| Division Chairs in the Colleges | 3 hours/semester |
| Theatre Director | 3 hours/semester |
| Theatre Technical Director | 3 hours/semester |
| Yahnseh Advisor | 3 hours/semester |
14. Academic deans are normally expected to carry two courses or a maximum of six faculty load credit hours per academic year. Teaching load for deans may be reduced for other major responsibilities, e.g. the Dean of the College of Humanities and Social Sciences will assume oversight of the General Education Courses in lieu of regular teaching assignments. Vice Presidents may teach with the approval of the President without additional compensation.
15. A faculty member may not carry an overload of more than four faculty load credit hours per semester or an overload of more than six faculty load credit hours per academic year without approval of the Chief Academic Officer.
16. When computing faculty overload compensation, courses with five or more students enrolled will be given full faculty load credit. Compensation for courses with fewer than five students enrolled will be prorated at the rate as follows: 0.2 of the normal compensation for one student; 0.4 of the normal compensation for two students; 0.6 of the normal compensation for three students; and 0.8 of the normal compensation for four students.
17. Faculty members with more than 420 student credit hours per semester will be given one hour of faculty load credit for each additional 60 student credit hours. Computation will not include overload courses as identified by the dean.
18. In addition to the preceding policies, faculty load credit for the College of Nursing will be calculated as follows:
- A. Faculty load credit for teaching clinical courses will be 0.5 hour of faculty load credit per hour of contact time.

- B. Faculty load credit for assigning students to patients and for supervising patient care in clinical courses will be 0.2 hour per student.
 - C. Advanced Practice Faculty engaged in advanced clinical practice as a part of their University contract will receive 0.25 hour of faculty load credit per hour of contact time in the clinical agency to equal no more than one day per week.
 - D. Faculty assignments within the School of Nursing will receive faculty load credit as follows.
 - Junior and Senior Team Leaders 5.5 hours/semester
 - Skills Lab Coordinator 2.0 hours/semester
 - Course Coordinator 1.0 hour/semester
 - Clinical Coordinator 4.0 hours/semester
 - Simulation Director 6.0 to 9.0 hours/semester
19. In addition to the preceding policies, faculty load credit for the College of Fine Arts will be calculated as follows (with art and music load credits calculated on an 18-hour clock hour formula for which 18 clock hours = 12 faculty load credit hours):
- A. The Chair for the Division of Music receives 6 faculty load credit hours.
 - B. Touring ensembles meeting four or five days per week will receive 4 faculty load credit hours.
 - C. Ensembles meeting 3 days per week will receive 3 faculty load credit hours and 2 days per week will receive 2 faculty load credit hours.
 - D. Chamber ensembles receive one hour of faculty load credit; coached ensembles receive 0.5 faculty load credit hour. Additional ensembles may be added and the faculty load credit determined by the Dean for the College of Fine Arts.
 - E. Theory and Aural Skills training block classes meet five days per week and receive 4.67 faculty load credit hours. Theory labs receive 0.33 faculty load credit hours.
 - F. Private studio lessons including voice, instrumental, piano, and composition will receive the following credit.
 - 1. Full-time faculty – 50-minute studio lesson will receive 0.67 faculty load credit and a 25 minute studio lesson will receive 0.33 faculty load credit.
 - 2. Adjunct faculty – Reported credit for load will follow the guidelines for full-time faculty. However, the adjunct instructor will be compensated for contact hours based on the University rate.
 - G. Freshman voice classes meet three days per week and receive 2 faculty load credit hours.
 - H. Introduction to Music Study can meet in one or multiple sections. Each faculty member teaching Introduction to Music Study, regardless of the number of sections, receives 1.5 hours of faculty load credit.
 - I. Class piano receives 1.5 hours of faculty load credit for two meetings per week and 2 hours of faculty load credit for three meetings per week.
 - J. Faculty serving as coordinators for the following Music areas receive one hour of faculty load credit per semester.
 - 1. Music Education Coordinator – responsible for the National Association of Music Educators meetings, MUED 1000, and activities
 - 2. Voice Area Coordinator – responsible for VCMU 1010: Vocal Seminar
 - 3. Keyboard Area Coordinator – responsible for KYMU 1010: Keyboard Seminar

4. Instrumental Area Coordinator – responsible for INMU 1010: Instrumental Seminar
 5. Worship Studies Area Coordinator – responsible for CHMU 1000: Fellowship of Church Musicians
 6. Music Technology Coordinator
- K. Faculty load credit for art classes is 1.0 hour plus 0.33 hour per student up to the number of student credit hours given for the course.
- L. Art loads for courses offered combined 2-3 credit hours receive full load credit for 5 or more students. Classes with 2-4 students, classes that meet once a week, or classes that meet in combined sections will receive 1.5 load credit hours plus 0.5 hour per student. Arranged courses and independent studies receive the following load credit: 0.45 for a 3-hour course, 0.3 for a 2-hour course, and 0.15 for a 1-hour course
20. Faculty with administrative contracts who have teaching responsibilities will have the following annual teaching loads.
 Associate Dean 3 OR 6 hours/semester
 Director, Marriage & Family Therapy Program 3 hours/semester
21. Faculty with coaching responsibilities will have an annual teaching load of 9 hours. The load can be taught in any of the four terms of the academic year including Summer, Fall, J-term, and Spring.

FACULTY LOAD CREDIT POLICIES FOR J-TERM AND SUMMER TERMS

1. The salary schedule for teaching in J-term or summer is the same as the overload salary schedule.
2. Faculty may not teach more than six hours per term and not more than 12 hours for the entire summer. Faculty load credit including arranged courses, independent study courses and interns may not be more than seven hours per term and not more than 13 hours for the summer.
3. In order for the instructor to receive full load credit, a class must have at least five students enrolled who pay full tuition. Classes with fewer than three paying students enrolled will be cancelled, or faculty load credit will be computed on an arranged basis according to the number of paying students. Classes with an enrollment of three or four students, if taught, will be prorated on the basis of the number of paying students enrolled.
4. Faculty teaching more than one class may average the enrollment of the two classes for salary consideration if the classes are comparable in the number of student credit hours and if the smaller class has at least three students. Classes not comparable in student credit hours may be averaged on an adjusted basis.
5. Faculty load credit for Western Civilization courses, which are team-taught, will be three hours for each of the two faculty members if the enrollment is at least six and no more than fifteen. For each student enrolled above fifteen but less than twenty-four, each faculty

member will receive an additional 1/3 of an hour faculty load credit. If twenty-four or more students are enrolled; each faculty member will receive six hours of faculty load credit.

6. Faculty load credit for the supervision of internships and practica will be 0.2 hour per student up to a maximum of **n** hours of load credit for an **n**-credit hour internship or practicum; e.g. maximum of 1 hour of load credit for a 1-credit hour internship or practicum.
7. Faculty load credit for arranged courses and independent study courses will be 0.1 hour per credit hour per student, e.g., 0.4 hour of faculty load credit for a four hour course; 0.3 hours of faculty load credit for a three hour course; 0.2 hour of faculty load credit for two hour course; and 0.1 hour of faculty load credit for a one hour course. All arranged courses and independent studies must have prior approval of the respective dean in order for the faculty member to receive faculty load credit.
8. Faculty load credit for physical education activity courses and other one-hour courses that normally receive 1.5-faculty load credit hours during the regular academic semester will receive 1.5 hours of faculty load credit per course during J-term and summer terms.

APPENDIX O

OKLAHOMA BAPTIST UNIVERSITY COMPENSATION/BENEFITS FOR FACULTY*

Base Salary

- Negotiated on basis of academic preparation, experience, professional rank and other professional factors
- Salary paid monthly with checks issued on last day of month.

Free

- Family membership to RAWC
- Parking Permit
- University Concert Series pass
- Basketball season ticket for employee and all dependents (General Admission)
- University Library pass

Discount/Privileges

- 10% discount at Book Store
- Discount on University dramatic productions
- Discount on cafeteria meals
- Direct deposit to financial institution of employee's choice

Paid Holidays

- Labor Day
- Thanksgiving Day (and following Friday)
- Christmas - End of fall semester to beginning of January term

- Spring Break - one week in March

Benefits paid by University

- Retirement - Social Security FICA (Employer's portion)
- Retirement - TIAA/CREF or SBC Annuity Retirement Plan (1), (2)
- Life Insurance: UNUM Term Life, based on one times salary; BLUE-CROSS, \$10,000 life; and TIAA Decreasing Term Life, based on age
- Disability insurance - pays 60% of salary beginning 90 days after being disabled
- Health/Dental insurance - for employee and all dependents
- Unemployment insurance
- Workers' Compensation Insurance
- Education - Full tuition scholarship for employee and all dependents

Flexible Benefit Options

- Medical/Dental Reimbursement Account - allows employee to set aside pre-tax dollars to pay annual medical/dental expenses
- Dependent Care Reimbursement Account - allows employee to set aside pre-tax dollars to pay annual dependent daycare expenses
- Premium Payment Plan (3)

- (1) University contributes 6% of the employee's annual gross earnings into either the SBC Annuity or TIAA/CREF retirement plan. One-year eligibility requirement must be met.
- (2) Employee may voluntarily contribute amount as permitted by IRS.
- (3) Contribution may be made on pre-tax basis under premium payment plan.

* This is a summary of benefits and is not all-inclusive.

APPENDIX P

ENDOWED PROFESSORSHIPS AND CHAIRS POLICY STATEMENT (Revised March 6, 2006)

Oklahoma Baptist University administers endowed professorships and chairs named in honor of persons or organizations that have made significant contributions to the University. These positions are funded by income from financial gifts to the University.

Traditionally, a faculty member named to an endowed position is nominated to the President by the dean of the college or school in which the professorship or chair resides and by the Chief Academic Officer. A nominee is normally chosen as a consequence of academic reputation, professional credentials, and demonstrated excellence in teaching and scholarship. A less experienced faculty member may be appointed to an endowed position based upon promise and potential. A faculty member named to an endowed position will bear the official title of the professorship or chair and will be installed in that position in a public ceremony.

The University provides additional compensation to holders of professorships and chairs. This amount is in addition to the regular faculty salary and will be separately stated in the contract. Such amount will be determined annually by the senior administration.

A faculty member appointed to an endowed professorship or chair may be removed from the position upon failure to meet the high standards of the position or the requirements of the endowment agreement. Removal may also occur if a reassignment of the faculty member disqualifies the faculty member for the endowed position. Removal must be approved by the Chief Academic Officer and the President. In such a case, the faculty member will be provided due process.

APPENDIX Q

THE BAPTIST FAITH AND MESSAGE

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death

on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; [19:16](#).

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action,

they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

- B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and

comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,[19](#); Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,[27](#); 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the

gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7, [11](#); 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary

and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1;

17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, [14](#); 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

APPENDIX R

HUMAN SEXUALITY POLICY

Oklahoma Baptist University's policy regarding sex, sexuality, and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood through the University's mission statement, founding documents, our Baptist heritage, and through our accountability as an entitle of the Baptist General Convention of Oklahoma. This policy addresses transsexualism, transgenderism, homosexuality, and related gender identity issues.

The University affirms that God's original and ongoing intent and action is the creation of humanity manifested as two distinct sexes, male and female. The University also recognizes that due to sin and human brokenness, human experiential perception of sex and gender is not always that which God the Creator originally designed and yet the University affirms God's capacity to heal and to transform our brokenness in keeping with His purpose and will. With this foundational understanding of creation, fall, and redemption, the University does not support nor affirm the resolution of tension between one's biological sex and one's experiential perception of same sex attraction or of gender by the adoption of psychological identity discordant with one's birth sex. Similarly, the University does not support nor affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity.

Although as a Christian residential institution of higher learning, the University will respect those whose moral views diverge from ours, the University will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.