

# Eastern Oklahoma State College Faculty Handbook



## **PREFACE**

### **EASTERN OKLAHOMA STATE COLLEGE FACULTY HANDBOOK**

The Faculty Handbook contains information of general interest to the faculty. Sources used in the preparation of the Faculty Handbook include, but are not limited to, the following: the most recent edition of the Faculty Handbook; minutes of the Eastern Oklahoma State College Board of Regents; Oklahoma State Regents for Higher Education Policies and Procedures Manual; Student Handbook; Staff Handbook; and minutes of the Faculty Council.

The Eastern Oklahoma State College Faculty Handbook was approved by the Eastern Oklahoma State College Board of Regents and became effective immediately on November 20, 2020.

This Faculty Handbook replaces all previous Eastern Oklahoma State College Faculty Handbooks and policies covering faculty members. In approving the Faculty Handbook for Eastern Oklahoma State College, neither the governing Board of Regents nor Eastern is waiving or restricting its lawful powers, duties, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. The Faculty Handbook is not intended to create any contractual rights in favor of the employee or Eastern Oklahoma State College.

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# **I. Institutional Information**

## **A. Mission Statement**

The mission of Eastern Oklahoma State College is to generate student learning through its associate degrees and other academic programs which effectively prepare graduates to complete baccalaureate degrees, obtain productive employment, and lead enriched lives of learning. It is simultaneously the mission of the College to engage in educational programming and related activities that promote regional economic and community development.

## **B. Functions**

As a system institution coordinated by the Oklahoma State Regents for Higher Education (OSRHE), Eastern Oklahoma State College is charged with the following functions:

1. To provide general education for all students;
2. To provide education in several basic fields of university-parallel study for those students who plan to transfer to a senior institution and complete a bachelor's degree;
3. To provide one-and two-year programs of technical and occupational education to prepare individuals to enter the labor market;
4. To provide programs of remedial and developmental education for those whose previous education may not have prepared them for college;
5. To provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity;
6. To carry out programs of institutional research designed to improve the institution's efficiency and effectiveness of operation; and
7. To participate in programs of economic development with comprehensive or regional universities toward the end that the needs of each institution's geographic service area are met.

In addition to sharing the functions of the main campus, the OSRHE have charged Eastern's McAlester Campus to serve as the institution responsible for providing and facilitating higher education courses and programs at the lower-division, upper-division, and graduate level in the McAlester area. Specifically, Eastern will contact and make arrangements with other regionally accredited colleges and universities to offer courses and programs. Currently East Central University and Southeastern Oklahoma State University have extensive offerings at Eastern's McAlester Campus.

## **C. History**

Eastern Oklahoma State College was originally established as the Oklahoma School of Mines and Metallurgy, offering degrees in mining engineering. Although closed during World War I, the school reopened in 1920 with trade and industrial education included in the curriculum. In 1924, the School of Mines added teacher training and extension courses, but,

with the local mines rapidly closing, Eastern dropped mining engineering. In 1927, the school's name was changed to Eastern Oklahoma College and with the change came an added mission of pre-college level instruction. In 1941, the again renamed Eastern Oklahoma State Agricultural and Mechanical College came under the control of the State Board of Agriculture as a two-year college. Finally, in 1972, the legislature returned to the institution the name Eastern Oklahoma State College and created a separate Board of Regents to govern the College. In 1997, Eastern added a second campus in McAlester. Since that time, Eastern has been a comprehensive community college, providing instruction in a wide range of curricula in college transfer and career programs.

## **D. Policies**

### **Affirmative Action**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1974, and all other federal, state, school rules, laws, regulations and policies, Eastern Oklahoma State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates. Such nondiscrimination applies to all policies, practices, and procedures, including those pertaining to admission.

You may visit the full policy at [eosc.edu/employeeolicies](http://eosc.edu/employeeolicies)

### **Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication services.

You may visit the full policy at [eosc.edu/employeeolicies](http://eosc.edu/employeeolicies)

### **Harassment & Sexual Harassment Policy**

Each employee and student is protected in all aspects of his or her employment or educational experience at Eastern against any conduct that denies him or her equal access to employment or education based upon compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1974, and all other federal, state, school rules, laws, regulations and policies.

Harassment of any kind is not appropriate, whether it is sexual harassment or harassment on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status or any factor that is prohibited consideration under applicable law.

Eastern Oklahoma State College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family

status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an

environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our College. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy.

You may visit the full policy at [eosc.edu/employee\\_policies](https://www.eosc.edu/employee_policies)

### **Reporting Sexual Violence**

All forms of sexual harassment, including sexual violence, should be reported, no matter the severity. Eastern's primary concern is safety; therefore, individuals should not be deterred from reporting even if the use of alcohol or other drugs was involved. Eastern encourages victims of sexual violence to talk to someone about what happened so they can receive support and so the college can respond appropriately.

Further information on reporting sexual violence is located on Eastern's website at the following address:

[https://www.eosc.edu/discover\\_eosc/departments/human\\_resources/employee\\_grievance\\_form.aspx](https://www.eosc.edu/discover_eosc/departments/human_resources/employee_grievance_form.aspx)

### **Computer Use Policy**

Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern mission of instruction, research and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the Eastern community. The preservation of that privilege for the full community requires that each staff member comply with institutional and external standards for appropriate use. Policies and general guidelines have been developed regarding the use of Eastern computing resources equipment, services, software, and computer accounts by students, faculty, staff and administration. The computer use document must be dated, signed and returned to the Office of Human Resources.

You may visit the full policy at [eosc.edu/employee\\_policies](https://www.eosc.edu/employee_policies)

### **Electronic Communications Policy**

The purpose of this policy is to instruct non-exempt employees and supervisors concerning use of electronic communications devices when not scheduled for work duty. Non-exempt employees of Eastern Oklahoma State College may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones and computers.

You may visit the full policy at [eosc.edu/employee\\_policies](https://www.eosc.edu/employee_policies)

### **Drug-Free Workplace Policy**

Eastern Oklahoma State College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

You may visit the full policy at [eosc.edu/employeeepolicies](http://eosc.edu/employeeepolicies)

### **Marijuana Policy**

Despite the passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles and products containing marijuana) on any college-owned or controlled property is illegal and against Eastern Oklahoma State College policies. Specifically, possession

or use (including smoking or consuming) marijuana is not allowed on any college property (including parking lots) or at college-sponsored activities. Additionally, you may not come to class or work under the influence of any illegal substance, including marijuana.

You may visit the full policy at [eosc.edu/employeeepolicies](http://eosc.edu/employeeepolicies)

### **Tobacco-Free Policy**

The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, e-cigarettes/vapor cigarettes, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the College, including parking lots owned or under the control of said agency, and in vehicles used by the College or its employees whenever conducting business anywhere. This would include students, guests or employees using tobacco products in their personal vehicle while parked on College owned property, Eastern's tobacco-free policy applies to every person on all campuses, including students, faculty, staff, alumni, visitors, contractors, vendors and volunteers.

You may visit the full policy at [eosc.edu/employeeepolicies](http://eosc.edu/employeeepolicies)

### **Financial Exigency Policy**

This policy statement establishes the procedures and guidelines for addressing a state of financial exigency at Eastern Oklahoma State College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency. These policies will yield in any cases of conflict between these policies and those required by law or by the Oklahoma State Regents for Higher Education.

You may visit the full policy at [eosc.edu/employeeepolicies](http://eosc.edu/employeeepolicies)

### **Loyalty Oath**

The State of Oklahoma requires a loyalty oath of its employees. The Human Resource Office will provide each employee with a copy of this policy during new hire orientation.

### **Parking**

Eastern employees who park vehicles on campus are required to purchase and display a parking permit. The one-time fee of \$15.00 may be paid in the Business Office in the Library Building. Take your receipt to the Enrollment Center in the Library Building to be issued your parking permit. Replacement or additional permits may be purchased for \$5.00 each. Parking for employees is in designated areas across campus. The maximum speed limit on all College property is 15 miles per hour. For further information, please see the Parking Policy located at the following web address:

[http://www.eosc.edu/student\\_campus\\_life/campus\\_parking.aspx](http://www.eosc.edu/student_campus_life/campus_parking.aspx)

### **Texting While Driving**

The Trooper Nicholas Dees and Trooper Keith Burch Act of 2015 prohibits any person to operate a motor vehicle on any street or highway within this state while using a hand-held electronic communication device to manually compose, send or read an electronic text message while the motor vehicle is in motion.

### **Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals**

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any College or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in Eastern Oklahoma State College vehicles, or on Eastern Oklahoma State College sponsored trips. Exceptions to this policy

are police and peace officers employed by Eastern Oklahoma State College, and those who have been called to assist or to perform law enforcement duties on campus, police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised skills training are exempt. Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of Eastern Oklahoma State College with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on Eastern Oklahoma State College property. Any exceptions are pursuant under state law. Items used for instruction or training purposes are not considered weapons under this policy.

### **Social Media Policy**

At Eastern Oklahoma State College, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

You may visit the full policy at [eosc.edu/employeeepolicies](http://eosc.edu/employeeepolicies)

### **Grievance Procedures**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise, affecting the welfare or working conditions of staff members. Grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

You may visit the full policy at [eosc.edu/employeeepolicies](http://eosc.edu/employeeepolicies)

## II. College Organization and Administration

### E. The Eastern Board of Regents

The Board of Regents for Eastern Oklahoma State College governs the institution under the coordination of the Oklahoma State Regents for Higher Education (OSRHE).

### F. Administrative Organization

Eastern is organized into five primary areas of responsibility: Office of the President; Academic Affairs; Business Affairs; Student Affairs; and Institutional Advancement/Alumni Relations. The President is the chief executive officer of the College. The Vice President for Academic Affairs (VPAA) is responsible for six academic divisions and various academic services. The Director of Finance (VPBA) is responsible for budget administration, financial records, auxiliary enterprises, and human resources. The Vice President for Student Affairs (VPSA) is responsible for the areas of student affairs, admissions, athletics, campus police, financial aid, scholarships, advisement, testing, residential housing, Student Support Services, and GEAR UP. The Director of Institutional Advancement/Alumni Relations is responsible for institutional advancement, special fund raising, special grant projects and the alumni association. (See Appendix A – Organizational Chart and Eastern Policy & Procedure Manual)

### G. Academic Organization

Academic programs are organized and administered through divisions, each headed by an appointed Dean, who reports directly to the Vice President for Academic Affairs. At this writing the divisions include Agriculture; Business; Language, Humanities & Education; Nursing; Behavioral & Social Sciences; and Science & Mathematics.

#### 1. Division Dean

The President will appoint each Division Dean upon the recommendation of the Vice President for Academic Affairs. The appointment will be made in the spring of each year effective July 1. The Division Dean:

- a. Provides effective leadership for faculty and staff for successful operation of division.
- b. Maintains effective communication with all members of the division.
- c. Promotes the exchange of ideas among the departments for the improvement of instruction, curriculum, etc.
- d. Coordinates equipment budget requests to facilitate joint use of equipment by departments, wherever practical.
- e. Coordinates the expenditure of funds allocated for attendance at professional development meetings, conferences, etc. for faculty members of that division.
- f. Assists the Vice President for Academic Affairs with scheduling, assignments of classrooms, labs, office spaces, and advisee assignments.
- g. Works with the President and Vice President for Academic Affairs in recruiting and in the recommendations of employment of new faculty.

- h. Assists the Vice President for Academic Affairs relative to requirements of the Policy of Tenure and Dismissal, and in working for salary improvements for faculty.
- i. Serves on the Academic Leadership Team (ALT).
- j. Performs faculty evaluations as required.
- k. Prepares program reviews, assessments and other reports as required.
- l. Assists in resolving student and faculty issues.
- m. Other duties as assigned.

## **2. Department Chair**

Some divisions are sub-divided into academic departments. Recommendations for Department Chair will be submitted to the Vice President for Academic Affairs by the Division Dean. If the Vice President for Academic Affairs approves the recommendations, the Division Dean will appoint the Department Chair to serve for one year. The Division Dean will serve as a member of each department in the division. The Department Chair:

- a. Submits operational budget requests; supervises expenditure of funds allocated for departmental operational budget.
- b. Submits requests for departmental equipment needs to Division Dean.
- c. Promotes curriculum development and improvement of effective instruction within the department.
- d. Recommends course schedules and faculty assignments to Division Dean and the Vice President for Academic Affairs.
- e. Assists Division Dean in evaluating adjunct faculty.
- f. Assists Division Dean in preparing reports and student tracking.
- g. Assists Division Dean in conflict resolution.
- h. Coordinates student retention and success initiatives.
- i. Coordinates off-campus activities requested by high schools with the Vice President for Student Affairs and will, on occasion, need to assign members of the department the responsibility to fulfill valid requests.

## **H. Faculty Committees**

Faculty committees are instrumental in formulating institutional policy and planning and coordinating activities. Institutional service is a necessary and vital part of faculty responsibilities. Standing committees are organized during the fall semester. Faculty may volunteer to serve on a committee. In addition, appointments may be made with the approval of the appropriate Department Chair, appropriate Division Dean, Vice President for Academic Affairs, and/or the President.

Some college committees may include both faculty and professional staff. When the membership of each committee is constituted, the information will be forwarded to the President's office. The general faculty is to be kept informed of the committees' work. Committees are to meet as deemed necessary and maintain a file of work accomplished. (See Eastern Policy and Procedure Manual)

### **III. Faculty Council**

#### **a. Faculty Council Purpose**

The Faculty Council is structured and governed according to the criteria set forth in its Constitution and By-laws. The Faculty Council of Eastern Oklahoma State College shall:

- i. Represent the faculty as a medium for direct communication with the administration and Board of Regents concerning faculty rights, benefits, salaries, dismissal, tenure, bilateral transfers, leaves, and all other subjects which directly affect the teaching faculty. (Approved by unanimous vote of the Board of Regents on November 9, 1976.)
- ii. Help plan faculty meetings.
- iii. Solicit the viewpoints of faculty on any matters which seem appropriate. Promote professional rapport and facilitate communication between the faculty, the administration, the student body and the community.

#### **b. Faculty Council Constitution and By-Laws**

The Faculty Council of Eastern Oklahoma State College exists to:

- i. Promote professional rapport and facilitate communication between the faculty, the administration, the student body and the community.
- ii. Advance inherent areas of faculty interest: professional growth and practices, faculty welfare, academic standards, institutional philosophy, student body academic achievement and student welfare.
- iii. Enhance faculty participation in determining appropriate fiscal and instructional priorities, faculty-student classroom ratios, faculty teaching loads with concurrent non-classroom assignments, administrative-faculty supervisory ratios, support staff duties and authority, and administrative responsibilities including levels of authority.

The Faculty Council Constitution and By-Laws shall only be amended by majority vote of the Eastern Oklahoma State College Faculty Council. (See Constitution of the Eastern Oklahoma State College Faculty Council)

#### **c. Faculty Council Membership**

Article III, Sections 1, 2, 3, 4 and 5 of the Constitution and by-laws, define criteria for membership. The faculty council chair is elected by a majority vote of the entire faculty at large according to the Faculty Council Constitution and By-Laws. Each division has one representative who serves on the Executive Board for the Council. This member is elected by council members of each division. Executive Board members are elected to two-year terms which expire on alternate years; Agriculture, Business, Behavioral & Social Sciences in odd numbered years; Language & Education, Nursing, and Science & Mathematics in even numbered years.

## **IV. Faculty Appointments**

### **a. Appointment of Faculty**

The Vice-President for Academic Affairs together with the Division Dean in the respective division shall appoint all faculty and when necessary initiate termination proceedings in accordance with the Eastern Board of Regents' policies.

#### **i. Search Process**

1. The President approves position descriptions and authorizes searches.
2. The Vice President for Academic Affairs and the appropriate Division Dean and Department Chairs develop and file a job description and coordinate internal and external advertising according to college policies. The breadth of advertisement for positions depends on the nature and level of the position in the organizational structure.
3. All applicants complete an Eastern Application for Employment. Official transcripts from any institutions of higher learning attended must also be provided before the search is complete. If licenses and certifications are also required, copies of these must be presented.
4. Applications and related materials are sent to the Human Resources Office or other office designated by the President. Copies of the materials are distributed to the Vice President for Academic Affairs and to members of the search committee.
5. Appointment of Search Committee — The Vice-President for Academic Affairs will appoint a search committee and name its chair. The search committee will review applicant files and contact references as necessary to narrow the pool to those who appear most qualified and best suited for the position.

#### **ii. Interview**

The Vice President for Academic Affairs, in coordination with the committee chair, will make logistic arrangements for interviews and function with the search committee chair as campus hosts. The interview schedule should involve at least the following: President, Vice President for Academic Affairs, McAlester Campus Dean,\* and search committee. When feasible, the candidate should make a presentation to an actual or hypothetical student audience. A wide range of interested faculty should be invited to the presentation.

*\*Not necessary for Agriculture and other Wilburton-only positions.*

#### **iii. Selection**

After the interview process, the search committee chair will recommend to the Vice President for Academic Affairs the name or names of candidates who are acceptable for hiring or recommend an extension of the search. All committee interview materials for each candidate interviewed will be collected by the committee chair and returned to the Human Resource Manager. The Vice President for Academic Affairs will select one

candidate or extend the search process. The Vice-President for Academic Affairs then extends a formal offer of employment. If the offer is accepted:

- a. The Human Resource Manager (HR Manager) prepares a Personnel Action Form and otherwise documents the search.
  - b. President signs the form and returns it to the Human Resources Manager, who keeps all search materials on file for five years.
2. If the offer is not accepted: The Vice President for Academic Affairs and the appropriate Division Dean and Department Chairs, determine whether to continue, re-open, or close the search.

#### **iv. Emergency Hires**

The VPAA may set aside the above policy when an emergency hire becomes necessary. An emergency hire generally means, but is not limited to, a situation in which the VPAA believes that it is essential that the position be filled within 30 days.

#### **v. Adjunct Faculty Hires**

The college employs part-time adjunct faculty members on an "as needed" basis. Adjunct faculty will teach sections for which no full-time faculty member is qualified and/or available due to other assignments.

##### **1. Recruitment**

Although the VPAA must approve all college faculty hiring, it is the responsibility of the Division Dean, in conjunction with the Department Chair when appropriate, to recruit qualified individuals. The McAlester Campus Dean and/or site coordinators will assist with recruitment of part-time faculty for their respective campus. Any advertising for part-time faculty will be coordinated by the Human Resource Manager, Vice President for Academic Affairs and the McAlester Campus Dean and/or site coordinators, so that ads will cover multiple disciplines and campuses when needed. Application materials will be received in the Human Resource Office (HR). Copies of the materials will be distributed to the Vice President for Academic Affairs, the appropriate Division Dean and Department Chairs.

##### **2. Roster**

The Human Resource Manager's Office will maintain a file of qualified applicants. Adjunct faculty members are expected to meet the same professional qualifications as full-time faculty members.

##### **3. Selection**

Divisions will request, through the Division Dean, a search for qualified adjunct faculty. Adjunct faculty will be recommended by a committee consisting of the appropriate Department Chair, the appropriate Division Dean, and any appropriate division faculty members. The Vice President for Academic Affairs makes the final selection. (See Eastern Policy and Procedure Manual)

##### **4. Curriculum Guidelines**

The Department Chair will provide curriculum guidelines for adjunct faculty. The Division Dean and the Department Chair will share responsibility in overseeing the

performance of the adjunct faculty member.

## **b. Faculty Qualification Requirements**

The Higher Learning Commission of the North Central Association (HLC-NCA) requires that affiliated colleges must have "qualified faculties — people who by formal education or tested experience know what students must learn." In September 2004 Eastern's strategic plan committed the college "to substantially improve the academic credentials of its faculty in accordance with generally accepted standards for community colleges offering career and university parallel programs and with the specific expectations of the Higher Learning Commission, the Eastern Oklahoma State College Board of Regents, the Oklahoma State Regents for Higher Education, and universities accepting students transferring from Eastern for further study." To realize this goal, Eastern has established the following definitions and explanations:

### **i. University Parallel Courses**

Courses that count toward AA or AS with expectation of transfer to universities: The generally accepted minimum faculty credential consists of a master's degree with a major in the teaching field (or a very closely related subject) or a master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related field).

### **ii. Career Courses (Non-University Parallel)**

Courses that count only toward completion of AAS or certificate and that do not transfer to universities (except in certain cases of applied bachelor's degrees, BAS, BAT, etc.): The generally accepted minimum faculty credential consists of a bachelor's degree in field (or closely related field) with appropriate work experience. A master's degree in the field or a related field is preferred. Some programs such as nursing require a master's degree in field.

### **iii. Alternative Qualifications**

When qualification is based on factors other than generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document, and the Vice President for Academic Affairs must accept, a prima fascia case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

### **iv. Degrees in Education**

As a general rule, degrees and courses in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field. Exceptions:

- i. Cases such as child development or physical education or business education in which education is the field.

- ii. Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy.

**v. Interdisciplinary Courses**

Courses such as general humanities necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by-case basis.

Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUMAN prefix. On the other hand, broader-based HUMAN courses, HONORS courses, and other interdisciplinary courses may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

**vi. Closely Related Fields**

The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. Explanation of qualification based on closely related field should be included in the faculty member's file.

**vii. Accredited Institutions**

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged to meet requirements equivalent to regional accreditation in the U.S.A.

**viii. 1989 "Grandfather Clause"**

In accordance with the strategic plan in effect at the time of the last North Central visit to Eastern Oklahoma State College, the enforcement of these qualification requirements is intended to apply only to those hired as faculty members on a full-time basis after November 1989. However, this clause will not apply in any individual case that might jeopardize the College's accreditation. In such case, a faculty member hired prior to November 1989 may be required to meet some or all of the qualification requirements specified above.

**c. Board of Regents Policy on Faculty Qualifications (Adopted Nov. 19, 2004)**

**i. Individual Plans for Faculty Hired After 1989**

Working in conjunction with faculty, the administration will analyze the credentials of all faculty members and develop individual qualification plans for those hired after

1989 whose qualification appear to fall below generally- accepted HLC/NCA standards. Tenure status does not automatically guarantee that a faculty member will be qualified under these new standards. The administration will indicate reasonable time frames for individual faculty compliance. Faculty [members] will be asked to sign their individual plans, but each plan will go into effect immediately upon approval by the Vice President for Academic Affairs, regardless of whether the faculty member signs.

**ii. Provisions for Faculty Hired in 1989 or earlier**

Although this policy applies immediately only to faculty members hired after 1989, it will in the future apply to faculty hired in 1989 or earlier if representatives of HLC/NCA or the Oklahoma Regents for Higher Education or a specialized accrediting body indicate that the credentials of any individual faculty member present an impediment to institutional accreditation.

**iii. Penalties**

The failure of an individual faculty member to maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the College to return the faculty member to probationary status, not renew his or her contract, and/or dismiss him or her from employment.

**iv. Primacy of this Policy**

The provisions of this policy, which are based on, but not identical to, the 1989 Handbook, supersede and replace those of all previous policies, including all college handbooks.

## V. Faculty Contracts

### Faculty Members

Faculty members, except adjunct faculty, are employed under annual contracts specifying salary and conditions of employment. Faculty contracts, except adjunct faculty contracts, are for a teaching load of 15 credit hours per semester. The contract may specify other assignments with an appropriate adjustment of teaching load. The typical faculty contract runs for the academic year beginning approximately one week before fall semester classes begin and ending approximately three working days after the last day of spring semester finals. The academic year contract is informally called a "nine-month" contract because it normally covers approximately the nine months from mid-August to mid-May. Faculty contracts may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the college.

Each faculty member receives two copies of the contract offer covering the period of employment. Each faculty member has a specified reasonable number of days from the date indicated on the contract to accept the offer by signing and returning one copy of the contract to the President's Office. The second copy should be retained by the faculty member. Contract offers not received in the President's Office by the deadline date are considered to have been declined. As a courtesy, any faculty member who does not wish to accept a contract should return both unsigned copies to the President's Office.

There are four types of faculty contracts depending on the time of service, nature of the position, and level of performance. The four types include:

1. adjunct
2. probationary
3. non-tenured
4. tenured

#### 1. Adjunct Appointment and Contract

Adjunct faculty members are those employed part-time on an as-needed, semester-by-semester basis. Employment for one semester carries no expectation whatsoever of continued employment in future semesters. Continuation of employment is on an as-needed basis depending on enrollment, the quality of the individual's performance, and other factors. It is the responsibility of the Division Dean, in coordination with the appropriate Department Chair, to evaluate the performance of part-time adjunct faculty members. Campus Directors will assist in the evaluation of individuals teaching at offsite campuses. Individuals who perform poorly will be removed from the approved roster.

When the Division Dean, in coordination with the appropriate Department Chair, prepares the semester schedule of classes, he or she will indicate which sections are anticipated to be taught by part-time adjunct faculty. The Vice President for Academic Affairs will approve or modify the schedule as appropriate for budgetary, staffing, or

other reasons. Although every effort will be made to offer courses with the planned faculty members, the actual determination of course assignments for both full- and part-time faculty members is not finalized until the end of the drop/add period each semester.

Part-time, adjunct faculty members are compensated on a per-semester-hour basis.

## **2. Probationary Faculty Appointment and Contract**

All newly-employed faculty members are employed on a probationary status for their first four years. The award of a probationary appointment for one year imposes no obligation on the college to offer an appointment for the following year.

## **3. Non-Tenured Faculty Appointment and Contract**

- a. Following the probationary period, a faculty member may be offered a non-tenure contract. The non-tenured contract offers some procedural protection. The award of a non-tenure contract for one year imposes no obligation on the college to offer a contract for the following year, but it does impose some procedural obligations on the college.
- b. The President may designate some non-tenure positions as "not tenure eligible." This designation is reserved primarily for programs expected to be of limited duration and/or for programs with problematic enrollment patterns in which cases the college needs to retain staffing flexibility.

## **4. Tenured Contract**

Tenured faculty members have the assurance of annual contract renewal except in case of dismissal or non-renewal for cause, or in case of financial exigency or program termination. Details are outlined in the appropriate sections of this handbook. (See Tenure and Financial Exigency)

## **VI. Faculty Rights and Responsibilities**

### **a. Academic Budgets**

#### **i. Expenses**

The college will make funds available to provide for expenses covered in connection with a teaching program including, but not limited to the following:

1. Expendable office supplies and duplication services
2. Expendable supplies for lab work
3. Long distance telephone calls
4. Equipment needs
5. Postage
6. Travel
7. Professional Development

Funds may be accessed following the guidelines established by the Office of Director of Finance. (See Purchasing Policies and Procedures also see them online through the Business Affairs web page)

#### **ii. Budget Requests**

Academic budgets will be reviewed annually by Division Deans and Department Chairs to determine amount of funds needed. The Division Deans in coordination with Department Chairs prepares a request for funds using forms provided by the Office of the Director of Finance.

### **b. Academic Freedom**

Academic freedom at Eastern is based on academic tradition and on the College Board of Regents' adopted policies. In addition, the protected rights of the faculty that fall within the rubric of academic freedom are balanced against the protected academic freedom rights of the college and of the students.

A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

A faculty member is entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their 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.

Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

For more information about EOSC's view on the faculty's rights to Academic Freedom, please view the 1940 Principles on Academic Freedom Statement's full text as provided on the [American Association of College Professor's](#) website.

### **c. Advisory Committees**

All programs at Eastern must be an integral part of the college community and reflect the occupational and aesthetic needs of the community.

To meet the needs of the community, close cooperation between Eastern and members of the community is essential. The establishment of advisory committees is an efficient and inclusive way of providing this cooperation.

#### **i. Members**

Members of an advisory committee are nominated by Division Deans or Department Chairs and approved by the Vice President for Academic Affairs.

#### **ii. Duties of Advisory Committee**

The duties of an advisory committee should extend beyond giving advice, but the Committee has neither legislative nor administrative authority. The following guidelines may be utilized by the advisory committees:

1. Make surveys of community needs
2. Determine and verify needs for training
3. Provide tangible evidence that industry is supporting the program
4. Review past accomplishments and forecast trends affecting training and employment of program graduates
5. Evaluate the program and provide input to faculty concerning curricular issues
6. Provide financial, legislative and moral support
7. Promote the program to the community and employers
8. Recommend facilities and standards for shops and laboratories
9. Recommend standards for selection of equipment and instructional materials
10. Secure donations of equipment and supplies
11. Call attention to new technical developments which might require changes in curriculum
12. Recommend minimum qualifications for selections of faculty
13. Locate placement opportunities for students
14. Recommend criteria for evaluating student performance
15. Assist in developing cooperative work experience programs for students
16. Aid in building the prestige of and respect for the educational program

#### **iii. Committee Structure and Operation**

1. A set of guidelines and responsibilities should be provided to the committee and clarify the proper position of the committee within the college organization. The chair of the appropriate department should design the agenda for the first meeting since it will usually fall to that

individual to serve as chair.

2. It is recommended that each committee schedule a minimum of two meetings per school year.

#### **d. Definitions of Faculty**

##### **i. Full-time Faculty on Faculty Contract**

Individuals whose primary responsibility is instruction of students in academic courses (including developmental and HPER courses) who are employed on at least an 80% instructional basis for the academic year are considered to be members of the faculty and are employed by faculty contract. Temporary reassignment for special projects shall not exclude an individual from faculty membership.

##### **ii. Faculty Appointments with Administrative Responsibilities**

Faculty members may be assigned administrative responsibilities such as Division Dean, Department Chair, Program Coordinator, or similar duties. Such appointment does not remove the individual from faculty status.

##### **iii. Faculty Appointment of Key Administrators.**

Key administrators such as the Vice Presidents, Deans, and Directors may be given faculty status by the President if they hold appropriate credentials and teach academic credit classes on an occasional basis.

##### **iv. Adjunct Faculty Members**

Any individual, other than a full-time faculty member or a key administrator with faculty status who is assigned to teach an academic class, is considered to be an adjunct member of the faculty.

##### **v. Eastern Employees as Adjunct Faculty Members**

Adjunct teaching by an exempt employee of Eastern may be done during regular working hours with no additional compensation or during off hours with compensation as arranged among the employee, the employee's supervisor, the appropriate Division Dean, and the Vice President for Academic Affairs. The President, Vice Presidents and Deans are not eligible for additional compensation for teaching.

Consideration of utilization of a non-exempt employee for adjunct teaching requires approval by the Vice President for Academic Affairs and the Director of Finance.

#### **e. Discipline, Dismissal & Non-renewal Policies**

Disciplinary actions will be taken against faculty members who fail to fulfill their obligations as faculty members or who violate ethical or professional standards of conduct.

##### **i. Suspension**

The VPAA shall have the right to suspend any faculty member, with pay and benefits, at any time that he or she determines that such suspension is in the best interest of Eastern Oklahoma

State College. Within ten (10) days after the suspension becomes effective, the VPAA shall initiate dismissal proceedings against the faculty member or shall restore the faculty member to his or her position and rescind the suspension.

1. The VPAA shall have the right to suspend, with pay, any faculty member formally arrested or charged with a felony.

#### **ii. Dismissal**

"Dismissal" means the discontinuation of service of a faculty member during the term of a written contract. Only the VPAA and Division Dean may dismiss a faculty member.

#### **iii. Procedures for Non-renewal of Probationary and Non-tenured Instructors**

A recommendation for non-renewal shall be mailed or hand-delivered to a probationary faculty member or a non-tenured faculty member by **April 10**.

#### **iv. Appeals**

1. A probationary or non-tenured faculty member may appeal his or her dismissal or non-renewal based only on claims of discrimination as defined by law.
2. After any appeal, the President will send notice of the Board of Regents' decision to the faculty member. The notice shall state the basis for the decision. The decision of the Board of Regents shall be final.

#### **v. Procedures for Dismissal of Tenured Instructors**

See Tenure and Financial Exigency

#### **f. Employment Files**

The Manager of Human Resources, the President, and the Vice President for Academic Affairs maintain personnel files, which are confidential, except as provided by the Open Records Act at 51, O.S., Section 24A.7.

#### **g. Ethical Behavior**

Eastern strongly believes that ethical responsibility is a necessary consideration to ensure institutional integrity. However, the various duties and functions performed by faculty and professional staff require attention to ethical issues too numerous to specify. Although ethical behavior is at best difficult to define, adherence to accepted norms for preferred and prohibited behavior is appropriate and certainly expected. The emphasis on ethical conduct is meant to enhance the quality of the educational process and is not intended to limit or infringe upon the academic freedom afforded the faculty and their means of classroom instruction.

#### **h. Evaluations**

##### **i. Faculty**

Regular and systematic evaluation of faculty is conducted to aid in the improvement of the quality of instruction. All faculty members (probationary, non-tenured, and tenured) shall be evaluated, in writing, by the Division Dean. Tenured Faculty will be evaluated odd

calendar years in the fall semester. Non-Tenured full-time faculty will be evaluated annually in the fall semester. Adjuncts/Part Time/Probationary faculty will be evaluated yearly in the spring semester. The Vice President for Academic Affairs in coordination with the Evaluation Committee will establish and notify faculty of the forms and procedures to be used in the evaluation process. Such procedures must provide for a performance evaluation and for an evaluation conference between the faculty member and his or her Division Dean or other direct supervisor. The performance evaluation will be filed in the office of the Vice President for Academic Affairs and the Human Resources Department and will be retained throughout the individual's employment at Eastern and for such time after that as may be required by state record retention schedules.

Whenever the Division Dean, the Vice President for Academic Affairs, or the President identifies a serious performance issue which needs corrective action by a faculty member, then the Division Dean, the Vice President for Academic Affairs or the President shall:

1. Notify the faculty, in writing, and make a reasonable effort to assist the faculty in correcting the performance or conduct; and
2. Establish a reasonable time for improvement taking into consideration the nature and gravity of the faculty member's performance or conduct.
3. Unless the President defines the faculty's performance as threatening to the welfare of the college or its students, the above-described evaluation and corrective action procedures shall be a condition precedent to dismissal or contract non-renewal.

#### **ii. Evaluation of Administrative Services**

Faculty will evaluate the administrative functions of the academic and administrative areas of the college on an annual basis. The Evaluation Committee in coordination with the President will establish and notify faculty of the forms and procedures to be used in the evaluation process. Such procedures must provide for a written report that will be submitted to and filed with the President.

#### **i. Faculty Duties and Responsibilities**

In general, the duties and responsibilities of faculty members fall into seven broad categories. Effective, ethical, and responsible performance is expected in all seven. Teaching is foremost among these; otherwise the balance among them will vary according to the individual faculty member's field of expertise, duties, and other factors.

##### **i. Provide instruction according to the philosophy of the community college.**

Faculty members are to teach in a manner best calculated to result in student achievement of the intended learning outcomes. The faculty must provide effective instruction to the students according to the course description, outline, and schedule of classes. The faculty also has the responsibility of improving professional competence, instructional techniques, and remaining current and prepared in-field, through methods such as in-service training, additional course work, professional meetings, etc.

## **ii. Syllabus**

Faculty members are to prepare a course syllabus for each course instructed using the standard Eastern syllabus template. He or she must create an updated syllabus (biennial) for each course instructed and file copies with the Vice President for Academic Affairs and the appropriate Division Dean. Additionally, each course syllabus must be posted to the College's learning management system (Blackboard) course shell for the course. (See Eastern Policy & Procedure Manual) Information contained in the course syllabus, especially class attendance, makeup examinations and grading policies should be made known to the students enrolled in the course at the first class meeting.

## **iii. Outcomes Assessment**

The faculty will implement or participate as directed in the implementation of an outcomes assessment procedure to evaluate the effectiveness of the degree program. An annual outcomes assessment report will be submitted to the Vice President for Academic Affairs and should include the following: the name of the degree program, name of responsible faculty member, program mission and goals, populations assessed, outcomes assessed, methods used, summary of results, and use of assessment results to date.

## **iv. Student Advisement**

The faculty member will advise students regarding their academic and career goals and assist them with their academic needs. The faculty will serve as faculty advisor to students assigned to him/her and adhere to advisement guidelines set forth under the institution's proactive advisement system.

## **v. Service to the Institution**

The faculty member will provide service to the institution including, but not necessarily limited to, sponsorship of student organizations and service on committees, councils, task forces, etc. The faculty will work with colleagues and administrators in improving the environment of the college through responsible professional, ethical, and moral conduct.

## **vi. Faculty Meetings**

All faculty members are expected to attend all faculty meetings. (See Meetings)

## **vii. Community Involvement**

Faculty should be involved in the development of one or more communities served by the college. Their involvement should reflect positively on the college. (This provision should not be interpreted to imply any limitation on the responsibly exercised free speech rights of a faculty member.)

## **viii. Faculty Dues**

All full-time faculty members are expected to pay yearly faculty dues. (See EOSCFC Constitution & By-Laws)

## **j. Meetings**

**i. General Faculty Meetings and Commencement**

All faculty members are expected to be in attendance at faculty meetings and Commencement exercises. If a faculty member is unable to attend a faculty meeting or Commencement, the absence must be approved in advance with the Division Dean and the Vice President for Academic Affairs.

A general faculty meeting shall be called when deemed necessary by the Vice President for Academic Affairs, the President, or by the Faculty Council Chair in accordance with the Faculty Council Constitution. The agenda for such meetings shall be prepared by the Vice President for Academic Affairs or the President with advice and suggestions from the Faculty Council Chair. Meetings shall be devoted to the following:

1. Professional development
2. Reports from faculty committees
3. Informational meetings concerning all phases of the institution's operations, including ways of implementing the mission of the college and increasing operational effectiveness
4. The opportunity for the exchange of ideas and opinions

**ii. Division Meetings**

Divisions will conduct regular meetings with an agenda and minutes under the leadership of the Division Dean. Division members are expected to be in attendance. If a faculty member is unable to attend, the absence must be approved in advance with the Division Dean.

**k. Nepotism**

Except as prohibited by the laws of the State of Oklahoma, relationship by one faculty member to another faculty member within the third degree of consanguinity or affinity shall not, in itself, be a bar to appointment, employment, re-employment, transfer or advancement at Eastern Oklahoma State College nor to eligibility for tenure.

**i. Supervision of Relatives**

Notwithstanding the foregoing, effective July 1, 2004, no person shall be hired, reassigned, promoted or re-employed for a new fiscal year contract period to any position in which the faculty member will be either a supervisor or a subordinate to another faculty member to whom he or she is related by affinity or consanguinity within the third degree. At no time shall any two faculty members so related be given executive or administrative positions of any kind within any budgetary unit hierarchy.

**ii. Definition of Relationship Degree**

Relatives within the third-degree of relationship are as follows: great- grandparent, grandparent, parent, siblings, spouse, son, daughter, grandson, granddaughter, great-grandson, great-granddaughter, uncle, aunt, niece, nephew or corresponding in-law relationship.

### **iii. Definition of Supervisor**

The supervisory or subordinate relationship shall be any relationship in which either related faculty member is directly responsible for making recommendations regarding promotion, dismissal, re-employment, salary, assignment or any other type of employment action.

### **iv. Student Employment**

This policy does not apply to student positions as long as all students within a department are treated similarly in all respects.

## **I. Outside Employment**

It is recognized that some faculty will be invited to participate as consultants or perform other duties for additional salary on occasion. The general position of the college is that such part-time work for other employers may be accepted provided there is no interference or conflict of interest with college duties.

Outside employment involving 40 or more hours in any month of the academic year requires advanced written permission of the Vice President for Academic Affairs.

### **m. Political Activities**

Faculty members may exercise their full rights to political participation so long as their involvement does not imply college endorsement of any political candidate or cause, does not use college time or resources in such efforts, and does not interfere with the rights of students, faculty or other staff members.

### **n. Professional Development**

Faculty members are strongly encouraged to take advantage of professional improvement opportunities, and ongoing professional development is a requirement for continued employment. It is important to note that although professional development often involves attendance at off-campus meetings, many other activities conducted on-campus may constitute professional development.

#### **i. Approval**

If attendance at professional development meetings, workshops, etc. will result in absence from classes and/or missing scheduled classes, the faculty member must obtain the written approval of the Division Dean in coordination with the appropriate Department Chair.\* If approval is granted, it is the faculty member's responsibility to arrange an educationally valuable alternative experience for students in the class missed (class "covered" by colleague; guest speaker, special assignment, guided review, etc.).

*\*The approval or disapproval decision of the Division Dean will be based on the value of the activity to the college.*

#### **ii. Reimbursement**

1. In order to assist in funding professional development, budget allocations are made to the divisions by department on a per faculty rate. Coordination of expenses will be the responsibility of the Division Dean and the appropriate Department Chair. (It is not intended that the funds necessarily be prorated equally among the faculty members in each division.)
2. Requests for reimbursement of expenses should be made by the faculty member on the appropriate forms. (See Eastern Policy & Procedure Manual)

### **iii. Additional Professional Development Funds**

1. The college endeavors to fund professional development activities to the extent that funds are available and will be distributed at least in part through the office of the Vice President for Academic Affairs. When additional funds are available, to the Vice President for Academic Affairs in conjunction with the Academic Leadership Team, will establish an application process for these funds. Approval to fund an activity will be based on the value of the activity to the institution.
2. Requests for reimbursement of expenses should be made by the faculty member on the required forms. (See Policies and Procedures Manual)

### **o. Public Relations Appearance Off-Campus**

Many requests are received by the college to provide speakers and entertainment for schools, churches, civic groups, etc. When practical, these requests should be met in the interest of public relations. Caution must be exercised to ensure that class attendance, study time, etc. is not infringed upon unduly.

### **p. Salary Policy**

#### **i. Salary Formula**

A basic salary formula is employed. Salary is normally determined by degrees earned, additional graduate hours beyond the highest degrees earned, and experience. See Appendix B for current salary schedule.

#### **ii. Payment Period**

1. Appointments for full-time instructional personnel are for a period of nine to twelve months and paid in twelve monthly payments.
2. Appointments for instructional personnel less than full-time will be paid according to contract.

#### **iii. Salary Adjustments**

Salary adjustments for the *next* academic year for **increased** academic qualifications should be approved by **March 1**. Upon completion of course work, an official transcript must be forwarded to the Human Resources Manager and the Vice President for Academic Affairs before payroll adjustments can be made. Other salary adjustments may be made

at any time.

**q. Sexual Harassment Policy**

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Eastern Oklahoma State College adopts the following policy concerning sexual harassment. (See Harassment and also, the Student Handbook, and the Title IX Policy and Procedures Handbook for additional details.)

Eastern Oklahoma State College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our College. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities. It is important that members of the College community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the College community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest.

The policy applies in all College programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, college housing, and college employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this College that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

This policy shall not be construed or applied to restrict academic freedom at Eastern Oklahoma State College, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

All complaints or any concerns about conduct that may violate this policy as well as any form of retaliation should be filed with the Human Resource Director, the Title IX Senior Coordinator, or with any of the Deputy Title IX Coordinators:

The college will follow procedures that will ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred.

**i. Definition**

*Sexual Harassment* can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex, unwelcome sexual advances, requests for sexual favors and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when:

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

ii. **Stalking** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

iii. **Retaliation** is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

**iv. Specific Examples**

For clarification, the following behavior may be construed as sexual harassment:

1. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones.
  - a. *Written*-includes but is not limited to suggestive or obscene letters, notes, emails or invitations.
  - b. *Verbal* - includes but is not limited to derogatory comments, slurs, jokes, or epithets.
  - c. *Physical* - includes but is not limited to assault, improper touching, impeding, or blocking movement.
  - d. *Visual* - includes but is not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Retaliation, threats, or implied threats of retaliation following rejection of or reporting of or complaining about sexual harassment.

**v. Sexual Harassment Student Complaint Against Another Student**

Students believing that they may have been subject to sexual harassment should report to the Title IX Coordinator or a Deputy Coordinator to file a complaint and discuss possible options available to resolve the complaint. Violations of the Sexual Harassment Policy will follow procedures as listed in the Student Code of Conduct in the Student Handbook as well as the Title IX Policy and Procedures Handbook.

**vi. Sexual Harassment Faculty Complaint Against a Student**

A faculty member believing that they may have been subject to sexual harassment by a student should report to the Title IX Coordinator or a Deputy Coordinator to file a complaint and discuss possible options available to resolve the complaint. Violations of the Sexual Harassment Policy will follow procedures as listed in the Student Code of Conduct in the Student Handbook as well as the Title IX Policy and Procedures Handbook.

**vii. Sexual Harassment Student Complaint Against Faculty**

Students believing that they may have been subjected to sexual harassment or any form of discrimination should report to the Title IX Coordinator or a Deputy Coordinator to file a complaint. The following procedures should be initiated:

**Option 1**

The College encourages informal resolution of complaints. If appropriate, the aggrieved individual(s) may first discuss the complaint directly with the individual against whom the complaint is made. If the alleged discrimination involves a department or unit rather than an individual, the aggrieved individual(s) may discuss the complaint with a representative of that department/unit. If the complaint is not resolved as a result of this discussion, or if the aggrieved individual(s) do not wish to proceed informally, they should proceed to Option 2.

**Option 2**

The aggrieved individual(s) may file a complaint with the Eastern Oklahoma State College Title IX coordinator. If the Title IX coordinator is the person alleged to have discriminated, the complaint may be filed directly with the president of the College, who shall designate another qualified individual to conduct the investigation and report their findings. The complaint must be in writing and include the grievant's name and address, the nature of the alleged violation, name of the persons responsible for the alleged violation (where known), requested relief or corrective action (specification of desired relief shall be at the grievant), and any background information the grievant believes to be relevant (e.g. witnesses to the alleged violation, name or groups of other persons who may be affected, etc.).

A complaint should be filed in a timely manner following an alleged violation. The College will take affirmative steps to comply with the provisions of Title IX at any time a violation becomes known, but may not be able to address a specific instance of alleged violation if the passage of time has rendered memories unclear and relevant documentation is lacking. Aggrieved individual(s) are urged to initiate either option within a week of becoming aware of a perceived violation.

Upon receipt of the complaint, the Title IX coordinator will immediately begin conducting an investigation. All parties related to the complaint will be afforded the opportunity to submit evidence (including statements from witnesses) relevant to the complaint. The investigation will be completed within 20 working days of receiving the complaint and a statement of findings will be issued by the Title IX coordinator to the individual or department/unit against whom the complaint is made and to the grievant.

If the Title IX coordinator determines that the allegations of discrimination have merit, a proposed resolution according to law and College policy will be submitted to the parties involved. If the proposed recommendations are acceptable to the grievant and the solutions are implemented, the complaint is considered resolved.

The grievant may request a reconsideration of the case (an appeal) in instances where he or she is dissatisfied with resolution. The request for consideration should be filed in the President's Office within 10 working days of receipt of the resolution, or as soon as possible following evidence the accepted solution has not been implemented. The President will review the request and issue a final resolution in a timely manner. The decision of the President is final.

Anyone at any time may contact the following:

Office for Civil Rights  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202  
Telephone: 202-245-6800

Or

Office for Civil Rights  
United States Department of Education  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106

Telephone: 816-268-0550

Complaints of discrimination will be treated as confidentially as possible, recognizing the potential need to notify the alleged perpetrator of the facts relative to the alleged violation, contact and interview witnesses and other knowledgeable parties, inform key staff of issues required for compliance, and reply to any state or federal agencies who may have been informed of the alleged violation.

**viii. Faculty Complaint Against Faculty, Professional Staff or Administrator**

A faculty member believing that he or she may have been subject to sexual harassment or discrimination by another faculty member, professional staff or administrator should report the Title IX Coordinator or a Deputy Coordinator to file a complaint. In the event the Division Dean is the respondent, the faculty member should report to the Human Resources Manager and the Vice President for Academic Affairs to file a complaint. In the event the Vice President for Academic Affairs is the respondent, the faculty member should report to his or her Division Dean and the President to file a complaint. The following procedures should be initiated.

*Option 1*

The College encourages informal resolution of complaints. If appropriate, the aggrieved individual(s) may first discuss the complaint directly with the individual against whom the complaint is made. If the alleged discrimination involves a department or unit rather than an individual, the aggrieved individual(s) may discuss the complaint with a representative of that department/unit. If the complaint is not resolved as a result of this discussion, or if the aggrieved individual(s) do not wish to proceed informally, they should proceed to Option 2.

*Option 2*

The aggrieved individual(s) may file a complaint with the Eastern Oklahoma State College Title IX coordinator. If the Title IX coordinator is the person alleged to have discriminated, the complaint may be filed directly with the president of the College, who shall designate another qualified individual to conduct the investigation and report their findings. The complaint must be in writing and include the grievant's name and address, the nature of the alleged violation, name of the persons responsible for the alleged violation (where known), requested relief or corrective action (specification of desired relief shall be at the grievant), and any background information the grievant believes to be relevant (e.g. witnesses to the alleged violation, name or groups of other persons who may be affected, etc.).

A complaint should be filed in a timely manner following an alleged violation. The College will take affirmative steps to comply with the provisions of Title IX at any time a violation becomes known, but may not be able to address a specific instance of alleged violation if the passage of time has rendered memories unclear and relevant documentation is lacking. Aggrieved individual(s) are urged to initiate either option within a week of becoming aware of a perceived violation.

Upon receipt of the complaint, the Title IX coordinator will immediately begin conducting an investigation. All parties related to the complaint will be afforded the opportunity to submit evidence (including statements from witnesses) relevant to the complaint. The investigation will be completed within 20 working days of receiving the complaint and a

statement of findings will be issued by the Title IX coordinator to the individual or department/unit against whom the complaint is made and to the grievant.

If the Title IX coordinator determines that the allegations of discrimination have merit, a proposed resolution according to law and College policy will be submitted to the parties involved. If the proposed recommendations are acceptable to the grievant and the solutions are implemented, the complaint is considered resolved.

The grievant may request a reconsideration of the case (an appeal) in instances where he or she is dissatisfied with resolution. The request for consideration should be filed in the President's Office within 10 working days of receipt of the resolution, or as soon as possible following evidence the accepted solution has not been implemented. The President will review the request and issue a final resolution in a timely manner. The decision of the President is final

#### **ix. Withdrawal of Complaint**

The complainant may withdraw the complaint at any point prior to the adjournment of a formal hearing.

#### **x. Implementation of Recommendations**

Within **ten (10) working days** of receipt of the Hearing Committee's report or the result of the Vice President for Academic Affairs' review, the President will either implement the report's recommendations or indicate in writing to the committee chair and the parties involved the reasons for taking other actions or no actions.

#### **r. Sexual Relationship Policy**

Eastern's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the institution's educational mission. Trust and respect are diminished when those in position of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the institution.

*Consent* is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. Romantic or sexual relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty

member will abuse his or her power and sexually exploit the student.

Voluntary consent by the student in such a relationship is suspect, given the fundamentally unequal nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior, because it places the faculty member in a position to favor or advantage one student's interest at the expense of the others and implicitly makes obtaining benefits contingent on romantic or sexual favors. Therefore, the institution will view it as unethical if faculty members engage in a romantic or sexual relationship with a student enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship and will be cause for immediate dismissal of the faculty member.

**i. Faculty/Student Relationships Within the Instructional Context**

It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member.

**ii. Faculty/Student Relationships Outside the Instructional Context**

Romantic or sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic area or in areas that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a romantic or sexual relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the college.

**iii. Previous Relationships**

Previous relationships of a romantic or sexual nature occurring prior to and ending before the professional/collegial student/faculty relationship are not subject to these guidelines.

**s. Soliciting on Campus**

Sales of products or services on campus by off campus entities for profit are prohibited unless authorized by the President in writing.

This policy does not include fund raising projects for student organizations. Those requests should be made through the Office of the Dean of Student Services.

**t. Teaching Assignments**

**i. Standard Teaching Load**

The standard faculty workload is thirty credit hours or equivalent per academic year.

There is no distinction between day and evening offerings in regard to standard teaching load for on- or off-campus classes. Course offerings in excess of standard teaching loads may be required of departments due to enrollment fluctuation.

#### **ii. Overload Payment**

Faculty teaching over 30 credit hours for the academic year will be compensated at the current adjunct rate of pay for the additional credit hours.

#### **iii. Overload Assignment Procedure**

Upon recommendation of the Division Dean, in coordination with the Department Chair, assignments will be made to individuals qualified to teach the overload section(s) according to the following criteria.

1. Faculty from the department with the overload requirement.
2. Faculty having the approval of the Division Dean in which the overload is required.
3. Adjunct faculty having the approval of the Division Dean in which the overload is required.
4. Division Deans may approve a one-course overload for full-time faculty. Any additional overload must be approved by the Vice President for Academic Affairs.
5. Teaching loads for adjunct faculty that would exceed 50 percent of a full-time contract must be recommended by the appropriate Division Dean and approved by the Vice President for Academic Affairs.

#### **iv. Course Cancellations**

Class offerings with an inadequate number of students will be reviewed to determine possibility of cancellation.

#### **u. Tenure**

##### **i. Procedure for Application for Tenure:**

##### **1. Eligibility for Tenure:**

All faculty hires are considered probationary for four years. All faculty hires must fulfill the requirements for hiring according to the Faculty Qualification Requirements. All persons who have completed the probationary period are eligible for tenure upon the recommendation of their Division Dean. In January of the year of recommendation for tenure, the Division Dean will work with eligible faculty to prepare application for tenure review. The application will be submitted to the Vice President for Academic Affairs by March 1. The tenure committee will complete their review and recommendation by April 1. Tenure becomes effective July 1 following the award.

In order to be tenured, the faculty member must meet **all** of the following criteria:

- a. Hold a minimum of a Master's degree
- b. Demonstrate professional excellence in classroom instruction
- c. Be fully qualified in discipline(s) taught (See the Faculty Qualification

Requirements section for details)

- d. Demonstrate a record of institutional and community service. Application of professional skills to service to the community is not required but may be considered
- e. Endeavor to maintain professional excellence
- f. Implement the stated mission of Eastern Oklahoma State College

Each division is responsible for developing any additional criteria against which the faculty member is to be evaluated. The Division Dean will submit the additional criteria to the Vice President for Academic Affairs for review.

**a. The standardized application will include the following:**

- i. Faculty Performance Appraisals (by Division Dean) for three years
- ii. Description of Teaching Assignments (including, but not limited to, description of class load, kinds of classes: ITV, on-line, traveling to satellite campuses, etc.)
- iii. Activity Update forms for three previous years
- iv. Additional information: any additional information that applicant would like to submit to complete the picture of that applicant's value to the institution, ie: Letters of Recommendation, description of community and/or campus involvement, scholarly achievements, etc.
- v. Any additional information the Division requires specific to the mission of that Division

***Steps in the Process for Granting Tenure***

**a. Application for Tenure:** The eligible faculty member must notify his or her Division chair (or VPAA if no Division Chair) that he or she is applying for tenure. The candidate for tenure will prepare a written application in support of his or her candidacy. (See procedures manual). This application will be read by the voting tenured faculty members, so confidential information known only to the Division Chair and/or VPAA may be withheld. This notification and application must be submitted by **March 1**, of the fourth year of employment, or the next business day thereafter.

**b. Tenured Faculty Meeting:** The granting of tenure for the faculty member will be considered by all tenured\* faculty members within the division, the Division Chair, and the administration. The Division chair will call a meeting of the tenured faculty within the division. If there are fewer than five tenured faculty in a division, the number will be supplemented by the necessary number from the tenured faculty of Eastern Oklahoma State College. The VPAA will be responsible for having the tenured faculty of the college elect such additional members. The candidate's written application will be provided in advance of the meeting of tenured faculty. At this meeting, a chair will be elected to conduct the vote. A vote will be taken by secret ballot. The chair of the meeting will forward the results of the vote to the VPAA.

*\*Tenured faculty related in the first degree to the candidate are not allowed to*

*serve. Others with potential conflicts of interest should also withdraw.*

c. VPAA: If the faculty member receives a recommendation for tenure by majority vote, the VPAA will submit the committee's recommendation as well as his or her recommendation to the President.

i. President: If the recommendation from the President is positive, he or she will submit the candidate to the Board of Regents for final consideration.

ii. In the case of a negative recommendation from the President, he or she will notify the VPAA who will, in turn, notify the candidate and the Division chair. All notifications must be in writing that take place **within ten working days** after the president receives the recommendations of the committee and the VPAA.

d. Board of Regents:

i. A candidate for tenure who receives a negative recommendation from the President may appeal to the Board of Regents on two grounds only:

*Procedural Error:* Allegation of procedural errors of such a grievous nature that a reasonable person would conclude that the candidate was not given full and fair consideration.

*Discrimination:* Allegation of discrimination on the grounds of race, ethnicity, creed, exercise of constitutional rights (such as First Amendment) or other legally and constitutionally protected status or right.

ii. In the absence of reasonable cause to believe that allegations related to procedure and/or discrimination have merit, the Board of Regents will not consider appeals of the judgments made by the tenured faculty, Division Chair (supervisor), VPAA, President, or any other individual involved in the deliberative process.

iii. By official action, the Board of Regents will accept or reject the President's recommendation for granting of tenure. There is no appeal of the decision of the Board. The President or his designate will notify the faculty member, in writing, of whether tenure status has been granted **no later than ten days** after the Board of Regent's decision. If tenure is denied, a written report to that effect will be sent to the Division Chair.

**ii. Procedure for Removal of Tenure:**

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

1. Personal conduct that impairs the individual's fulfillment of his/her institutional responsibilities, including, but not limited to, the

following:

- a. Theft of college property
  - b. Threatening or striking a college employee or student
  - c. Falsifying records
  - d. A documented pattern of insubordination
  - e. Conviction of a felony
  - f. Pattern of poor academic performance as evidenced by written evaluation by the Division Dean
  - g. Willful violation of publicized college policy
2. Bona fide lack of need for one's services as determined by the Vice President for Academic Affairs and President
  3. Bona fide necessity for financial retrenchment

Except in cases determined to be especially severe, the faculty member must have had written warning and been given a reasonable opportunity to correct the problem before action for removal of tenure and/or dismissal may proceed. That written Plan for Improvement must give the tenured faculty clear goals and a timeline for accomplishing those goals.

Recommendations for dismissal must go through appropriate administrative channels to a three-member committee from the Board of Regents for final approval. The three-member committee will be chosen at random from the current board members by the Chairman of the Board of Regents. Thorough documentation of all steps taken and the results of previous action must accompany the recommendation for removal of tenure.

If the Division Dean, Vice President for Academic Affairs, or President believes that tenure status should be removed from any tenured faculty after the comprehensive Plan for Improvement has been completed, the Vice President for Academic Affairs will call a meeting of a committee of tenured faculty from the various divisions to hear the facts showing cause for removal of tenure.

The Vice President for Academic Affairs will be responsible for selecting committee members through a random drawing of tenured faculty. The committee will include two members of the applicant's Division\* and one representative from each of the other Divisions on campus. All will be chosen through a random lottery drawing held by the Vice President for Academic Affairs.

The presentation of the case against the faculty member should be made to the committee by the Vice President for Academic Affairs. Following the presentation of the facts in evidence, the faculty member shall have the opportunity to present his/her position and may have an advocate present who may speak.

After this hearing, a vote will be taken by secret ballot to recommend either removal or continuation of tenure. A majority of five of the seven committee members will be required to recommend either removal or continuation of tenure. The VPAA will submit

the recommendation to the President.

In cases in which the recommendation is tenure removal of a tenured faculty member, the faculty member must be notified in writing within ten days of the recommendation by the Office of the President. Proof of receipt of notification is required. The President will submit the recommendation of the tenured faculty committee along with his personal recommendation to the Board of Regents.

*\*If applicant's Division does not have the required number of tenured faculty members, VPAA will choose the remaining members of the tenure committee through random drawing of other tenured faculty members in other Divisions.*

**iii. Action from the Board of Regents:**

At the Board of Regents three-member committee meeting, the President will recommend removal of tenure and/or dismissal. Prior to committee action, the faculty member may request to be heard. The faculty member may be represented by counsel but must speak for himself/herself.

After due consideration of the evidence presented, the Board of Regents three-member committee ensure procedural policy has been followed and render a decision for the removal of tenure. The Board of Regents three-member committee will make the final decision. The faculty member shall be sent notice of the decision of the Board of Regents three-member committee by certified mail, restricted delivery, return receipt requested, or by personal delivery within 10 days of the decision.

**iv. Appeals to the Board of Regents:**

A tenured faculty member who receives a negative recommendation may appeal the Board of Regents' decision on two grounds only:

1. Procedural Error: allegation of procedural errors of such grievous nature that a reasonable person would conclude that the candidate was not given full and fair consideration.
2. Discrimination: allegation of discrimination on the grounds of age, race, gender, ethnicity, creed, exercise of Constitutional rights (such as First Amendment rights) or other legally and constitutionally protected status or rights.

The faculty member wishing to make an appeal must submit the appeal in writing to the Secretary of the Board of Regents within 10 working days of notification of removal of tenure. The Secretary will notify the Chair of the Board of Regents. Appeals not filed by this deadline will be automatically rejected unless the appellant can prove to the satisfaction of the Chair of the Board of Regents that factors beyond the appellants control made it unreasonable to file within the 10 days allotted.

In the absence of reasonable cause to believe that allegations related to procedure and/or discrimination have merit the Board of Regents will not consider the appeal. The faculty member must be notified within 10 days of the Board accepting or rejecting the appeal.

In the event the appeal is accepted, the Chairman of the Board of Regents will appoint a committee of at least three members of the Board to hear the appeal. The appeals committee will be made up of different board members than those who were appointed to take initial action on the repeal of tenure. The committee will set a hearing time at which time the candidate will be given the opportunity to state his or her appeal; the President will have the opportunity to respond. Either party may designate counsel or others to state all or part of their cases. The appointed committee of the Board may require either or both parties to produce documents, and the committee may require any employee of the college to appear. The appellant may call witnesses, but the Board has no power to compel their attendance. The committee will confine the hearing to arguments to determine if the negative tenure recommendation flowed from procedural or discriminatory error. Any argument not germane to such allegation(s) will be ruled out of order.

The committee will make its recommendation at the next scheduled Board of Regents meeting. If the Board finds no substantive procedural error or discrimination, the matter is terminated. If the Board finds procedural or discriminatory error, it does not necessarily result in reinstatement of tenure and/or continued employment. The Board may adopt any remedy it deems appropriate. The Board's decision is final and non-appealable.

## **VII. Financial Exigency**

### **a. Definitions**

#### **i. Financial Exigency**

Financial exigency shall mean a state of financial crisis brought about by a decrease in Educational and General Part I budget allocation to the college and/or a significant shortfall in total college funding, which would:

1. Necessitate the elimination or reduction of existing instructional programs
2. Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment
3. Seriously erode the quality of any existing program.

#### **ii. Financial Exigency Committee**

The Financial Exigency Committee shall be composed of the President, who shall serve as Chair, the Vice Presidents, and other designees as may be deemed appropriate at the time. At the time of this Handbook adoption, the committee shall include the incumbents of the following described positions.

1. Vice President for Academic Affairs
2. Director of Finance
3. McAlester Campus Dean
4. Vice President for External and Student Affairs
5. Vice President of Administrative Affairs
6. Director of the Physical Plant
7. Faculty Council Chair
8. One Division Dean
9. Athletic Director

In addition, the President may appoint to the committee such other faculty, administrative staff, staff, or students to assure appropriate representation of all groups within the college community. The purpose of the Financial Exigency Committee is to recommend budget alterations, including those involving personnel, to the President.

#### **iii. The Termination Review Committee**

The Termination Review Committee shall be composed of a chair and six members, three of whom shall be faculty members and three of whom shall be staff. The Vice President for Academic Affairs shall determine two of the faculty members of the committee by random selection from among tenured faculty, and one faculty member of the committee from among other faculty. Any faculty member so chosen may decline to serve with valid justification. When the committee considers the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings. All members shall be voting members.

The purpose of the Termination Review Committee is to review terminations under exigency and make recommendations to the President as to their justification.

## **b. Policy and Procedures**

### **i. Declaration**

When, in his/her opinion, a state of financial exigency is impending, the President, in consultation with the Financial Exigency Committee and the Chair of the Board of Regents, shall declare the college to be in a state of financial exigency.

### **ii. Preliminary Action Plan**

Following the declaration, the President shall convene the Financial Exigency Committee and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature and extent of the crisis and develop a Preliminary Action Plan to return the college to a stable financial state. Upon completion of its evaluation the committee shall prepare and recommend its Preliminary Action Plan to the President.

### **iii. Exigency Action Plan**

The President shall review and consider the Preliminary Action Plan and seek such other advice and counsel from faculty, students, and other interested parties, as he/she shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the Board of Regents an Exigency Action Plan for easing the financial crisis at the college.

### **iv. Action by Board of Regents**

The Board of Regents has the ultimate responsibility for the financial integrity of the college. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the college to a stable financial state. Any Action Plan adopted by the Board of Regents will not identify specific faculty or staff for termination, but may identify budgetary goals and areas and units for reductions.

### **v. Action Plan Implementation**

Following adoption by the Board of Regents, the President shall direct the executive officers to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities or services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply:

#### **1. Program Review**

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or program deletion, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Financial Exigency Committee and other units develop their respective plans, they should consider such factors as centrality to the college's mission, productivity,

support of productive programs, cost-benefit relationship, program achievement and/or income generating ability. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Eastern Oklahoma State College.

## **2. Program Deletion**

If an academic program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include such actions as permitting students to complete programs by taking similar course work in related departments, assisting them to locate the same program at other institutions, or other means of meeting the academic needs of affected students.

## **3. Personnel Reduction**

Anyone terminated may appeal in writing to the Termination Review Committee to reconsider its decision. Such an appellant does have a right to a hearing before the committee. At such a review, the Termination Review Committee will recommend either termination or continuance of the person to the President. The President's decision will be final. Tenured faculty have the right to follow the appeals process to the Board of Regents. (See Tenure)

## VIII. Faculty Benefits

### a. Employee Benefits

The institution offers various benefits to eligible employees and their dependents. Eligible employees are those employed at least half-time and occupying permanent positions. The institution pays for the cost of the employee's benefits unless otherwise noted below. The institution does not pay for the cost of any dependent's elected benefit. Detailed information concerning all benefits is available in the Human Resources Office. A synopsis of the major benefits is listed below: (See Eastern Policy & Procedure Manual)

#### i. Health/Dental/Basic Life Insurance

Group medical, dental, and basic life insurance is provided to all eligible employees through Health Choice. The life insurance is in the amount of \$20,000.

Other options under Health Choice or coverage for spouse and children may be added at an additional cost to the employee.

#### ii. Life Insurance

Group life insurance through Mutual of Omaha is provided to all eligible employees. The policy amount is based on two times the employee's annual salary rounded to the nearest thousand. Benefit changes will be updated each January.

#### iii. Workers Compensation Insurance

All employees and volunteers are covered by workers' compensation insurance.

#### iv. Unemployment Insurance

All employees are covered by unemployment insurance.

#### v. Automobile Liability Insurance

College employees are covered for liability while operating a College vehicle or while operating their personal vehicle on official college business.

#### vi. Retirement Benefits

All eligible employees become members of the Teachers' Retirement System of Oklahoma. The Teachers Retirement contribution is provided and 100% paid for eligible employees by Eastern Oklahoma State College.

Employees who began contributing to TRS before January 11, 2017 are vested after 5 years. Employees who began contributing to TRS after January 11, 2017 are vested after 7 years.

In order to maintain health insurance into retirement, the retiree must have been a member of HealthChoice for ten years.

Complete information concerning the Teachers Retirement System of Oklahoma can be obtained from the Human Resources Office or by contacting the Teachers Retirement System in Oklahoma City at 1.877.738.6365 or <https://www.ok.gov/trs/>.

Eastern participates in the Federal Social Security Program and Medicare for their employees. Individual contributions are deducted from the employee's salary and Eastern provides the required employer's match.

**b. Optional Pay Related Benefits**

Employees may also elect to pay for additional, optional benefits to be deducted from the employee's pay. Details of these benefits are available in the Human Resources Office.

**c. Holiday Leave**

The College observes certain holidays and closed days as determined by the President. Employees on leave without pay the day before or after a holiday or closed day will not receive pay for the holiday or closed day.

**d. Leaves of Absence**

**i. Family Medical Leave Act**

The Family Medical Leave Act of 1993 gives eligible faculty up to 12 weeks unpaid, job-guaranteed leave for childbirth, adoption, and foster child placement as well as serious illness either of a faculty member or of his or her immediate family. Eligible faculty are those who have been employed by the College for at least 12 months or a total of 52 weeks and have worked at least 1,250 hours during the most recent 12-month period prior to the FMLA qualifying event. The 12-month period is based on the anniversary date of employment. Faculty members wishing to take Family Medical Leave must provide the College with medical certification that demonstrates the need for the leave. Faculty members taking a Family Medical Leave will not lose any employment benefit (such as rank or credit for years of service) accrued prior to the beginning of the leave. Faculty members will also continue to be covered by all group insurance plans in which they were enrolled prior to the beginning of the leave; however, a faculty member will continue to be responsible for payment of premiums for any additional coverage or elected dependent coverage. It is the faculty member's responsibility to contact the Human Resources Office as soon as possible to determine premium payment requirements.

**ii. Leave Without Pay**

Full-time, tenured faculty members may request leave without pay for a one-year period after being employed five consecutive years at Eastern. Faculty application for leave shall be made to the Vice President for Academic Affairs through the appropriate

Division Dean prior to March 1. The applicant shall be notified in writing of the decision by April 10. If the request is approved, the applicant will be allowed to return to his or her previous position at the end of the leave period as in accordance with the "Leave Without Pay" agreement. (See Eastern Policy & Procedure Manual)

### **iii. Sabbatical Leave**

Full-time faculty shall be eligible to apply for sabbatical leave for the purpose of pursuing graduate studies, research, or learning new technologies through employment. Faculty members desiring a sabbatical leave must submit an application, to include a plan of study, to the appropriate Department Chair/Division Dean and the Vice President for Academic Affairs.

1. The number of full-time faculty on academic year sabbatical during a given year shall not exceed five per cent (5%) of the full-time faculty.
2. If funds are available, a faculty member receiving a full year sabbatical (nine or more graduate hours each semester for two semesters) shall be paid by Eastern at the rate of one-half the nine-month salary for teaching faculty received the school year immediately preceding the sabbatical
3. An obligation of three-years of employment by Eastern shall be incurred immediately following the sabbatical or the salary received during the sabbatical must be repaid.
4. Applications for sabbatical leave must be received by the President's Office by March 1, and may be canceled by the applicant through April 1.
5. The Vice President for Academic Affairs shall advise the President, whose decision on the application is final. The President will notify the applicant no later than April 10.
6. Subsequent to notification of acceptance of the application, the individual shall give the College a security for return to employment with a sabbatical leave bond in the amount of the salary which will be paid to the employee during the sabbatical period issued by a surety company recognized by the State Insurance Commissioner of Oklahoma.
7. Criteria for determining individuals who will receive sabbatical approval include but are not limited to the following:
  - a. Tenured faculty over non-tenured
  - b. Applicant working on advanced degree as evidenced by a program of study
  - c. Applicant not previously awarded a sabbatical

- d. Applicant for academic year not within three years of retirement
- e. Applicant involved in disciplines in which technologies, knowledge, etc., are rapidly advancing.

#### **iv. Sick Leave**

Full-time faculty members are entitled to accrue sick leave with pay at the rate of one and one-fourth days per month (10 hours). There is no limit to the number of days/hours that may be accumulated. However, a maximum of 120 days or 960 hours may be utilized during an academic year. Members of the Oklahoma Teachers' Retirement System shall be entitled to have their accumulated days of sick leave credited toward the years of service. A retiring faculty member will be granted 120 days/960 hours of sick leave to use as a year toward retirement if he or she has or would have accumulated such leave, OTRS Rules: 715:10-5-28 and 715:10-5-29. A maximum of five (5) days annually (not cumulative) may be charged against sick leave as personal leave for full-time faculty only.

A faculty member who takes sick leave shall notify his or her Department and Division Deans as soon as possible. Division Deans who are absent shall notify the Vice President for Academic Affairs. Upon returning, the faculty member/Division Dean will obtain a sick leave report form from the Office of Human Resources. (See Eastern Policy & Procedure Manual) It is the responsibility of the employee to obtain and complete this form, obtain the appropriate signatures and forward the form to the Human Resources Manager.

If the employee is absent due to illness for more than three (3) consecutive days, a certificate of illness signed by the attending physician may be required. This certificate shall be filed with the Human Resources Manager.

#### **v. Sick Leave Donation Policy**

Employees may donate sick leave to a fellow employee who has exhausted all available leave (see Oklahoma Personnel Act 74-840-2.23) and is currently on FMLA. Donation forms are available in the Human Resources Office. The criteria for donating sick leave are:

- a. Donated sick leave must be voluntary and a donation form must be sent to the Human Resource Director stating the recipient and the amount of sick leave to be donated. Donating employees may remain anonymous.
- b. Employees may donate a maximum of 15 days/120 hours of sick leave annually.
- c. Donating employees cannot cause their sick leave balances to fall below 90 days/720 hours.

Employees may request donation of sick leave when they have exhausted all available leave due to an extended illness. A request for donated sick leave is available in the Human Resources Office. The request will be reviewed and if approved, the recipient will be notified. The criteria are:

- a. A completed request for donation form must be sent to the Human Resource Director stating the amount of sick leave requested.
- b. In the event, the employee is unable to physically make the request; their immediate family member may submit the request form.
- c. The Director of Human Resources will notify the recipient of the amount of sick leave being donated
- d. An employee may receive a maximum of 45 days/360 hours of donated sick leave over the lifetime

of their employment at Eastern.

**vi. Compassionate Leave**

An employee may utilize up to 80 hours for compassion purposes each year, i.e., funerals, family illnesses, crises or emergencies. Compassionate leave is deducted from the employee's accumulated sick leave. If sick leave is not available, annual leave will be used. Then any balance is charged to leave without pay.

**vii. Maternity Leave**

Leave for the birth of a child or placement of a child for adoption or foster care is handled in the same manner as ordinary sick leave. Family Medical Leave is also available.

**viii. Jury and Witness Duty**

Employees called to serve as a member of a jury or subpoenaed as a witness shall be granted leave of absence with pay for such duty. Employee will be required to provide a copy of the letter received from the court clerk's office to the Human Resources Office for inclusion in the personnel file. This policy does not include court attendance when an employee is the defendant or engaged in personal litigation unless such actions are the result of an act performed by the employee as part of his/her official duties.

**ix. Disability Leave**

In the event of a disability or a condition that renders an employee unable to perform assigned duties, an employee may utilize accrued sick leave, compensatory leave, annual leave or a combination of all until the balances are expended. A medical statement must be provided before an employee may qualify for disability leave or to return to work.

**x. Military Leave**

Employees who are members of the Oklahoma National Guard or any branch of the United States military or its reserve components are entitled to a leave of absence with pay for the first 30 regularly scheduled work days of active military duty during any federal fiscal year (October 1 through September 30) when ordered by proper authority to active or inactive duty. The leave with pay will not be charged against paid leave or other accrued benefits. When the employee requests military leave, they must make an appropriate request and provide copies of their military orders to their supervisor and the Human Resources Office.

**xi. Voting Leave**

Pursuant to Oklahoma statutes, Eastern provides two hours off with pay for the purpose of voting in national, state, and local elections.

**e. Tuition Reduction**

Regular, current, full-time Eastern employees are entitled to receive a 100% tuition-only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. The tuition-only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Employee's Spouse and Dependents are eligible for tuition reduction as well. Dependents may receive the 100% tuition-only waiver for any year in which an employee claimed them as

dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form at the time of registration.

Retirees' Spouses and Dependents will receive a 100% tuition-only waiver. Waivers for retirees are those who have retired from employment at Eastern under the Teachers Retirement System of Oklahoma. Waivers for spouses and dependents of these retirees are limited to any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the retiree's federal income tax form at the time of registration.

Condition of Benefit - All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Condition of Courses at No Cost to Employee - Employees, as well as all Oklahoma residents, who are 65 years of age or older may audit classes without charge. Enrollment is contingent upon available space.

Employees, spouses, dependents and retirees must self-identify on the admission application and at the time of registration in the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student.

### **Admission to Sporting Events**

Employees may attend all regular season, home sporting events free of charge. Courtesy passes are issued at the beginning of the academic year.

### **Direct Deposit Participation**

Oklahoma law (74 O.S. 292.12) requires that state employees receive their paychecks electronically through direct deposit to a checking or savings account. This requirement does not include student employees and temporary employees, but they can choose this convenient method of paycheck distribution at any time.

Alternative to Direct Deposit: Employees that do not provide direct deposit information will receive their wages deposited on a PayCard. Other transactions made with the PayCard may have fees. PayCard information is available on the State of Oklahoma website:

<https://apps.ok.gov/about/paycard.html>

## **IX. Faculty Handbook Revision Policy**

The Faculty Handbook contains information of general interest to the faculty. Sources used in the preparation of the Faculty Handbook include, but are not limited to, the following: the most recent edition of the Faculty Handbook; minutes of the Eastern Oklahoma Board of Regents; Oklahoma State Regents for Higher Education Policies and Procedures Manual; Staff Handbook; Student Handbook; and minutes of the Faculty Council.

The Faculty Council Executive Board, the Vice President for Academic Affairs, the Director of Finance, and the Director of Human Resources, will review the Faculty Handbook on an annual basis. The review process must be completed, and any changes recommended to the President in time for him or her to form recommendations and revisions comments before the revisions are presented to the Eastern Board of Regents at a regents' meeting.

Recommendations for revisions must be approved by the Eastern Oklahoma State College Board of Regents before a change may be implemented.

The Faculty Handbook will be updated with ***all*** changes on an annual basis and made available to the faculty. The handbook should be reviewed at the beginning of the fall semester each school year with input on any changes needed from all entities listed above. If no changes are needed or recommended, the Faculty Handbook should be noted as readopted.

## X. Academic Policies and Procedures

### a. Academic Integrity

Eastern expects its students to demonstrate integrity in their academic work. Acts violating the expected integrity include:

- i. Cheating on examinations, quizzes or other written work;
- ii. Giving assistance to or receiving assistance from another during an examination or quiz;
- iii. Plagiarism, that is:
  1. The use of another's published work wholly or in part without recognition or proper documentation;
  2. The use of another student's work as one's own;
  3. The purchase, use or provision of an already prepared paper;
- iv. Falsifying any academic record;
- v. Obtaining, or attempting to obtain, copies of uncirculated examinations or examination questions.

If a faculty member identifies a violation of academic integrity where an academic penalty is imposed that could be appealed, the faculty member should contact the appropriate Division Dean and the Vice-President of Academic Affairs. The procedures for cases involving charges of a violation of academic integrity are outlined in the Student Handbook. (See Student Handbook)

### b. Academic Standing Policy

#### i. Academic Probation and Suspension

A student will be placed on academic probation if the student fails to meet the following requirements:

<b><i>Credit Hours Attempted</i></b>	<b><i>GPA Requirement</i></b>
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Freshmen students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed as detailed in the State Regents' *Grading Policy*, remedial/developmental (pre-college) courses, and physical education activity courses.

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

## **ii. Academic Suspension Appeals**

A student must document any extraordinary personal circumstances that contributed to his or her academic deficiencies. The documentation will be submitted to the Registrar and the information provided to the Vice President for Academic Affairs to be presented and considered at the next regularly scheduled meeting of the Academic Leadership Team.

The student will be notified of the decision made by the committee and if allowed to continue, the student will be on academic probation and must maintain a 2.00 GPA each semester attempted or raise his or her cumulative GPA to the designated level.

## **iii. Readmission of Suspended Students**

A student, who has not attended college for one regular semester after having been academically suspended, may request readmission to the Registrar. The decision is made by the Vice President for Academic Affairs and if the student is allowed to return, he or she is notified that he or she will be admitted on probation and that a suspended student may be readmitted only one time. Such students must maintain a 2.00 GPA each semester attempted while on probation or raise their cumulative GPA to the designated level. If the student is suspended a second time, he or she will not be considered for readmission until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his or her cumulative GPA to the retention standard.

## **iv. Reinstatement of Suspended Students at System Institutions**

If a student is suspended from another Oklahoma institution and would otherwise be qualified, he or she may request, in writing, admission to the College. The request will be submitted to the Registrar who will present it to a committee composed of the Vice President for Academic Affairs, the Registrar, and one faculty member. The student will be notified and if admitted will be on probation. Such students must maintain a 2.00 GPA each semester attempted or raise their cumulative GPA to the designated level.

## **c. Access to Student Records**

### **i. Directory Information**

In compliance with the Federal Education Rights and Privacy Act (**FERPA**), Eastern Oklahoma State College designates the following information as public or directory information:

1. Student's name, address and telephone numbers
2. Date and place of birth
3. Major field of study
4. Participation in officially-recognized sports. e. Weight and height of athletic team members
5. Dates of attendance
6. Degrees and awards received
7. Dates and institutions previously attended

## 8. Enrollment status (full-time or part-time).

Directory information may be released to the public without prior authorization of the students.

Students may withhold directory information by the submission of a written request to the Registrar's Office on a semester-by-semester basis. The request may be submitted at any time during the regular semester (fall, spring, or summer).

Eastern will continue withholding addresses and telephone numbers in the student directory that is available in the Registrar's and other offices for public use. Addresses and telephone numbers will be released on a case-by-case basis at the discretion of the College.

### **ii. Non-Directory Information**

Non-directory information includes the following:

1. ACT scores
2. Grades
3. High School and college transcripts
4. Social Security Numbers
5. Resident Halls
6. Financial Aid records
7. Records of disciplinary proceedings, etc.

Eastern Oklahoma State College may disclose non-directory information about a student to a third party without the student's consent, subpoena or court order under the following circumstances:

- a. Parents or legal guardians of a dependent student as defined under section 152 of the Internal Revenue Code;
- b. College faculty and staff with a legitimate educational "need to know";
- c. Representative of agencies or organizations from which financial aid has been received by the students;
- d. Officials of other educational institutions in which the student intends to enroll;
- e. Certain federal and state officials; organizations conducting studies on behalf of the College; and, accrediting institutions;
- f. In emergencies, where information is necessary to protect the health or safety of the student or other.

In all other situations, Eastern must have the student's written consent to release non-directory information. This requirement applies to parents of students 18 years or older (unless the student is defined as a dependent under the tax code), spouse, all other relatives, legislators, police, FBI agents or other governmental authorities who request private information about a student without a subpoena, warrant or other court order.

A student's written consent to release non-directory information must include the following:

- a. The name of the person, agency, firm, etc., to receive the record
- b. The specific record(s) to be released
- c. The reasons for the release.

The Federal Education Rights and Privacy Act of 1974 provides that all records maintained on a student be made available for inspection by the student. The student must not only have access to the full records, but also be given opportunity to challenge any portion thereof.

Additional information about access to student records is available in the Registrar's Office.

#### **d. Advanced Standing Policy**

In accordance with policy established by the Oklahoma State Regents for Higher Education, Eastern awards advanced standing credit for learning experiences received outside the formal college setting.

##### **i. Basis for Receiving Advanced Standing**

1. Examinations designed and administered by Eastern faculty.
2. Satisfactory scores on national exams such as subject matter exams by College Level Examination Program (CLEP).
3. Military service learning experience as recommended by the American Council on Education.

##### **ii. The following conditions and/or limitations apply:**

1. A student must be enrolled at Eastern to be eligible to apply for advanced standing credit in any course.
2. A student must have successfully completed twelve (12) or more semester hours at Eastern before advanced standing credit can be recorded on his or her transcript by the Registrar.
3. A student may not earn more than one-half of the credit hours required for graduation at Eastern by the advanced standing procedure.
4. A neutral grade of "P" on the transcript will identify credit earned by advanced standing. A proficiency level of "C" or better is required to earn the "P" grade.
5. Advanced standing credit can **ONLY** be awarded for courses which Eastern is authorized to teach.
6. A student may take only **ONE** advanced standing examination in any given course. (An examination cannot be taken again if a failing grade is received the first time.)
7. The student must make written application for advanced standing, indicating the course desired, and secure approval as indicated on the

form for advanced standing.

8. The Vice President for Academic Affairs will appoint a three-member faculty committee to design and evaluate each local examination for which application is made.

*NO EXAMS MAY BE ADMINISTERED PRIOR TO THIS AUTHORIZATION*

9. A score of 50-54 on the test receives credit for English 1113. A score of 55 or higher on the test receives credit for English 1113 and English 1213. To qualify for the CLEP test a student must have a qualifying ACT score and complete a writing sample on campus for evaluation by the members of the English Department or submit a portfolio of written work completed to meet senior English requirements or completed independently.
10. Local examinations will NOT be authorized for subjects for which CLEP has been approved.
11. The student is responsible for all fees charged by College Entrance Examination Board (CEEB) for the CLEP examinations. No additional fees will be charged to record credit by CLEP or military experiences.
12. CLEP testing is offered by appointment only. Students wishing to take the CLEP test must fill out the application and submit it along with a \$15 test administration fee. Once the application and fee have been received, the Testing Center will contact the student to set up a testing date and time. CLEP charges a \$77 fee for testing in addition to the \$15 test administration fee.
13. A student MAY NOT apply for advanced standing credit in a course after enrolling in the course. For advising purposes, advanced standing exams should be attempted before the semester begins.

**e. Copyright Policy**

Faculty members are expected to adhere to copyright laws in the use of classroom materials. Faculty should become familiar with the basic guidelines as provided by the Assistant Vice President for Institutional Research and Media Services. These guidelines are based on extensive study of the available information on copyright laws. Copies of the copyright policy in its entirety are available in the campus library.

The copyright laws of the United States (Title 17 United States Code) govern the making of photocopies or other reproduction of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" (see below), that user may be liable for copyright infringement.

The staff at the Eastern Library Media Center reserves the right to refuse to accept any copying order; if in the staff member's judgment, fulfillment of the order would violate the copyright law. (See Eastern Policy and Procedure Manual)

#### **f. Course by Arrangement — Policy**

The administration, faculty, and staff at Eastern realize that class participation and regular class attendance are vital to student success and retention. Under special circumstances, however, a student may request to complete a course by arrangement. (See Eastern Policy & Procedure Manual)

#### **g. Distance Learning — E-Learning Policy**

E-Learning is the acquisition of knowledge and skill using electronic technologies such as computer- and Internet-based courseware and local and wide area networks. The E-Learning Policy of Eastern Oklahoma State College specifies guidelines and broad policies to promote and inform the development of and use of E-Learning. It provides a basis for standardized and structured approach to the use of this medium.

Faculty developing, designing, and instructing courses at Eastern Oklahoma State College will be required to attend and master Eastern's in-service professional development workshop series for online faculty and the Blackboard online courses which will be delivered across the institution's learning platform.

When online courses are developed under a contract with the author and Eastern Oklahoma State College, then the Course is dually owned. In this situation both College and Author retain full rights to the Course. The Author is free to use the Course and Course Content outside of their scope of employment with College and College retains the right to use the Course for future online sections even after the Author is no longer an employee of College.  
(See Eastern Distance Learning Policy)

#### **h. Duplication Services**

Duplication services are available in each instructional building and the McAlester Campus. Faculty members will receive a copy code which can be entered into any copy machine. Duplication costs will be charged to respective budgets. (See Eastern Policy & Procedure Manual)

#### **i. Emergency Policies and Procedures**

The College is committed to providing a safe and healthy workplace for all employees. The College will provide employees with current safety procedures and health alerts. (See Eastern Policy and Procedure Manual)

#### **j. Facilities Reservations**

Various facilities of Eastern Oklahoma State College can be reserved by completing a reservations form. Available facilities include the Ballroom, Cafeteria, and the President's Dining Room located in the Student Center; the conference room and the computer lab in the Bill Hill Library; the White House; classroom facilities; Mitchell Auditorium and McAlester Campus facilities. (See Eastern Policy & Procedure Manual)

## **k. General Enrollment Policies and Procedures**

The Registrar, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Academic Leadership Team will establish policies and procedures for enrolling students in compliance with state and federal guidelines. (See Eastern Policy & Procedure Manual)

### **l. General Enrollment Policies and Procedures—Advisor and/or Major**

**Change** Advisor and/or major change are initiated in the Registrar's Office upon request by student and/or recommendation of former advisor.

## **m. Grades Appeals Policies and Procedures**

This policy on Grade and Academic Action Appeals applies to all matters concerning grades, progression in a program of study, or any evaluation that affects a student's academic record. Students have the right to be graded in a reasonable, fair, and nondiscriminatory manner. They have the right to have grading policies consistently applied as stated. In classes and class-related settings, students have the obligation to act with academic integrity and to exhibit respect for other students and for faculty members.

### **i. Reasons for Grade and Academic Action Appeal**

An academic appeal will be considered if there is evidence that one or more of the following situations may exist:

1. error in calculation of grade;
2. deviation from the syllabus (or published revisions thereto) or College policy;
3. disparate academic treatment of a student;
4. inappropriate penalties imposed for an academic integrity violation;
5. factual error in the grading of test or other assignment.

\* Ultimately, only a faculty member can change a grade.

\* *Important note on reasons for appeal:* An academic appeal cannot be based on generalized dissatisfaction with a grade, penalty, or outcome of a course. Neither is general disagreement with the faculty's professional judgment of the quality of the student's work and/or performance a basis for an academic appeal. To be considered an "appeal" rather than merely a "complaint," the student's case must present specific and detailed reasons why the student believes that the grade or other academic action was unjustified.

### **ii. Timeline**

An appeal must be initiated and pursued in a timely manner or it will be rejected on procedural grounds and the original grade or action will stand. "Timely manner" means that the student must follow the timeframes as outlined. (See Eastern Policy & Procedure Manual) In exceptional cases such as serious illness and at his or her discretion, the Vice President for Academic Affairs can approve time extensions. Delay or neglect on the part of the student will not justify an exception.

### **iii. Procedures**

Steps in the grade and academic action appeal process are outlined in the Student

Handbook and in the Procedures Manual.

## **n. Grading Policy & Procedures**

### **i. Grades**

The quality of a student's work in a course is indicated by grades as follows:

<b>Letter Grades</b>	<b>Rate Grade</b>	<b>Points Per Semester Hour</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	GPA Neutral
AU	Indicates Audit	GPA Neutral
W	Withdrawal	GPA Neutral
AW	Administrative Withdrawal	GPA Neutral
P/NP	Indicates Pass-No Pass	GPA Neutral

Note: Zero level courses are not included in any GPA calculation

The following is an explanation of standards by which faculty evaluates the quality of class work performed by students:

A - Student has demonstrated a high degree of achievement of all objectives of the course, plus the ability to apply this knowledge to original situations.

B - Student has completed all major objectives of the course, has an understanding of the subject and is competent in applying this knowledge to original situations.

C - Student has completed most major objectives of the course and is capable of applying the knowledge in routine situations.

D - Student has completed a minimum acceptable number of the major objectives of the course and has limited ability to apply this knowledge.

F - Student did not successfully complete a minimum acceptable number of the major objectives of the course.

I - Student did not complete work. "I" grades may be assigned provided the student is passing the course and has completed a substantial portion of the coursework for the semester but is unable to complete the work due to extenuating circumstances. The faculty and the student complete and sign an "I" contract and agree on the work to be

performed and a deadline for completion. The faculty and student should each retain copies of the "I" contract and additional copies be submitted to the Division Dean and the Registrar. The "I" is changed by the faculty through the grade change procedure. An "I" grade becomes a credit-bearing grade or an "F" by the agreed upon date. The "I" contract will be monitored by the Registrar's office; however, the faculty must change grades. Grades not changed by the end of the deadline will automatically revert to an "F" grade.

AU - Audit Status is used for the student not seeking to obtain course credit, but who is enrolled to gain course information.

W - Student has officially withdrawn from college or has dropped the course. Withdrawals will not be recorded on the student transcript if transacted by the following deadlines:

- a. Fall or Spring semesters—by the end of the second week of classes
- b. Summer session (8 weeks)—by the end of the first week of classes
- c. Summer session (4 weeks)—by the end of the first week of classes
- d. Intersession courses—by the end of the second day of class
- e. Weekend classes—by the end of the week prior to the second weekend of class

No course withdrawals, including complete withdraws, or administrative withdraws are permitted after the dates listed above. A student who ceases attendance before the term is over and does not complete the procedure to completely withdraw or drop an individual course by the last date to withdraw may petition the Registrar for an exception. Permission may be approved if proper evidence exists to show that the withdrawal or drop could not be completed during the required time because of an emergency, the faculty confirms the student's absence and is in agreement with the exception. Regardless of the circumstances, all approved withdrawals and drops after the deadline will be reflected on the transcript as "W" for passing and "F" for failing.

AW - Faculty may administratively withdraw a student from a class for non-attendance after the drop/add period until the published final date to withdraw, typically the end of the 12<sup>th</sup> week in a 16-week semester. An Administrative Withdrawal form must be completed with required signatures and last date of attendance and submitted to the Academic Affairs office. AWs should be used for students who do not attend class for three, *consecutive weeks* of class meetings. The AW policy must be clearly stated in the class syllabus. Do not assign AWs for students who may accumulate many absences, but do so intermittently. An AW may not be assigned for a student who stops attending after the last date to AW/W; assign the student the final grade that was earned.

P - This grade is used to evaluate course credit for military service, physical education activity courses, satisfactory completion of an advanced standing exam and satisfactory

completion of a developmental zero level college course. It is a neutral grade and has no effect on GPA.

NP - This is a neutral Non-Passing grade that may be given for unsatisfactory completion of a developmental zero level college course or physical education activity course.

Last date of attendance- Must be recorded for F, I, NP, W, or AW grades. If the student completes the semester and receives an F, a date must still be given. It is important that faculty record the last date that students participated in any classroom/academic activity as the last date of attendance.

Federal Financial Aid regulations require that Eastern **return Title IV, HEA funds when a recipient withdraws from Eastern during a period of enrollment. The amount that must be returned is determined based on the date the student withdrew or was administratively withdrawn.**

In addition, Eastern must determine for any student who receives an F, I, or NP, if the grade was earned. If the grade was a result of non-attendance, Eastern is required to determine the **last date the student participated in any classroom/academic activity.** To facilitate Eastern's compliance with these regulations, the following policy was developed in fall 2014 semester.

No Show List- Indicate on the class roster any student who has not attended class. Return No Show list to Registrar's office on the **Friday following the last day to drop.** Students who are not dropped as no show **will not be allowed back in the course** unless the instructor made an error in removing the student. Instructors must contact the registrar's office within a reasonable amount of time to correct the error.

## **ii. Repeated Courses**

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The "Explanation of Grades" section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "D" or "Fs" repeated may do so with the original grades and repeat grades averaged.

## **iii. Academic Reprieve**

In accordance with the policies of the Oklahoma State Regents for Higher Education and Eastern Oklahoma State College, a student may request an academic reprieve if he or she meets the following guidelines:

1. At least three years must have elapsed between the period in which the grades being requested for reprieve were earned and the request for a

reprieve.

2. Prior to requesting the reprieve, the student applying for reprieve must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded coursework (a minimum of 12 credit hours) excluding activity and performance courses. This coursework may have been completed at any accredited higher education institution.
3. The request may be for one semester/term or two consecutive semesters/terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included.
4. A student may not receive more than one academic reprieve during his or her academic career. Further, the student will not be eligible to receive a reprieve if he or she has previously had a reprieve request denied.
5. These semester grades will not be calculated in the retention/graduation GPA.

#### **iv. Grade Books**

Electronic grade books are available to faculty via Blackboard courses. Grade records must be maintained and submitted to the office of Academic Affairs upon resignation or retirement. It is recommended that faculty members keep grade records for future reference after the recorded academic year.

#### **v. Student Progress Grade Reports**

1. Student progress grade reports for each course will be entered by all full time and adjunct faculty into the Progress Grade Report program on the campus network.

The reporting period will be determined by the Academic Leadership Team and published on the college calendar. Only those students who are making a D, F, I, or NP will be entered into the program.

2. Student progress grade reports will be available to faculty advisors on the campus network after the reporting period/s. Students not making satisfactory progress should be contacted by his or her advisor for counseling. Student Services will assist advisors in contacting students and scheduling appointments (See Proactive Advisement).

#### **vi. Semester Grades**

1. As a result of federal laws and regulations, Family Educational Rights and Privacy Act (FERPA) of 1974, semester grades will not be posted. Instructors are required to submit to the Registrar's office the final semester grade for each student whose name appears on the official "Instructor Grade Report." Instructor grade reports are the official record of the student's grades and are permanently filed at the College.
2. Semester grades are available for students electronically via WebAdvisor at the end of each semester. Students can request official transcripts from the Registrar's office.

#### **o. Purchasing Policies and Procedures**

##### **i. Expending Departmental Funds**

1. An account number will be established by the Director of Finance for each of the departmental budgets.
2. Faculty may purchase supplies from the bookstore having the supplies charged to the departmental account.
3. Faculty may also apply for a college credit card, through the Director of Finance, to make departmental purchases. (See Eastern Policy & Procedure Manual) Request Forms for credit card purchases are available online at Eastern's Business Office webpage. Purchases will be charged to the faculty member's departmental account.
4. When a department wishes to purchase supplies, equipment, or services, a purchase requisition must be issued, with the exception of purchases made with a departmental credit card. Preparation of purchase requisitions must follow the guidelines as provided by the Director of Finance. (See Eastern Policy & Procedure Manual)
5. Long distance telephone calls can be made from offices with direct outside lines by dialing 9 and then the number. All long distance telephone calls will be charged to the appropriate departmental budget.
6. Travel for teams representing the College will be made in the routine manner. The expense of such travel will be charged to the departmental budget account authorized to support such travel. Requests for advance funds from state monies to support student travel must be approved by the Director of Finance at least two days prior to departure.

7. Travel by faculty to professional development meetings will be coordinated by the Division Dean and Department Chair. Travel requests will be made in the routine manner by the Division Dean and/or Department Chair and must be approved by the Vice President for Academic Affairs.
8. Monthly reports of expenditures will be available to Division Deans and Department Chairs.
9. Quarterly budget allocations will be made based on anticipated college income. Necessity may require adjustments in budgets.

**ii. Bid Requirements**

1. Items costing \$2,500 or more will require that formal mailed bids be received through the Director of Finance. Requests for formal bids must be accompanied by a description of the item(s) to be acquired, suggested vendors, budget number and the timetable for delivery. Formal bids will require a minimum of three weeks to receive quotes.
2. Informal bids can be taken on items ranging in cost from \$0 to \$2,499. Informal bids can be received via the telephone by the individual requesting the purchase. The purchase request must be accompanied with a listing of the telephone quotes taken on the items. Three vendor quotes should be taken on all informal quotes.

**p. Travel Policies and Procedures**

Transportation will be provided for faculty members and student groups when representing Eastern as requested by the College.

Faculty members must request and obtain approval to travel with the Division Dean and the Vice President for Academic Affairs. Travel requests and travel request reimbursements should be prepared following the guidelines as outlined by the Director of Finance. (See Eastern Policy & Procedure Manual) If a faculty member plans to be absent from classes/labs, arrangements to cover all classes/labs must be approved by the Division Dean.

**i. Liability Insurance**

College employees are covered for liability while operating a College vehicle or while operating their personal vehicle on official College business.

**ii. College Vehicles**

If available, a college vehicle will be assigned for approved travel. If a college vehicle is not available, a personal car may be authorized for approved travel with reimbursement to be made at the current state approved rate. (If a person prefers to take a personal car although a college vehicle is available, there will be no reimbursement for automobile expenses.) A record must be kept of the odometer reading, for college and private vehicles, upon departure from and return arrival to the college. Vehicles are assigned on a first-come first-serve basis.

### **iii. Out-of-State Travel**

All out-of-state travel must have approval of the Eastern Board of Regents. (Such approval must be granted by the President and submitted to the Board of Regents for ratification at the next regular Board meeting.)

### **iv. Travel by Air**

Air fare must be coach fare and must be authorized by the Office of the Director of Finance.

### **v. Advance for Student Travel**

Student advances cannot be used for state employees under any circumstances per state law. To receive advance funds for student travel, Section 1 of the Student Advance Form must be completed at least 10 working days prior to trip. (See Eastern Policy and Procedure Manual)

### **vi. Official Teams**

The travel expense of official college teams will be approved by the Director of Finance or Business Office Accountant.

## **q. Eastern Oklahoma State College Instructional Material Policy**

It is the policy of (*the Board of Regents of Eastern Oklahoma State College and*) the State of Oklahoma, as expressed in Oklahoma statute, that Eastern Oklahoma State College adopt, purchase, and sell textbooks and other instructional material in a manner that maximizes instructional effectiveness at minimal student cost.

### **i. Definitions:**

1. Instructional material means any textbooks, workbooks, CD-ROMS, and other course-related material required or recommended by the faculty or staff for a given course.
2. Bundled material means any textbooks and any other supplemental instructional materials that may be packaged to be sold together as course materials for one price.
  - a. Bundled material does not include instructional materials that are designed solely for sale as an integrated combination of two or more units; or
  - b. Materials that cannot be sold separately due to third-party contractual agreements, custom editions, or special editions.

### **ii. Requirements of Publishers:**

It is further required by statute that each publisher of instructional materials used at Eastern Oklahoma State College make available to faculty and staff of Eastern Oklahoma State College:

1. The price at which the publisher will make the instructional materials available to the bookstore; and
2. A list of revisions made to the instructional materials since the last published edition, if any. This information can be provided by publishers either in print or online in a publisher's catalog format.

**iii. Bookstore Responsibilities:**

1. The Bookstore shall disclose to faculty and staff the costs to students of purchasing instructional materials on a course by course basis and make this information publicly available.
2. The Bookstore shall disclose publicly how new editions of instructional materials vary from previous editions.
3. Neither the Bookstore nor any other instructional material vendor on campus may solicit faculty and staff for the purpose of selling free review instructional materials that were provided to the faculty or staff member free of charge by publishers.
4. Neither the Bookstore nor any book wholesaler conducting a book buyback on campus may accept review instructional materials from faculty and staff. Additionally, the Bookstore may not engage in any trade of any instructional material that is marked as or identified as free review instructional materials.
5. The Bookstore shall provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous ones.
6. The Bookstore shall actively promote and publicize book buy-back programs.

**iv. Eastern Oklahoma State College Faculty and Staff Member Responsibilities:**

1. Eastern Oklahoma State College faculty and staff members shall consider the least costly practices in assigning instructional materials for a course, for example:
  - a. Adopting the least expensive edition available when the educational content is comparable as determined by the faculty.
  - b. Working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.
2. Eastern Oklahoma State College faculty and staff members may not recommend or require instructional materials from publishers who choose not to make the required information available. Some of this information may be available on-line in publisher catalogs.

**v. Prohibited Inducements:**

Oklahoma statute prohibits Eastern Oklahoma State College employees and departments from demanding or receiving any payment, loan, subscription, advance, deposit of money, services or anything present or promised as an inducement for requiring students to purchase specific textbooks or instructional materials.

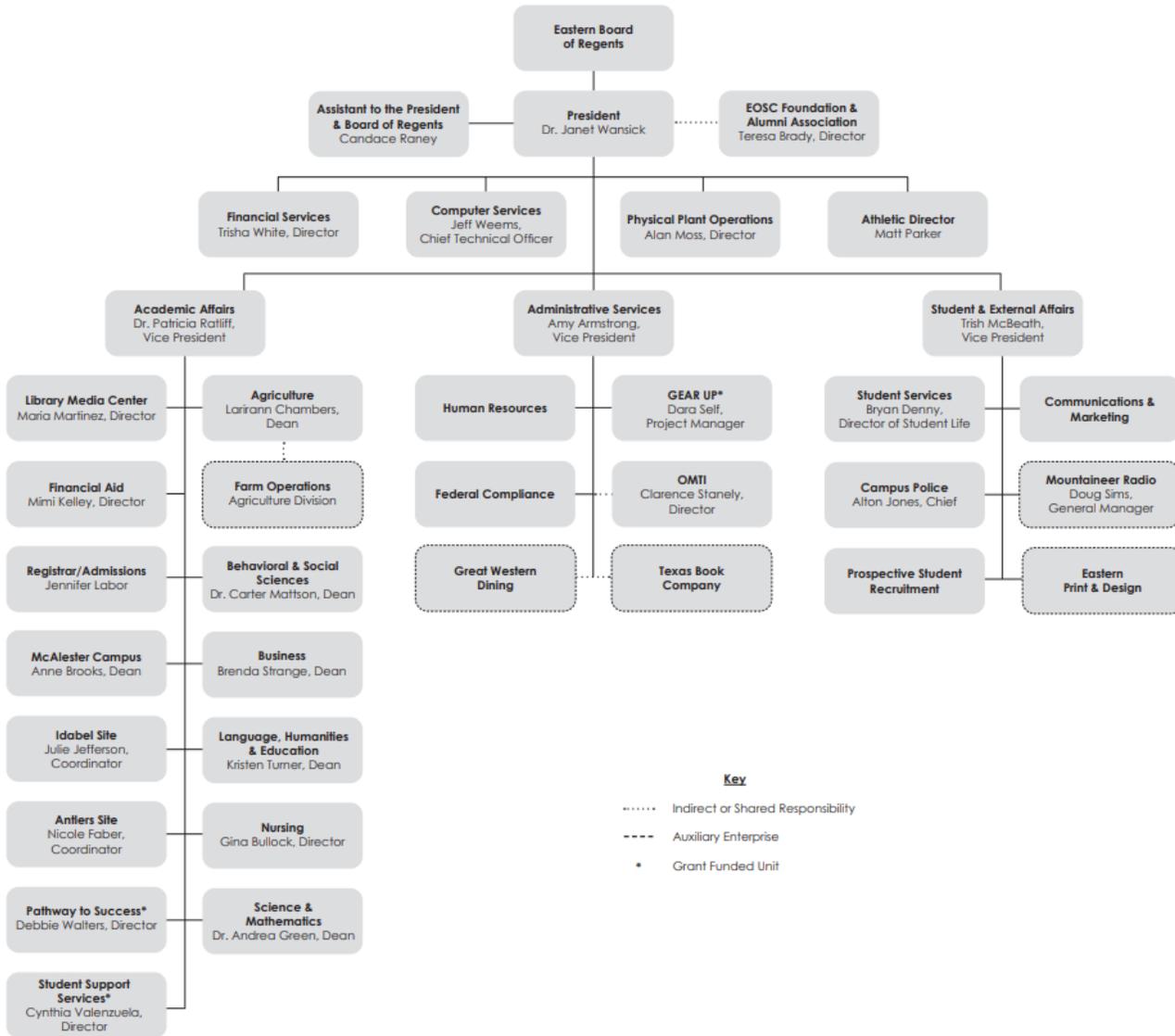
1. Sample copies and instructor copies of textbooks and instructional materials may be accepted as long as they are not resold by faculty, staff, or the Bookstore.

2. Royalties or other compensation from the sale of textbooks or instructional materials that include the writing or work of employees may be accepted.
3. Training in the use of instructional materials and technologies may be accepted; and
4. An honorarium for academic peer review of instructional materials may be accepted.

# XI. Appendices

## Appendix A

### Eastern Administrative and Academic Organizational Chart



EASTERN OKLAHOMA STATE COLLEGE

2020-21

NINE-MONTH FACULTY SALARY SCHEDULE

Exp	1	2	3	4	5	6	7	8
<b>Doc</b>	\$ 41,504	\$ 41,773	\$ 42,062	\$ 42,342	\$ 42,632	\$ 42,901	\$ 43,191	\$ 43,470
<b>+54</b>	40,375	40,655	40,934	41,224	41,504	41,773	42,062	42,342
<b>+45</b>	40,262	40,541	40,831	41,110	41,379	41,669	41,949	42,238
<b>+36</b>	40,148	40,437	40,717	40,986	41,276	41,555	41,845	42,114
<b>+27</b>	40,044	40,324	40,593	40,883	41,162	41,452	41,721	42,011
<b>+18</b>	39,930	40,210	40,489	40,769	41,058	41,328	41,617	41,897
<b>+9</b>	39,816	40,096	40,375	40,655	40,934	41,224	41,504	41,773
<b>Mast</b>	39,703	39,982	40,262	40,541	40,831	41,110	41,379	41,669
<b>+27</b>	36,101	36,380	36,670	36,950	37,219	37,508	37,788	38,078
<b>+18</b>	35,987	36,277	36,556	36,836	37,115	37,395	37,684	37,953
<b>+9</b>	35,883	36,153	36,442	36,722	37,001	37,281	37,560	37,850
<b>BAC</b>	35,759	36,049	36,329	36,608	36,887	37,167	37,457	37,736

Assistant Athletic Coach	\$ 2,500	Faculty Council Chairperson	\$ 2,000
Athletic Coach	\$ 5,000	Forestry Resource Supervisor	\$ 1,000
Cheerleading Sponsor	\$ 1,000	Greenhouse Supervisor	\$ 100
Crops Coach	\$ 1,500	Livestock Judging Coach	\$ 5,000
Department Chairperson	250/500	Phi Theta Kappa Sponsor	\$ 500
Division Chairperson	\$ 2,500	Science Fair Director	\$ 700
Idabel Nursing Site Coor.	\$ 3,000	Livestock Exhibit Activities	\$ 100

Official Transcripts must be on file by May 31 in order to be used for Salary Purposes in the new fiscal year.  
 Eight years total prior experience may be counted of which four years may be from related industry.  
 Faculty employed with less than a master's degree should complete it before the fourth contract at Eastern.

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