

FACULTY HANDBOOK

**NSU
Northeastern
State University**

**Tahlequah, Oklahoma
July 2011**

Northeastern State University

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Material appearing in this Handbook in *bold italics* is quoted from the Regional University System of Oklahoma's *Policy Manual*. The policies of this Handbook are to be construed in harmony with the policies of the Regional University System of Oklahoma. Current policies of the Regional University System of Oklahoma supersede any policy stated in this Handbook to the extent that they conflict. The policies of this Handbook are severable. If one or more provisions of this Handbook or the applicability of any such provisions to any set of circumstances shall be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity and enforceability of the remaining provisions. These policies can only be amended, revoked or waived in writing by the President of the University. The University retains the right to change any of the provisions in this Handbook at any time.

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1.0 BACKGROUND INFORMATION ON NORTHEASTERN

1.1 Brief History

Northeastern State University (NSU) has a long and colorful heritage dating back to what was one of the first nationally-planned systems of education, that of the Cherokee Nation. The Constitution of the Cherokee Nation states: "Religion, morality, and knowledge being necessary for good environment, the preservation of liberty, and the happiness of mankind, schools and the means of education shall forever be encouraged in this nation." To implement that provision, the Council, in 1846, passed the act: "Be it enacted by the National Council that all facilities and means for the promotion of education by the establishment of schools, and the diffusion of general intelligence among the people shall be afforded by legislation commensurate with the importance of such objects and the extent of public finances." Construction of the buildings for two seminaries began in 1847. The Cherokee National Male Seminary opened on May 6, 1851, and the Cherokee National Female Seminary opened the following day. Except for a period beginning just before and ending with the Civil War, these institutions were in operation until Oklahoma became a state. In 1909, the state of Oklahoma purchased the Cherokee Female Seminary and, on September 14, 1909, opened Northeastern State Normal School in Seminary Hall on the site of the present campus. Tracing its origins to 1851, Northeastern is the second-oldest public institution of higher education west of the Mississippi River.

The act of the State Legislature of Oklahoma that provided for the creation and location of Northeastern State Normal School at Tahlequah, and for the purchase from the Cherokee Tribal Government of the building, land, and equipment of the Cherokee Female Seminary, stated that the school was to be "for the exclusive purpose of the instruction of both male and female persons in the art of teaching and in all various branches that pertain to a good common school education,...to give instruction in the theory and practice of teaching, in the fundamental laws of the United States, and in what regards the rights and duties of citizens."

As previously authorized by an act of the State Legislature, the State Board of Education, the then governing board of the school, took action in 1919 to make a name change from "Normal School" to "Teacher's College." Northeastern State Teacher's College also was authorized to provide a four-year curriculum leading to the bachelor's degree. In 1939, the Oklahoma Legislature changed the designation to Northeastern State College in an act stating that it was "authorized to offer courses in the various educational branches and shall not be confined to the purpose of educational ...subjects and in addition thereto, may establish such other departments as may be necessary to offer a full and complete course for the higher education of students in all branches."

A constitutional amendment adopted in 1941 created in Oklahoma a unified system of higher education, the Oklahoma State System of Higher Education, which embraces all state-supported institutions of higher learning. This system is coordinated by the Oklahoma State Regents for Higher Education.

On January 25, 1954, the Oklahoma State Regents for Higher Education authorized the college to institute a program leading to the degree of Master of Education beginning on June 1, 1954. On May 4, 1974, Governor David Hall signed a bill changing the name of the institution to Northeastern Oklahoma State University effective August 16, 1974. In the fall semester of 1982, Northeastern joined with the University of Oklahoma, Oklahoma State University, and Langston University to begin offering junior- and senior-level course work, and later graduate degrees, at the University Center at Tulsa. The first Doctor of Optometry degrees were awarded by Northeastern at the spring 1983 Commencement. In 1984 Northeastern began offering courses in Muskogee and, nine years later in March 1993, established a branch campus. On July 26, 1985, the Oklahoma Legislature approved a name change to Northeastern State University. In accordance with legislation passed by the State Legislature in 1998, Northeastern established a new campus in Broken Arrow, which began offering degree programs in the 2001/2002 academic year.

1.2 Missions and Goals

Northeastern State University is a comprehensive regional university governed by the Regional University System of Oklahoma (RUSO) within a state system coordinated by the Oklahoma State Regents for Higher Education

1.21 Mission (Revised July 2009)

Founded on the rich educational heritage of the Cherokee Nation, the campuses of Northeastern State University provide our diverse communities a broad array of lifelong learning, undergraduate, graduate, and professional doctoral degree programs. Through quality teaching, research and scholarly activities, service to local and professional communities, and high expectations, our dedicated faculty and staff provide a friendly learning environment where students are prepared to achieve socially responsible career and personal goals for success in a challenging global society.

1.22 Focused Mission Statement

We empower students to be socially responsible global citizens by creating and sustaining a culture of learning and discovery.

1.23 Vision Statement

We will be the partner of choice in eastern Oklahoma, embracing the educational, cultural and economic challenges and opportunities of our global society.

1.24 Core Values

Integrity – We model ethical and intellectual development by advancing honesty, human dignity, and accountability.

Excellence – We pursue continuous improvement individually and as a community.

Creativity – We advance knowledge by exploring new possibilities through critical inquiry and intellectual freedom.

Leadership – We have a compelling commitment to serve, inspiring and preparing others to do the same.

Collaboration – We build partnerships to create learning opportunities and promote educational and economic success.

University Advancement – Northeastern State University values a culture in which all members of the University community share a collective responsibility to continually advance the institution.

1.25 Strategic Goals

To achieve the Mission and Vision Statements, Northeastern State University has established the following seven goals. Executive officers of the University, in collaboration with the Strategic Planning Committee, will implement and monitor the NSU Strategic Plan. The Strategic Plan will be implemented in conjunction with the comprehensive Campus Master Plan.

Goal I. Develop a culture of learning and discovery throughout the university.

Goal II. Build a sustainable campus and sustainable communities.

Goal III. Build and reinforce an environment that values full inclusion, collaboration, and shared leadership in the university and in all external relationships.

Goal IV. Encourage and nourish a commitment to civic engagement by our students, our faculty and our staff.

Goal V. Develop an environment which encourages global knowledge and cultural sensitivity.

Goal VI. Improve quality of life by serving as a cultural and entertainment destination on our campuses and throughout the region we serve.

Goals VII. Develop and manage the resources of the university to support a vibrant and viable community.

1.3 Boards of Control

1.31 Regents for Higher Education

THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION is a constitutional board of nine members appointed by the Governor and approved by the Senate, with one member's term expiring each year. This board confers all degrees, approves curricula and courses of study, prescribes academic standards, establishes student fees, and

allocates funds to each institution for operation and maintenance from the legislative appropriations which are made to the board.

1.32 Regents of the Regional University System of Oklahoma

The Regents of the Regional University System of Oklahoma is a constitutional board of nine members, eight of whom are appointed by the Governor and approved by the Senate. The ninth member is the State Superintendent of Public Instruction. Members of the Board serve a nine-year appointment with one term expiring each year. The duties and powers of this Board are to: make rules and regulations governing Northeastern and its sister schools, employ all persons in the service of these Universities, construct all buildings, and authorize the purchase of equipment and supplies.

1.4 Accreditation

Northeastern State University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), the National Council for Accreditation of Teacher Education (NCATE), and the Oklahoma Commission for Teacher Preparation (OCTP). All programs offered by the University are approved by the Oklahoma State Regents for Higher Education and by the RUSO. A number of academic and professional programs also possess accreditation through professional agencies. These programs and their respective accrediting bodies follow:

Undergraduate

Bachelor of Arts in Music -- National Association of Schools of Music
 Bachelor of Business Administration -- Association of Collegiate Business Schools and Programs
 Majors in Accounting, Business Administration, Entrepreneurship, Finance, International Business, Management, Marketing, Management Information Systems, Meetings and Destination Management
 Bachelor of Music Education -- National Association of Schools of Music
 Bachelor of Science in Family and Consumer Sciences--Dietetics option -- American Dietetic Association
 Bachelor of Science in Nursing -- National League for Nursing Accreditation Commission
 Bachelor of Science in Speech/Language Pathology -- American Speech-Language-Hearing Association
 Bachelor of Social Work -- Council on Social Work Education

Graduate

Master of Business Administration- Association of Collegiate Business Schools and Programs
 Master of Science in Accounting and Financial Analysis-Association of Collegiate Business Schools and Programs
 Master of Science in Speech/Language Pathology- American Speech-Language-Hearing Association

Education

All undergraduate and graduate education programs are accredited by the National Council for Accreditation of Teacher Education and the Oklahoma Commission for Teacher Preparation.

Doctoral

Doctor of Optometry -- Council on Optometric Education of the American Optometric Association

1.5 University Organization (See Appendix A)

1.51 President

The President reports directly to the governing boards and is responsible for the determination and administration of all University policies.

1.6 Academic Organization (See Appendix A)

1.61 Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs is the chief academic officer of the University and provides leadership for all areas relating to academic affairs. The Provost/Vice President is responsible for all academic degree programs, academic support services, and outreach (see Academic Organization chart, Appendix A). In the

absence of the President, the Provost and Vice President is responsible for making presidential decisions concerning university matters.

1.62 Academic Administrators

1.621 Associate Vice President for Academic Affairs

The Associate Vice President coordinates various academic functions including: academic policies and reports, academic calendars, University undergraduate catalog, academic planning, program planning and organizational maintenance, student learning assessment, and student curricular issues. The Associate Vice President assists the Vice President with many other academic functions and correspondence.

1.622 Assistant Vice President for Academic Affairs and Dean of the Graduate College

The Assistant Vice President for Academic Affairs and Dean of the Graduate College is chair of the Graduate Council and assists the Provost/Vice President for Academic Affairs in directing and supervising programs leading to graduate degrees and certificates. The Assistant Vice President also supervises the Office of Research and Sponsored Programs and serves as the Research Integrity Officer (RIO) for the university.

1.623 Assistant Vice President for Teaching and Learning

The Assistant Vice President for Teaching and Learning has primary responsibility for supporting the teaching and learning mission of the university and will play a critical role in enhancing the quality of academic programs through coordination of, and assistance with curriculum matters and campus program reviews, supporting faculty-led efforts to create an exceptional teaching and learning environment, review and oversight of system policies and regents reports, and promoting university efforts to foster a vibrant intellectual community that contributes to faculty success.

1.624 Executive Director of University Libraries

The Director supervises all activities of the University Libraries. Among other duties, these responsibilities include tailoring the libraries to meet the current and future needs of the University and serving as supervisor of the professional librarians.

1.625 Branch Campus Administration

The administrators of NSU branch campuses report to the Provost/Vice President for Academic Affairs, and work with the college deans to establish a schedule of courses that will meet the needs of students served. They also provide administrative support for the extended campuses.

1.626 Deans of University Colleges

The Deans of the Colleges of Business and Technology, Education, Liberal Arts, Science and Health Professions, and Optometry coordinate and supervise academic programs and personnel, and provide leadership in the development of programs and activities related to the operation of their colleges. They report to the Provost/Vice President for Academic Affairs.

1.627 Registrar

The Registrar is responsible for the management of the registration process and services, maintenance of student records and information systems, certification of information to external agencies, implementation of class schedules and graduation audits, budget management, supervision of staff and is the official authorized keeper of the university's student records.

1.628 Executive Director of Enrollment Management

The Executive Director of Enrollment Management supervises the admission of students, career services, student financial services and the Veterans office.

1.7 Administrative Support for Academic Organization (See Appendix A)

1.71 Vice President for Business and Finance

The Vice President for Business and Finance is responsible for Planning and Budgeting, Payroll, Business Affairs, Information Technology, Grants and Contracts and Purchasing.

1.72 Business and Finance Administrators

1.721 Director of Business Affairs

The Director of Business Affairs is responsible for the treasury and audit function of the University, fiscal oversight of receiving and disbursing funds, payroll and benefits administration, investments, travel, student accounts, and inventory.

1.722 Director of Budget and Planning

The Director of Budgets is responsible long range financial planning, capital budget planning and budget administration.

1.723 Director of Information Technology

The Director of Information Technology supervises the University's informational technology infrastructure, instructional technology, client support and enterprise systems.

1.724 Director Grants and Contracts Administration

The Director of Grants and Contracts Administration is responsible for all post-award activities related to extramural funding.

1.73 Vice President for University Relations

The Vice President for University Relations is responsible for leading the University's efforts in Alumni Relations, Development, Communications and Marketing and Community/Government Relations.

1.731 Director of Development

The Director for Development is responsible for overseeing institutional fundraising, the fiduciary oversight of the Foundation endowment, and building and maintaining relationships with alumni.

1.732 Director of Community Relations

The Director of Community Relations serves as the liaison between NSU and its many varied external partners to explore collaborations and opportunities to advance our regional service area.

1.733 Director of Communications and Marketing

The Director of Communications and Marketing is responsible for all printed and electronic communications to ensure NSU's unique qualities and attributes are consistently described to all internal and external audiences.

1.734 Director of University Relations, Branch Campuses

The Director of University Relations, Branch Campuses is responsible for supervising university relations functions on the Broken Arrow and Muskogee campuses.

1.74 Vice President for Operations

1.741 Director of Auxiliary Services

The Director of Auxiliary Services oversees the areas of housing, bookstore, University Center operations, food service, conferences, printing services, vending operations, rental properties, motor pool, the Fitness Center, and intramurals.

1.742 Director of Human Resources

The Director of Human Resources assists in developing and executing policies regarding employment, promotion, affirmative action, conduct, termination, and other employment matters. The Director maintains records concerning a faculty member's job classification and employee benefits, and conducts in-service training programs.

1.743 Director of Facilities Management

The Director of Facilities Management is responsible for University facilities, grounds, custodial services, utilities, energy conservation, renovation, and capital construction.

1.744 Director of Public Safety

The Director of Public Safety is responsible for the University police department, campus safety and hazardous materials, parking and transportation and risk management.

1.75 Dean of Student Affairs

The Dean of Student Affairs is concerned primarily with student conduct on University property. Services supervised by the dean include Health Center, Student Conduct, Student Development Center, and Student Activities & Organizations. The Dean is also responsible for Multi-Cultural Services and services for students with disabilities.

1.8 Faculty Handbook Revision Process

The Faculty Handbook Committee will be composed of faculty and appropriate administrators. The Committee shall have the responsibility of updating the Handbook a minimum of every other year, prior to July 1, and shall conduct major revisions at the request of the Provost/Vice President for Academic Affairs. Current copies of the Faculty Handbook are available in each college office, in Academic Affairs, and on the NSU website.

2.0 FACULTY SERVICE

2.1 University Standing Committees

Most committees are established by the President acting on academic and administrative advice. Faculty, staff, students, and non-University persons may serve on these committees. Membership rosters may change each year depending upon University needs.

2.11 Committees Appointed by the President

Each April, the Provost/Vice President for Academic Affairs sends out a list of the University standing committees to the faculty. Each faculty member identifies, in order of preference, three committees on which to serve. The Faculty Council and Northeastern Student Association also submit names of representatives to specific committees. These lists are compiled by the Office of the Provost/Vice President for Academic Affairs and forwarded to the Office of the President. Charges, meeting minutes, and rosters are kept in the Office of the President. NSU Standing Committees are:

Admission Appeals	General Education
Affirmative Action	Honors and Awards
Allied Arts	Honors Advisory Council
American Indian Heritage	Institutional Review Board (IRB)
Assessment	Integrated Marketing
Athletics	Jones-Mershon Tract
Black Heritage	Library
Campus Environment & Sustainability	Miss Northeastern
Campus Parking	Publications Board
Commencement	Student Conduct Appeals
Curriculum and Educational Policies	University Planning Group
Enrollment Management Team	University Animal Welfare
Executive Technology Council	University Technology Council
Faculty Development	University Bio-Hazards and Laboratory
Faculty Research	Safety
Faculty Welfare (appointed by Fac. Assoc. Pres.)	University Web Site
Financial Aid	

2.12 University-wide Committees with Selected/Elected Members

Appellate Committee (see 3.66)
 Graduate Council
 Grievance Committee (see 3.7)
 Teacher Education Council

2.13 Northeastern Faculty Association

The Northeastern Faculty Association is an organization of the faculty designed to facilitate democratic participation in the development of institutional policies and further the pursuit of the University's mission and goals. This is accomplished through its elected representatives – the Northeastern Faculty Council – serving as a liaison body between the faculty and administration. The Northeastern Faculty Association is comprised of all full-time members of the faculty. The Northeastern Faculty Association is governed by its Constitution and Bylaws. The Constitution and Bylaws are provided in Appendix B of this Handbook for information purposes.

2.2 Communications Service to Disseminate General Information

2.21 Announcements

Information may be communicated through written announcements sent by campus mail, electronic mail, and/or oral presentation at conferences, committee and college/departmental meetings, and general faculty meetings. The bulk mailing of written announcements must have prior approval from the Office of the Vice President for Academic Affairs. Refer to section 11.19 for procedures relating to electronic communication and voice mail.

2.22 Minutes

Minutes of University committee and college meetings shall be circulated by campus mail, or electronic mail, to college and committee members, and by hard copy to the President, the Provost/Vice President for Academic Affairs, and the John Vaughan University Library on the Tahlequah campus.

2.3 Annual Report of College Activities

Each year deans submit a written report identifying the activities and achievements of their colleges, departments, and faculty. This report must be submitted by June 30 to the Provost/Vice President for Academic Affairs.

2.4 Faculty Meetings

University-wide faculty meetings are held when called or authorized by the President or the Provost/Vice President for Academic Affairs. If requested in writing by 10% of the faculty, the Faculty Council President may call a faculty meeting.

2.5 Student Organization Sponsorship

All student organizations and/or functions are sponsored by University faculty or staff members. Organization sponsors are responsible for supervising official and/or University-associated activities of their groups. Sponsors should contact the Dean of Student Affairs for information on their responsibilities.

3.0 HIRING, RANK AND TENURE

3.1 Employment Conditions

The employment of all faculty personnel is for a period of nine (9) months, with the exception of certain professional positions (twelve [12] months) and summer contracts (two [2] months). The Director of Human Resources is responsible for coordinating and monitoring the employment process.

3.11 Affirmative Action/EEO Policy Statement

The Administration of Northeastern State University strongly supports the fundamental belief and commitment to the principles of equality and opportunity for all people.

This institution. . . . in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act, and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

To stimulate efforts toward increasing involvement of persons whose minority status might have denied them previous opportunity in this academic community, the University has developed and revises periodically an Affirmative Action Plan. Northeastern's Affirmative Action Plan governs efforts related to selection, placement, training, and promotion of all employees with respect to personnel actions, such as compensation, reassignments, in-service training, tuition, or other professional growth subsidies and termination. The continual thrust of the University's plan is to employ and retain individuals who are members of a minority group which may be or may become under-utilized in the total employment force. However, the primary criterion for employment shall be the ability of the employees to perform the work. Every member of management is responsible for insuring his/her department's compliance with the University's commitments and policies. Overall monitoring responsibility for Northeastern's Affirmative Action Program and 504 Compliance has been assigned to the Affirmative Action Officer. Employees should contact the Office of Human Resources immediately if they believe that any of these policies have been violated.

3.12 Faculty Recruitment

College deans justify the need for replacement or additional personnel by providing a detailed description of the position(s) to the Provost/Vice President for Academic Affairs for approval. The Faculty Search Guide from the Office of Human Resources is available on the NSU website or by calling Extension 2230.

3.13 Advertising

3.131 Once the Provost/Vice President for Academic Affairs has granted authorization, the Dean may advertise in appropriate publications. Faculty positions will be advertised and paid for by the appropriate college.

3.132 Upon notification of authorization to advertise the vacancy and receipt of the position description, the Office of Human Resources will place an advertisement on the NSU webpage and on HigherEdJobs.com (where applicable). There is no cost to the college/department for these ads.

3.133 All advertisements are placed with a sincere commitment to employment of a diverse workforce. All appropriate types of media are utilized to gain the attention of applicants regardless of race, color, religion, gender, national origin, disability, or age. At the conclusion of all advertisements, the phrase, "An Equal Opportunity/Affirmative Action Employer," will be included.

3.134 The advertisement will list the minimum degree requirement for the position. If a doctorate is preferred, but a master's or a master's plus is acceptable, the advertisement should read "doctorate preferred, master's required." If the position requires a doctorate, and a lesser degree will not be accepted, the advertisement should read "doctorate required." The scope of the advertising reflects the degree requirements of the position: doctorates are recruited nationally, master's regionally, and those requiring less than a master's are recruited from within the state.

3.135 Advertising should state that all responses to advertising are to be sent to the Office of Human Resources. Applications/resumes received directly by the college/department must be forwarded to the Office of Human Resources for processing. In order to comply with the University's Affirmative Action Program, All applicant materials must be processed by the Office of Human Resources before review by the selection committee.

3.14 Screening Committee

The Provost/Vice President for Academic Affairs will provide authorization for the dean to recommend a screening committee and a committee chairperson. Once approved by the Vice President, all names of committee members will be sent to the Office of Human Resources. The committee chair should then notify each member of the screening committee to review the Faculty Hiring Guide (available through the Office of Human Resources) and ensure that each member's role in the hiring process is understood.

Upon selection and notification of committee composition, the Director of Human Resources will release employment application materials to the appropriate committee representative for the initial screening. The screening committee will review all applicants and make recommendations to the dean regarding candidates to be interviewed. A screening committee may be reconstituted by the Vice President if a search is not fruitful.

3.15 Interview

The Dean shall consult with the Provost/Vice President for Academic Affairs before scheduling an interview in order to select a day and time convenient to the Vice President. This date shall be determined prior to finalizing arrangements for a candidate's visit to the campus.

Reasonable travel expenses for interviewees may be reimbursed by the University upon approval by the appropriate Dean. (Per state law 74 OS § 500.2: "travel expenses incurred by persons during the course of seeking employment with a state agency may be reimbursed provided that the travel was performed at the explicit request of the employing agency and such travel is approved by said agency.")

All Screening Committee members should review the Interview Guidelines provided in the Faculty Hiring Guide, available through the Office of Human Resources. The Affirmative Action Officer is available to meet with the committee members to instruct them concerning legal interviews, Affirmative Action commitments, and procedural requirements.

3.16 Offering a Position

All negotiations with prospective faculty members are subject to confirmation by the Provost/Vice President for Academic Affairs and, ultimately, by the President. When it has been determined that a candidate will be recommended for employment, a "Personnel Action Form" (PAF) must be completed and signed by the dean and the Provost/Vice President for Academic Affairs. The completed PAF shall then be sent for all appropriate signatures and approvals, accompanied by the following documentation:

- a) A completed employment application, I-9 (filled out by both the employee and the department), curriculum vitae, official transcripts of all college work, W-4, a signed Loyalty Oath, and Statement of Employment Form. (Upon reporting to work, Medical Enrollment forms will also be required. A new faculty member cannot be added to payroll until these documents have been received.)
- b) A completed Recruitment Report for Applicant Selection and Non-Selection Summary.
- c) A copy of all advertisements.

The Provost/Vice President for Academic Affairs will send a letter to the recommended faculty member, outlining the responsibilities of the position and conditions of employment, along with a Faculty Employment Agreement, to be returned to the Office of Academic Affairs. The President of the University will give the final campus approval for each recommended new faculty employment. The President, in turn, will present recommendations for employment to the RUSO for approval. After the Board's approval, the successful candidate will be notified by the appropriate Dean and invited to sign a contract.

Upon receipt of the completed Affirmative Action Report, the Office of Human Resources will provide written notification to unsuccessful candidates.

3.2 Employment Policies

3.21 Ethical Conduct

3.211 Loyalty Oath

Every employee of the State of Oklahoma, or of a county, school district, municipality, public agency, public authority, or public district thereof, who on or after July 1, 1953, is appointed or elected to office, or who after said date is employed for a continuous period of thirty (30) days or more, in order to qualify and enter upon the duties of the office or employment and/or receive compensation, if any, therefore, shall first take and subscribe to the loyalty oath. Provided, that a public employee who is employed or whose employment is extended on a fiscal-year basis and who has duly taken and filed the oath required by this Act in order to qualify and enter upon, or continue in, the duties of employment, need not again take and file such an oath so long as said employment or re-employment is continuous or consecutive.

3.212 Nepotism

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

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

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

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows: spouse; parent; grandparent; great-grandparent; parent, grandparent, or great-grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; and great-grandson or granddaughter or their spouse.

3.22 Sexual Harassment Policy

The University...affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful -- an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the University community, including students, faculty, and staff, is a violation of both law and the RUSO Board policy, and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the University community and as such will be dealt with promptly and confidentially by the University administration. The RUSO Board reserves the right to deal administratively with sexual harassment issues whenever it deems circumstances appropriate to do so.

Definition of Sexual Harassment

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

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

Examples of Prohibited Conduct

Conduct prohibited by this policy may include, but is not limited to:

- a) unwelcome sexual flirtation; advances or propositions for sexual activity;
- b) continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- c) sexually degrading language to describe an individual;
- d) remarks of a sexual nature to describe a person's body or clothing;
- e) display of sexually demeaning objects and pictures;
- f) offensive physical contact, such as unwelcome touching, pinching, brushing the body;
- g) coerced sexual intercourse;
- h) sexual assault;
- i) actions indicating that benefits will be gained or lost based on response to sexual advances.

Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy.

Sanctions

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

Complaint Process

This policy is in addition to current Board and University policies concerning discrimination and applies to all students, faculty, staff, guests, and visitors. Complaints alleging violation of the sexual harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings, as follows:

- a) complaints against students or student organizations shall be filed with the designated official for review and investigation. The designated official (Dean of Student Affairs), may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
- b) complaints against faculty or staff shall be filed with the designated official. The designated official (Affirmative Action Officer in the Office of Human Resources) may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.
- c) complaints against visitors, guests, vendors, contractors, or any other person should be directed to the university department of public safety; or
- d) the other appropriate process as established by University policy.

3.23 Racial and Ethnic Harassment Policy

Introduction

The University...is committed to a multicultural, multiethnic, and multiracial environment at each of the six regional universities. Diversity is one of the hallmarks of a great University. Promoting dignity and respect among all members of the University community is a responsibility each of us must share. Acts of racial and ethnic harassment are repugnant to the University's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted at the regional Universities. The RUSO Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so.

Statement of Policy

It is the policy of the RUSO Board that racial and ethnic harassment is prohibited and be subject to disciplinary action as set forth in this policy. Racial and ethnic harassment is defined as: behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action.

Sanctions

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion, or termination. Sanctions shall be based upon

the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus complaint procedures.

Retaliation

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

Complaint Process

This policy is in addition to current Board and University policies concerning discrimination, and applies to all students, faculty, staff, guests, and visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- a) Complaints against students or student organizations shall be filed with the Affirmative Action Office (AAO) for review and investigation. The AAO, or its designee (Office of Student Affairs), may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
- b) Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO, or its designee (Office of Human Resources), may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.
- c) Complaints against visitors or guests should be directed to the university police office on the campus where the incident occurred.

3.24 Sexual Assault Policy

The following policy and grievance procedure has been developed to ensure compliance with the Higher Education Reauthorization Act of 1982. Northeastern State University affirms its commitment to ensuring an environment for all employees and students that is fair, humane, and respectful. This commitment demands implementation of programs and services that facilitate that effort.

Northeastern State University will not tolerate nor condone any form of sexual misconduct, physical, mental, or emotional in nature. This includes, but is not limited to, rape (including "date or acquaintance" rape), sexual assault, or sexual harassment. In instances where there is reason to believe University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University's student conduct system. Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person.

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely and voluntarily, and must have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity, nor from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical disability, or lack of legal age. Lack of consent is implied if the threat of violence is used, or if there is an imbalance of power held by the perpetrator over the victim.

Procedure for Reporting Sexual Assaults

In the event of a sexual assault, the victim is encouraged to report the crime to the NSU Department of University Police-Parking Service if the act occurred on one of the Northeastern campuses, or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault. Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime.

Persons who have complaints alleging sexual assault are encouraged to report the incident. Complaints may be filed in the following manner:

- a) Complaints against students or student organizations should be reported to the Office of the Dean of Student Affairs.
- b) Complaints against faculty or staff should be filed with the University's Affirmative Action Officer in the Office of Human Resources.
- c) Complaints against visitors or guests should be directed to the NSU Department of University Police-Parking Service.

Students may also report an incident to any University staff or faculty member, who will in turn inform the appropriate authorities. False reporting of a crime is a misdemeanor and will be treated seriously.

Disciplinary Procedures in Alleged Cases of Sexual Misconduct

Students who wish to file a student misconduct report should contact the Office of the Dean of Student Affairs. If the matter cannot be resolved by the Dean of Student Affairs or the Dean's representative in an informal manner acceptable to the person bringing the complaint, it will be the option of the complainant to appeal in accordance with University regulations as published under "Student Disciplinary Regulations" in the NSU Catalog.

Should the complaining student name a member of the faculty or staff as the alleged perpetrator, the complaint will be handled in accordance with the University's Sexual/Racial and Ethnic Harassment and Sexual Assault Grievance Procedure as published in the Faculty Handbook/Staff Handbook. To initiate this action, contact the University's Affirmative Action Officer, Office of Human Resources.

Services to Victims

Medical treatment is available at local hospitals or through local physicians where evidence may be collected to preserve the option of prosecution if the victim so chooses. Students are encouraged to see the University nurse who will make an appropriate referral to local medical facilities, physicians, or Bill Willis Community Mental Health Center. The University Student Development Center in the office of Student Affairs will provide initial counseling and referral to those students requesting assistance.

Reasonable accommodations will be made for a victim requesting a change of campus room assignment or an adjustment in academic schedule.

The University will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault.

3.25 Sexual/Racial/Ethnic Harassment and Sexual Assault Grievance Procedure

Persons who have complaints alleging sexual/racial and ethnic harassment or sexual assault involving a faculty or staff member are encouraged to raise them with the University's Affirmative Action Compliance Officer. Complaints involving students are handled under the Student Disciplinary Regulations.

Withdrawal of Complaint

The complainant may withdraw the complaint at any point during the investigation or prior to the completion of a formal hearing. A written withdrawal request signed by the complainant is required.

Confidentiality of Records

All records made or maintained as part of the grievance procedure shall be kept confidential.

Timing of Complaint

Complaints must be filed with the Affirmative Action Officer within 300 calendar days of the act of alleged harassment.

Proceedings

Investigation and Informal Resolution -- Upon receipt of a complaint, the Affirmative Action Officer is empowered to conduct an investigation. The investigation may involve interviewing the persons involved and gathering evidence. The investigation shall be completed as soon as possible after receipt of the complaint.

Upon a clear showing at any stage of the investigation that immediate harm to any person is threatened by the continued performance of either party's regular duties or University responsibilities, the proper executive officer may suspend or reassign said duties or responsibilities pending the completion of the investigation.

Upon completion of the investigation, the Affirmative Action Officer is authorized to take the following responses: actions:

- a) Satisfactory Resolution -- Resolve the matter to the satisfaction of the University and the complainant and the respondent. If a resolution satisfactory to the University and the complainant and respondent is reached through the efforts of the Affirmative Action Officer, a written agreement shall be prepared and shall be signed and dated by the complainant and respondent. At that time, the investigation and the record thereof shall be closed.
- b) No Resolution -- Render a "no resolution" decision which automatically refers the complaint to a Formal Ad Hoc Grievance Committee. Written notice of such finding shall be given to the complainant(s) and respondent(s) involved.
- c) Dismissal -- Find that no violation of the University's policy has occurred and dismiss the complaint, giving written notice of said dismissal to the complainant as well as the respondent. The complainant may appeal the dismissal. The appeal is a written request for a Formal Hearing made to the Vice President for Administration and must be made within fifteen (15) calendar days of the date of the notice of dismissal. If no appeal is filed within the fifteen (15) calendar days, the matter is considered closed.
- d) Determination of Possible Violation of University Policy -- Make a finding of possible impropriety and notify the parties that a formal hearing will be required.

Formal Hearing

A hearing will be conducted when investigation of the complaint results in the determination of a possible violation of the University's Sexual/Ethnic and Racial Harassment or Sexual Assault Policy.

- a) Selection of an Ad Hoc Complaint Resolution Committee --The Vice President for Administration shall appoint a committee comprised of five (5) members. The committee shall be composed of two (2) members of the Affirmative Action Committee, of which one will serve as chairperson; one (1) member appointed from the administrative or professional rank; one (1) member appointed from classified personnel; and one (1) member selected at the discretion of the Vice President for Administration.
- b) Hearing Guidelines -- It shall be the function of the Committee to conduct a complete, fair, and impartial hearing that will bring to light all the facts of the case, then, to present their recommendation for adjudication of the case including findings of fact and conclusions of law to the appropriate Vice President. The Committee will not have the power to make a decision or agreement that is binding upon the University. The hearing shall be closed to the public. The Vice President for Administration shall notify the parties of the date, time, and location of the hearing.
- c) Satisfactory Resolution Prior to Hearing Completion -- In the event that the matter is resolved to the satisfaction of all parties at any time prior to completion of the formal proceedings of the committee, a written statement shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the chair of the Committee. The matter shall then be closed.
- d) Committee's Findings and Recommendations -- At the conclusion of the hearing, the committee shall deliberate in executive session to make a recommendation to a Vice President designated by the Vice President for Administration. The committee's recommendation shall be prepared and transmitted to

the Vice President within ten (10) calendar days after conclusion of the hearing. The decision of the Committee is not binding upon the University.

Any disciplinary action recommendation shall be in accordance with established policy as written in the Faculty Handbook/Staff Handbook.

e) Vice President's Decision -- As soon as possible after receipt of the committee's findings and recommendations, the Vice President shall render a decision and inform the complainant and accused party.

A copy of the decision shall be transmitted to the respondent, to the chairperson of the committee, and to the Affirmative Action Officer.

Appeal

Either party has the right to appeal this determination. The appeal is made by a written request to the President of the University for review of the Vice President's decision and must be made within ten (10) calendar days of the date of the decision. If no appeal is delivered to the President within the ten (10) day calendar day period, the case is considered closed. The decision of the President shall be considered final and binding.

3.26 Drug-Free Workplace Policy

The federal Drug-free Workplace Act enacted into law in 1988 requires that any entity seeking to be considered to receive a grant from any federal agency, and any entity seeking to be awarded a contract for the procurement of any property or services of a value of \$25,000 or more from any federal agency, certify to the Federal granting or contracting agency that it will provide a drug-free workplace.

In accordance with this law, NSU has adopted the following policy:

- a) The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all University areas.
- b) Any employee convicted under State or Federal criminal drug statutes for misconduct in the workplace, must report that conviction, within five (5) days, to the Office of Human Resources.
- c) Penalties, ranging from formal counseling to termination, will result from such convictions. The particular action taken will depend upon the circumstances in each case. Also, as necessary, satisfactory participation in a drug abuse assistance or rehabilitation program will be required of any employee so convicted.
- d) As a condition of employment, employees must abide by the terms of this policy.
- e) Information on assistance with drug counseling is available through the Human Resources Director
- e) A substance abuse education program exists for the benefit of all employees and students. These efforts include printed material, posters, articles in The Northeastern, and substance abuse programming throughout the year.

The ultimate goal of Northeastern State University is to maintain a drug-free work place for its faculty, staff, and students. The University encourages employees to seek voluntary treatment for drug- and alcohol-related issues. Employees should contact Human Resources for more information on available options for treatment. Neither random nor pre-employment drug testing will be conducted by the University. University officials reserve the right to require testing when there is reasonable cause to believe that an employee is under the influence of drugs.

3.27 NSU Tobacco Free Campus Policy

The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. 2003, SS 1247; 1-1523; 1-1523; 1-1525, et. seq., requires Northeastern State University to adopt policies regulating smoking in

facilities owned, leased, or under the control of the University. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to public, public transportation, or any indoor workplace, except where specifically allowed by law and allowed educational facilities to adopt more restrictive policies regarding smoking and the use of other tobacco products in the buildings or on the ground of the facilities. These Policy and Procedures are adopted to implement that requirement.

It is intent of Northeastern State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective January 1, 2011, Northeastern State University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

This policy applies to all non-leased buildings and grounds owned or under the control of Northeastern State University on the Tahlequah, Muskogee, and Broken Arrow campuses, including any housing or residential facility owned, operated, or managed by the University.

Tobacco “use” is prohibited in personal vehicles and all vehicles owned, leased, or under the control of Northeastern State University, the State of Oklahoma and all its agencies and instrumentalities including those that provide public transportation. Possession of tobacco products does not constitute “use”.

3.271 DEFINITIONS

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco and electronic nicotine delivery devices.

3.272 PROCEDURES

Northeastern State University will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the NSU Physical Plant as necessary to inform employees, students and visitors of policy provisions.

- a. “Breathe Easy” signs will be placed on all campus buildings.
- b. “Tobacco Free Campus” will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using NSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

3.273 COMPLIANCE

Compliance with this policy by all students, faculty and staff is expected based on NSU’s commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty and staff.

A complaint against an offender, who fails to respond to a request by another, as noted in Section 3.06, may be referred to a dean, director, or other manager. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received.

- a. Students – NSU students shall be directed to and handled by the Office of Student Rights and Responsibilities. Violations occurring within University Housing shall be directed to and handled by the Housing Office. University Housing may refer complaints to the Office of Student Rights and Responsibilities.
- b. Faculty – NSU faculty shall be directed to and handled by the department chair and/or college dean, as deemed appropriate by Academic Affairs and Human Resources policies.
- c. Staff – NSU staff shall be directed to and handled by immediate supervisor or director, as deemed appropriate by Human Resources policies.
- d. Visitors – Visitors shall be directed to and handled by the University Police department. The visitor may be asked to leave university premises for failure to comply.
- e. Fines – University Police may issue a misdemeanor citation to violators. Upon conviction, the fine range is \$10 to \$100. (Oklahoma Statute Title 21, Chapter 50, Section 1247)

3.274 TOBACCO CESSATION PROGRAMS

Employees wishing to participate in tobacco cessation are referred to the Student Health Center, the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

3.28 Faculty with Disabilities

The University is committed to providing access to all individuals with disabilities in accordance with State and Federal law and Regents' regulations. Persons with disabilities are encouraged to request services and accommodations to meet their individual needs. Requests for accommodations are made to the Office of Human Resources.

3.3 Academic Rank and Promotion

3.31 Faculty Classifications

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

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

Supplemental Faculty: The supplemental faculty consists of:

Members of the Department of Military Science. Members of the Department of Military Science include the commissioned and non-commissioned officers assigned to the University by the Department of the Army.

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

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

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

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

3.32 Academic Rank

Authority to grant academic rank or promotion in academic rank is delegated to the University's presidents. Determination of merit and granting promotion in rank shall be in accordance with the promotion policies and procedures of the University as well as the minimum criteria contained in this policy.

The principal academic ranks of the university shall be Professor, Associate Professor, Assistant Professor, and Instructor. Educational qualifications for these ranks shall be as follows:

3.321 Professor

An earned doctorate degree awarded by a regionally accredited or internationally recognized institution.

3.322 Associate Professor

An earned doctorate degree awarded by a regionally accredited or internationally recognized institution.

3.323 Assistant Professor

An earned doctorate degree awarded by a regionally accredited or internationally recognized institution. Institutions may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a non-doctoral degree program requiring a minimum of 60 graduate hours.

3.324 Instructor

An earned masters degree awarded by a regionally accredited or internationally recognized institution.

3.325 Others

Institutions may classify instructional personnel who are not subject to assignment of rank by such titles as special instructors, lecturers, graduate assistants, adjunct instructors, part-time instructors, or other titles. All title classifications must be approved by the Provost/Vice President for Academic Affairs and the Director of Human Resources.

3.326 Graduate Faculty Status

In order to insure and continually improve the quality of NSU's graduate programs, only approved graduate faculty may teach graduate courses, serve as graduate advisors, serve on graduate committees, monitor capstone experiences, and serve on the Graduate Council. Graduate faculty status is conferred upon faculty following a review by the Graduate Dean and Graduate Council of an individual's application, current resume reflecting scholarly activity, and recommendations from the appropriate department chair and college dean. Three types of graduate faculty status may be conferred: regular (3 years), temporary (1 year), or adjunct. The application for graduate faculty status may be found at <http://arapaho.nusok.edu/~graduatecollege/gradfacultyapp.pdf>.

3.327 Emeritus Status

The RUSO at its discretion may honor recommendations of University presidents to grant retired faculty members emeritus status and title after retirement. When members of the faculty retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title "emeritus" (e.g., Professor of History Emeritus, etc.). Retired faculty members' emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. Emeritus status shall apply only in cases where the faculty member has been in the service of Northeastern for at least ten years.

3.33 Education Requirements

The doctoral granting institution must meet the standards of the Carnegie Classification System. The earned degrees or graduate work should be in a field related to the individual's assignment at Northeastern.

3.34 Types of Appointments

The regular faculty holds one of six types of appointments:

- a) Tenured. A tenured appointment is reserved for those regular faculty members who have been granted tenure by the Board. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated. The procedures for dismissal of tenured faculty are covered in section 3.6 of this handbook.
- b) Non-Tenured. A non-tenured appointment refers to any appointment which is not tenured. This includes, but is not limited to, tenure-track, non-tenure-track, temporary, and administrative appointments.
- c) Tenure-Track. A tenure-track appointment is one in which the faculty member may become eligible to receive tenure in accordance with policy. Tenure-track appointments are for one (1) year, renewable annually at the option of the University.
- d) Non-Tenure-Track. A non-tenure-track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as being on a non-tenure track. A faculty member on non-tenure appointment may be continued annually, at the option of the University. A non-tenure-track appointment may be changed to a tenure-track appointment upon written agreement between the University president and the faculty member.
- e) Temporary. A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon termination of the temporary appointment, the position, if continued, will be opened and advertised. Faculty with a temporary appointment are not eligible for advancement in rank. Years in temporary status do not apply toward the probationary period for promotion in rank.
- f) Administrative. An administrative appointment is one in which the faculty member is assigned to perform executive duties and function as part of the administration of the University.

Normally, new faculty will be hired in a non-tenure-earning appointment for 1-3 years. The time served in this category does not normally apply to the probationary period required before being granted tenure. The dean may submit a letter of recommendation and documentation to the Provost/Vice President for Academic Affairs by February 15 to change the faculty member to a tenure-earning position effective the next contract year.

3.35 Time in Rank

Faculty members at the rank of Assistant Professor remain at the same rank for a minimum of five (5) years before applying for promotion to Associate Professor. Faculty members at the rank of Associate Professor must complete a minimum of six (6) years in the rank of Associate Professor, before applying

for promotion to Professor. Faculty hired at the Instructor rank may apply for promotion to Assistant Professor once they have achieved the minimum criteria for the rank of Assistant Professor. Faculty apply for promotion in rank during the fall semester of the year following completion of the minimum years in rank. The minimum service years mentioned above must be served at NSU. Applications are due to the dean by September 30. The educational and experience requirements delineated above do not imply that attainment of given educational qualifications and/or experience requirements shall be the sole criteria for granting rank or promotion in rank. Exceptions to criteria for promotion in rank may be recommended by the President.

3.36 Promotion in Faculty Rank

3.361 Criteria

Providing that candidates possess the required educational and experience qualifications, the following are considered minimum criteria upon which promotion in rank is based:

- 1) effective classroom teaching,
- 2) scholarly or creative achievement,
- 3) contributions to the institution and profession, and
- 4) performance of non-teaching semi-administrative or administrative duties.

The Professional Portfolio of the faculty member who is applying for advancement in rank must provide tangible evidence of superior performance in the criteria listed above. Each advancement in rank requires increased levels of performance/achievement in each of these criteria, particularly evidence of involvement in professional and scholarly activities.

While each academic unit may develop (with approval by the Provost/Vice President for Academic Affairs) its own examples of acceptable scholarly performance, the following general principles shall apply:

Promotion to Associate Professor

Probationary faculty in the rank of Assistant Professor or equivalent rank for Librarians shall normally be considered for promotion at the same time as they are considered for tenure. As a general rule, probationary faculty members shall not be promoted during their probation period. Faculty may request consideration for promotion to Associate Professor before the time for normal consideration. If such a request is made, the faculty member shall demonstrate that s/he has achieved, in a shorter period of time, a record of accomplishments which meets the standards and level of performance that would be expected during the normal five years in rank as an Assistant Professor and has the support of the department, the college dean, the Provost, and the University President.

To qualify for promotion to the rank of Associate Professor, a faculty member shall demonstrate that s/he is an effective educator who contributes to the instructional mission of the university and shall receive performance ratings that reflect that s/he meets or exceeds the department's set criteria in the areas of Teaching, Scholarship and Professional/University Service. Length of time in rank is not a sufficient reason for promotion.

Candidates who declare their preliminary intent to be considered for promotion but fail to submit a file by the deadline established for submission of such materials shall be considered as having withdrawn voluntarily from promotion consideration. At any time prior to the final decision of the President, candidates for promotion may withdraw without prejudice from consideration.

Promotion to Professor

Tenured faculty in the rank of Associate Professor shall normally be considered for promotion to Professor during their fifth year in rank. Probationary Non-Tenured Associate Professors shall not be promoted to Full Professor unless they are selected for the simultaneous award of tenure. Faculty may request consideration for promotion to Full Professor before the time

for normal consideration, but in those instances the faculty member shall demonstrate that s/he has achieved, in a shorter period of time, a record of accomplishments which meets the standards and level of performance that would be expected during the normal five year period of time in rank as an Associate Professor.

To be recommended for promotion to the rank of Full Professor, candidates shall receive performance ratings that meet or exceed the criteria for Teaching, Scholarship and Professional/University Service. Length of time in rank is not a sufficient reason for promotion.

Each academic unit shall offer its faculty members a system of evaluation consistent with that used throughout the University. To meet the minimum RUSO criteria, evaluation of promotion applications shall address the extent to which each candidate has achieved excellence in the categories above.

It is the responsibility of departments to establish clearly the expectations for promotion consistent with university expectations. Departments are also responsible for establishing clear requirements for documenting the quality and significance of faculty achievements. In the event that there are no existing department promotion criteria and standards, college or university standards will be applied.

Department standards shall remain sufficiently flexible to allow for and recognize individual uniqueness and creativity in performance. Department standards shall not attempt to make all faculty members perform alike, though commensurate quality shall be expected for equivalent promotions and for tenure considerations.

For the purposes of this policy, "department" refers to an academic unit in which faculty participate as their main assignment. In most cases, "department" refers to a degree-granting academic unit, but in certain cases a more flexible definition is necessary.

For formatting details, refer to the full policy, contained in The Professional Portfolio, which is Appendix C of this Handbook, and is available in college offices.

3.362 Procedure

Faculty members requesting a change in rank shall submit a professional portfolio to their Department chair for review by September 30. The department chair shall forward the professional portfolio, along with a letter of recommendation, to the college dean by October 31. The professional portfolio must be consistent with the format contained within "The Professional Portfolio: Tenure and Promotion Review" in Appendix C1, and with the criteria noted in Section 3.361.

Applications for promotion shall first be evaluated at the department and college level. The result of each level of retention/tenure/promotion (RTP) Committee review shall be a written recommendation that summarizes strengths and areas needing development, gives ratings of activity in all areas, and makes a formal recommendation regarding retention, tenure, and promotion as applicable. All review recommendations shall be added to an RTP file and forwarded to the next level of review, with a copy of the recommendation to the candidate. Committee recommendations may include dissenting recommendations, or a minority report may also be prepared and included with the majority recommendation. In accordance with these guidelines, performance ratings of does not meet criteria or meets criteria or exceeds criteria will be specified for each reviewed area, and only a single rating may be used for a given reviewed area. However, a minority report, representing a minimum of 25% of the Committee's membership, with different ratings may be attached to the majority recommendation. All recommendations shall be signed by the reviewers.

The dean shall make an evaluation of the request based on the documentation provided, and shall forward the documentation and a written assessment to the Provost/Vice President for Academic Affairs by December 1. The Vice President will take the following actions:

- a) Determine if the applicant's professional training and/or experience meets the educational requirements for rank advancement.

- b) Independently evaluate the application.
- c) Confer with the dean about data in the professional portfolio.
- d) Make a recommendation to the President.

The President shall consider the application, including attached comments from the dean and Vice President, and will decide if the applicant will be recommended to the RUSO for rank advancement.

3.363 Reduction in Rank

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

3.37 Appeal Rights

Individuals who are not satisfied with action taken as a result of the review process for change in rank may follow the established university appeal procedure. They should first seek information from their dean and then from the Provost/Vice President for Academic Affairs. If still dissatisfied, they may utilize the University grievance procedures. (See 3.7).

3.4 Academic Freedom and Responsibility

3.41 Statement on Academic Freedom

- a) Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties. Patent and copyright ownership will vest consistent with Board policy.
- b) Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter which has relation to that subject and of controversial topics introduced by students. The faculty member should not introduce controversial matters which have little or no relation to the subject of instruction.
- c) University faculty members are individuals of a learned profession and representatives of a University. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline, but faculty position in the community imposes special obligations. As persons of learning and education representatives, the faculty members should remember that the public may judge the profession and the University by extramural utterances. Hence, each faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that faculty do not speak on behalf of the University.
- d) Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competencies.

3.42 Academic Responsibility

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

c) Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They shall endeavor to define the objectives of their courses and to devote their teaching to the realization of those objectives. A proper academic climate can be maintained only when faculty members meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly, and participating in group deliberations which contribute to the growth and development of students and the University. All faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect students' true merit. Faculty members do not exploit students for private advantage and do acknowledge significant assistance from them. Faculty members protect students' academic freedom.

d) Faculty members have responsibilities to their colleagues, deriving from common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they should show due respect for the opinions of others. They shall acknowledge their academic debts and strive to be objective in the professional judgment of their colleagues. Faculty members accept a reasonable share of faculty responsibilities for the governance of the University.

e) Institutions of higher education are committed to open and rational discussion as a principal means for the clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other, and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts which interfere with ordinary institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals, are the antithesis of academic freedom and responsibility. So, also, are acts which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, and to pursue research. It is incumbent upon all members of the academic community to be acquainted with their individual responsibilities, as delineated by appropriate institutional statements found in the faculty handbook.

f) Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to criticize and to seek revisions, they shall observe the stated regulations of the institution. Faculty members shall determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of his or her service, the faculty member recognizes the effect of such a decision upon the program of the institution and gives due notice of the decision.

g) Faculty members have responsibilities to their community. As people engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

3.43 Administrative Responsibility

Administrators must protect, defend, and promote academic freedom as well as academic responsibility.

3.44 Non-Tenured Faculty

3.441 Academic Freedom

Non-tenured faculty members shall be afforded the same rights of academic freedom as tenured faculty.

3.442 Annual Evaluation

The purpose of the probationary period is to allow time for a faculty member to address performance in the areas of Teaching, Scholarship and Professional/University Service and to develop her/his scholarship in a way that is consistent with the department goals and the university mission. Probationary faculty members are appointed on an annual basis. To be recommended for retention, candidates shall demonstrate evidence of making progress towards tenure commensurate with departmental expectations. The performance of non-tenured faculty members shall be evaluated by March 1, each year, by the retention/mentoring committee, the department chair, and the college dean, and the results of the evaluation shall be placed in the personnel file of the non-tenured faculty member. The non-tenured faculty member shall be given a copy of the evaluation.

The Retention/Mentoring Committee shall consist of at least 2-3 tenured faculty members selected by the faculty member/candidate in consultation with the department chair. One committee member may be selected from outside the department. In departments which have an insufficient number of tenured faculty, this committee number may be lowered to one tenured faculty member from within the department, and the department chair, and a third tenured faculty member from outside the department or program. With approval of the chair, the mentoring committee can be modified during the probationary period.

Beginning in Fall 2011, all new probationary faculty will be guided by a mentoring committee. The policy will be optional for non-tenured faculty who joined NSU earlier (departmental procedures or bylaws may state a different process, however, a mentoring committee that meets the spirit and intent of this policy is required for all probationary faculty). The mentoring committee carefully scrutinizes whether the progress of the candidate toward tenure meets expectations based upon the applicable criteria established by the department. The mentoring committee's finding will be in writing, along with the other components of the annual review. If the finding is does not meet criteria, recommendations in writing will be given the candidate concerning ways to meet expectations.

The retention review occurs during the spring semester each year. The faculty member will submit his/her retention file to the mentoring committee for annual review by January 2nd during spring semester each year of the probationary period. The mentoring committee will meet with the faculty member a minimum of two times per academic year. In the spring semester of each year of the probationary period, the committee will meet with the faculty member to discuss fall goals and to review the submitted file. The committee will meet with the new faculty member each fall semester to discuss the faculty member's goals/plans for the upcoming academic year.

To be recommended for retention, candidates shall demonstrate evidence of making progress towards tenure commensurate with departmental expectations. It is essential that retention decisions be made with due recognition that they lead toward a tenure decision. Accordingly, a recommendation for retention shall be made only when the candidate has responded appropriately to previous retention reviews and is clearly on track towards tenure. By February 1st of the spring semester of each year of the probationary period, the retention/mentoring committee must forward its retention recommendation to the appropriate administrators.

After the spring meeting, the mentoring committee chair will write a letter to the department chair summarizing the committee's review of the candidate's progress. The letter will be shared with the faculty member and will be placed in their file. The department chair will subsequently meet with each candidate, review the committee chair's letter, and submit a letter to the dean of the college commenting on the faculty member's progress towards tenure and the Department's recommendation. The dean will then meet with the faculty member to review the written reviews from the committee and the chair and provide a written response to the faculty member as well. All reviews become part of the faculty member's file.

In the third year of probationary status, a major review is added to the process. The mentoring committee carefully scrutinizes whether the progress of the candidate towards tenure meets criteria based upon the applicable criteria established by the department for

tenure. The mentoring committee's finding will be in writing, along with the other components of the annual review. If the finding does not meet criteria, recommendations in writing will be given to the candidate concerning ways to meet expectations.

3.443 Non-Reappointment

The Board delegates to the University president or his or her designees the authority to reappoint or not to reappoint non-tenured faculty members. A non-tenured faculty member whose appointment is not renewed will be given written notice from the university by March 1, prior to termination of the current appointment. Failure to reappoint may be without specific or stated causes. Employees receiving such notice are expected to continue their teaching responsibilities to the end of the semester in a professional and congenial manner. Documentation for grades must be turned in to the department chair in the appropriate time frame. An exit interview will be scheduled by Human Resources to explain the employee's separation benefits and to recoup University property.

3.444 Termination for Cause or Suspension of Non-Tenured Faculty

The termination of employment for cause or suspension of a non-tenured faculty member within an existing contract period shall follow the same procedures and be limited to the same reasons as provided for tenured faculty members who are terminated for cause or suspended. A failure to reappoint may be without specific or stated cause.

3.45 Modifying Situations

3.451 Research Aspects

Specific policies regulating faculty patents and copyrights are set out in the Policy Manual of the Regional University System of Oklahoma. NSU guidelines for intellectual property are available in Appendix D. The full RUSO policy can be viewed at <http://RUSO.org//Policiesand%20Procedures.htm>.

Patents: Discoveries or inventions made or created by employees, faculty, students, and staff of the University will become the property of the University. The individual or individuals who make the discoveries or inventions . . . will share in income derived . . . from the marketing of such inventions and patent rights . . . according to terms the President of the University shall direct.

Copyrights: Copyrighted works produced by . . . faculty and staff are the property of the creator of the work. . . . Copyright in works specifically commissioned by the University . . . shall belong to the University. . . . Royalties for University-commissioned copyrighted works may be shared by the University and the creator(s) of the work. . . . Works produced under a specific contract or grant agreement between the University and a governmental or other agency or organization are subject to the terms of the grant or contract. . . . If copyright ownership is not specified, such rights shall reside in the creator.

3.452 Political Activities of Employees

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

- a) does not imply, directly or indirectly, that this Board or any of its Universities endorse such activities;
- b) in no way interferes with the rights and privileges of other employees of this Board or University;
- c) in no way interferes with the rights and privileges of students attending any University;
- d) in no way interrupts the normal routine operation of any University;

e) in no way interferes with the assigned duties of the employee;

f) does not utilize University equipment, supplies, paid staff time, or University resources to influence elections (Ethics Rule 257:10-1-3).

Violation of these principles may be considered cause for dismissal.

3.5 Academic Tenure

3.51 General Statement

a) Tenure is a privilege and a distinctive honor. Tenure is defined as continuous reappointment which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the University. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address at a minimum whether each candidate has achieved excellence in:

- 1) effective classroom teaching;*
- 2) scholarly or creative achievement;*
- 3) contributions to the institution and profession; and*
- 4) performance of non-teaching semi-administrative or administrative duties.*

Each University may formulate standards for this review and determine the appropriate weight to be accorded each criteria consistent with the mission of the academic unit.

b) Tenure is granted by the RUSO upon recommendation of the University president. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this chapter.

c) The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board. Only full-time faculty members holding academic rank of assistant professor, associate professor, or professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank.

d) Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status as a member of the faculty.

e) The Board intends to reappoint tenured personnel to the faculties of the institutions under its control within existing positions that are continued the next year. The RUSO reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to allocate sufficient funds to meet obligations for salaries or compensation.

f) The Board recommends that not more than sixty-five percent (65%) of the full-time faculty at a university receive tenure.

Note: The Regional University System of Oklahoma may amend its tenure regulations at any time. The Appellate Committee on Dismissal of Tenured Faculty Members, the administration of Northeastern State University, and any other institution governed by the Board may initiate a request to amend these regulations.

Tenure is granted to non-tenured faculty whose work has satisfied university and department standards of quality and significance in Teaching, Scholarship, and Professional/University Service and has met scholarship expectations in their selected scholarship emphases. Tenure represents the university's long-term commitment to a faculty member, and is only granted when there is evidence that the individual will continue to make increasingly distinguished contributions to the university and its instructional program, her/his discipline, and the community.

Tenure is normally considered during the fifth year of a probationary appointment. Credit toward tenure may be granted at time of appointment and any such credits would reduce the length of the probationary period. Early tenure shall not normally be considered until the candidate has completed at least one full retention review, after which s/he may request consideration for early tenure. To receive a favorable recommendation for early tenure, a candidate shall have achieved, before the normal probationary period, a record of accomplishment that meets the standards and level of performance for tenure indicated in these guidelines. Prior to the final decision, candidates for early tenure may withdraw without prejudice from consideration at any level of review.

To be recommended for tenure, candidates shall receive performance ratings that reflect that the candidate meets or exceeds the department's criteria in the areas of Teaching, Scholarship and Professional/University Service.

It is the responsibility of departments to establish clearly the expectations for tenure consistent with university expectations. Departments are also responsible for establishing clear requirements for documenting the quality and significance of faculty achievements. In the event that there are no existing department tenure criteria and standards, college or university criteria and standards will be applied.

Department standards shall remain sufficiently flexible to allow for and recognize individual uniqueness and creativity in performance. Department standards shall not attempt to make all faculty members perform alike, though commensurate quality shall be expected for equivalent promotions and for tenure considerations.

For the purposes of this policy, "department" refers to an academic unit in which faculty participate as their main assignment. In most cases, "department" refers to a degree-granting academic unit, but in certain cases a more flexible definition is necessary.

3.52 Probationary Policy

3.521 *Faculty members holding academic rank above the level of instructor (assistant professor, associate professor, or professor) shall be on probation for five (5) years after date of first being employed by the university in a tenure-track position. Years of experience in any position other than a tenure-track position may be used for the probation only if approved by the University president. Seven (7) years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven (7) years, any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the president to the contrary is approved by the Board each year.*

3.522 *For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of probationary employment, and a leave of absence is not included as part of the probationary period.*

3.523 During the probationary period, each non-tenured faculty member will receive counsel identifying and, if necessary, suggesting improvements for his/her professional performance. Prior to each academic year, the department chair and/or dean and non-tenured faculty member shall discuss, and agree to, abroad outline of duties the faculty member will perform during the year. The performance of nontenured faculty members shall be evaluated annually by the appropriate college administrators and the results of the evaluation placed in the personnel record of the non-tenured faculty member. The nontenured faculty member shall be given a copy of the evaluation before it is placed in the personnel folder. All members of the faculty at Northeastern State University are expected to be involved in scholarly activities that contribute to the multifaceted mission of a community of scholars whose primary responsibility is teaching.

Each faculty member applying for tenure shall submit a Professional Portfolio consistent with the format contained within "The Professional Portfolio: Tenure and Promotion Review" in Appendix C and available in college offices. The definition of scholarship and performance criteria applicable to all University faculty considered for tenure are the same as for promotion (refer to Section 3.361). Examples for these categories are provided in the

Professional Portfolio. Examples of acceptable scholarly activities within the individual academic units are available at department and college offices.

3.524 Although seven years is the maximum probationary period defined by the Regional University System of Oklahoma (see 3.521), the norm for NSU will be five years in tenure-earning status in accordance with RUSO policies. Accordingly, consideration for tenure will occur in the fall of the sixth employment year (excluding temporary employment and years in non-tenure-earning or non-tenure track positions). By September 30, the candidate will provide to the college dean a completed Professional Portfolio, showing evidence of excellence in each of the criteria listed in 3.51a. At this time, the candidate will be evaluated for tenure in accord with RUSO's policies.

3.525 If the faculty member is not recommended for tenure, the candidate will be notified in writing that the sixth appointment (in tenure-earning status) is a terminal contract. In extremely rare cases, circumstances might make it advisable to notify a failed candidate that he/she will be extended an additional one-year probationary contract. In this rare case, the candidate will be reviewed again during the fall semester of the seventh probationary year. A failure to secure a recommendation for tenure during this probationary period will result in no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the President to the contrary is approved by the RUSO for each year thereafter.

3.53 Procedure for Granting Tenure and Reviewing Tenured Faculty

3.531 *When a faculty member is to be considered for tenure, the chair of a . . . department shall call a meeting of the tenured members of the . . . department for a discussion of the case.* In the event that the department chair is applying for tenure, the senior tenured faculty member in the department will be asked to serve as the chair of the committee for tenure recommendation. *The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured members of his or her . . . department . . . (who shall constitute the committee for tenure recommendation), and by his or her . . . department chair, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, and alumni, and for administrative information from the department chair. In the event that the number of tenured faculty members in a . . . department is fewer than five (5), the actual tenured members in that . . . department, plus additional tenured faculty members appointed by the chief academic officer or his or her designee to form a group of at least five (5) tenured faculty members, shall act as an ad hoc committee for tenure recommendation. A simple majority rule shall prevail.*

In some areas, a candidate's NSU colleagues are well qualified to provide the requisite objective review. In other instances, colleagues or community partners outside the university may be needed to provide additional expertise not available within the NSU community. The candidate, department chair or dean may request approval to solicit additional external evaluators to provide local, regional, national, and/or international perspectives on a candidate's achievements and activities. Such a request shall be directed to the Provost and shall document (1) the special circumstances which necessitate an outside reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the Provost with concurrence of the faculty member. In such cases, the candidate may be asked to submit the names of potential external evaluators to the department chair or dean. In accordance with these guidelines, the department chair or dean is responsible for soliciting letters of evaluation from appropriate colleagues or community partners in a timely manner. An external evaluator shall be asked to evaluate the quality and significance of a candidate's achievements only in those scholarship areas where s/he has first-hand knowledge of the candidate's scholarly work. External evaluators shall not be asked to conduct evaluations of the candidate's full portfolio.

3.532 Written notification will be given to the committee for tenure recommendation one (1) week prior to the first tenure meeting date, to be scheduled in October. This official notice will contain the names of the candidates for tenure. At the first meeting, the

department chair shall explain tenure policies and procedures, review the performance of each candidate for tenure, and provide a copy of each candidate's tenure Professional Portfolio to the assembled tenured faculty committee for tenure recommendation. Based on data provided in the tenure Professional Portfolio; by the department head, alumni, current students, and non-tenured colleagues; and from personal observation of the candidate's performance in relevant areas (see 3.523), the tenured faculty will review and evaluate each tenure candidate. The result of the review shall be a written recommendation that summarizes strengths and areas needing development, gives ratings of activity in all areas, and makes a formal recommendation regarding retention, tenure, and promotion as applicable. All review recommendations shall be added to a retention/tenure/promotion file and forwarded to the next level of review, with a copy of the recommendation to the candidate. Committee recommendations may include dissenting recommendations, or a minority report may also be prepared and included with the majority recommendation. In accordance with these guidelines, performance ratings of does not meet criteria or meets criteria or exceeds criteria will be specified for each reviewed area, and only a single rating may be used for a given reviewed area. However, a minority report, representing a minimum of 25% of the Committee's membership, with different ratings may be attached to the majority recommendation. All recommendations shall be signed by the reviewers. No vote shall be taken at the first meeting.

3.533 At a second meeting, held on or before October 31, the committee for tenure recommendation shall reconvene. The committee for tenure recommendation shall then cast one secret ballot for each candidate to determine whether a recommendation for the granting of tenure will be made. Once cast, a ballot cannot be changed. Absentee ballots are valid if presented to the department chair within the two days before the scheduled vote. The University's official FACULTY TENURE REVIEW BALLOT will be used by all colleges. After the votes have been cast, the ballots will be counted in the presence of the tenured members present with the results announced for each candidate as number for, number against, and number abstaining. Written report (in the form of a memo) of this vote is delivered to the dean by the tenure committee chair.

3.534 On or before November 10, the . . . *department chair shall report in writing* (in the form of a memo) *the results of the vote, separate from his or her own recommendation, to the dean who will forward that recommendation as well as the dean's own recommendation to the chief academic officer* on or before December 1. The dean and Department chair recommendations become part of the faculty member's personnel file.

3.535 *The chief academic officer will report these recommendations as well as his or her recommendation to the president. A recommendation for tenure may also come directly from the chief academic officer or from the president of the University without prior recommendation from the . . . department. If the president determines to recommend granting of tenure, he or she will make the recommendation to the Board.*

3.536 *The results of all balloting will be confidential and will not be included in the faculty member's personnel file.* Only the President or her/his designee may disseminate information to the campus about tenure decisions. All deliberations, and written comments from the committee regarding retention, tenure, and promotion shall be kept confidential.

3.537 Faculty granted tenure by the RUSO will be notified in writing prior to July 1 by the president of the University. A faculty member not recommended or approved for tenure will be notified in writing by the chief academic officer, following action of the RUSO. A candidate who believes there has been a procedural error during the tenure process may appeal the recommendations to the University Grievance Committee (See Section 3.7 for petition procedures).

3.6 Review Procedures and Rights of Tenured Faculty

3.61 Review of Tenured Faculty

The academic and professional performances of each tenured faculty member at each institution must be reviewed at least every three (3) years. Each post-tenure review will be conducted by the appropriate dean and/or the Provost/Vice President for Academic Affairs. The period of consideration for post-tenure review begins immediately after the awarding of tenure, regardless of the faculty member's decision to seek or not seek promotion. The actual formal post-tenure review takes place in the fall semester of the faculty member's third year after the awarding of tenure and in the fall semester of every third year thereafter. The post-tenure review is intended to determine whether the faculty member meets expectations in Teaching, Scholarship, and Service areas via a majority vote. Faculty must meet or exceed expectations in all areas in order to receive an adequate review. A post-tenure review committee of at least three tenured members will be selected by the tenured faculty member in consultation with the Department Chairperson. One of the Committee members can come from outside the program or department. The Department Chairperson will serve as the chair of the Post-Tenure Review Committee. The committee will determine if the faculty member meets expectations in Teaching, Scholarship, and Service areas via a majority vote. Faculty must meet or exceed expectations in all areas in order to receive an adequate review.

The tenured faculty member will inform the committee of their progress/accomplishments since their last review in the areas of Teaching, Scholarship, and Professional/University Service. If the faculty member does not meet expectations in all areas, the Committee's recommendations for improvement will be communicated in writing to the faculty member and to the dean. The results of the vote, and any recommendations for improvement, will be communicated by the committee chair to the dean. The dean will meet with the faculty member, discuss the committee's findings and recommendations (if any), and write a summary of the meeting. If the dean believes that progress in any of the areas does not meet expectations, suggestions for improvement will be communicated in writing to the faculty member in the written summary.

When the review results in a finding that a tenured faculty member's academic and professional performance is unsatisfactory, the faculty member shall be notified of the deficiencies in performance and must be reviewed again within one (1) year. The results of each review will be placed in the personnel record of the tenured faculty member. The tenured faculty member should be given a copy of the review and an opportunity to respond. Two consecutive unsatisfactory post-tenure performance evaluations may be grounds for dismissal or suspension.

3.62 Causes for Dismissal or Suspension of Tenured Faculty

No tenured member of the faculty shall have his or her appointment terminated in violation of the principles of tenure adopted by the Board except for one or more causes which may include, but are not limited to, the following:

- a) Committing a felony or other serious violation of law that is admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violation of a court order which relates to the faculty member's proper performance of professional responsibilities***
- b) Moral turpitude***
- c) Insubordination***
- d) Professional incompetence or dishonesty***
- e) Substantial or repeated failure to fulfill professional duties or responsibilities, or substantial or repeated failure to adhere to Board or University policies.***
- f) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities***
- g) An act or acts which demonstrate unfitness to be a member of the faculty***

- h) Falsification of academic credentials*
- l) Two consecutive unsatisfactory post-tenure performance evaluations.*
- j) Bona fide lack of need for one's services in the University*
- k) Bona fide necessity for financial retrenchment*

The president of the University shall have the authority to suspend any faculty member formally accused of a, b, c, d, e, f, g, h, l, j, or k (listed above). The president shall notify the Board of the terms and conditions of the suspension. A faculty member should be suspended only if harm to the faculty or students is possible, or if disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of or admits to the commission of a felony or a crime involving moral turpitude or other serious violation of law referenced above, the institution shall not continue compensation.

3.63 Procedures for Dismissal of Tenured Faculty

Proceedings for the termination of the appointment and employment of a faculty member for cause shall be initiated by the appropriate dean. All such recommendations shall be submitted to the Provost/Vice President for Academic Affairs. If the Vice President concurs with the dean's recommendation, then he/she will forward a recommendation to the president of the University. It is also understood that the president may initiate such proceedings.

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic officer. This conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the University would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic officer will submit a recommendation in writing with rationale to the faculty member and to the Vice President for Academic Affairs. Within fourteen (14) days, the Vice President for Academic Affairs should have a conference with the faculty member.

If this conference does not result in mutual agreement, the Provost/Vice President for Academic Affairs will submit a recommendation in writing with rationale to the faculty member and to the president. If the president concurs with the recommendations for dismissal, the president shall send written notification to the faculty member and to the Provost/Vice President for Academic Affairs. Every reasonable effort must be made by the president to insure that the communication of this action is received by such faculty members without delay. Communication will be made by personal delivery, or registered or certified mail (with return receipt requested).

3.64 Disciplinary Action Other Than Dismissal or Suspension

Disciplinary action affecting the terms of employment taken by the university against a tenured faculty member must be based upon causes stated . . . above in paragraph 3.62, or any other adequate cause which relates directly and substantially to the fitness of the tenured faculty member to perform professional duties. Disciplinary action shall begin with a conference between the tenured faculty member and the appropriate academic officer. If as a result of the conference, the academic officer finds that disciplinary action is warranted, a written recommendation for action should be forwarded to the appropriate dean If, after review, the dean . . . decides not to proceed with further disciplinary action, both parties should be notified in writing.

If the dean . . . determines that additional action is warranted, then a conference with the tenured faculty member should be arranged. The dean . . . may determine that no further action is necessary. If, however, additional action is warranted, the faculty member and the Vice President for Academic Affairs shall be notified in writing within fourteen (14) days. The Vice President for Academic Affairs should arrange for a conference with the faculty member. The Vice President may then determine that no additional action is necessary. However, the Vice President for Academic Affairs should notify the faculty member in writing if an additional plan of disciplinary action is made. A copy of the disciplinary action should be placed in the faculty member's personnel file.

3.65 Dismissal of Tenured Faculty for Program Discontinuance or Financial Retrenchment

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

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

If an appointment is terminated because of financial retrenchment, or because of discontinuance of a program, the released faculty member's position will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment at the previous status.

3.66 Appellate Committee on Dismissal of Tenured Faculty Members

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

The committee shall not exceed nine (9) tenured faculty members, eight (8) of whom shall be nominated or elected by secret ballot by the tenured faculty of the faculty-governing body of the University (Faculty

Association), and one member appointed by the president of the University. A quorum shall be five (5) members or a majority of qualified members of the committee.

Initially, one-half of the elected members shall be elected for twelve (12) months and one-half for twenty-four (24) months; thereafter, one-half shall be elected each year. No member may serve more than two consecutive terms. One (1) or more alternate members of the committee shall be elected to serve in the event that a regular member is unable to serve. At the election each year, the four (4) nominees receiving the highest number of votes shall be declared elected to the committee, and the nominee receiving the next highest number of votes shall be named as junior alternate. The term of office shall be for two years beginning in August of each year. At the end of the first year, the junior alternate becomes the senior alternate. If any member of the committee is an interested party in a case which comes before the Appellate Committee on Dismissal of Tenured Faculty Members, said committee member shall not serve on that case.

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

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

3.67 Appeal Procedures for Tenured Faculty

3.671 *After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members, service of notice of hearing with specific charges in writing will be made at least twenty (20) days prior to the hearing. The faculty member may respond by waiving the hearing and filing a written brief, or the matter may proceed to a hearing. If the faculty member waives a hearing but denies the charge, or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Tenured Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by the University, and make its recommendation upon the evidence in the record.*

3.672 *If the faculty member requests a hearing, the Appellate Committee on Dismissal of Tenured Faculty Members shall, with due diligence, and in keeping with the Administrative Procedures Act, considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the University president and to the involved faculty member.*

3.673 *At hearings before the Appellate Committee on Dismissal of Tenured Faculty Members, faculty members and the University shall be permitted academic advisors and/or counsel of their choice. A court reporter will be retained by the University to record the proceedings. Parties requesting transcripts will pay the cost of a copy of the transcript. The committee will determine whether the hearing should be public or private.*

3.674 *The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will attempt to secure the cooperation of such witnesses and make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the committee, if available.*

3.675 *The faculty member and the University will have the right to cross-examine all witnesses present. Depositions are admissible whenever a witness cannot appear.*

3.676 *The committee may conclude: a) that adequate cause for dismissal has been established by the evidence; b) that adequate cause for dismissal has not been established by the evidence; or c) that adequate cause for dismissal has been established, but an academic penalty less than dismissal, including removal of tenure, would be more appropriate. The committee may make any other recommendations it determines are appropriate. The committee's findings and recommendations shall be made to the University president. The committee shall send a copy of its findings and recommendations to the affected faculty member.*

3.677 *The president shall notify the affected faculty member of the president's recommendation to the Board. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the president. The request must be in writing and filed within fifteen (15) days after final notification by the president of the University at the office of RUSO. If the affected faculty member does not in timely fashion request that the Board review the president's findings and recommendations, the president's determinations become final and binding.*

3.678 *In the event that the faculty member submits a timely request to the Board to review adverse findings and recommendations of the president, the faculty member must indicate whether he /she desires a hearing of all of the evidence of the case; otherwise the review will be a review of the record of the case. The Board has the discretion to determine whether the review will be a de novo hearing or a review of the record.*

3.679 *Public statements and publicity about the case by the University will be avoided until the proceedings, including consideration by the Regents, have been concluded.*

3.7 Grievance Procedures

3.71 Introduction

To aid in protecting faculty rights, a committee is established to investigate specific charges alleging the violation of faculty rights and to make recommendations to the administration regarding the disposition of these specific cases. The committee shall be a standing committee and shall conduct its business only during the fall and spring semesters of the academic year.

3.72 Grievance Committee Membership

Grievance Committee members shall be full-time teaching faculty. Faculty Council representatives will not be eligible for membership. Grievance Committee members will be elected by secret ballot. Each

academic unit, as specified in the Faculty Association By-Laws (See Appendix B), will elect two members to serve a term of office (two years) simultaneously with its Faculty Council representative. Elections for Faculty Council representatives and Grievance Committee members/alternates will be held at the times specified for the election of Faculty Council representatives in the Association By-Laws. Following the election, the administrator of each academic unit will report the results of Grievance Committee elections to the Provost/Vice President for Academic Affairs and the President of the Faculty Association.

After each fall semester has started, and the committee membership has been filled, the Faculty Association President will appoint a temporary chair from the committee membership. The temporary chair will call an organizational meeting of the committee by the end of the second week in September. At this meeting, the members of the committee shall elect a chair, vice chair, and secretary for the Grievance Committee for that academic year.

The chair shall be the primary liaison between the Committee, the faculty, the Faculty Council, and the Provost/Vice President for Academic Affairs. The chair will see that the Committee responds objectively to formal grievances. The vice chair shall assume the duties of the chair when the latter is unavailable. The secretary shall keep minutes of procedural meetings and preliminary hearings and will compile an accurate transcript of each hearing. Copies of each hearing will be filed in the office of the Provost/Vice President for Academic Affairs. The secretary shall provide the Faculty Council with names of members and officers for inclusion in the Council minutes. Investigations will be conducted only after the Grievance Committee chair is presented with a formal written grievance (See 3.74).

3.73 Grievance Committee Responsibility

Acting in response to formal grievances filed by individual faculty, the Grievance Committee shall conduct hearings, make hearing transcripts and, at the timely conclusion of investigations, present both a transcript of the meeting and recommendations to the president of the University. Such concerns as academic freedom, individual rights, benefits, working conditions, procedural details of tenure evaluation, promotion, salary inequities, and termination with cause of non-tenured faculty or academic administrators shall be matters within the purview of this Committee. In no event shall the Committee involve itself in an overall view of an area of concern better considered by another University standing committee or by the Faculty Council itself. The Grievance Committee shall not consider issues previously considered by, or better suited to, the Appellate Committee on Dismissal of Tenured Faculty Members.

3.74 Grievance Petition Procedures

A faculty grievance must be stated in writing and initiated within six (6) months from the date of the primary incident in question. The Grievance Committee reserves the right to examine issues related to the incident that may extend prior to or after this six-month time frame.

A written grievance will be given to the dean first. The dean is responsible for assuring that the grievance has been pursued with relevant individuals. Within ten (10) working days after receipt of a written grievance, the dean will review the grievance, collect data and written responses to the charges made, and render a written response to the aggrieved party. If the problem cannot be solved at the department or college level, the aggrieved party may forward the written grievance to the Provost/Vice President for Academic Affairs, who shall consider the grievance and solicit information from the dean and from others as necessary. Within ten (10) working days after receipt of the written grievance, the Vice President shall provide the aggrieved faculty member with a written response stating his/her findings in the matter.

If the findings of the Provost/Vice President for Academic Affairs are contrary to the aggrieved faculty member's interpretation of the facts, or if during a regular semester no written response is forthcoming within the time frame stated above, the Grievance Committee may be petitioned in writing to review the complaint. This action requires an individual faculty member to a) document when the written grievance was presented to each administrator; b) provide a notarized complaint stating the facts and alleged policy violations amenable to investigation by the Grievance Committee; and c) file a \$100 cash bond or personal check with the University, to be held by the Department of Human Resources.

A petition fulfilling a) and b) above, and documentation of the bond/check filing will be transmitted to the chair of the Grievance Committee. The bond/check shall be forfeited and applied to the University's general fund if the aggrieved faculty member abandons the appeal; otherwise, it shall be returned.

3.75 Time Schedule

A formal grievance shall receive prompt attention. A preliminary hearing will be held within ten (10) working days after the chair receives the grievance. If a formal hearing is held, it will start within ten (10) working days of the conclusion of the preliminary hearing. The hearing, and report of the hearing panel sitting as the representatives of the Grievance Committee, shall be completed within forty-five (45) calendar days of the grievance filing. In any case in which these time schedules prove inadequate, the chair of the Grievance Committee will notify the parties involved, in writing, of the amended time schedule. Hearings that impact on a tenure evaluation matter shall be concluded at least ninety (90) calendar days prior to the end of the semester. Other cases in a given academic year will be completed by May 20 of that year.

3.76 Preliminary Hearing

The preliminary hearing is an academic review/hearing of a grievance filed by a member of the faculty; therefore, no other persons, including legal representatives, are permitted at the preliminary hearing. Along with the announcement of the time, date, and place of the preliminary hearing, the committee chair will provide the following: a) the names of the committee membership to both the faculty member submitting the grievance and involved administrators; and b) will ask that written challenges regarding committee members' having conflicts of interest be submitted prior to the meeting date. The chair will rule on such challenges. During the Preliminary Hearing, the Director of Human Resources will serve as resource for the Committee to assure that procedures are understood and followed.

The preliminary hearing will be held on the main campus and attended by at least six (6) and not more than ten (10) committee members who do not have conflicts of interest, the Grievance Committee chair, the party submitting the grievance, involved administrators, and no others. The panel will review the written grievance and the responses to the grievance. It will hear statements from and question those involved as desired, in order to obtain a clear understanding of the issues. Only documents previously submitted and available to all parties, and/or requested by the panel, will be considered. In the spirit of constructive interaction, all relevant aspects of an issue will be discussed to insure that a misunderstanding has not occurred. Prior to adjourning the meeting, the panel shall decide if the issue warrants a formal hearing. If so, the chair will advise the faculty member filing the grievance of the permissibility of having counsel present at that time to serve in an advisory capacity, and will advise the faculty member that the formal hearing will be set at a later date.

For the formal hearing, the University's General Counsel may provide advisement and consultation upon the request of the Director of Human Resources.

3.77 Formal Hearing

On the day and time of the hearing, the faculty member who filed the grievance (and advisory counsel if he/she so chooses), involved administrators (with counsel if appropriate), witnesses, and all other involved persons shall convene. The chair will address possible conflict of interest issues involving committee members. Acting with input from both parties, a hearing panel of six (6) members who do not have conflicts of interest, plus the Grievance Committee Chair, will be seated. Faculty seated as members of the hearing panel will be required to attend all sessions of the hearing. The committee chair will make every effort to schedule sessions at times when the principal parties and panel have no classes. No session of the hearing will be started without all members of the seated hearing panel being present. A repeated, unexcused failure of a seated panel member to attend scheduled hearings is cause for reprimand and for restarting the hearing. Regardless of membership on the hearing panel, all members of the Grievance Committee who have not been dismissed due to conflict of interest should attend all hearings if at all possible. Once a hearing panel has been seated, the panel, committee chair, the faculty member who filed the grievance, and the Provost/Vice President for Academic Affairs shall consult about having an open or closed hearing. The hearing panel then will exercise its judgment as to whether or not the hearing should be open to the public.

The Grievance Committee, sitting as the hearing panel, shall hear the case in an orderly fashion. The chair of the Grievance Committee will read the charges as set forth in the formal written complaint. The panel will systematically review the specifics of the complaint and the responses to the charges. The hearing panel may call and question those involved in the complaint, and may question witnesses. The Grievance Committee chair, assisted by the Director of Human Resources, shall maintain decorum and will ensure that the process proceeds in an orderly and responsible manner. Since statements, questions, and answers will be recorded, and written evidence held, libelous and perjurious acts can be subject to further investigation.

In making its decision, the hearing panel shall consider as evidence only the formal written grievance and responses to the complaint, and relevant documents, including testimony, presented at the preliminary hearing, and to which all parties to the grievance have been afforded access. The recommendations of the hearing panel shall be decided by a majority vote. In the event of a tied vote, the Grievance Committee chair will cast the deciding vote. The chair can sit on the hearing panel and will vote while so doing. At any point in the proceedings prior to the time when the hearing panel retires to consider its recommendations, the aggrieved party may, with the consent of the chair, withdraw his/her grievance. A written report of proceedings up to the time of withdrawal will be made available to all parties.

3.78 Committee Report

For each grievance hearing conducted, the chair of the committee shall present organized, written findings of facts to the University president. The report shall accurately present the findings and recommendation of the hearing panel. Copies of this report shall be given also to the aggrieved party and to administrators involved in the hearing.

The president shall review the information provided, consider the matters presented, and render notice of his/her judgment on the case within twenty (20) working days. The president's judgment on the matter shall be the final campus review of a specific grievance. The matter cannot be resubmitted, even if altered, to the chair of the Grievance Committee.

3.8 Employment of Part-Time Faculty and Graduate Assistants

Part-Time Appointments. *Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and meet with those students who require assistance in their classes. The load of a part-time faculty member who does not have additional duties will be determined by dividing his teaching load by eighteen (18). For example, a nine- (9) hour teaching load would equal one-half time.*

Part-time faculty are employed on a semester-by-semester basis as "at-will" employees. The University has no obligation to part-time faculty beyond the payment of salary for an existing contract. Salaries for temporary faculty are set by the Vice President. Part-time faculty will be covered by the Academic Freedom Guidelines (see 3.4).

Graduate Assistants. *Graduate assistants are graduate students at the institution who hold appointments as teaching, research, or administrative assistants. Graduate assistants must be enrolled in a minimum of three (3) semester hours. Teaching assistants shall not teach more than six (6) credit hours per semester.*

Part-time faculty and graduate assistants are recommended to the Provost/Vice President for Academic Affairs by the dean based upon the individual's ability to perform the desired teaching duties and upon educational qualifications. Temporary or part-time faculty will be evaluated for performance of assigned duties. deans shall monitor the conduct and performance of part-time faculty. Unacceptable conduct or performance will lead to a failure to rehire or, in severe cases, dismissal with two (2) weeks' notice.

4.0 FULL-TIME FACULTY WORK LOAD

4.1 Teaching

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

4.2 Reassigned Time

The University may grant reassigned time from normal teaching responsibilities (described in 4.1 of the Handbook) to faculty for a specified time period to pursue approved academic projects. Such reassigned time must be used to engage in specialized scholarly and academic activity (e.g., grant administration, research), or cultural experience. Northeastern views reassigned time from teaching responsibilities as an investment with the expectation that the teaching reduction will significantly enhance the faculty member's capacity to contribute to the objectives of the University. Reassigned time approval shall be consistent with the appropriate budgetary and faculty arrangements so as not to disrupt the instructional program or other vital operations of the University.

Examples of reassigned time from instructional responsibilities include: a) receiving internal funds through the Faculty Research Committee to cover instructional/clinical replacement for a class/lab, permitting a faculty member to pursue approved projects; b) administration or involvement in an externally-funded grant/contract provided that the salary percentage is provided by the grant, equal to the academic load reduction (e.g., for a standard 12-hour load, 25% plus benefits for a three-hour course equivalency reduction); and c) serving in positions involving specified assignments essential to the instructional program of the University, including semi-administrative duties.

4.3 Other Activities

The composition of a full-time faculty member's work load normally will include a combination of teaching assignments described in 4.1 above and the following types of activities: student advisement; research, professional and scholarly activities, including grant solicitation; department/college/university/community service activities; and other appropriate professional activities as designated by the college dean and confirmed by the Provost/Vice President for Academic Affairs.

4.4 Summer and Short-Term Session Employment

An appointment to the summer faculty is limited to the specific summer for which the appointment is made.

The full-time summer teaching load, including short-term intersessions attached to the summer semester, will be: no less than six (6) and no more than seven (7) semester credit hours for an undergraduate load; and no less than four (4) and no more than six (6) semester credit hours for a graduate load. The teaching load for short-term intersessions (4 weeks or less) will normally be limited to no more than three (3) semester credit hours.

Selecting faculty to teach summer or short-term intersession classes in situations where there are more qualified faculty seeking employment than classes to teach, must be dealt with in an objective manner. First, courses offered must be ones which best serve the needs of students (and their degree plans) and the University. A dean should base course selection on anticipated enrollment as assessed from current degree requirements. No nine-month faculty employee is guaranteed summer or short-term intersession employment, but each dean will try to distribute the summer load among qualified faculty.

The objective distribution of a limited work load should consider criteria such as teaching skill, degree (doctorates first, etc.), specialized knowledge, and other such factors. Part-time employees may be hired to teach summer or pre-summer courses if no full-time faculty are available. All contracts must be justified by the dean to the Provost/Vice President for Academic Affairs. Perceived inequities in summer teaching access should be addressed first to the dean and then to the Provost/Vice President for Academic Affairs.

4.5 Cancellation of classes due to low enrollment

After regular enrollment, any class having fewer than the minimum number of students established by guidelines approved by the Provost/Vice President for Academic Affairs will be subject to review by the department chair and the academic dean before continuance. A class will be retained only when it is determined that it is vital to a recognized degree program.

4.6 Faculty Overload Policy

A faculty member is eligible for extra compensation for teaching an overload course provided that he/she has an approved full-time assignment, that the overload course does not interfere with his/her regular duties, and that all University, State, and Federal regulations are observed. In no case should a faculty member be asked or be allowed to teach more than three (3) credit hours overload during any semester. Supplemental pay normally is given only when a faculty member's teaching load exceeds a full-time work load (see 4.1).

A faculty member may also receive payment, over and above his or her regular salary, for participation in a limited number (no more than five [5] days per calendar year) of non-credit conferences, short courses, workshops, and/or similar activities that are scholarly in nature and related to his/her discipline provided that:

- a) the activity does not interfere with his/her regular duties
- b) the funds for the payment are not funds paid by State appropriations to Northeastern
- c) the assignment is not for duties within the primary employing unit
- d) other applicable University, State, and Federal regulations are observed.

For each individual overload situation, the faculty member's dean will be responsible for recommending the approval of the overload request to the Provost/Vice President for Academic Affairs. The Vice President shall review each individual request for faculty before approval is given.

4.7 Courses Outside Regular University Workload

Faculty may be involved in teaching continuing education or educational outreach courses which are outside the regular University workload. For specific policies relating to continuing educational outreach courses, see 5.4.

4.8 Office Hours

Each full time, teaching faculty member is expected to keep eight (8) office hours per week during regular semesters and five (5) per week in the summer term. Office hours are times set aside for faculty members to communicate with students, advisees, and colleagues as well as complete administrative duties. For classes that meet once per week, it is highly recommended that one of the office hours be scheduled before or after that class on the campus where the class is held. At least one of these hours shall be scheduled each weekday that faculty have teaching responsibilities unless University commitments off campus prohibit it. Exceptions must be approved by department chairs. Part-time faculty, or full-time faculty with University obligations other than teaching, will keep a number of office hours proportional to their teaching load. Faculty teaching online classes may maintain a proportional amount of their required office hours online. To qualify as an online office hour faculty must be immediately available to their students at a regularly scheduled time. Faculty with reassigned time from teaching provided through a NSU Faculty Research Grant are full-time and, hence, will maintain hours indicated above, but may be authorized to maintain a more flexible weekly schedule. Once a faculty member has established an office hours schedule for a semester, he/she will send two copies (on cards provided by the Provost/Vice President for Academic Affairs) of the schedule to his/her dean who will forward one copy to the Provost/Vice President for Academic Affairs. Faculty who are assigned as resident status at Broken Arrow or Muskogee campus will also send one copy of their office hour card to the respective campus academic affairs/administrative office. (Approved by Faculty Council, April 3, 2009; approved by Dalton Bigbee, VPAA).

5.0 SALARY

5.1 Employee Agreements

Faculty are employed for a nine- (9) month academic year or, in a limited number of cases, a twelve- (12) month contract. Agreements for employment are issued by the President of the University acting upon recommendations forwarded by the Provost/Vice President for Academic Affairs. Twelve-month agreements issued to faculty representing the University as clinicians in a primary health care area may have specific terms of

employment not stated in this Handbook, but approved by the Provost/Vice President for Academic Affairs and written into college by-laws.

5.2 Establishing Individual Salaries

5.21 Regular Semester

5.211 Entering Salaries

Compensation will fall into ranges determined by the rank accorded a faculty member at the time of initial employment. Individual salary negotiations conducted with the dean and higher administrators during the hiring process may lead to individual salary differences.

5.212 Salary Changes

If the budget permits, salary increases may be granted to all faculty with the decision on actual amounts determined by the president. When authorized by the University president, deans may also recommend merit awards based on criteria contained within the Professional Portfolio (Appendix C1). Additional salary increases may be given to faculty receiving a promotion or completing an advanced degree.

5.22 Summer Semester and Short-term Intersessions

Compensation for summer term and short-term Intersession teaching will be determined by the Provost/Vice President for Academic Affairs and will reflect the prevailing University policy in effect at the time.

5.3 Payment of Salary

Beginning Fall (August) 2011, all new full-time faculty will be enrolled in the twelve month pay plan. Faculty members enrolled in the twelve month pay plan will receive 1/12 of their base salary each month.

Regular faculty hired prior to August 2011 are encouraged to enroll in the twelve month pay plan. Faculty currently enrolled in the ten month pay plan will be allowed to continue in their current plan.

The first salary payment for the academic term will begin on the last working day of August and then on the last working day of each subsequent months. Direct deposit or pay card is mandatory for all employees. Notice of deposit forms may be viewed online through NSU Web Services.

Beginning August, 2011, overload pay, intersession pay and summer pay will be included in the monthly pay in which the paperwork is completed. Fall and spring overload payments are paid in four installments. Add-pay is paid based on the definition of the project.

5.4 Continuing Education

Continuing Education courses (no transcript credit) are of public service nature and are administered by the Offices of Continuing Studies under guidelines provided by the Regional University System of Oklahoma. The Office of Professional and Continuing Education on the Broken Arrow and the Center for Lifelong Education on the Tahlequah and Muskogee campuses provide opportunities for special interest non-credit courses, courses and programs to enhance job standing, and/or courses and programs to meet continuing education credits for certain occupations. The Oklahoma College of Optometry also provides professional continuing education for optometrist across the United States.

5.5 Part-Time Salaries

The rate of pay to part-time instructors is established by the Provost/Vice President for Academic Affairs. The need of the University plus the academic experience and preparation of the teacher will enter into determining the actual salary offered. Payment to part-time lecturers is made in four installments beginning mid-September

for the Fall semester and mid-February for the Spring semester. Payment for the summer term is made in two installments: mid June and mid July. Payments will be made by direct deposit.

5.6 Standard Payroll Deductions

The Payroll Manager administers the system of payroll withholdings. Although insurance, annuity, and savings plan withholdings are optional, Federal/State Income Tax, OTRS contributions, and FICA/MQFE withholdings are mandatory. At the time of employment, each faculty member will be required to complete forms defining the number of deductions for Federal/State Income Tax withholding purposes.

5.7 Faculty with Administrative Responsibilities

Administrative positions may carry increased responsibilities for a faculty member. These responsibilities may be rewarded with a temporary salary increase that might partially or totally be rescinded upon release from administrative duties.

5.8 Outside Employment

While the University does not prohibit a faculty member from engaging in outside employment, prior approval is required. At the beginning of each academic year a form must be submitted to the department chair, who will forward it through the dean to the president of the University for approval. Such employment should in no way take time from or interfere with the University services for which the faculty member is employed. Outside employment includes professional work of a continuous nature, such as supervision, consultation, advisory services, or other regular or occasional work; and specific work, usually of a limited duration, for which compensation is received. It does not include honoraria for lectures or for literary articles, private income from real estate, or investment and royalties from books and patents. Payments for services performed by a faculty member during any period in which he/she is not on the University payroll are excluded from consideration.

5.9 Financial Retrenchment

5.91 General Statement on Retrenchment

Financial exigencies may require an orderly release of faculty from their contracts in order to protect the existence of the whole University. Northeastern faculty and administrators are pledged to work together to find solutions when this dilemma arises. Although each faculty member judged to be of value to the University (through tenure approval and/or extension of continuing contracts) must be considered, the greater challenge is to preserve the integrity of the University and those programs most vital to Northeastern.

5.92 Identifying Programs/Faculty for Retrenchment

If a financial emergency arises, the President will ask the Provost/Vice President for Academic Affairs to identify a priority listing of missions/programs on the academic side of the University. Attention will be given to both historical and developmental missions and programs with the result being the ethical and legal preservation of the nucleus of the University.

Once the Provost/Vice President for Academic Affairs, working with each dean, has identified programs for retrenchment, an objective inquiry will start that will lead to the selection of faculty members the University can release without impairing a vital program or the University's Affirmative Action Plan. The following guidelines will apply:

- a) non-doctorate, non-tenured faculty will be the first to be released with the last person employed being released first;
- b) non-doctorate, tenured faculty will be considered next, with the last person hired being released first;
- c) when substantial retrenchment in a program or an entire program is being retrenched, tenured faculty of all ranks may be released with the last person hired being released first.

At the college level, deans will consult with faculty and department chairs to consider exceptions to these guidelines. After review, with input from the Curriculum and Educational Policies Committee, the Provost/Vice-President for Academic Affairs shall recommend to the President a list of faculty to be released. The President should act upon the data provided but shall have the option to recommend the release of faculty and/or the elimination of programs other than those forwarded by the Provost/Vice President for Academic Affairs. The final decision made on faculty reduction is that of the President of the University.

5.93 Obligations of the University

Prior to the release of faculty members, the administrators of the University will make reasonable efforts to find alternative ways to utilize the skills of the faculty members in order to retain their employment. A tenured faculty member who is to be released at the end of an academic year will be notified on or before December 1 of that year. Non-tenured faculty will be notified no later than March 1. Tenured positions vacated due to financial emergency will not be filled for two (2) years, and non-tenured positions shall not be filled for one (1) year after the time of release. It is the responsibility of the president and Affirmative Action Officer, working with the appropriate academic units, to ensure that any retrenchment activity does not have a disparate impact on minority employees.

5.94 Rights to Appeal

Unless a non-tenured faculty member perceives that his/her release from the service of the University is for reasons other than a bona fide financial emergency, the provisions of the Grievance Policy (See 3.7) do not apply. Tenured faculty may appeal a dismissal based on financial emergency to the Appellate Committee on Dismissal of Tenured Faculty (See 3.66).

6.0 LEAVES, ABSENCES, AND SABBATICALS

6.1 General Statement of Leave Policies

6.11 Work Role of Faculty

Faculty class workload, including office hours, should be one that best serves the University and its students and can be arranged in various ways. While faculty members are allowed the freedom to arrange their non-class load in a way that allows them the most achievement, each University working day during a regular or summer semester is one that each faculty member must account for through presence or official leave.

Full-time faculty members are expected to complete assigned tasks during the eighteen (18) calendar weeks (approximate) of each of the two (2) regular (fall, spring) academic semesters. Full-time faculty employed in the summer semester have the same charge for the duration of their summer teaching assignment.

During a regular and/or summer semester, or short-term intersession, faculty will not receive any vacation days during the working week except for University observed holidays. Faculty do not earn overtime pay (except as overload – see 4.6) or compensatory leave.

6.12 University Closing

The Communications and Marketing Office will be responsible for contacting the news media if the president makes the decision to close any part of the University due to inclement weather or other conditions. If the closure is for an extended period, an administrative decision will be made concerning the leave policy to be applied. If the University is open, but a faculty member feels it is impossible to travel to campus, he/she must notify the dean and request personal leave. An electronic Absence Report Form, indicating personal leave, would be required (see 6.41).

6.13 Contacting Dean when Absent

Faculty are expected to follow the procedure determined by their dean or designee any time they know they will be, or are, late to or absent from work. In chronic or unusual cases of absenteeism, the University reserves the right to require documentation or verification of the reasons for absence.

6.14 Leave Information

Information regarding the amount of leave available within a specific leave category may be found through nfocus EIS NSU Leave responsibility. To determine if an absence qualifies for paid leave, a faculty member may inquire at the Office of Human Resources prior to the absence.

6.15 Absence Report for Academic Personnel

When absent from work, a faculty member shall inform the appropriate dean. The dean has a responsibility for approving absences and assisting with making satisfactory arrangements for classes or other duties assigned during the period of the absence.

NSU Travel Approval Request. This form is used for faculty to request out-of-state travel for professional reasons. Faculty on official University business, including attendance at professional meetings, representing the institution at appropriate conferences and agencies, travel related to internships, and travel that is a required part of carrying out specified University assignments, must complete this form. The form is to be completed, approved by the college dean, and forwarded to the Provost/Vice President for Academic Affairs.

6.16 Charging of Leave Time

No leave time may be taken prior to the date it is earned. Regardless of the faculty member's daily schedule, all paid leaves taken are charged according to the following schedule:

- a) Faculty missing all scheduled classroom and/or office hours in one day/evening are charged one day (eight hours).
- b) Faculty missing half of classroom and/or office hours for half a day/evening are charged one-half of a day (4 hours).

A record is maintained for each employee, showing leave time used and the current amount of leave time available. All questions regarding leaves and leave balances should be directed to the Office of Human Resources.

6.2 Sabbatical and Staff Development Leave

6.21 Purpose

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

6.22 Conditions of Award

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

Individuals receiving sabbatical leave shall enter into written agreement to return to the service of the University and to remain for a number of months equal to four times the number of months of full-time equivalent salary (example: One half (½) salary x ten (10) months = five (5) full-time months; the number of months to return to the University is five (5) full-time months x four (4) = twenty (20) months), or to repay the University the amount of salary received while on sabbatical leave, unless released from the obligation by the Board. If the individual leaves the University prior to the end of the required time, whether voluntary or involuntary, the amount to be paid the University shall be proportionally reduced.

The following agreement will be made by the faculty member applying for sabbatical leave:

a) I agree to report in writing to the Provost/Vice President for Academic Affairs via my . . . college dean within three months of returning to University service a report of the activities I undertook on my sabbatical, and I understand that should I fail to do so any future leave application can be denied.

b) I agree to withdraw from all departmental, college, and University committees for the duration of my leave.

c) I agree to remain in the service of the University at not less than my present salary for a number of months equal to four times the number of months of full-time equivalent salary.

d) I further agree that, in the event I do not return to the University, I will repay the University salary and cost of benefits received from the University during the sabbatical leave, and that, if I do not repay such sums upon demand, the University may bring all necessary legal actions to recover this money from me.

e) I have read the section of the Faculty Handbook regarding the official policy of sabbatical leave.

At the termination of the sabbatical, and not later than three months after returning to the campus, the individual shall submit a report of the activities undertaken to the Provost/Vice President for Academic Affairs through the department chair and . . . college dean. The report will be used to evaluate future applications for sabbaticals of faculty members who have been granted one or more sabbaticals.

6.23 Eligibility

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

6.24 Application

A faculty member shall make formal application for a sabbatical leave (submit to dean by September 30) which includes the reasons for requesting the sabbatical leave, the activities planned during the sabbatical, and a schedule of the use of time while on the sabbatical leave. The application should be submitted to the president of the University through the appropriate department chair, . . . dean,

and Vice President. The department chair, . . . dean, and Vice President shall each include a recommendation regarding the sabbatical leave. The decision for recommendation of a sabbatical leave shall be based on the following criteria:

- a) evidence of the highest critical need in order to maintain academic effectiveness;*
- b) total years of academic or professional service at the university;*
- c) potential contribution to an academic or professional discipline;*
- d) length of remaining service to the University;*
- e) possession of a terminal degree in the teaching field assigned, or pursuing a terminal degree in a teaching field in which there is a shortage of qualified faculty.*

6.3 Leave of Absence

A Leave of Absence is any leave taken by a faculty member for good and sufficient reason as determined by the University, which does not qualify as any other leave type. Such leave may be granted for up to thirty (30) days by a dean, six (6) months by the Provost/Vice President for Academic Affairs and one (1) year by the President of the University. When a faculty member takes any leave of absence, a Personnel Action Form - Change of Status must be processed effective the first day of absence. A second Personnel Action Form - Change of Status must be processed when: (1) the faculty member returns to work, or (2) if the faculty member does not return and is to be terminated.

6.31 Paid Leave of Absence

If the absence is determined to be eligible for a paid leave, time will be charged to the faculty member's personal leave (combined with vacation, when applicable). The amount of available leave will be calculated by the [Office of Human Resources](#) and noted on the Personnel Action Form, along with the "removal from payroll date", if applicable. In the case of a Medical Leave, refer to [section 6.5](#) of this Handbook.

6.32 Unpaid Leave of Absence

If the absence is determined to be ineligible for a paid leave, authorization for time off may still be granted, but all time taken will be unpaid.

6.4 Paid Leave

6.41 Personal Leave

Personal leave is a benefit granted by the University to full-time faculty members. It is designed to assist personnel during periods of personal or family illness or to prevent a loss of pay due to certain other absences, such as: attending a funeral, inclement weather conditions, conducting legal business, appointments with a doctor, dentist or other recognized medical professional, or other appointments that cannot be scheduled outside of regular working hours.

Use of personal leave for absences other than personal illness or emergency must be scheduled in advance with the dean. Whenever possible, the University will grant personal leave at the convenience of the employee, but reserves the right to deny leave when and if a hardship or disruption for the department may result. The University may require employees to furnish satisfactory documentation in chronic or unusual cases.

The University grants personal leave to faculty members at the rate of 12 hours per month (18 days annually). The maximum that may be accumulated is 180 days (1440 hours). Personnel who transfer from one department to another department or subdivision within the University shall take with them the balance of unused, accumulated personal leave.

Personal leave will not accrue during leave of absence without pay, unpaid family or maternity leave, suspension without pay, sabbatical leave, or removal from the payroll for any reason. In addition, leave

time will not accrue while receiving donated time through the Leave Sharing Program. There will be no payment for any unused accrued personal leave balance at the time of termination or reduction to less than full-time status.

Notification of absences due to personal illness or injury shall be given to the appropriate dean as soon as possible. The University may require satisfactory proof of illness or disabling injury in chronic or unusual cases. Regardless of the faculty member's daily schedule, personal leave is charged according to the schedule in [Section 6.16](#), Charging of Leave Time.

6.42 Vacation Leave

Nine-month faculty are not granted paid vacation leave. Occasionally faculty employment situations may arise in which faculty are given a contract for twelve (12) months of service. This situation can be expected to arise in academic units, or subdivisions of those units, in which work duties are correlated with factors other than student instruction in the confines of the regular and summer semesters. In each instance where twelve (12) month contracts are issued to faculty, the faculty member's dean will negotiate with the Provost/Vice President for Academic Affairs to establish a system of equitable leave time commensurate with faculty status.

6.43 Jury Duty/Court Leave

The University recognizes the responsibility of each individual to perform civic duties as called upon. When, in obedience to a subpoena or direction by proper authority, a faculty member is called to serve on a jury or to appear as a witness during a contract-specified working period, the University will grant the necessary time off from work for the period of service under the following conditions:

- A copy of the summons or subpoena must be submitted to the appropriate dean (to be included in the faculty member's personnel file) the next working day after the receipt thereof, or no later than 72 hours prior to the start of the leave.
- When a faculty member appears as a witness or jury member for the Federal Government, State of Oklahoma, or a political subdivision thereof, or in private litigation as a representative of the University, he/she shall be entitled to leave with full pay.
- When a faculty member is subpoenaed in private litigation to testify as an individual outside of his/her scope of employment with the University, the time shall be taken as vacation, personal leave, or leave without pay.
- Jury duty allowance will not be paid for any time other than the normal forty hours during an employee's regularly assigned work week.

If a faculty member is not selected for jury duty after reporting each of the required days, he/she must return to work for the remainder of the work day.

6.44 Military Leave

All University employees who are members, of the Reserved Components, to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence from their employment for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled work days of such leave of absence in any federal fiscal year (October-September), the employee shall receive his or her full regular pay. During the remainder of such leave of absence in any federal fiscal year, the state may elect to pay the employee an amount equal to the difference between their full regular pay and their military pay; employees shall receive the difference between their full regular pay and their Reserve Components pay when they are ordered by proper authority to active or inactive service retroactive to the date that the employee reported to active service on or after September 11, 2001, during the period that Operation Enduring Freedom is in effect. The durational limit of protected military service as provided for in this section shall not be less than that provided by federal law. If it is necessary in the interest of the University to provide for the performance of the duties of their positions during such absence, the Office of Human Resources, as authorized by the Director and the President of

the University may appoint substitutes, to be known as acting incumbents, who shall qualify as required for the regular incumbents. Prior approval must be obtained by submitting an absence report with a copy of the duty orders to the appropriate supervisor. The orders should then be submitted to the [Office of Human Resources](#) through the appropriate Vice President.

6.45 Voting

When properly coordinated with the appropriate dean/supervisor at least one (1) day advance, faculty members will be allowed up to two (2) hours in which to vote. Faculty living at such a distance from the University that more than two (2) hours are required in which to vote shall be allowed sufficient time. The employee shall not be subject to any loss of pay or other penalty for exercising his/her right to vote. A supervisor may select the hours during which an employee may vote. Any employee whose work day on the day of the election begins three (3) hours or more after the polls open, or ends three (3) hours or more before they close, cannot utilize the provision of this policy.

6.5 Medical Leave and Injury

Northeastern State University's Family and Medical Leave Policy, which incorporates provisions of existing University policies with the Federal Family and Medical Leave Act of 1993, is designed to enable employees to balance their work responsibilities with the demands of caring for family members or in the event of a serious personal illness or injury. All regular full-time faculty and staff can access accrued leave as provided by University leave policies for use in the event of family and/or personal illness. In addition, after one full year of employment by the University, they are eligible for up to a total of twelve (12) work weeks of leave (combined paid and unpaid) during a 12-month period in accordance with the provisions of the Family and Medical Leave Act of 1993.

Faculty members who must be absent from the job due to a medical situation may be placed on a formal Medical Leave, depending on the circumstances of the illness or injury. Medical Leave is approved leave for any serious medical condition, defined as: any condition requiring care or continuing treatment by a health care provider which incapacitates an employee and/or prevents him/her from performing assigned duties, or the existence of a contagious disease/illness which, in the judgment of the institution, would jeopardize the health of fellow employees.

Upon notification from a faculty member, a dean will review the circumstances (with the assistance of the Office of Human Resources, if needed). If it is determined that a formal Medical Leave is required, the supervisor will submit a completed Medical Leave Notification Form, signed by the appropriate account sponsor, to the [Office of Human Resources](#).

A faculty member who has been on medical leave must provide a physician's release to the University before he/she may return to work. Payment for time away from work is contingent on documentation provided by the treating physician. All time taken will be charged to the available leave balances according to the schedule outlined in [Section 6.16](#) of this Handbook. No absence report form is needed for time taken on a formal Medical Leave. When accumulated leave has been exhausted, the employee will be placed on leave without pay unless the absence qualifies for, and assistance is granted under, the NSU Shared Leave Program ([see Section 6.6](#)).

A 12-month faculty member who becomes ill or suffers a disabling injury while on annual leave may opt to charge the relevant time to medical leave, rather than vacation, provided that such illness or disabling injury is verified by certification from a licensed medical practitioner.

Insurance: While on Medical Leave, the University will continue to pay the monthly premium for the employee's group medical insurance for the duration of paid leave or six months, whichever is longer. If the employee wishes to continue dependent coverage, he/she must make arrangements with Human Resources to pay the monthly premium.

The University will make every reasonable effort to reinstate an employee returning from leave to the same position and rate of pay as he/she previously held. If the leave is going to be for an extended period of time and the position must be filled, the University will attempt to hire a replacement on a temporary basis. In the case when a permanent replacement must be hired, the returning faculty member will be offered the most appropriate available position with an option to return to the previous job should it become available. These general guidelines may be supplemented by other leave policies ([See 6.3](#)).

6.51 On-the-Job Injuries/Workers' Compensation Insurance

Employees injured on the job should report the incident immediately to their dean or designated person. The supervisor should contact the [Office of Human Resources](#) for assistance in referring the injured employee to appropriate medical professionals for treatment. In case of life or limb threatening injuries the injured employee should immediately seek emergency treatment. Employees should not seek medical treatment (except in emergency situations) without first notifying their supervisor. When proper procedures are followed medical expenses due to a job-related injury or illness will be paid by the University's Workers' Compensation Insurance carrier. No compensation from Workers' Compensation can be allowed for the first three days of disability. Accrued leave may be used to cover these days. If the claim is approved by the insurance carrier temporary compensation is made at a rate equal to 70% of the average weekly salary of the claimant. The injured employee may use accrued leave to make up the remaining 30%. However, a combination of Workers' Compensation benefits and paid leave may not exceed full pay for the same period of time.

6.6 Leave Sharing

Policy:

The Leave Sharing Program provides a means for NSU employees to donate paid leave to a fellow University employee who is eligible for and requires donated leave time due to an extraordinary or catastrophic illness, injury, impairment or physical or mental condition for either the employee or an immediate family member, and which has caused or may cause the employee to take leave without pay or terminate employment. For the purposes of this policy, "immediate family member" shall be limited to the spouse, child, stepchild, grandchild, grandparent, parent or stepparent of the employee. This term shall also include foster children and legal wards, but not "in-laws."

Program:

The Leave Sharing Program at NSU is the NSU Leave Bank established and maintained through the voluntary donation of accrued personal leave.

- **NSU Shared Leave** is comprised of hours donated for distribution to a specific employee. The Office of Human Resources will solicit donations for individuals as needed. Recipients of NSU Shared Leave may retain up to 40 hours of unused leave (if available) upon return to their positions. All other unused leave time will be maintained in the Leave Bank.
- **The NSU Leave Bank** is maintained through hours donated for general distribution. The University will solicit donations for the Leave Bank, as needed.

Donors:

To donate leave, an employee must be full-time, have one (1) year of continuous service and must maintain a personal leave balance of no less than 80 hours. Total annual donations may be made in amounts no greater than half of the annual accrual rate, or up to 72 hours in a given fiscal year. Personal leave the donor would not otherwise be able to use, such as unused leave at the cessation of employment or earned beyond established accumulation caps, cannot be donated. All donations are subject to approval by the Director of Human Resources.

Recipients:

Recipients of leave donations must have been employed by NSU for a minimum of one (1) full year, have received no disciplinary actions for abuse of time, and must have exhausted all earned personal leave, vacation and compensatory time. Under the program, they will receive their normal pay and benefits, but will not accrue additional leave time while on leave share. Donated leave may only be used for the purposes specified in this policy.

Guidelines and Limitations:

- Donated time through the NSU Leave Sharing Program is meant to cover only the duration of the serious health condition for which it was approved.

- Any unused Shared Leave that was donated to a specific employee will be maintained in the NSU Leave Bank to be distributed to other qualified employees, with the possible exception of 40 hours (if available) to be retained by the recipient upon return to work for needed follow-up care or other medically necessary leave.
- All donations of leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating paid leave for the purposes of the Leave Sharing Program.
- An employee's eligibility to receive donated leave through the Leave Sharing Program ends upon their return to full-time or part-time employment or when they begin to receive income from a University provided employee benefit, i.e. Long-term Disability Benefits, Worker's Compensation Benefits, etc.
- Donated leave for an employee's personal injury or illness is limited per occurrence to the constraints of medical leave and will be calculated using the following formula:

Total of all unused paid leave + donated time = no more than six months.

Donated leave for the care of a family member is limited to 12 weeks per occurrence or 2 working days after the death of the family member, which ever comes first.

Recipients are eligible for a maximum of 180 days of donated leave during their total University employment.

All leave donations and distributions will be monitored and administered by the [Office of Human Resources](#). Any variation or exception to the above policy may be subject to review by a committee, to be overseen by the Director of Human Resources. Persons involved in the administration of the NSU Leave Sharing Program are responsible for protecting the privacy of leave recipients and donors. All communications with either group will be kept confidential. Employees should have no expectation of entitlement in connection with the Leave Sharing Policy. Receipt or donation of shared leave is a gift from fellow employees and is not intended to constitute or obligate debt or reciprocity. The Office of Human Resources shall determine eligibility for participation in the Leave Sharing Program at NSU under these guidelines.

To participate in the Leave Sharing Program as a donor or recipient, the employee must complete a Leave Sharing Application Form, which is available in the [Office of Human Resources](#). The Human Resources staff will secure all signatures, approvals and required documentation.

7.0 INSURANCE AND RETIREMENT

7.1 Insurance

Insurance provided by the University will continue during the summer months for full-time faculty who do not work during the summer and plan to return in the fall. Faculty members who have dependent coverage or other optional insurance will have an amount withheld from their last pay check sufficient to pay the summer premiums. Payroll deducted health insurance premiums may be tax-sheltered. All pre-tax participants must complete a Section 125 Election Form prior to the beginning of each calendar year. Specific details of University provided insurance plans are available in the [Office of Human Resources](#).

7.11 Group Health Insurance Program

The Regional University System of Oklahoma provides continuous group health insurance coverage for all full-time employees and, at the employee's option, eligible dependents. Depending on the plan chosen, employee coverage is provided at the employer's expense and eligible dependents may be covered, at the employee's option, at the insured employee's expense. Dependent coverage is subject to timely enrollment and payment of premiums.. Coverage for University-provided insurance is effective the first day of the month after employment begins.

The University shall extend the option of continuing group health coverage to employees and/or dependents at their own cost for a specified period of time after their date of termination in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Contact the [Office of Human Resources](#) for specific information regarding insurance coverage and COBRA continuation and cost.

7.12 Group Life Insurance Program

The University provides group life insurance for all full-time employees. Life insurance coverage is double the amount of the faculty's annual salary, with a \$250,000 maximum per employee. Salaries for a summer contract are not considered in determining the amount of an employee's insurance. Coverage is reduced at age 65, 70, 75 due to contract requirements.

The effective date of coverage is the first day of the month after employment begins.

7.13 Group Long-Term Disability Insurance Program

The University provides group long-term disability insurance coverage on all full-time employees after six full months of continuous full-time employment. An optional "buy-down" benefit is available to provide coverage beginning 90 days after employment.

The monthly benefit will be sixty percent of the insured employee's monthly salary, not to exceed a maximum benefit of \$8,000 per month. Benefits are integrated with workers' compensation insurance, social security, and Oklahoma Teachers' Retirement System disability benefits subject to a \$100 minimum monthly benefit. Details are available in Human Resources.

7.14 Workers' Compensation Insurance

The University provides workers' compensation insurance for all faculty. Faculty members sustaining a job-related injury or illness may qualify for medical coverage and temporary compensation. Faculty members should not seek medical treatment (except in emergency situations) without first notifying their immediate supervisor. Contact the [Office of Human Resources](#) for specific information and filing instructions. (See 6.51)

7.15 Unemployment Compensation

The University is self-insured with the Oklahoma State Employment Security Commission to provide Unemployment Compensation benefits for eligible employees who are terminated or laid off. Information concerning Unemployment Compensation can be found in "Information for Workers Who are Unemployed Concerning their Rights to Receive Unemployment Compensation," obtainable from the Oklahoma State Employment Security Commission.

7.16 Governmental Tort Claims Act

Oklahoma's Governmental Tort Claims Act maintains sovereign immunity for state employees. When an employee of the University and the State of Oklahoma acts within the scope of employment, the employee is immune from liability for torts.

7.2 Retirement

7.21 Oklahoma Teachers' Retirement System (OTRS)

Membership in the Oklahoma Teachers' Retirement System is mandatory for all full-time faculty under the age of 55. Retirement benefits are calculated on a combination of the final average salary and years of creditable service as defined by OTRS ([see Teachers' Retirement System of Oklahoma, Rules and Laws](#)). Detailed information is available in the Office of Human Resources. Faculty members should contact [Human Resources](#) at least three months before a planned retirement.

To be eligible for full OTRS retirement benefits, faculty members must be at least 62 years of age and have five (5) full years of contributing membership OR faculty who joined OTRS prior to July 1, 1992 are eligible for full retirement when creditable service years and age total 80. For faculty employed after June 30, 1992, the total for creditable years and age is 90.

Reduced retirement benefits are available for members from ages 55 through 61, with at least five (5) years of Oklahoma creditable service, but who do not have the 80 or 90 "points" above, OR have 30 years or more of creditable years of service regardless of age.

Refer to the [OTRS manual, "Teachers' Retirement System of Oklahoma: Rules and Laws,"](#) for details.

7.22 Supplement Retirement Plan

The purpose of the Board of Regents of the Regional University System of Oklahoma Retirement Plan is to provide supplemental retirement benefits for all eligible faculty members. The benefits provided by this plan will be paid from an Annuity Contract and will be in addition to any benefits eligible faculty members are entitled to receive under Social Security. A faculty member whose full-time date of employment was prior to July 1, 1995, and who was a member of the Oklahoma Teachers' Retirement System prior to July 1, 1995, shall be eligible for the plan calculation. For details, contact the [Office of Human Resources](#).

7.23 Retirement Annuity

Employing entities of the Regional University System of Oklahoma may participate in deferred compensation plans as defined by Internal Revenue Code Section 403(b). Effective January 1, 2008 none of the employing entities shall require employees to participate in such deferred compensation plans.

7.24 Retiree Insurance

For a retiring employee who has been employed full-time in the Oklahoma State System of Higher Education for not less than ten (10) years immediately preceding the date of retirement, and has been a member of OTRS during that time, and has elected to receive a vested benefit under the provisions permitted by OTRS laws, the University shall continue to pay the group health insurance premiums and the group life insurance premiums through the month in which he/she becomes Medicare-eligible. The retiring employee shall have the option of continuing to pay group health insurance premiums for his or her dependents. This policy does not apply to any faculty member hired on or after July 1, 2009.

7.25 Retirement Age

Compulsory Retirement. *In accordance with the Age Discrimination in Employment Act, it shall be the policy of the Board to prohibit compulsory retirement based on age of employees forty (40) years of age or over.*

8.0 TRAVEL POLICIES

8.1 General Statement

Requests for travel must be approved first by the appropriate dean. Faculty members requesting travel are expected to make satisfactory arrangements for their classes and list those arrangements on the "Absence Report Form" and/or "Request for Travel Form." The failure to obtain approval in advance for travel is grounds for denying reimbursement. Faculty may be reimbursed in part for travel expenses incurred while conducting authorized University business. Official business includes attendance at professional meetings, representing the institution at appropriate conferences and agencies, travel related to internships, and travel that is a required part of carrying out specified University assignments.

Deans shall keep records for all travel charged to college budgets. Prior to planning a trip, a faculty member should consult with the college dean or account sponsor to discuss current University policy affecting travel. Information from the [Office of Business Affairs](#) goes to account sponsors and is not distributed directly to faculty.

State law specifies that travel expenses incurred by a person seeking employment with a state agency may be reimbursed only if the travel is performed at the request of the employing agency.

8.2 Professional Meetings

Requests to attend professional meetings must be accompanied by a program or letter of invitation. Money budgeted for faculty travel is not to be used for field trips, unless student attendance is incidental to faculty

participation in a professional activity. Per diem expenses for students will not be charged to a faculty member's travel funds.

Employees traveling on official business for the University are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided as a standard practice.

8.3 Reimbursement

In order to receive reimbursement for travel, it is necessary to complete a "Travel Reimbursement Summary" form, available in college offices, upon completion of the trip. The required receipts must be attached to this form. The routing of the "Travel Reimbursement Summary" which may be found in the college dean's or chair's office is designated on the form. The amount claimed for reimbursement may not exceed the amount approved on the "Request for Travel Form." A careful estimate of expenses must be made on the "Request for Travel Form." Following are some general provisions of reimbursement as noted by the State Finance Director, in accordance with the "State Travel Reimbursement Act" of 1972.

a) Travel status for the purpose of meals and lodging expenses is defined as absence from the employee's home area or regular duty station area while performing official state business. Travel status for expense reimbursement is further determined by the following guideline tests (both tests must be met):

Distance test: The travel distance performed must be such that the employee cannot reasonably leave from and return to his/her office location at the start or close of each day's work schedule. The reasonableness guideline used for the distance test is sixty (60) miles (one-way) or more. There may be valid reasons that would waive the distance guideline. The employee should provide written clarification/explanation of the travel purpose and requirements and reasons for allowance of the expenses.

Duration test: In order to claim overnight status reimbursement (e.g. per diem meals), without support of a lodging receipt, the traveler must have been in travel status for eighteen (18) or more hours. For further clarification contact the [Office of Business Affairs](#), or refer to Meals Expense (Per Diem) Reimbursement Rate Table available in college offices.

b) Reimbursement for meals and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of the trip (meeting, workshop, conference, etc.) has been met. Reimbursement for meals and lodging on out-of-country (international) trips shall not begin more forty-eight (48) hours after the objective of the trip (meeting, workshop, conference, etc.) has been met. On the "Request for Travel Form," the traveler must list the dates and times that the meeting begins and ends and attach any program, agenda, brochure, etc., that lists this information. The dates and times for the start and end of travel will also be listed on the absence report. In-state travel is reimbursed using the same twenty-four (24) hour rule.

8.4 Lodging

Reimbursement for overnight lodging while in official travel status may be made at a rate not to exceed the specified limit per night for in-state or out-of-state travel. Receipts issued by hotels, motels, or other public lodging places must show a zero (-0-) balance. Such receipts must accompany the claim for reimbursement, noting the city and state in which the site of lodging was located and the dates of occupancy.

When traveling to a conference/meeting sponsored by any organization other than NSU, faculty must obtain an announcement or notice from the sponsor stating "Designated Lodging" and the reduced rates listed. If the conference/ meeting is not designated lodging, only the maximum daily rates, including any associated tax charges, will be reimbursed as specified in the State Travel Reimbursement Act.

8.5 Meals

A per diem reimbursement for meals is provided while in official travel status. A per diem rate schedule is available at the government website. In computing reimbursement for meals, a day shall be a period of twenty-

four (24) hours. If the trip lasts more than twenty-four (24) hours reimbursement for each quarter day (6 hours) or a major fraction thereof (3 hours or more) may be made. If the overnight trip takes less than twenty-four (24) hours, but more than eighteen (18), there may be fractional reimbursement for meals.

8.6 Transportation

No travel expense shall be incurred except for official business approved in advance. The traveler should anticipate all needs, including local transportation. Any request submitted after the deadlines noted below should carry a note of explanation and should be hand carried for signature.

8.61 In-State

In-state travel requests should be submitted at least ten (10) days before the expected trip.

8.611 University Vehicle

If available, and authorized by the account sponsor, a University vehicle may be reserved in advance. The need for the vehicle must be noted on the form requesting travel approval along with an accurate estimate of the cost of vehicle use (anticipated miles x current charge/mile). The faculty member planning to use a vehicle should check with the office responsible for vehicle schedules as far as possible in advance of a trip. No vehicle can be taken unless the travel form has been processed properly. If it becomes necessary to cancel a scheduled trip, the vehicle-scheduling clerk should be notified promptly so the vehicle can be reassigned.

8.612 Private Vehicle

Travel by privately owned vehicle may be reimbursed based on the distance traveled (as set forth in the latest State Highway Commission road map) times the current University per mile reimbursement rate. Vicinity travel (travel accomplished in the vicinity of the destination) must be entered on the travel claims as a separate item. When reimbursement is claimed for use of a privately owned vehicle, the approving officer, by his/her approval of the claim, certifies that a University-owned vehicle was not available for use.

8.613 Transportation of Passengers

While conducting state business, employees are not allowed to transport passengers, while driving a state-owned vehicle or personal vehicle, unless the transportation of that person is necessary to conduct state business.

8.614 Local Transportation

In-state local transportation such as shuttles, taxis, etc. will be reimbursed only upon justification as to the necessity for their use.

8.615 Airline ([See 8.621](#))

8.62 Out-of-State

Out-of-state travel requests should be submitted at least thirty (30) days prior to the date of departure to be sure that the request clears all offices beforehand. Airline reservations will not be made without an authorized travel request. The thirty (30) day rule applies to out-of-country (international) travel, as well. Regardless of the travel mode (including privately owned vehicles), reimbursement for out-of-state transportation costs shall not exceed that of coach air fare. However, commercial airline travel on a first-class basis may be reimbursed if coach-class space is not available within a reasonable time and is justified by an attachment to the claim.

8.621 Airline

Commercial airline tickets must be purchased from a state-approved travel agency or from other sources if for a lesser amount. After processing a "Request for Travel Form," a faculty member desiring to travel by air must obtain pricing from a state-approved travel agency and flight information from the vendor.

8.622 Local Transportation at the Destination

Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased/rented automobiles will be made in the same manner, but will not exceed the rate provided for the use of privately owned vehicles.

Employees traveling on official business for the University are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs and circuitous routes are not acceptable and should be avoided as a standard practice. Travel must be by the most direct route possible; and must begin at the "official station" of an employee. The "official station" is defined as the designated location where the employee primarily performs his/her responsibilities. Transport of state vehicles to an employee's place of residence prior to travel, in place of pick up at the official station, is prohibited.

8.7 Miscellaneous Expenses

Reimbursement claims for miscellaneous travel expenses such as registration fees must be itemized. If the association sponsoring the meeting will accept a University Purchase Order, the payment of the registration fee may be done by requisition prior to the travel.

8.8 Receipts Required

Lodging receipts from a motel, hotel, or other public lodging place must accompany the claim for reimbursement. Claims for reimbursement of registration fees must be supported by a receipt. Claims for reimbursement of transportation by commercial airlines shall be accompanied by a copy of the airline itinerary. Reimbursement for official use of leased or rented automobiles must be supported by a receipt indicating miles traveled. All receipts must show a zero (-0-) balance for reimbursement.

8.9 Disbursement of Travel Checks

Reimbursement for travel checks are mailed to the claimant's residence.

9.0 FACULTY SERVICES

9.1 Enrollment in University Courses

9.11 Full-Time Faculty

Full-time faculty members may audit or enroll in classes, provided it can be done without interfering with their own assignments or disrupting the department. The University places no limitations on the number of hours of course work in which a faculty member may enroll; however, enrollment in all classes must be approved by the employee's supervisor and account sponsor prior to enrollment.

The University will waive one-half of graduate or undergraduate tuition, not including student fees, on a maximum of six (6) credit hours per semester. The "Full-time Employee Enrollment Request Form" is available in college and department offices. This approval form is required whether requesting reduced fees or not, and regardless of when classes meet.

9.12 Tuition Waiver for Dependents of University Employees

Northeastern has a tuition waiver program for dependents of University employees. Completion of the application for Tuition Waiver Program for Dependents of University Employees is required. Applications and information are available in the Office of Scholarships.

9.2 Faculty Identification Cards

University Identification Cards will be issued to part-time and full-time faculty. Cards will be issued upon presentation of employment verification. The [Office of Human Resources](#) will provide verification of employment for new full-time faculty at the employee orientation; verification must be furnished by the department for part-time faculty members.

9.21 Borrowing Books

The faculty identification card permits borrowing books or periodicals from any of the University libraries.

9.22 Admission to Athletic Activities

A faculty and staff identification card allows free admission to the faculty member to all home games of the Northeastern athletic teams. Family members must pay the regular price for admission to these events, unless members of the NSU Athletic Association. (Contact the [Athletics Department](#) for more information on membership.) Special athletic events, such as play-off games, are excluded from the free admission policy. Questions concerning athletic events should be addressed to the Director of Athletics.

9.23 Charging Meals and Merchandise

Upon request, the faculty identification card may be set up to include optional charging privileges. Using the card, faculty may purchase meals in any of the University dining facilities or merchandise from the University Bookstore. Individuals will be billed monthly.

9.3 Recreational Facilities

9.31 Physical Education Facilities

Physical education facilities on the Tahlequah campus are used primarily for instructional purposes. They may be made available to faculty members at hours not conflicting with regularly scheduled classes and events. Any individual or group wishing to use such facilities needs to contact the chair of the Health and Kinesiology Department prior to planning an event. The [Physical Fitness Center](#), which provides a variety of activities, has individual and family memberships available.

9.32 University Center/Campus Bookstore

The NSU campuses house a variety of services including a [University bookstore](#), dining area and food courts, recreation areas, [mail](#) centers, offices for student organizations, and other service offices including Dining and Catering Services.

The University Center (UC) on the NSU-Tahlequah campus also offers full-service conference and meeting facilities for student organizations, University departments, and off-campus groups. Scheduling and conference services are provided through the Administrative Offices on the main level. In addition to the UC, this department also has scheduling responsibility for the [Branscum Alumni Center](#), public areas of campus buildings, and NSU's summer conference programs.

The recreational facilities of the UC (billiards, electronic games, etc.) are open to all Northeastern employees. Rates are the same as those charged students.

9.4 Campus Parking

Faculty and staff of the University who park vehicles on campus are required to immediately purchase and display a parking permit. Faculty/Staff must register their vehicles upon reporting to work or when notified to renew their annual permit. All parking permits expire on August 31 of each year. When a Faculty/Staff member terminates their employment with the University, their parking permit(s) must be turned in to Human Resources as part of their exit interview process. Parking permits are to be displayed on the front window, on the inside driver's side, lower left corner.

Faculty/Staff should obtain their parking permit at the Office of Business Affairs (OBA) in the Administration Building or reply to email notification sent by OBA to renew their annual permit. As a service and benefit for NSU employees, additional parking permit(s) may be purchased for secondary vehicles at a reduced rate.

Faculty/Staff will be issued a parking permit which allows parking in areas signed and designated for Faculty/Staff or multipurpose between the hours of 7:30 a.m. and 5:00 p.m. After 5:00 p.m. Faculty/Staff may park in Faculty/Staff Commuter and Visitor lots until 7:30 am the following morning. Faculty/Staff who reside on campus may park in Housing Residents or Family Housing Resident areas with their faculty permit displayed.

Major events on the Tahlequah campus should be coordinated with the University Police-Parking Service Office. Visitor parking is reserved for guests on campus who are not affiliated with NSU. Visitors who park on campus are encouraged to obtain a free visitor parking permit available in the University Police-Parking Service or the Business Affairs. Questions about tickets, fines, decals, temporary parking permits, etc., should be directed to the University Police-Parking Service.

For more information go to <http://offices.nsuok.edu/publicsafety/ParkingServices.aspx>.

9.5 University Mail Services

All mail on the Tahlequah campus is received and dispersed by the [University Drop Zone](#), located in the University Center. There is one mail delivery at approximately mid-morning each week day. Outgoing mail should be at the Drop Zone no later than 2:30 p.m. for processing as it leaves campus at 3:30 p.m. daily. Northeastern will pay postage on mail pertaining to University business only. Such mail must be delivered to the Drop Zone with proper identification of the department to which the mailing costs will be charged. Campus mail is also exchanged through the Drop Zone. Stamps, a fax service, a bulk mailing/labeling service, and complete mailing/shipping services are available to the University and the public through the Drop Zone. Mail at NSU-Muskogee is received and dispersed at the Administrative Office and, at NSU-Broken Arrow is handled through the Faculty Support Secretary in the building in which the faculty's office is located.

The Drop Zone operates the Courier Service from the Tahlequah campus to NSU-Muskogee and NSU-Broken Arrow. It is a one-way, mail room-to-mail room, service for same-day (if received before 1 pm) delivery of material going from Tahlequah to Muskogee or Broken Arrow Campus departments. Items picked up by Courier Service from Muskogee or Broken Arrow Drop Zone Boxes will be delivered to the Tahlequah offices on the following business day. Prior to preparing large mailings, check with the [Drop Zone](#) for their current guidelines.

9.6 Telephone, Fax, Postal Usage

Each college on the Tahlequah campus is budgeted for communication purposes. Many phones (extensions) on campus will not allow long distance dialing. Faculty should check with their deans for information on making long distance calls for University business. The billing of personal long distance calls, personal fax messages or personal mail charged to a University account is a violation of University policy.

Faculty and staff who have been approved for wireless communication devices (cell phones) will receive an allowance for reimbursement of the employee's business use of their personal wireless device and plan.

See Wireless Communication Allowance Policy at <http://www.nsuok.edu/UniversityPolicies/Miscellaneous/WirelessCommunicationAllowance.aspx>.

10.0 STUDENT-RELATED RESPONSIBILITIES

10.1 Student Advisement

All new and returning students to the Tahlequah campus of NSU are instructed to contact either the First-Year Experience (FYE) Center or Enrollment Services for an appointment to process their initial enrollment. Freshmen students are tested, advised and enrolled through an individual appointment with a Student Success Specialist in FYE. Tahlequah transfer and returning students make an appointment to attend a Transfer Connection session where they are advised and enrolled with the help of faculty advisors. Students new to the Broken Arrow campus are admitted, advised and enrolled by New Student Advisors in the Administration building on an individual basis with no appointment necessary.

Transfer students are immediately assigned a faculty advisor in their discipline and are encouraged to request that an official degree plan be developed on their behalf. Freshmen and continuing undeclared students are advised in FYE until they are eligible (the completion of at least fifteen (15) hours and ENGL 1113) and are ready to declare a major. Once this occurs, they are assigned a faculty advisor in accordance with the policy of each college, department or program, and are encouraged to request an official degree plan. Students who have completed eighty-five (85) hours are expected to request a final degree check to confirm that they are progressing toward completion of their degree requirements.

10.2 Classroom Policies

10.21 Response to Disruptive or Threatening Situations

Northeastern State University supports the principle of freedom of expression for both instructors and students. NSU respects the rights of instructors to teach and of students to learn. Maintenance of these rights requires classroom conditions do not impede teaching and learning. Classroom behavior that interferes with either 1) the instructor's ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated. The term "classroom behavior" also includes student activity in an online environment. An individual engaging in disruptive classroom behavior may be subject to disciplinary action. (See the NSU Student Code of Conduct at www.nsuok.edu/policies/student/conduct.html and/or individual college codes of conduct, if any). Students who disrupt the process of learning in the classroom are subject to removal from the class and referral to the Dean of Student Affairs. Classroom disturbances that cannot be resolved between the faculty member and the student may be resolved by the faculty member's College administration or by the Office of Student Affairs. All such disturbances must be reported to the faculty member's College administration. If and when faculty perceive they are faced with potentially threatening actions or demeanor from individuals in or outside the classroom they should immediately contact the department of University Police-Parking Service at the respective campus (phone numbers are on the inside front cover of the University Phone Directory).

An offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group/class protected by state or federal law.

10.22 Admission to Class

A student whose name is not on the official class list should be instructed to clear his/her enrollment with the Office of Admissions and Records immediately. Non-enrolled students shall not be allowed to attend class.

10.23 Required Course Syllabus

Students are to be provided with a course syllabus during the initial meeting of the class or online. The syllabus shall follow the format provided by the college office. The syllabus will include the course

name/number; days/times the class meets; instructor's name, email address, office location, and campus phone number; office hours; course prerequisites; texts and other materials to be used; learning outcomes/objectives, outline of topics; anticipated reading assignments and test days; evaluation methods; statement regarding students with disabilities (see 10.33); inclement weather policy; academic misconduct policy and any special comments that relate to the teaching of the subject. These policies related to the syllabus are found at <http://offices.nsuok.edu/academicaffairs/SyllabiInformation.aspx#academic>. Course syllabi (including those for online classes) should be filed with the dean of the college in which the course is being taught.

10.24 Attendance

10.241 Student Attendance

Regular attendance in classes is required. Excessive absences may be reflected in the grade assigned. Class attendance policies that impact grades must be included in the course syllabus. Instructors should keep a record of daily attendance for each student. This procedure may be important in verifying student presence for financial or legal reasons.

Absences for University-approved functions may be permitted only after the activity sponsor has received authorization (see 10.242). This approval does not excuse students from fulfilling assignments and tests in the course, but authorizes them to receive reasonable accommodations from the instructor in fulfilling the assignments. It is the student's responsibility to contact the instructor prior to the event to make arrangements for the classes missed.

10.242 Authorized Student Absences

Student absences from classes which are due to University-sponsored activities require that the sponsor complete the appropriate request form, "University Approval for Student Absences from Class." This form is signed by the sponsor, college dean, Dean of Students, and Provost/Vice President for Academic Affairs. The form is due in the Academic Affairs Office five days prior to the requested absence.

Once the absence form has been approved, faculty of classes in which students are enrolled will receive an "Absentee Report." These reports verify that the absence has been approved as a University function. They include the course, student's name, the activity, and date(s) of absence. An illness or emergency related student absence must be documented through the Office of Student Affairs which will provide notification of the time missed to each affected faculty member.

Faculty are expected to accommodate the student's schedule by permitting assignments to be handed in or tests taken, early or late; or by making other appropriate adjustments. Faculty may not arbitrarily penalize a student's grade resulting from University-approved absences.

10.25 Examinations

Examinations are part of the student evaluation process for most courses, and the number and style required are determined by the instructor. Final examinations for a course are to be given during the published scheduled time of the Final Examination Week. Professors teaching online classes must conduct their final examination(s) during finals week.

10.26 Grade Reports

Faculty members are responsible for maintaining accurate and complete records of student performance that can be used to justify a student's course grade. These grade records should be retained by faculty for future reference. (See Section 10.29)

10.261 Mid-term grades

Faculty are expected to record mid-term grades and attendance information for all new freshmen, veterans, and students who are experiencing academic difficulty. The mid-term grades are posted on unofficial transcripts for a few weeks and are used, along with the attendance report, for advisement purposes.

10.262 Final Term Reports

Faculty are responsible for electronically submitting final grades for each class within five (5) days after the scheduled end of the course. For procedures refer to "On-Line Grade Entry Process" issued by the Registrar.

For all incomplete ("I") grades assigned, the instructor is required to fill out an Incomplete Grade Form and submit this form along with the grade sheet. Once the required work is completed the instructor will submit to the dean/chair Part II of the Incomplete Grade Form indicating the grade received for the course, and then submit the form to the Office of Admissions and Records. Students normally must complete an "I" grade by the end of the next semester in which they enroll for classes.

10.263 Reports to Students

Course grades are made available to students shortly after the end of the semester through the NSU Website. Accordingly, it is unnecessary for faculty to post grades of students. Grades may be posted only if the student cannot be personally identified. Social security numbers, alphabetical listing, or other personally identifiable codes may not be used.

10.27 Grade Appeals

10.271 Conditions Allowing for a Grade Appeal

A. By student:

1. Allegations that an instructor's policy in assigning final grades is not applied consistently to all students within a class and section.
2. Allegations that the method of assigning grades differs from the method described in the instructor's course syllabus or in other material made available by the instructor to the students.
3. Allegations that the instructor's policy on assignment of grades was not made known to students.

B. By instructor:

Allegations that the student achieved a grade through plagiarism, cheating, or misrepresentation. There is no time limit for an instructor to take corrective action as a result of a grade received through plagiarism, cheating, or misrepresentation.

10.272 Procedures for Student Appeal of a Grade

Refer to: Northeastern State University Grade Appeals Process available in the office of the dean in each college.

1. The first step in appealing a grade is for the student to consult with the instructor of the course for the purpose of seeking a satisfactory explanation and/or resolution.

2. If, after talking with the instructor, the student feels that his/her complaint has not been resolved, he/she may ask the department chair to review the matter. The chair shall discuss the matter with the instructor involved or refer the matter to the dean to seek resolution of the complaint.
3. If, in the opinion of the student, the complaint is still not resolved, the student may discuss the matter with the dean. The dean shall then review the procedures and the conditions (Sec 10.271A above) which allow for the appeal of the course grade.
4. If the student at this point desires to pursue the complaint he/she may submit a formal request in writing to the college dean that the complaint be submitted to adjudication through a Grade Appeals committee.
5. Appeals should be initiated as soon as possible after receiving the grade in dispute and no later than four (4) months following issuance of the grade.

10.28 Class Schedule

Faculty members may not change their class schedule without the approval of the department chair, dean and the Provost/Vice President for Academic Affairs. This applies to any change in scheduling such as location of classroom, meeting on a different day or time, or dismissing class on a given day or time and effectively eliminating one or more class sessions during the semester.

Classes must meet during the scheduled final examination period, even if an exam is not administered. The final exam period is included in the total number of hours students must meet to fulfill in-class requirements for a given semester.

10.281 Length of Class Periods

The starting time and length of each class is noted in the semester schedule.

10.29 Retention of Student Records

The following policy is drawn from the "Student Records" General Records Disposition Schedules for State Universities and Colleges, Records Management Division, Oklahoma Department of Libraries, January 2003, Revised July 2009. The complete document is available at <http://www.odl.state.ok.us/oar/recordsmgmt/grds-education.htm>. Faculty should consult their department chair for specific procedures for their area.

Instructor Grade Records. Student grade records for each class are to be retained and preserved for a period of five (5) years provided no complaints have been filed. If a complaint has been filed such records are to be retained for two (2) years after exhaustion of all legal remedies. Records of faculty who leave the University are to be retained in the appropriate office for the same time periods.

Course Tests/Papers. Completed student tests, examinations, and papers not returned to students are to be retained in office until after the expiration of academic appeals period (four months after issuance of grade), then destroyed.

Comprehensive Examination/Papers. Comprehensive or general examinations for Masters or Doctoral degrees are to be retained in the appropriate office four (4) years and then destroyed provided no grievances have been filed. If grievances have been filed, records are to be retained for two (2) years after exhaustion of all legal remedies.

Course Rosters. Course rosters showing enrollment for each course are to be retained in office for two (2) years and then destroyed.

Teacher Certification Records. Student teaching certification records are to be retained in the Student Records File of the Certification Office. A second copy is to be retained for two (2) years following termination of enrollment and then destroyed.

Internship/Assistantship Records. Student internship/assistantship records are to be retained in the appropriate office for two (2) years after termination of enrollment and then destroyed.

Lab Attendance Forms. Student lab sign in forms are to be retained in the appropriate office until expiration of academic appeals period (four months after issuance of grades for the term) and then destroyed.

10.3 Student Rights and Assistance

10.31 Student Development Center

The Student Development Center on the Tahlequah campus assists students with developmental concerns and with the resolution of personal and academic impediments to the learning process. The Center's responsibility is to aid students in addressing any barriers which impede their learning process and help them to locate resources and services that might ensure their academic success at the University. Tutoring in most required freshman and sophomore level classes is available at no cost. Career services are supported with an online, self guided, interactive program, FOCUS, which can be incorporated into class assignments.

The Center sponsors the Boosting Alcohol Consciousness Concerning the Health of University Students, which is designed to increase the university community's awareness of the dangers of alcohol and drug abuse. Individual counseling is also available regarding alcohol and other substance-abuse problems.

The CARE Program promotes the physical and emotional well-being of students through Counseling, Awareness, Resources, and Education. CARE is for any students who experience difficulty with their drug or alcohol use, have struggled to adjust to campus life, have felt depressed or anxious, or just need to talk to someone. Through a working alliance with the Director of Student Development and the Coordinator of Student Activities and Organizations, programs are designed and implemented to strengthen and enrich the lives of NSU students. As a component of the CARE program, the Office of Student Affairs offers Licensed Professional Counseling free of charge to all students. Referrals to campus and community resources are also provided.

10.32 Release of Confidential Information

University policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act (FERPA). Copies of the act, policies, and regulations are maintained in the Office of Admissions and Records, NSU libraries, and the Office of the Provost/Vice President for Academic Affairs. Requests for release of student data to outside sources, other students, or other employees who do not have access to such information must have written approval from the Registrar.

10.33 Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please notify your faculty member and contact Student Disability Services in Student Affairs: Tahlequah - Administration Building (918) 444-2120, Broken Arrow/Muskogee – Administration Building (918) 449-6149.

10.34 Sale of Required Course Material to Students

The authorship of instructional materials by faculty and staff is encouraged as part of scholarship and teaching. However, when students are required to purchase these materials for use in the classroom many issues arise concerning academic responsibility. Therefore, any such use must comply with the standard University textbook adoption policies and procedures. Direct sale of course materials to

students is not permitted. All sales of course-related materials should be coordinated through the NSU bookstores. Neither faculty members nor staff members should profit personally by requiring the purchase of any unapproved instructional materials. This includes but is not limited to syllabi, outlines, workbooks, course supplies, and/or access to instructional materials on the internet.

10.35 Tutorial Services by Instructor

While tutorial services are permissible, neither faculty members nor staff members should personally profit from the sale of tutorial services to their students. When students are required to purchase these tutoring services from the instructor, many issues arise concerning academic responsibility, Oklahoma conflict of interest laws and the accountability of state employees.

10.4 Change of Textbooks

The Bookstore Manager establishes cutoff dates for the ordering of new textbooks and notifies faculty of those dates. Requests for textbook changes should be made through the college dean after appropriate review by the department chair. The dean will communicate the change to the Bookstore Manager. See complete policy in Appendix F.

10.5 Student Government

The governing organization for the student population is the Northeastern Student Government Association (NSGA) which operates under a constitution approved by the student body. Senators are elected from all segments of the campus community including representatives from each college.

10.6 Speakers Policies

10.61 Demonstrations and/or Orderly Assemblies

It is expressly forbidden that any group gather in such a manner as to disturb the public peace, do violence to any person or property, or disrupt the function of the University or interfere with its faculty or staff in the performance of their duties. No one shall encourage or in any way participate in the forming or prolonging of such a gathering. The University will protect the right to speak for all persons invited to the campus

10.62 Meetings and/or Events

To ensure the peaceful conduct of activities the University retains the right to control specification of time and location for such activities for all on and off campus groups. NSU may designate places for personnel to conduct their activities so that they do not interfere with students going to and from class.

Persons/organizations may not use sound amplification equipment unless approved in advance. Nor may they use language calculated to arouse anger or cause a breach of peace as defined by Oklahoma State Statute 21-1363; or use loud or unusual noise or abusive, violent, obscene, profane, or threatening language to create a public disturbance as defined by Oklahoma State Statute 21-1362.

In order to provide proper accommodations, applications shall be made on forms provided by the Office of Student Affairs.

10.63 Responsibility for Speakers and/or Written Material

NSU reserves the right to request documentation and other written information concerning the content of a speech to be given by a guest lecturer and/or speaker. This may include but is not limited to an actual copy of the anticipated speech.

The dissemination of written and/or printed material on any NSU campus must be approved in advance by the Dean of Student Affairs (for student related activities) or the Provost/Vice President for Academic Affairs (for faculty related activities).

10.64 Use of Outdoor Areas

Outdoor areas may be reserved for meetings or other events, subject to all regulations of the University concerning the use of facilities. Sound amplification equipment may not be used unless it has been approved in advance. Reservations will be made through the Office of Student Affairs on the Tahlequah campus and through the appropriate administrative office at NSUM or NSU-BA.

10.65 Posting of Announcements

Contact the Dean of Student Affairs for the details of Northeastern's current sign posting policy.

10.651 Outside of Buildings

Unless otherwise approved by the Dean of Student Affairs, posters are not permitted:

- a) to be attached to the outside of any University building;
- b) to be attached to trees, shrubbery, light posts, trash containers, sidewalks or benches;
- c) to be inserted under windshield wipers, door handles, etc. of any automobile parked on NSU campuses.

Posters meeting the requirements stated below may be placed on one or more of the Outdoor Information Centers or exterior bulletin boards located in the breezeway.

- a) contain the name of the sponsoring organization;
- b) be represented with a single copy at each posting site;
- c) be attached to designated surfaces at Information Centers;
- d) not exceed 22" x 28";
- e) be removed by the sponsoring organization when no longer timely;
- f) be in good taste;
- g) be removed by University personnel if inappropriate, untimely, or unauthorized.

10.652 Academic and Administrative Buildings

The posting of announcements inside campus buildings on the Tahlequah campus will be regulated by the appropriate dean acting in concert with the Director of Physical Plant and the Dean of Student Affairs. Postings at Muskogee will be regulated by the Administrative Office on that campus and at Broken Arrow by the Office of Academic Affairs. Posters must be placed at designated locations in each building. In no case will posters be tacked or taped to doors, window casings, walls or other furnishings. A building supervisor may remove inappropriate or untimely signs at his/her discretion. Prior to posting a sign in any building, a faculty member or student must speak with the building supervisor (contact Dean of Student Affairs for names) and then post signs in accordance with University policy. Any individual or organization posting signs in such a way as to deface University property will be made liable for the cost of repairs.

10.66 Distribution of Materials by Individuals

University personnel and students may personally distribute non-commercial announcements, statements, or materials at any reasonable outdoor area on campus consistent with the orderly conduct of University affairs, the maintenance of University property, the free flow of traffic and persons, and in accordance with all other University authorized guidelines and policies. Announcements or statements

shall indicate the name of the distributing person or approved student organization on behalf of which the distribution is made.

10.7 Students Called to Active Military Service

The following University policy, drawn from Board of Regents of the Regional University System of Oklahoma *Policy Manual*, governs faculty responsibility toward students who are called to active military duty. This policy is not applicable to annual training for reservists or National Guard personnel which falls under regular University absence policies.

- a) Student called to active military duty as a war measure: If the student has attended classes through the twelfth week of a regular semester (at least three-fourth of other terms), the grade earned up to the time he/she is called to duty will be that issued for the course.
- b) Student called to active military duty, but not as a war measure:
 1. A student may withdraw with 100% refund
 2. Instructor may permit an incomplete if the student is making satisfactory progress
 3. Faculty may allow the student other alternatives
- c) If student attendance ends prior to twelfth week of classes a 100% refund will be issued.
- d) The student must provide a copy of his/her military orders to the Office of Registrar before a refund is issued or an incomplete form is processed.
- e) If a student is called to active duty, and stops attending classes without notifying instructors, a grade will be assigned based upon University policy. Subsequently, upon receipt of appropriate documentation, a change of grade may be processed utilizing the Grade Change Procedure.

11.0 ACADEMIC AND ADMINISTRATIVE SUPPORT

11.1 University Resources

11.11 University Libraries

The University Libraries exist primarily to support the curriculum and to provide information resources to the faculty and students of Northeastern. The Library Faculty Handbook delineates the structure, services, and policies of the library. Books are checked out to faculty members, with identification cards, for the remainder of the semester. One week check out is available for periodicals. Interlibrary loans and computer searches are provided free to faculty members.

Other library services include ordering materials, reference service, document delivery, compiling bibliographies, and instructing classes. Questions about library services should be directed to the resource coordinator assigned to each academic unit.

11.12 Clerical Services, Student Employees

All requests for clerical assistance and/or teaching support are to be made to the dean of the faculty member's college. Approved requests will be sent to Student Financial Services which coordinates student employment.

11.13 Printing

Faculty members utilizing Northeastern Printing Services must send an Interdepartmental Purchase Order (IDPO) to the print services through the office of the college dean. An estimate must be included on the IDPO. The personnel in Printing Services need two (2) weeks after the receipt of the order to complete an average job. Purchase requests for off-campus printing must be approved in advance by the Director of Communications and Marketing.

11.14 University Bookstore

The University Bookstore in Tahlequah is located on the main level of the University Center. In addition to being the major source for textbooks and school supplies, it also carries a wide variety of office supplies, NSU logo clothing and spirit items, best selling trade books, and other gifts and novelties.

The NSU Campus Bookstore in Broken Arrow is located in Building A; the NSU Campus Bookstore in Muskogee is located in the main building next to the NSU Library. Hours of operation, services provided, and inventory varies by location (call for information).

11.15 Career Services

The primary mission of NSU Career Services, through partnerships with employers, graduate schools, faculty and alumni, is to empower students and alumni to be self-sufficient in utilizing and marketing their education, skills and experiences to achieve life-long career success. The Career Center offers a variety of services to all majors and at all stages of their careers. Staff members build and maintain relationships with alumni and employers who can provide internships, entry level positions and opportunities for experienced professionals. Numerous career fairs, on-campus recruiting, resume writing and interviewing workshops are held during the academic year.

Services and resources are available at www.nsuok.edu/careerservices and on the Tahlequah and Broken Arrow campuses.

11.16 Testing Services

Several offices on campus coordinate testing service. See the University Catalog and the Graduate Catalog for information regarding the types of tests and the offices responsible for these services.

11.17 Research, Scholarly Activities, and Faculty Development

11.171 Institutional Review Board (IRB)

Any research project or survey research using human subjects that is to be presented or published; is grant or contract supported; represents a thesis, honors or capstone project; or utilizes human participants from outside of a specific classroom exercise is to be reviewed and approved prior to the collection of any data. As per federal guidelines, the Institutional Review Board (IRB) is the NSU standing committee that reviews all applications for research with human subjects. The IRB website, with policies, applications, and instructions is located at www.nsuok.edu/IRB/ and must be consulted prior to conducting any human subject research affiliated with NSU.

11.172 Biosciences Research Facility (BRF)

The Biosciences Research Facility (BRF), administered through the Office of Academic Affairs, serves as a catalyst for development of new investigations and procedures in the biomedical sciences. The BRF supports legitimate anatomy and/or physiology teaching or research experiences conducted at Northeastern. Live vertebrate animals used in a Northeastern-sponsored activity must be housed and cared for in this facility. Guidance for activities conducted and funds expended is provided by the University Animal Welfare Committee. For information, contact the BRF Director.

11.173 University Animal Welfare Committee

The University Animal Welfare Committee (UAWC) is the Institutional Animal Care and Use Committee (IACUC) required by the USDA and Public Health Service (PHS) to approve all university research and teaching activities involving federal funds which use live, warm blooded vertebrate animals. The IACUC is required to monitor the use of animals in teaching activities as specified by USDA regulations, review all research projects proposed for PHS

support, and evaluate institutional facilities used in the housing of animals. Approval from the UAWC must be obtained prior to beginning any federally funded research on regulated animals and the UAWC has the responsibility to monitor the use of animals in teaching activities and assure compliance with the University Policy Regarding the Use of Dead Animals and/or Dead Animal Parts. Full policies of the University Animal Welfare Committee can be found at <http://arapaho.nsuok.edu/~uawc/>. An "Animal Research and Use Request" is available at the URL identified above.

11.174 Local Mini-Grants, Research Committee

The Faculty Research Committee solicits proposals and reviews grant requests for Northeastern's Mini-Grant Program. After the merit review of requests, the Committee recommends funding levels and sends its recommendations to the Provost/Vice President for Academic Affairs. The Committee is charged with assisting faculty and academic administrators in facilitating and funding research projects.

11.175 External Funding

Faculty who desire to pursue external funding requests should first consult with the Office of Research and Sponsored Programs (pre-award) and their dean to define the administrative direction that the request must take. Some requests to private foundations or companies may be routed through the Provost/Vice President for Academic Affairs to the NSU Foundation. Most public, and many private sector requests for contracts and/or grants must go to the vice president through the pre-award routing process in the Office of Research and Sponsored Programs. Once awarded, grants are administered through the Office of Research Administration.

11.176 Faculty Development

The Faculty Development Committee solicits requests for funds from full-time faculty. Each academic unit is awarded a percentage of the total funds available based upon the number of full-time faculty in the unit. Guidelines regarding the faculty development process are distributed to each faculty member at the beginning of the fall semester.

11.18 University Communications

11.181 Communications and Marketing

Communications and Marketing is a coordinating center for promotion of and publicity for the University. Each faculty member is expected to participate in maintaining a good relationship between the University and the citizens of Oklahoma. Faculty should communicate information of interest concerning themselves, other faculty, students, or the institution in general through Communications and Marketing.

11.182 Alumni Association

The NSU Alumni Association exists to promote the interests and welfare of Northeastern State University through lifelong commitment and support by its alumni and friends. The Association promotes positive interactions between the University and alumni through a variety of activities, events, services and communication. All graduates, former students and others interested in the advancement of NSU are eligible for membership in the NSU Alumni Association. Membership dues support scholarships, awards to alumni for outstanding achievement, annual homecoming festivities, reunions and special projects. The Alumni

Association offices are located in the Gene Branscum Alumni Center on the east edge of campus.

11.183 University Newspaper

The student newspaper of Northeastern State University should serve the purpose of gathering, intelligently examining and disseminating information in order to promote all aspects of the university and to act as a forum for discussion of current events and issues.

It is understood that *The Northeastern* is not an instrument of Communications and Marketing for the university; however the editors and members of the staff should be clearly cognizant that what is printed is not only a reflection of themselves but the university community, which they serve.

11.184 Notices

Regular bulletins or memoranda regarding operational plans or procedures and news items are issued from the President's office. Notices of an official nature often come from other offices and are sent via campus mail or e-mail. Except for emergencies, classes should not be interrupted for the delivery of messages.

11.185 University Catalogs

The *Northeastern State University Catalog* is the official publication of the University and is available on the NSU website. The *Northeastern State University Graduate Catalog* represents the graduate programs and is available on the NSU website. Both of these catalogs describe the instructional program and are the authority for academic requirements and regulations. Each dean is responsible for seeing that the instructional program provided in the college conforms to the catalog specifications and that such regulations and requirements are followed in the college. Changes regarding institutional policy of a local nature must be authorized by the administration. Any changes in curriculum recommended by the faculty or their representatives must be authorized by the Regional University System of Oklahoma Board of Regents and the Oklahoma State Regents for Higher Education, before being published in either *Catalog*.

11.186 University Calendars

The official University calendar announcing the opening and closing dates of all terms and dates of regularly recognized holidays is identified in the *Northeastern State University Catalog* online.

A master calendar of campus activities is maintained on the NSU website. Persons scheduling events of interest to the University community are encouraged to contact the NSU website coordinator.

11.187 Semester Schedule

A schedule of classes offered and final examination times are provided for each summer, fall, and spring semester. Schedules are available in print and online prior to the start of each semester.

11.19 Electronic Media and Services

11.191 Electronic Media

Northeastern follows generally accepted standards regulating electronic media and services which are accessed through the University. Electronic media may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any group, or which are obscene, or are of a defamatory or threatening nature, or for any other purpose which is illegal or contrary to the institution's interest. Northeastern's "Acceptable Use Policy for NSUnet and Internet" governs the use of all University-owned computer equipment, software, and communications networks. All employees sign this statement which contains the following policies for NSU network traffic:

- a) The purpose of the network is to support University-related communication, research and other scholarly activities.
- b) Commercial use (e.g., want ads, for sale ads, for rent, chain letters) is not acceptable.
- c) Any use which adversely affects the operation of NSUnet and/or the Internet or jeopardizes the performance of the network or its use by other members may be judged improper. Due to equipment capacity limitations the document size may be limited.
- d) Mass distribution of materials using campus-wide Listserv (e.g., all faculty and staff; or all students) would require the approval of the appropriate dean or director. Sub-groups (e.g., all faculty, individual colleges, individual departments; all staff) would not require prior approval. All mass distributions must meet the criteria listed above.
- e) A C&T "List Server Implementation Checklist" form must be completed and submitted in order for C & T to establish any new campus-wide Listserv.

Electronic media services at NSU are intended primarily for educational and professional use. When transmitting information electronically, employees should be aware that such communications are not entirely confidential or private. Accordingly, highly sensitive information should be transmitted by other means. Further, employees must respect the confidentiality of other individuals communicating electronically. Use of the institution's services should be in a manner that will not cause network congestion or significantly hamper others from gaining access to the system.

E-mail accounts are assigned individually to University employees and must not be given to another individual. No communications may be sent which attempt to hide or misrepresent the identity of the sender. Since e-mail addresses are identifiable and attributable to Northeastern, users must be aware that all communications are to be presented in a manner that will not reflect negatively on the University or that would disclose confidential information. Employees found to be abusing the privileges of access to electronic media or services at NSU will be subject to discipline and/or risk losing the privilege.

11.192 The World Wide Web and Web Pages

Northeastern does not regulate the content of material available on the WWW, and this material does not necessarily reflect the opinions or views of NSU. Employees are expected to exercise appropriate judgment and sensitivity as to how such material is used and assume full responsibility for what is examined, posted, or copied from this service. Employee actions while using this service must not violate University policies or federal, state, or local laws.

Official NSU web pages must follow NSU Policies for World Wide Web home pages and are approved by the appropriate administrative unit. Links from the NSU home page are approved by the NSU website coordinator. Each web document author must comply with copyright laws, obscenity laws, defamation laws, harassment laws, the Right to Privacy Act, NSU standards and policies, and any appropriate Federal, State, or local laws regulating computer and telecommunications use. NSU equipment cannot be used for commercial, political, or religious purposes. Northeastern State University reserves the right to remove any web pages that do not comply with the above standards or that post information which reflects negatively on NSU.

11.193 Voice Mail

Voice Mail Service at Northeastern State University consists of two components:

- a) broadcast message service and b) distribution lists messages.
- a) Broadcast Message Service -- Broadcast message service is operated by the Office of Computing and Telecommunications to notify the entire campus community of pending outages, changes to the telephone systems, new services and emergency announcements related to unique situations. Messages must have appropriate administrative approval. Computing and Telecommunications will broadcast approved messages in this category.
- b) Distribution List Messages -- Individually-created distribution list messages should be limited to those people directly affected by the content. For example, committee-related announcements are appropriate but announcements about routine and/or repetitive services and activities are not appropriate. The typical distribution list will include fewer than fifty (50) people. Special approval for longer lists must be obtained through the Office of Computing and Telecommunications. Efforts to subvert the overall intent of the policy are discouraged and may result in disciplinary action. Responsible resource management precludes the use of Voice Mail as a marketing tool.

11.194 Other Media Services

- a) There are several University services available for marketing and publicity within the University community. These services, and the contact persons, are indicated below.
- b) NSU Website
Contact: NSU Website Coordinator
The NSU website may be used for pre- and post-event publicity of campus activities.
- c) NSU University Relations
Contact: NSU Communications and Marketing
University Relations can assist in promoting and photographing events that need to be presented to the public.
- d) NSU Scoreboard Message Center
Contact: NSU Sports Information/Promotions Director
The scoreboard message center may be used for brief announcements related to campus events.
- e) University Center Message Board
Contact: office of the Vice President of University Relations.
- f) Three electronic methods include: NSU updates, In the Loop and RiverHawks Daily

11.2 Faculty Use of Buildings, Equipment, and Supplies

11.21 General Statement

Facilities at Northeastern are available for the use of students, faculty, and the public, primarily for educational purposes. In order to insure judicious and responsible use of facilities, certain guidelines apply. The highest priority goes to activities sponsored by the University as a part of educational programs or approved student activities. Such programs may be assigned University space according to University policy. Free custodial service will be provided. (Guidelines are being updated. Policies may vary from what is printed above.)

11.22 Activities Not Directly Sponsored by Northeastern

Activities not directly sponsored by the University that are of a public service are often assigned space at no cost. Faculty sponsoring such activities should make a request to the Provost/Vice President for Academic Affairs for the use of academic space or to the Dean of Student Affairs if non-academic space is required.

11.23 Dues-Charging Organizations

University-sponsored organizations that charge their members fees or dues will be permitted to use Northeastern facilities for their regular meetings for the charge of any additional custodial services required by the course of the meeting, so long as the revenues generated from these fees or dues are used only for the purposes of better equipping the organization or meeting its general expenses. Any organization using the facilities in this manner may be required to submit a financial report to the Director of Business Affairs.

11.24 Charging for Admission

University-sponsored activities designed to generate revenue through admission fees will mandate the payment of a reasonable fee for facility use. Financial reports for such activities may be requested from the sponsor(s) by the Director of Business Affairs

11.25 Payment for Facility Use

Collections and disbursements involving the rental of space from or fee for service payments to the University will be processed by the Business Affairs Office. The only exception shall be for activities conducted in the University Center. University Center personnel will approve facilities use requests and shall collect any fees or payments due. Requests for space assignments for activities sponsored by Northeastern should be filed three (3) days prior to the date the space is needed and may be filed an academic year in advance.

11.26 Safety Standards

Requests for certain space will require approved supervision dictated by safety standards. Reservation of space in University facilities require that persons using Northeastern property abide by all pertinent regulations concerning the use of such space and that the reserving organization will be liable for any damages resulting from such use.

11.3 Purchasing Procedures

Purchasing procedures must be followed due to statutory requirements and to ensure vendor payment. The only persons authorized to obligate the University are the Purchasing Agent, Vice President for Administration, and/or the President.

A faculty member ordering supplies or equipment in the name of the University without a valid Purchase Order will be personally liable for the expense.

11.31 Requisitions and Purchase Orders

All requisitions for procurement from off-campus vendors are entered into the online purchasing system. Instructions for data entry and approval procedures are found in the purchasing system manual provided by the Purchasing Department.

Each requisition is processed, and a purchase order form is generated then mailed to the vendor. Under special circumstances, the Purchasing Agent will expedite the order.

11.32 Interdepartmental Purchase Orders (IDPO)

Purchases from on-campus vendors utilize interdepartmental purchase orders (IDPO). These requisitions are entered into the online purchasing system in the same manner as off-campus vendor requisitions and follow the same approval hierarchy as any other purchase requisition.

11.33 Solicitation

Solicitors and sales persons of non-educational material should not contact faculty without prior arrangements made through the Purchasing Agent. All such solicitations are discouraged during working hours. Sales displays and advertising samplings are not permitted without approval of Purchasing.

11.4 Fire Regulations

Fire protection for the individual University campuses is provided by the community in which the campus is located. Fire extinguishers are placed in the halls of each University building. Every faculty member should be familiar with their location as well as the presence of fire escapes and other safeguards.

11.5 Furniture and Equipment

When necessary to move equipment from one classroom to another, a written request should be made to the dean having inventory responsibility for the equipment.

State-owned supplies and equipment, as well as any other property for which the University is held responsible, are not to be removed from the campus except in those cases when they are necessary to carry out an instructional or University-sponsored activity scheduled off campus as a planned event of the University.

Before accepting equipment or other "gifts" on behalf of the University, faculty must have prior approval from the dean and the Provost/Vice President for Academic Affairs. An authorization form, available in college offices, must be completed before receiving any material.

11.6 Maintenance

11.61 Climate Control and Lights

Requests for climate control on the Tahlequah campus when the University is closed, or for special activities, should be filed with the Director of Physical Plant at least two (2) days in advance of the activity. Similar requests at the Muskogee and Broken Arrow campuses should be made through Northeastern's administrative offices at those sites. Every effort should be made to conserve energy.

11.62 Custodians

Custodians are responsible to the Associate Vice President for Administration. Minor suggestions may be made directly by faculty to custodians, but requests for major repairs on the Tahlequah campus should come in writing from the dean to the Director of Physical Plant and from the chief academic officer of the Muskogee and Broken Arrow campuses.

11.63 Keys

All requests for building/office keys must originate from the faculty member's respective dean and are processed through the Office of the Associate Vice President for Administration. On the Tahlequah campus, requested keys are issued in the Office of the Associate Vice President for Administration. Dean requested keys for the Muskogee and Broken Arrow resident faculty are issued in the Office of the Dean at NSUM and the Office of the Dean at Broken Arrow respectively. Since University buildings contain valuable records and equipment, keys should never be loaned to anyone. When a key is no longer needed it must be returned to the Office of the Associate Vice President for Administration. Duplicates of keys are not to be made outside of the University locksmith service. When a faculty

member terminates service at the university, all keys must be returned before the final salary check is released.

11.64 University Motor Pool

NSU maintains a fleet of vehicles that may be reserved for official University business on a reservation basis (see 8.61).

11.65 Repairs

A need for emergency repairs should be reported directly to the Motor Pool Office. For repairs other than emergencies, faculty members should file requests with the Motor Pool Office.

11.7 Emergencies

Northeastern has an *EMERGENCY OPERATIONS MANUAL* which contains procedures to enhance protection of lives and property through effective use of University resources. Types of emergencies covered by the Manual include storm/tornado, fire, unexpected utility failure, civil disturbances, violent or criminal behavior, chemical or radiation spill, handling of bomb threats, explosion, downed aircraft on campus, and earthquake. All emergency operations are coordinated by the University's Department of University Police-Parking Service. Faculty encountering such an emergency should contact that office (see 11.74). In addition, each building has a building coordinator who should be contacted in the event of an emergency.

11. 71 Building Coordinators

The following persons act as building coordinators in the event of an emergency or disaster in a building. In emergency situations the person on the list for the respective building should be contacted. All buildings indicated are on the Tahlequah campus (the Broken Arrow and Muskogee campuses are listed separately).

ADMINISTRATION BUILDING - Office of the President, ext. 2000
 BUSINESS & TECHNOLOGY - Dean of Business & Technology, ext. 2900
 EDUCATION BUILDING - Dean of Education, ext. 3700
 FINE ARTS BUILDING - Dean of Liberal Arts, ext. 3600
 HEALTH & PHYSICAL EDUCATION BUILDING
 NORTH GYMNASIUM - Department Chair, Health & Human Performance, ext. 3950
 SOUTH GYMNASIUM - Director of Athletics, ext. 3900
 HASKELL HALL - Dept Chair, Psychology, ext. 3015
 JAZZ LAB - Dean of Liberal Arts, ext. 3600
 JOHN VAUGHAN LIBRARY (Tahlequah) - Dean of the Libraries, ext. 3132
 JOURNALISM BUILDING - Director, Communications and Marketing, ext. 2888
 NET BUILDING - Director of Computing & Telecommunications, ext. 5900.
 OPTOMETRY BUILDING -Dean of Optometry, ext. 4000
 SCIENCE BUILDING - Dean of Science and Health Professions, ext. 3800
 SEMINARY HALL - Dean of Liberal Arts, ext. 3600
 SHAWNEE STREET THEATRE - Dean of Liberal Arts, ext. 3600
 SPECIAL SERVICES BUILDING - Dean of Science and Health Professions, ext. 3800
 UNIVERSITY CENTER - Director of the UC, ext. 2500
 UNIVERSITY PLAYHOUSE - Dean of Liberal Arts, ext. 3600
 NSU-BROKEN ARROW - Dean of Broken Arrow Campus, ext. 6101
 NSU-MUSKOGEE - Dean, Muskogee Campus, ext. 5000

11.72 Emergency Telephone Messages

Emergency telephone numbers for both on-campus departments and off-campus services are printed on the inside front cover of the *University Phone Directory*.

11.73 Student Health Services

A Student Health Center is available to students on the Tahlequah campus. A school nurse is available Monday through Friday for consultation, assessment and treatment of minor injuries and illnesses. A physician is available weekly during scheduled hours. For appointments or service information, contact the Student Health Center, ext. 2126. Section 10.31 provides information regarding counseling for students.

11.74 Department of University Police-Parking Service

The NSU Department of University Police-Parking Service is responsible for the safety and protection of the students, employees, and property of Northeastern State University. The Police Officers are state certified and are empowered to enforce all state and federal laws as well as University regulations.

The NSU Department of University Police-Parking Service is located at the corner of Grand and Crafton Streets in Tahlequah. Officers are on duty seven (7) days a week, 24 hours a day. Emergency telephone numbers for Tahlequah, Muskogee, and Broken Arrow campuses are printed on the inside front cover of the *University Phone Directory*.

11.8 Lost and Found

The Library at each campus, Admissions and Records Office, and University Center maintain lost and found services. The NSU Department of University Police-Parking Service is designated for storage and disposition of lost articles. Items not claimed within 60 days will be donated to a local charitable organization.

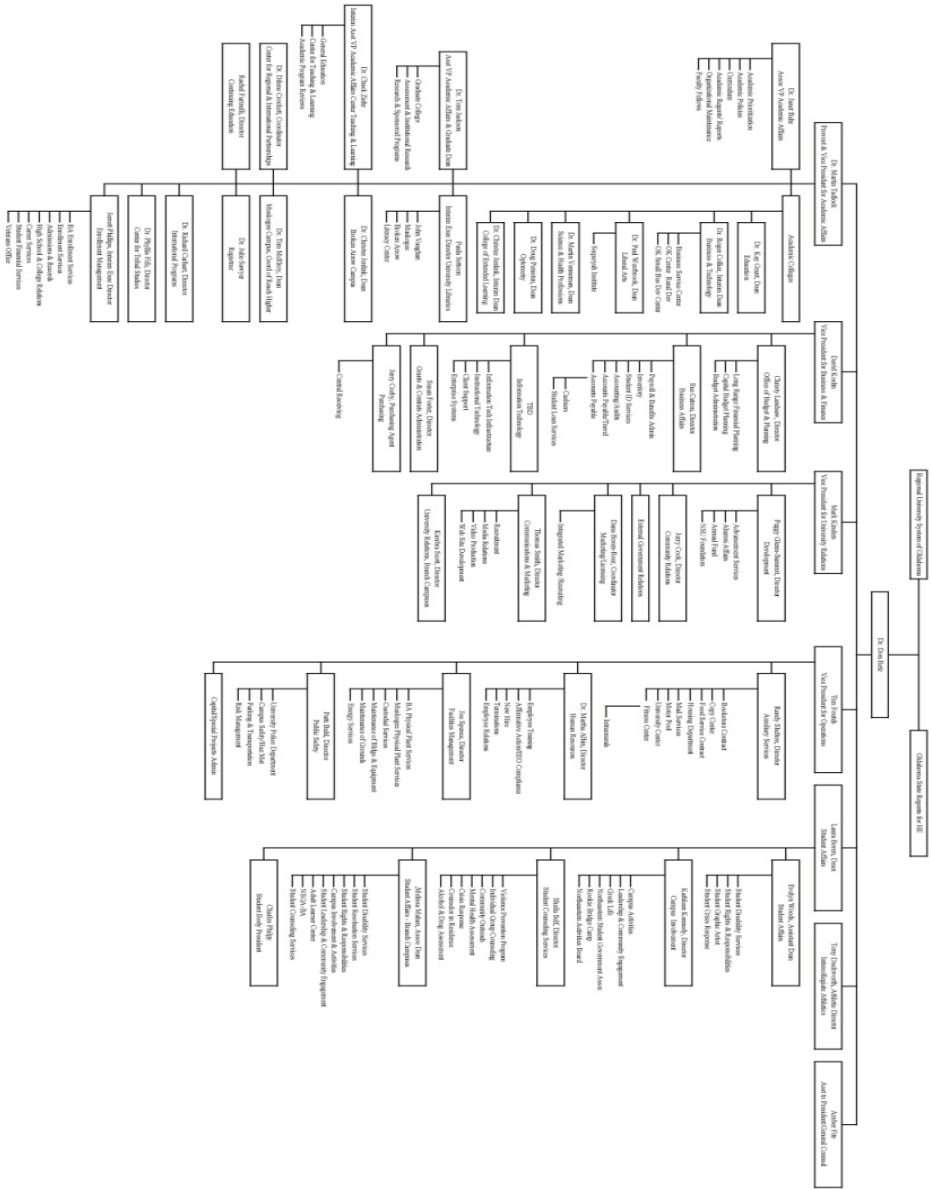
APPENDIX A

**NORTHEASTERN STATE UNIVERSITY
ORGANIZATIONAL CHARTS**

- 1. University Organization – See organizational chart**
- 2. Academic Organization – See organizational chart**
- 3. Organizational Chart (following page)**



NORTHEASTERN STATE UNIVERSITY



APPENDIX B**CONSTITUTION OF THE NORTHEASTERN STATE UNIVERSITY
FACULTY ASSOCIATION****PREAMBLE**

The Northeastern Faculty Association is an organization of the faculty designed to facilitate democratic participation in the development of institutional policies and further the pursuit of the University's missions and goals. This is accomplished through its elected representatives — the Faculty Council — serving as a liaison body between the faculty and administration.

SECTION 1. Constitution of the Northeastern Faculty Association (Revised, 1994, 2005)**1.1 Purpose**

We, the faculty and administration of Northeastern State University, in order to provide an instrument for democratic participation by the faculty in the affairs of the University do hereby create the Northeastern Faculty Association, the Northeastern Faculty Council, and this constitution.

1.2 Name

The faculty organization shall be known as "The Northeastern Faculty Association." The legislative body of the association shall be known as "The Northeastern Faculty Council."

1.3 Membership and Voting Rights in the Association

All members of the faculty, employed on a full-time faculty contract, including department chairpersons, automatically shall hold membership in the Association. Association members shall have full voting rights on such matters as require Association approval.

1.4 Officers of the Association

The officers of the Association shall be a President, a Vice President, and a Secretary-Treasurer. The officers of the Association shall serve as the officers of the Faculty Council.

1.5 Duties of the Officers

The President shall preside at all meetings of the Association and Council. The Vice President shall preside in the absence of the President. The Secretary-Treasurer shall keep the minutes and conduct the financial affairs of the Association and Council, be the custodian of the records and shall transmit one copy of these minutes and a monthly financial report to the University archives.

1.6 The Faculty Council Membership and Voting Rights

The Faculty Council shall consist of the President, the Vice President and the Secretary-Treasurer, all elected at-large, and delegates selected by each academic unit. Neither the President nor Vice-President may simultaneously serve as a council delegate. Only Faculty Council delegates shall have voting rights.

1.7 Election of Officers

The President, Vice President and Secretary-Treasurer shall be elected at-large by secret ballot by a simple majority or plurality of those association members voting. Elections shall be held in April of odd-numbered years.

1.8 Vacancies of Office

If the President leaves office before the end of his/her term, the duties of the President will go to the Vice President. Should a vacancy occur in the office of Vice President or Secretary-Treasurer, the Council shall elect a successor by simple majority vote of those delegates present and voting.

1.9 Election of Delegates

Each specified academic unit shall select, from among its membership by simple majority vote of those voting, two delegates as representatives to the Faculty Council. If a vacancy exists in an academic unit's delegation, the President of the Faculty Association shall inform the administrative head and the unit's membership of the need to fill the vacancy. The Northeastern Faculty Council shall determine in the by-laws to this Constitution those University units which qualify for representation on the Council and shall designate in what years each unit shall select delegates.

The academic unit is responsible for filling vacancies in delegate positions. In the event of such vacancy, the remaining delegate shall inform the Council, the membership of his/her unit and the administrative head of the unit of the vacancy. Following the election by the unit of a successor, the same delegate shall inform the Council of the selection.

1.10 Terms of Office

The President, Vice President, Secretary-Treasurer and delegates shall serve terms of two years. The terms of all officers shall commence the first day of fall semester following the April election. The terms of delegates are specified by academic unit in the bylaws to this constitution.

SECTION 2. Organization of the Faculty Association and Faculty Council

2.1 Meetings and Quorums

The Northeastern Faculty Association shall meet once each academic year or when requested by the President of the University, or by a majority vote of the Faculty Council, or when called by the President of the Association at the request of ten percent or more members of the Association. The Faculty Council shall meet at least monthly during the fall and spring semester or on call of the President of the Association. Fifty percent of the members of the Faculty Association shall constitute a quorum to do business, and motions shall be passed by a simple majority of those present.

The Faculty Council shall have a quorum when a majority of the duly elected delegates are present. Questions shall be voted by a simple majority of delegates present.

2.2 Functions

The council shall consider matters pertaining to the affairs of the University which are brought to it by a delegate, association officer, or are submitted for consideration by the Administration. Recommendations regarding these matters shall be submitted in writing to the President of the University, other appropriate administrators, and members of the association. The council requests that the President of the University provide it with a written report of the disposition of each recommendation which the council submits for consideration.

2.3 Dues

The council shall have the power to assess annual dues of Faculty Association members in an amount sufficient to carry out the mission of the Faculty Association. The Secretary-Treasurer will submit before the April Faculty Council meeting, a proposed fiscal budget for the Faculty Association. The Faculty Council will approve a budget and determine the amount of annual dues necessary to properly fund the budget. The Secretary-Treasurer will be responsible for notifying the members of the amount due and for depositing and accounting for dues collected.

2.4 Faculty Association Committee Responsibilities

The President of the Association may appoint, with the approval of the Council, such committees as seem necessary to conduct the work of the council. Committees will be composed of association members with voting privileges and may include additional nonvoting individuals as ex-officio members. The Faculty Council shall maintain, but not be limited to, the following standing committees:

2.4.1 Faculty Awards Committee - appointed each September and shall be responsible for soliciting nominations and selecting faculty members for the annual outstanding teaching, research, and service awards.

2.4.2 Nominations Committee - appointed each January and shall be responsible for soliciting nominations and conducting the elections for President, Vice President, and Secretary-Treasurer of the Faculty Association. The nominations committee shall be responsible also for soliciting the names of faculty association members willing to be nominated to serve on university and other committees.

2.4.3 Faculty Welfare Committee - appointed each September and shall be responsible for addressing issues of general concern to the health and welfare of faculty association members. The Vice President of the Faculty Association will serve as chair of the Faculty Welfare Committee.

2.5 Nominations of Faculty to University and Other Committees

The President of the Association shall be responsible, after consultation with the nominations committee and the approval of the Faculty Council, for submitting to the President of the University the names of faculty members interested in appointments to the following University committees: Campus Parking, Curriculum and Educational Policies, Faculty Research, Parking Appeals, Publications, and Student Conduct. The President of the Association shall be responsible for submitting the names of faculty members interested in appointments to such other committees as shall from time to time be deemed necessary and appropriate.

SECTION 3. Creating Amendments and By-Laws

3.1 Amendments

Amendments to this constitution may be proposed by a simple majority of the Faculty Council, or by petitions signed by ten percent of the members of the Association. Amendments shall become a part of this constitution when ratified by two-thirds majority of all members voting in a Faculty Association election in which more than fifty percent of the members of the Association vote, or when ratified by two-thirds majority of all members present at a general meeting of the Association, provided that such meeting or election is called not less than one week after the proposal has been made to the membership and a quorum is present.

3.2 Bylaws

The Faculty Council shall formulate such by-laws as are necessary for the orderly administration of the intent and duties of the above constitution. By-laws may be proposed and enacted at a regular business meeting in which a quorum is present. A simple majority of a quorum is sufficient to enact a change in the by-laws.

SECTION 4. Amendments and By-Laws to the Faculty Association Constitution

4.1 By-law 1

Those academic units entitled to representation on the Faculty Council are: the College of Liberal Arts, the College of Business and Technology, the College of Education, the University Libraries, the College of Science and Health Professions, the College of Optometry, the NSU Muskogee Campus, and the NSU Broken Arrow Campus. [As revised by Council, December 4, 1998; titles corrected March 2002; modified and adopted by Council, April 8, 2005]

4.2 By-law 2

The College of Liberal Arts, the College of Education, the College of Optometry, and NSU Muskogee shall elect their Faculty Council Delegates in the Fall of the odd-numbered years. The College of Business and Technology, the University Libraries, the College of Science and Health Professions, and NSU Broken Arrow shall elect their Delegates in the Fall of the even-numbered years. [As revised by Council, December 4, 1998; titles corrected March 2002; modified and adopted by Council, April 8, 2005]

4.3 By-law 3

The Faculty Council President is responsible for submitting in May to the President of the University the names of Faculty Association members for appointment to the following committees: Campus Parking (1 faculty); Curriculum & Educational Policies (4 faculty); Faculty Research (2 faculty); Publications (1 faculty); Student Conduct (10 Nominations with 5 faculty selected to serve). [As revised by Council, April 2, 1999]

4.4 By-law 4

The University's Grievance Committee is established each year using the procedures in Section 3.7 of the Faculty Handbook. The Faculty Association President is responsible each fall semester for appointing a temporary chair from among the membership of the Grievance Committee. The names of members and officers of the Grievance Committee are to be included in the minutes of the Faculty Council. [Adopted by Council, December 4, 1998]

4.5 By-law 5

If unable to attend a council meeting, a faculty council delegate may designate an alternate from the same college to serve temporarily in his or her place. The delegate must inform the Faculty Council President in writing or by e-mail at least twenty-four hours before the meeting or the alternate will not possess voting privileges for issues before the council. If such notice is provided, the alternate will have full voting privileges for that meeting. [Adopted by Council, February 23, 2001]

4.6 By-law 6

The NSU Faculty Association, acting through its officers and Council, will advocate faculty interests in work-related matters pertaining to the role of faculty members on any campus of Northeastern State University. [Adopted by Council, April 8, 2005]

4.7 By-law 7

The President shall appoint a Historian/Archivist from among the Association membership who will keep a database of records relevant to the organization. These will include: 1] a history of motions made and passed by the Council Delegates; 2] summaries of open meetings held with University Administrators with lists of questions and answers; and 3] other data as supportive of the good of the Faculty. [Adopted by Council, April 8, 2005]

4.8 By-law 8

Members of the NSU Faculty Council shall hereafter be referred to as Delegates. Each College and the Library will automatically have 2 Delegates on the Faculty Council. Therefore, each College and the Library shall select, from among its membership by simple majority vote of those full-time faculty voting, two Delegates to serve as College/Library representatives to the Faculty Council. The faculty roster base for each academic entity represented is defined as 15 faculty members. Each academic unit also will elect an additional Faculty Council Delegate for each group of 30 faculty, working exclusively in that unit, over the base of 15. Furthermore, the Muskogee and Broken Arrow campuses will each have one Delegate on the Faculty Council. Such a person must have the majority of his or her workload at the site represented and will serve regardless of his or her College or Library affiliation. These Delegates will be elected by simple majority of those full-time Faculty who have a majority of their workload either at Muskogee or Broken Arrow. The Northeastern Faculty Council shall determine in the by-laws to this Constitution those entities eligible for representation on the Council and in what years each entity shall select its Faculty Council Delegates. [Adopted by Council, April 8, 2005]

4.9 By-law 9

The terms of all officers shall commence one week before the first day of classes in the fall semester following the April election in odd-numbered years. [Adopted by Council, April 8, 2005]

4.10 By-law 10

If a Delegate vacates his or her seat, the President of the Faculty Association shall inform the dean or Director of the academic unit, as well as the faculty members in the academic unit, of the need to fill the vacancy. Following the election of a successor, the dean or Director and/or the remaining Delegate or Delegates shall inform the President of the Faculty Association and Council of the selection.

If there is only one candidate for any office, that person can be elected by acclamation of a Council quorum at a regular meeting. If officers are not elected in April of an odd-numbered year for any reason, there may be an election at any time to seat a new President. The sitting President may call for a vote up until the time he or she leaves office. The Acting President then may call for a vote at any time thereafter. Such a vote would be a poll of the sitting Faculty Council Delegates. In a meeting, a quorum [half of the Delegates plus one] would have to be present to take such a poll. If done by phone or email, three quarters of the sitting Delegates would have to be polled. In either a meeting or by phone/email, the majority would prevail.

If no election occurs in April and the sitting President cannot find a presidential candidate, the Council Delegate with seniority in total years of service on the Council shall be Acting President until a new President is elected. If there is no Vice President elected, the delegate with second seniority in total years shall be the Acting Vice President until one is elected, and the delegate with third seniority in total years shall be the Acting Secretary-Treasurer until one is elected. If there is a tie in seniority of service as a delegate, the person with the longest tenure at NSU shall take office. Delegates temporarily serving as officers under these terms shall retain the right to make motions and vote on motions. [Adopted by Council, April 8, 2005; modified by Council, May 6, 2005]

4.11 By-law 11

Each two years, at the time of the election of the NSU Faculty Association [Council] officers, the Council may place on the ballot an amendment to this constitution regarding the payment of dues by Association members. [Adopted by Council, April 8, 2005]

4.12 By-law 12

An NSU Faculty Member may receive a Circle of Excellence award one time in his or her career. Once a Faculty Member wins an award in any category, he or she is retired from competition for a further award in any category. [Adopted by Council, April 8, 2005]
Constitution Revised 1994; By-laws revised and/or added at dates shown in Section 4.

APPENDIX C1

THE PROFESSIONAL PORTFOLIO TENURE AND PROMOTION REVIEW

April 2011

Objective evaluation of the quality and significance of scholarly achievement in each scholarly area is the cornerstone of NSU's RTP process.

Professional Portfolios make up the candidate-developed portion of the retention, tenure, and promotion (RTP) file. Faculty members scheduled for evaluation shall prepare a portfolio as described below. Verification of evidence in portfolios by RTP reviewers may occur at any level of the review process. If RTP reviewers find a discrepancy in the Portfolio, this will be documented in the recommendation. Portfolios may be submitted on CD, DVD, or other portable media.

The professional portfolio for tenure and promotion review will consist of a two inch binder (or approximate equivalent number of pages if submitted using a CD, DVD, or other portable media) containing the following:

1. Current curriculum vitae.
2. A comprehensive reflective narrative: a three- to five-page narrative that synthesizes and interconnects the candidate's achievements in the three reviewed areas. The narrative unites all sections of the portfolio and ties achievements to NSU's mission, vision, and values. It should also provide an opportunity to reflect on professional growth and/or areas needing improvement.
3. SELECTED evidence supporting progress in teaching, scholarship, and professional service.
4. All applicable letters of review.
5. Portfolio sections that describe and document achievements in each of the three review areas. Documentation shall be limited to the period under review, which includes the years since the candidate was hired in a tenure-track or tenured position at NSU. If the candidate was hired with any number of years credited toward tenure or promotion documentation should be included from those years as well.
6. Additional supporting material, stored separately within the college, may be made available by the candidate for review.

Evidence shall consist of representative samples of the candidate's best work, not an exhaustive compilation of materials. Documentation within each of the portfolio sections shall focus on the quality and significance of the activity, using an appropriate combination of narrative and illustrative materials. It shall focus on documenting the activities of the individual faculty in Teaching, Scholarship, and Professional/University Service rather than on documenting the results of a project or a program. Similarly, in documenting collaborative work, faculty shall focus on their personal role and contribution to the collaborative process and outcomes. Candidates are encouraged to highlight activities which are integrative and collaborative and which serve NSU's mission, vision, and values.

Any material deemed by the faculty member as relevant to the evaluation or review may be contributed to the file within the limits of the two-inch binder's capacity. Material not fitting the binder will be housed separately in the college for review by those participating in the review process.

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

To meet the criteria set forth by the Oklahoma Board of Regents as stated in the Faculty Handbook in section 3.361, all evaluation for tenure and/or promotion shall address whether each candidate has achieved excellence in:

- Effective Classroom Teaching
- Scholarly Activities
- Contribution to the Institution and Profession (university & professional service)
- Performance of Non-teaching Semi-administrative or Administrative Duties (if applicable)

Northeastern State University is committed to the advancement of knowledge through Teaching, Scholarship, and Service that supports the academy and the community. The primary focus, however, is teaching, as stated in Strategic Plan Goal 1. "Provide a quality curricular and co-curricular education in a flexible student-centered environment."

The following list of activities is meant to provide examples of the kinds of evidence in the areas of Teaching, Scholarship, Contribution to the Institution and Profession, and Non-Teaching Duties that may be considered for inclusion in a professional file. The list is not meant to be exhaustive and examples may rise to the level of what constitutes scholarship (see Appendix C2 for scholarship defined by NSU deans). There may be other evidence, worthy of inclusion, which is not mentioned on the list. Also, the evidence on the list should not be interpreted as requirements, but as examples of the kinds of evidence candidates, mentoring committees, chairs and deans may consider when evaluating a candidate's performance.

A. EFFECTIVE CLASSROOM TEACHING

Teaching includes all work that is intended to advance learning within an engaging, civil environment. The assessment of teaching should be evaluated as objectively as possible and take into account quantitative indicators such as contact hours, number of preparations, number of students, number of advisees, student evaluation ratings, peer/observer ratings, etc. However, the **primary** evidence of effective teaching should come from the assessment of learning outcomes/learning gains exhibited by students.

1. Evidence of expected learning outcomes achieved by students and/or other outcomes achieved during the review period may be demonstrated through the following non-exclusive list of sample activities:

- a. **Range of Activities**

Communication of knowledge and the development of appropriate skills and attitudes are the primary objectives of all faculty members. With the exception of i., the following list is not meant to be required of all faculty, but to indicate the possible activities that faculty members may use to achieve these objectives.

- i. **Effective presentations**, whether in lecture, laboratory, studio, or other venues.
- ii. **“Active learning” pedagogy**, such as use of active-learning techniques and tools to enhance student learning including, but not limited to, collaborative learning, problem-based learning, and student polling; integration of service learning and other community-based learning into courses; direction of laboratory-based student research, supervision of internships and co-op experiences; study-abroad activities.
- iii. **Engaged teaching**, course- or curriculum-related teaching/learning activities that involve students with the community in mutually beneficial ways. This includes, but is not limited to, service learning and other community-based learning experiences, internships and co-op experiences, and involvement in community-based research or other special projects.
- iv. **Alternative delivery**, such as team teaching or co-teaching; development and/or implementation of online courses; off-campus teaching; flexible scheduling and delivery models.
- v. **Academic advising and mentoring**, such as helping students plan their academic programs; presenting options for a career in the discipline or selection of a graduate or professional school; advising discipline-related student clubs or associations; sharing professional experience and expertise on an individual basis.
- vi. **Involvement in special academic programs**, such as development and/or implementation of special retention programs/efforts; participation in first-year programs and/or learning communities; development of courses for programs offered using alternative or innovative delivery models.
- vii. **Other** (as appropriate to the discipline, department, or college).

Documentary evidence of effective teaching and learning outcomes may include but is not limited to:

- a. Honors courses designed, taught, and evaluated.
- b. New courses introduced and evaluated.
- c. New courses designed, team-taught, and evaluated.
- d. On-line or ITV courses created, modified, and evaluated for impact on student learning.
- e. Seminars created and directed.
- f. Workshops created and directed.
- g. Webinars created and directed.
- h. Student projects directed that are not part of normal teaching duties.

- i. Theses.
 - ii. Written and oral examination committees.
 - iii. Student service learning opportunities.
 - iv. Student clubs supervised.
 - v. Student research mentoring/sponsorship.
2. Best practices reflecting contemporary methodologies.
3. Student course evaluations (summary sheet only), self-reflection, and modification of courses based upon those.
4. Peer evaluations incorporated into course improvement/modification.
5. Chair evaluations incorporated into course improvement/modification.
6. Original materials employed to create an innovative learning environment.
7. Evidence of effective advising.
 - i. Number of advisees.
 - ii. Time devoted to advising.
 - iii. Media employed in advising.
 - iv. Innovative advising approaches.
8. Methods employed accommodating student diversity

B. SCHOLARLY ACTIVITIES

Objective evaluation of the quality and significance of scholarly achievement in each scholarly area is the cornerstone of NSU's RTP process.

For purposes of this Retention, Tenure, and Promotion Policy (RTP), scholarship shall be construed to encompass all scholarly work that furthers the educational goals of students, faculty, academic units, the university as a whole, and the community. This definition allows for a greater recognition of diverse faculty activities. All faculty members have a responsibility to their students, their disciplines, the community, and the university to strive for excellence in intellectual, ethical, aesthetic, and creative achievement. Such achievement in at least one of the four scholarship areas identified in the Boyer Model (i.e., Teaching and Learning, Discovery, Integration, and Professional Application) is an indispensable qualification for retention, tenure, and promotion. Outcomes from the scholarship activities must be peer reviewed and professionally communicated as identified in Appendix C2. While the traditional categorization of faculty roles into the three functional areas of Teaching, Scholarship, and Professional Service serves to clarify a complex evaluation process, it is important to remember that these divisions function primarily as tools for the assessment of faculty work.

The four Boyer areas of scholarship as described below, underscore the fact that sharp distinctions between categories do not exist and that scholarly activities should emphasize collaborative and integrative relationships. It should also be emphasized that no faculty member shall be expected to commit an equal amount of time, make an equal contribution, or achieve equally in the four categories of scholarship described hereafter.

Scholarship of Teaching and Learning

Contributions to Teaching and Learning involve facilitating student learning, critical thought, and inquiry, as well as transmitting, integrating, interpreting, and extending knowledge. In addition, teaching should reveal and develop diverse perspectives, help to facilitate creativity and life-long learning, and work to integrate various principles central to the mission, vision, and values of Northeastern State University. The faculty member's contributions in Teaching and Learning may be evaluated for scholarly achievement if the criteria in Appendix C2 are met. Activities to consider in the evaluation of Teaching and Learning may include, but are not limited to, those listed in Appendix C.

Scholarship of Discovery

Scholarly activity in this area constitutes academic work that confronts the unknown, seeks new understandings, and/or offers a new perspective on knowledge, through both individual and collaborative work both within and across disciplines. Activities to consider in the evaluation of Discovery may include, but are not limited to, those listed in Appendix C.

Scholarship of Professional Application

The diversity of internal and external needs, as well as faculty training and experience, leads to many different forms of Professional Application. However, Professional Application activities share all of the following distinguishing characteristics:

- They contribute to the public welfare or the common good;
- They call upon faculty members' academic and/or professional expertise;

They directly address or respond to real-world needs; and
They support NSU's vision, mission, and values.

Faculty members who are engaged in Professional Application use their academic training and experience to serve the public and contribute to NSU's mission, vision, and values. Professional Application includes internal service to the discipline, department, college, and university and contributing to the shared governance system and institutional development through a variety of activities including service on committees, task forces, policy advisory bodies, and the development and management of academic programs.

Externally, Professional Application addresses the core values associated with regional stewardship, which can be found by reading material defining 'Making Place Matter', AASCU's initiative that has been adopted by the Oklahoma System of Higher Education Board of Regents. Activities to consider in the evaluation of Professional Application may include, but are not limited to, those listed in Appendix C. In order to be considered as a form of scholarship, both peer review and dissemination of results are expected.

Scholarship of Integration

Integration is a scholarly area that gives meaning to isolated facts, putting them into perspective and into context. Connections across the disciplines to solve problems, raise questions for research and examination, and involve others from various backgrounds to create and initiate new ways of thinking all reflect this area of scholarship. Integration can also involve fitting original research into larger intellectual patterns and work underway to lead new understandings. Key words often used to reflect the possibilities of scholarship inherent within this area include *interdisciplinary*, *integrative*, and *interpretive*. Activities to consider in the evaluation of integration may include, but are not limited to, those listed in Appendix C.

Evidence of outcomes achieved during the review period in at least one of the four areas of the Boyer Model of the Scholarship of Teaching, the Scholarship of Discovery, the Scholarship of Integration, and the Scholarship of Application:

a. Range of Activities

There may be activities that qualify for more than one of the following categories. This list is not meant to be required of all faculty, but to indicate the broad range of scholarship and creative activity possible.

- i. **Scholarship of Discovery**, including basic and applied research; development and application of theory.
- ii. **Scholarship of Integration**, including interdisciplinary research; new interpretations of current knowledge; integration of knowledge from diverse sources.
- iii. **Scholarship of Application/Engagement**, including community-based research, technical assistance, demonstration projects, impact assessment, and policy analysis; scholarly work relating to the study or promotion of public engagement.
- iv. **Scholarship of Teaching**, including applied research regarding various pedagogies, student learning, and assessment practices; development and dissemination of materials for use in teaching beyond one's own classroom.
- v. **Creative Activity**, including performances, exhibitions, and creation of original work.

Documentary evidence of scholarly activities may include but is not limited to:

1. Articles published in refereed journals.
2. Chapters published in scholarly books.
3. Encyclopedia entries.
4. Scholarly books written or edited.
5. Monographs published.
6. Book reviews.
7. Textbooks published.
8. Study guides published.
9. Test banks published.
10. Educational research.

11. DVDs, You-tubes, and videos published.
12. Poetry published.
13. Short stories published.
14. Works of art created.
15. Music composed.
16. Papers presented at professional meetings.
17. Sessions chaired at professional meetings.
18. Panel participation at professional meetings.
19. Papers reviewed for professional meetings.
20. Public presentations of scholarship.
21. Judge of student papers and presentations.
22. Radio and television presentations.
23. Editor of or referee for peer-reviewed journals.
24. Grants.
25. Awards.

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION (last five years)

NSU's commitment to Making Place Matter and public engagement provides opportunities for new and evolving forms of the scholarship of application, including research that draws on and supports its environment.

a. Range of Activities

The range of activities listed below is not meant to be required of all faculty, but to indicate the broad range of service to which the NSU faculty can contribute.

i. Service to the university

- (1) **Governance**, such as involvement in program or departmental administration; active service or leadership on committees, task forces, councils, search committees, and Faculty Council.
- (2) **Mentoring, advising, and sharing expertise**, such as conducting workshops for other faculty; organizing colloquia and seminars; mentoring new faculty; supervising student activities or student groups.
- (3) **Development/advancement**, such as participation in student recruitment; participation in fund raising; public relations and marketing of program; retention activities that strengthen a program or program enrollment.
- (4) **Other** (to be added by the college or department).

ii. Service to the discipline/profession

- (1) **Governance**, such as taking on a leadership role in a professional association; participating in the organizing, convening, or presiding for an association meeting or function.
- (2) **Scholarly Activity** such as acting as a member of journal's editorial board or journal editor; reviewing books for publication, grant proposals for funding agency, conference submissions for possible acceptance, and articles for journal publication.
- (3) **Sharing expertise**, such as serving on an accrediting team; writing questions for licensure or certification exams; participating in a program review for a university.
- (4) **Other** (to be added by the college or department).

iii. Service to the community

- (1) **Providing service to a local, regional, or global community or governmental agency**, such as the PreK-12 community, non-profit agencies, economic development groups.

- (2) **Facilitating or improving organizational development** in the community.
- (3) **Providing services** to support or enhance economic development in the region.
- (4) **Providing clinical services** related to physical health, mental health, and wellness.
- (5) **Providing consulting services or technical assistance.**
- (6) **Planning and/or implementing public events**, such as teaching non-credit classes or workshops; providing public lectures, arts performances, art displays; participating on panels or symposia for public presentation.
- (7) **Serving** on boards, committees, commissions utilizing one's disciplinary expertise.
- (8) **Providing public writing services**, including grant proposals and grant awards for an organization or community.
- (9) **Other** (to be added by the college or department).

Documentary Evidence of Professional/University Service and outcomes achieved during the review period may include, but is not limited to, the following:

26. Creation of multidisciplinary courses and programs.
27. Regional work integrated into programmatic design.
28. Facilitation of cross-campus activities and experiences.
29. Delivery of professional expertise to colleagues across campus.
30. Service on university-wide task forces, work groups, and committees.
31. Regional development.
32. Service learning involvement.
33. Engagement in Making Place Matter activities.
34. Supervision of field activities.
35. Committee assignments. (State duties and positions held.)
36. Involvement in Faculty Council, task forces, etc. (State duties and positions held.)
37. Assessment duties (Including but not limited to program review, prioritization, strategic planning, etc.).
38. Professional organizations. (Membership, offices held, duties, etc.)
39. Community involvement. (Explain value to the community and the university.)
40. Consulting.
41. Administrative positions held.
42. Duties and time devoted to administrative duties.
43. Number of persons supervised.
44. Evidence of effective advising.
 - i. Number of advisees.
 - ii. Time devoted to advising.
 - iii. Media employed in advising.
 - iv. Innovative advising approaches.
 - v. Methods employed accommodating student diversity.
45. Reports, recommendations, or other written documents generated by the activity.
46. Letters from chairs or colleagues (including external professional colleagues) with whom faculty worked.
47. Other written records that document the faculty member's quantity and quality of service.
48. Letters from community partners or those who benefited from the outreach activity.
49. Letters from external agencies or organizations attesting to the quality and value of the work.
50. Completed evaluation forms from those who participated in the activity.
51. Evidence that the work has served as a model for others.
 1. Committee service (university, college, department, nature and time spent on these)
 2. Service on Faculty or Graduate Council
 3. Participation in student recruitment
 4. Committee assignments in professional organizations (nature of work, dates and time required)

5. Student advising/counseling load (could be here or in IV, A 6 above)
6. Special university, college or departmental coordinator or other service foundations
7. Other activities which enhance the image of the university, represent the university to the public, further the goals and direction of the university, or exercise one's professional competence for the benefit of the public.

D. PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES

(if applicable)

For example, serving as Department Head or Program Coordinator.

Appendix C2

Common Expectations among Deans Regarding the Boyer Model

1. NSU is implementing the Boyer model.
2. All scholarship may be divided among the four Boyer model components: Teaching, Discovery, Integration and Application.
3. In order to count as scholarship, regardless of type, projects must have peer review of some type and dissemination to the professional public. This means that:
 - A) Something original was planned and accomplished;
 - B) This was shared with the appropriate publics;
 - C) Feedback and evaluation were received; and
 - D) An element of continuous quality improvement exists.
4. Colleges will vary in proportion of scholarship types utilized for evaluation.
5. Teaching, advising and service are a necessary and expected baseline part of a faculty member's job and, unless they fulfill the tenets of the Boyer Model, do not necessarily count as Scholarship.

APPENDIX D

NSU GUIDELINES FOR INTELLECTUAL PROPERTY CREATED BY THE NSU DISTANCE LEARNING COMMITTEE

INTELLECTUAL OWNERSHIP POLICY

I. INTRODUCTION

Since the demand for distance learning appears to be increasing and the continuing development of electronically published course materials in various media seems likely, it is important to address the issues raised by the creation, use and distribution of various forms of electronically published course materials and clarify the rights and responsibilities of each of the parties involved. This policy is a supplement to the Patent and Copyright policies promulgated by the [Board of Regents of the Regional University System of Oklahoma](#) (RUSO) and found in Chapter 5, ' 5.13 of the RUSO General Policies, page 5-104. Furthermore, this policy only addresses distance learning. To the extent this policy conflicts with the general RUSO patent/copyright policy on issues involving distance learning, the RUSO policy prevails.

I-A. Definitions:

Distance learning is a pedagogy whereby students are instructed via electronic transmissions, often utilizing electronically published course materials.

Electronically published course materials are materials utilizing electronic transmissions to teach students at sites distant from the faculty member's University campus.

Licensure is the right to use or market the electronically developed course materials for educational purposes.

Substantial Use as it relates to the use of University resources is that use of University laboratory, studio, audio, audiovisual, video, television, broadcast, computer, computational or other facilities, resources and Staff or Students which: (a) falls outside the scope of the Faculty member's or Librarian's normal job responsibilities or the Student's academic program or (ii) entails a Faculty member's or Librarian's use of such resources that are not ordinarily available to all or virtually all Faculty members with comparable status in the same College or Department or to all or virtually all similarly situated Faculty or Librarians. The term "substantial use" does not include the use of personal office space, local telephone, library resources and personal computer equipment incidental to teaching in the traditional classroom with electronic enhancements or additions.

Work for Hire is (a) a work prepared by a Staff member or Student employed at the University within the scope of employment; or (b) a specially-commissioned work created by a Faculty member or Librarian within the scope of employment, as set forth in a specific written agreement between the Faculty member or Librarian and the University. A work for hire situation, as contemplated by this policy, arises where any compensation is paid by the University for the purpose of authoring and developing the electronically published course material(s).

"Faculty" includes individuals receiving a letter of appointment from the Provost/Vice President for Academic Affairs or his or her designee to a teaching position, with or without compensation from the University, and whether full-time, research, part-time, visiting, or other status.

"Staff" includes all those individuals, in graded or ungraded positions, or on wage account status, whether full-time, part-time, or other status, receiving compensation from the University as employees, other than Faculty and Librarians.

"Librarian(s)" includes all individuals receiving a letter of appointment from the Provost/Vice President for Academic Affairs or his or her designee to a professional librarian position, with or without compensation from the University, and whether full-time, research, part-time, visiting, or other status.

"Author" as used herein, refers to and includes those individuals responsible for content and conceptual design and development of the electronically published material. The term "author" as used in its singular form herein shall be construed to include its plural form where appropriate.

"Work" as used herein shall refer to any electronically published material prepared for use in distance learning.

II. OWNERSHIP

Unless a specific written agreement between the author(s) of a distance learning project and the University is negotiated, patent/copyright ownership in the project shall vest according to the categories stated below.

II-A. Works Generated At the Initiative of Faculty, Librarians or Staff

Ownership interest, and all rights associated therewith, of any work resulting from an individual's efforts on his or her own personal time without any direct support from or through the University and without the use of any University resources beyond those normally provided by the University vests completely in the author(s) of the work.

II-B. Works Generated At the Initiative of Faculty, Librarians or Staff Using Minimal University Resources

Ownership interest, and all rights associated therewith, of any work resulting from an individual's efforts with the use of minimal university resources above and beyond those normally provided to other faculty, librarians or staff similarly situated vests completely in the author(s) of the work. The University possesses a non-exclusive educational license to use the work as part of its course delivery. The use of this license encompasses the situation where the author of the work is not responsible for teaching the course containing his or her electronically published materials.

II-C. Works Generated At the Initiative of Faculty, Librarians or Staff Using Substantial University Resources

Ownership interest, and all rights associated therewith, of any work resulting from an individual's efforts with the use of substantial university resources as defined herein vests completely in the individual authoring the work. The University possesses a non-exclusive educational license to use the work as part of its course delivery. The use of this license encompasses the situation where the author of the work is not responsible for teaching the course containing his or her electronically published materials. The University also possesses a non-exclusive commercial license to market the course containing the author's work outside the University. If licensed for commercial purposes, either by the University or the author(s), the University and the author(s) will each receive a percentage of the royalties as specified in the RUSO General Patent/Copyright Policy unless a different percentage is agreed to by the parties involved and memorialized in writing.

II-D. Works Generated As A Work Made For Hire

Ownership interest, and all rights associated therewith, of any distance learning project meeting the definition of a "work made for hire", as defined herein, vests completely in the University. The University possesses exclusive educational and commercial ownership and license authority. The author is not entitled to payment of royalty.

III. REVISION RIGHTS AND OBLIGATIONS

The author of a distance learning project retain the right to update, edit or otherwise revise electronically developed course materials that become out of date. In certain circumstances, the author of a distance learning project retains right to place a time limit upon the use of electronically developed course materials that are particularly time sensitive, regardless of who owns any copyright interest in the electronically developed course materials. These rights and limitations may be negotiated in advance of the creation of the electronically developed course materials and may be reduced to writing. Absent a written agreement, each author is under an academic duty to revise his or her work on an annual basis in order to maintain academic standards. If an author revises the work and such revision is done in a satisfactory manner, the author retains the rights to full royalties as stated above for another year. If the University believes a revision is necessary and no timely revision is made or if the revision made, in the University's opinion, does not maintain academic standards, the University may refuse to market the product, or the University may employ another individual to update the work and charge the cost of updating against any royalties paid to the original author. The duty to revise a distance learning project is continuing for the life of the project regardless of the author's employment status with the University.

IV. PATENT/COPYRIGHT ADMINISTRATION AND ENFORCEMENT

The Patent/Copyright Officer and Patent/Copyright Committee shall be responsible for the administration of this policy and applying the policy equitably across the campus. The author of any electronically developed course materials should submit a proposal to the Patent/Copyright Officer describing the work and the institutional resources that will be used or consumed in its creation and production. The Patent/Copyright Officer shall review the submitted material and make an initial recommendation regarding the appropriate category of ownership to which the work should be assigned. The Patent/Copyright Officer shall forward the author's proposal along with his or her recommendation to the Patent/Copyright Committee. The Committee shall review the submitted materials and make a final recommendation regarding the appropriate category of ownership to which the work should be assigned. The author of the work shall enjoy the right to be present at all Committee meetings and may negotiate with the Committee as an agent of the University. The Committee's final recommendation shall then be forwarded to the Provost/Vice President for Academic Affairs for final approval.

The Patent/Copyright Officer shall be responsible for registering the copyright for works in which the University possess an ownership interest. The University shall be responsible for enforcing its copyright or patent interests. Authors of electronically published materials for use in distance learning may make such decisions and take such steps to protect works they own. Any one of the authors of a joint work may register and enforce the copyright in the names of all owners, provided they account for the same to all joint authors.

Liabilities may be incurred with respect to the inclusion of materials in electronically published course materials other than materials created by the author(s). It is the policy of Northeastern State University that all faculty, staff and librarians comply with the law, including copyright and privacy laws; therefore, it is the responsibility of the author of electronically published course materials to obtain all permissions and releases necessary to avoid infringing copyright or invading the personal rights of others. The Patent/Copyright Officer shall assist the author in obtaining copyright clearance.

APPENDIX E

DEPARTMENT ADMINISTRATION POSITION AND ROLE OF THE DEPARTMENT CHAIR

May 2001 (rev Jan 2006)

POSITION OF CHAIR

The department chair is a faculty position which provides leadership and coordination of an academic department within a college. The title for a person functioning in this capacity shall be "Department Chair."

DEPARTMENT SIZE

While departments will vary in size, the normal minimum would be six full-time equivalent (FTE) faculty, although exceptions may be necessary where it may be impractical to combine units. FTE includes all persons teaching within the department (adjuncts, GA's, chair, regular faculty).

PROCEDURES FOR APPOINTMENT, REVIEW, RETENTION OF CHAIR

Department chairs will normally serve a three-year renewable term. The dean of the College will meet collectively with the department faculty to discuss the qualifications necessary for a department chair. Any full-time, non-temporary faculty member within the department is eligible for nomination for the chair position. The meeting will include the discussion of the possibility of seeking an external candidate if a faculty position is available. After the meeting, the dean will ask the faculty to submit confidential nominations for the chair position. After interviewing any potential candidates to determine willingness to serve and management styles, the dean will appoint a new chair from among those candidates. Failure to designate a new department chair by May 1st would render any chair appointment as interim until the consultative process can be completed. An interim chair can serve no longer than one academic year. Department chairs may be eligible for reassigned time based on the number of faculty FTE within the department. The same responsibility to demonstrate expertise in teaching, service, and scholarly/creative activities exists for department chairs/program directors as it does for the faculty.

The chair can request reassignment to full-time teaching responsibilities at the end of any academic year. The chair's request to be relieved of administrative duties should be made in writing to the dean of the College by February 15th. The dean will initiate the process to appoint a new chair as quickly as possible.

A request/petition to the dean by at least 50% of the full-time departmental faculty will initiate an evaluation of the chair's performance and continued service. The evaluation should be done using procedures that have been previously developed by the dean and the college faculty. The evaluation process should include the opportunity for the department faculty to provide confidential feedback to the dean. Following the evaluation, the dean will either re-affirm the chair or initiate the process to appoint a new chair as soon as possible.

If the dean's decision is to re-affirm, a second request by at least 50% of the full-time departmental faculty may be made to the Provost/Vice President for Academic Affairs. The Vice President will conduct a thorough review, which will include the opportunity for the faculty and the dean to provide confidential feedback. The Provost/Vice President for Academic Affairs will either re-affirm the chair or direct the dean to initiate the process to appoint a new chair as soon as possible.

By February 15th of the last year of a three-year term, an automatic review of the chair is begun, if the chair indicates a desire to be re-appointed. The dean will conduct a formal evaluation process (using procedures that have been previously developed by the dean and the college faculty). This process will include the opportunity for the departmental faculty to provide confidential feedback to the dean. Following the evaluation, the dean will either re-appoint the chair or initiate the process to appoint a new chair as soon as possible.

COMPENSATION/TEACHING LOAD OF CHAIR

Individuals serving as department chairs will be compensated for the increased administrative responsibilities and demands placed upon them in teaching load and/or salary adjustment. Procedures for compensating chairs are as follows:

FALL/SPRING

1. \$100.00 per FTE faculty (including chairs & part-time). To determine the total FTE for a department the following calculations are used:

Regular faculty and the chair are 1.0 FTE (12 hrs being full load)

Regular faculty with split assignments figure % based on 12 hours (e.g. 6 hrs= .50 FTE).

Adjuncts/GA's are based on 18 hrs as equivalent to a full load (e.g. 6 hrs= .33 FTE)

2. For departments with 6 FTE or more faculty a chair may be given three-hour teaching load reduction. When feasible, additional release time with departments of 12 or more FTE can be considered.
3. Chairs with departments of 6+ FTE faculty receive both pay and release time as above (effective Fall 1997).

SUMMER

1. During the Summer Term chairs may be compensated \$50.00 per FTE faculty employed during the combined Summer & May

terms. This compensation assumes that chairs would normally be employed during the summer and that expectations

and additional assignment warrant compensation.

2. To determine total FTE for a department the following calculations are used:

Regular faculty and the chair are 1.0 FTE (6 hrs being full load)

Regular faculty with split assignments figure % based on 6 hours (e.g. 3 hrs= .50 FTE).

Adjuncts/GA's are based on 9 hrs as equivalent to a full load (e.g. 3 hrs= .33 FTE; 6 hrs= .66)

3. Exceptions to this process require the approval of the Academic Vice President. Chairs with released time during the summer will not receive further compensation described in #1.

RESPONSIBILITIES OF DEPARTMENT CHAIR

Following is a revision of the "Responsibilities of the Chair" section of the document: "DEPARTMENT ADMINISTRATION: Position and Role of the Department Chair," dated March 1989 (rev 6/23/2000). This revision is based on the "Administrative Responsibilities" document prepared by the Chair Council.

A. FACULTY SUPERVISION AND DEVELOPMENT**Faculty Employment**

Assist the dean in screening, interviewing, selecting, and employing full-time and faculty.
Document need for new faculty positions.

Faculty Performance Review

Conduct annual performance review of non-tenured faculty and three-year reviews of tenured faculty.
Document faculty personnel difficulties or policy violations.

Faculty Tenure, Promotion, and Retention

Advise faculty concerning tenure and promotion policies.
Provide written recommendations regarding non-reappointment of non-tenured faculty and retention of temporary faculty.
Serve as chair for the department Tenure Review Committee and provide tenure vote results and a recommendation to the dean of the College.
Assess faculty for purposes of promotion application.
Maintain a positive atmosphere within the department.

Faculty Development

Monitor faculty progress toward completing terminal degrees.
Encourage and promote faculty scholarly activities.
Promote outside funding opportunities.
Monitor faculty peer review process.
Maintain a mentor policy for faculty.

Faculty Administration

Communicate University policy/procedures, including those in the Faculty Handbook.
Process appropriate paperwork (e.g. grade changes, faculty absences, etc).
Procure teaching material for new faculty and adjunct instructors.
Monitor class and advisement loads.

Assist new faculty with preparation of course syllabi. Approve course syllabi for adjunct instructors.
Assist Dean in conflict resolution within the department.

B. CLASS SCHEDULING

Schedule and coordinate classes for all campuses.
Develop course sequencing.
Staff classes for temporary faculty absences.

C. CURRICULUM DEVELOPMENT

Coordinate the development of curriculum changes for department's academic program.
Develop program and course objectives.
Recommend course equivalencies for NSU Transfer Guide.
Review the college/department sections of the Catalog for accuracy.

D. STUDENT ADVISING

Mediate student-faculty conflicts, including grade appeals.
Coordinate departmental advisement of students.
Manage student special academic requests.

E. DEPARTMENT ADMINISTRATIVE RESPONSIBILITIES

Oversee all academic and programmatic activities of the department.
Oversee enrollment management of department.
Participate in dean/college administrative duties.
Participate in Chair Council.
Plan and conduct departmental meetings.
Oversee physical plant and equipment related to department's programs.
Develop and administer department budget.
Prepare and review accreditation reports related to programs within the department.
Prepare Annual Reports and other reports as requested.
Coordinate the selection of textbooks for department's courses.
Supervise clerical assistance assigned to department.
Schedule faculty advisors for transfer sessions.

F. ASSESSMENT

Develop, coordinate, and evaluate assessment of the programs offered through the department.
Coordinate the preparation of Program Reviews.

G. DISCIPLINE DEVELOPMENT

Promote and publicize disciplines.
Coordinate development of alumni relations.
Coordinate selection of scholarship recipients.
Oversee department web site.
Represent department at special events and professional meetings.
Coordinate and promote special events.
Promote career and internship activities.
Promote and coordinate student recruitment.

APPENDIX F

TEXTBOOK AND COURSE MATERIALS POLICY

PURPOSE

The purpose of the textbook adoption policy at Northeastern State University is to support the academic mission of the institution by providing textbooks and course materials to students at affordable prices. This policy is to define the responsibilities of all parties responsible for the textbook ordering process, including bookstore staff, faculty, department chairs, deans and administration.

Textbook prices are influenced by a number of factors. A collaborative effort to adhere to the following guidelines by NSU faculty, administrators and Bookstore staff will keep prices low and will allow the Bookstore to provide exemplary customer service to our students and faculty/staff clients. This Policy also incorporates the provisions of Oklahoma State Statue 70 O.S., which provides additional information covering Instructional Materials and Textbook Adoption Legislation. The purpose of this legislation is to give students enrolled in institutions in The Oklahoma State System of Higher Education more choices for purchasing textbooks and instructional materials.

TEXTBOOK ADOPTION PROCESS

All campuses will follow the same adoption process.

1. The book adoption process takes approximately one month (20 working days) utilizing the guidelines detailed below. The process for Summer and Fall semesters will begin February 15 and should be complete on or about March 15. The process for Winter Intersession and Spring semester will begin on September 15 and needs to be complete by October 15.
2. The Bookstore distributes textbook adoption lists and Course Book Information Request forms to each department for distribution to all faculty members. The Bookstore will distribute textbook request forms to all full-time faculty and will rely on Department Chairs to select needed adoptions for adjunct faculty. Faculty should submit their textbook requests through the department chair to the dean and then to the bookstore. If a change in textbook is needed, a Course Book Information Request form should be completed and returned to the bookstore. If you have a course which has multiple sections which require the same textbook, only submit one form and indicate it is for all sections and be sure to indicate the total enrollment in all sections. The Bookstore will disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous editions in addition to disclosing retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available. The Bookstore will request, in writing, of all applicable publishers, the State required wholesale and retail pricing information and book edition revisions, prior to each semester's adoption process. Faculty are encouraged to review this information and revise their adoptions at this time, especially if price considerations may affect an adoption choice or decision. Faculty are welcome to contact the Bookstore for book pricing information when making adoption decisions. Course Book Information Request forms are due back to the Bookstore within 10 working days. Make a copy of your textbook request for your records.
3. The Bookstore compiles a textbook adoption 'master' list to include the adoption changes forwarded by the colleges and redistributes the updated list to departments for final verification and any final changes by the department chair or dean. Revised final master lists are to be returned to the Bookstore within 10 working days.
4. With the submission of the final master list, the textbook needs are determined prior to each buy-back period by the Bookstore based on a review of class enrollment numbers provided by Enrollment Management and past book purchasing history by class and section.
5. When texts will be reused, textbook buy-back quantities are determined and an initial 'want list' is sent to textbook wholesalers to secure any used texts.
6. Following 'buy-back', supplemental quantities of textbooks are requested from either used book wholesalers and/or new books are ordered from publishers.
7. The textbook ordering system is updated and the purchasing of any new textbooks required begins.
8. The Bookstore will notify respective department chairs and/or college deans if a current adoption is determined to be obsolete or required book quantities are unavailable. This may occur when there is high national resale demand or new textbooks are out-of-print and adequate quantities cannot be obtained to support class enrollment numbers. During summer months or periods when faculty are not available to assist in providing a replacement text adoption selection(s), the information will be forwarded to the department chair and college dean for timely selection of a replacement text.
9. If there is an anticipated change in the number of textbooks that will be needed for a class (either more books to handle added sections or less books due to cancelled classes), it is the responsibility of the department chair and/or college dean to communicate the changing textbook needs to the Bookstore as soon as possible.

10. If a textbook is not going to be used for the next semester or next time the class is offered, it needs to be dropped using the Course Book Information Request Form. The decision to not use a textbook must be communicated to the Bookstore during the Adoption process in order for the Bookstore to establish buy back quantities prior to the buy back period. Note: Failure to indicate discontinuation of a textbook will require that the text be used for the next course offering.

TEXTBOOK AND COURSE MATERIALS POLICY

Faculty and curriculum committees are encouraged to adopt the most appropriate textbook(s) for content and objectives of the course with the following policy guidelines:

1. Use of the same textbook is strongly encouraged for all like course sections. This provides a better buyback market for students and less expensive books to students for subsequent classes, as long as the particular adoption is in use. Please have exceptions approved by the Provost/Vice President for Academic Affairs.
2. College deans should approve all textbook adoptions.
3. Department chairs or deans should determine book adoptions for classes which will be taught by adjunct faculty to ensure textbooks will be available at the beginning of each semester.
4. Adoption of 'bundled' textbook packages is strongly discouraged unless bundled products provide a lower overall cost to students (with buyback options being considered), as bundles generally provide no buy-back or resale value to students. Textbooks, workbooks, worksheets, CD's, DVD's, Website access cards, etc. may be adopted separately, allowing buy-back of the primary textbook and reorder of the one-time-use items.
5. Late textbook adoptions must be approved by both the college dean and the Vice-President for Academic Affairs.

“REQUIRED versus “RECOMMENDED” TEXTBOOK ADOPTIONS

The textbook adoption form should indicate whether a book is “required” or “recommended”. A textbook will be designated as “required” if, (1) the book will be used for a substantial part of the course by all instructors teaching the course sections and (2) if course activities require use of the book or if specific test material is derived from the book. If a textbook is adopted as “required”, appropriate quantities of the book will be ordered into the Bookstore. Textbook adoptions that are “recommended” will be ordered at lesser quantities according to historical sales data.

NEW ADOPTIONS

Faculty adopting and ordering new textbook editions should determine whether use of older editions will be allowed. If both old and new editions may be used, the faculty member should indicate such on the adoption form. Without this indication, the Bookstore will not buy back the older edition and will purchase adequate supplies of the new textbooks to supply the course enrollment. Allowing use of both the old and new editions allows students to purchase used books at a substantially reduced price.

CUSTOM PUBLICATIONS

Custom publications are texts that are printed or copied and bound by the Bookstore. Most custom publications are defined as professor notes given to the bookstore to be copied, bound and packaged with other materials designated by the faculty member.

1. Custom packaged editions should be used for one year: fall to summer. There is no buyback market to the students for Custom Publications. Appropriate quantities will be produced to meet class enrollment numbers.
2. Additional copies can be quickly produced, usually within 24-hours to accommodate late enrollment class size increases.

ITV AND ONLINE CLASSES

NSU will provide textbooks for ITV and online classes. The books will be ordered through the NSU bookstore when all other textbook orders are placed. Changes in textbooks for these classes will follow the same procedure as textbook changes for NSU on-campus classes. Online/distance students may order textbooks online at <http://nsuok.BNcollege.com> or by telephone at 918-444-2512.

ADDITIONAL PROVISIONS FROM OKLAHOMA STATE STATUE 70 O.S.**Section 3**

1. No employee or department at an institution within The Oklahoma State System of Higher Education shall demand or receive and payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material required for coursework or instruction. An employee or department of an institution may receive:

- A. Sample copies of textbooks or instructional materials, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores;
- B. Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee;
- C. Honoraria for academic peer review of instructional materials; and
- D. Training in the use of instructional materials and technologies.

2. No instructional material vendor or bookstore located on campus or bookstores which contract with the institution to provide bookstore services to students shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.

Revised – May 2010 to be consistent with Barnes and Noble processes and procedures and Higher Education Opportunity Act.

APPENDIX G

CONFLICT OF INTEREST OR COMMITMENT POLICY

INTRODUCTION:

Employees of Northeastern State University must be aware that outside commitments, obligations, financial interests or other employment may result in a conflict of interest or commitment which could affect the objectivity of the employees' decisions and the effectiveness of their performance.

This policy addresses some of the circumstances in which conflicts of interest or commitment may occur and sets forth principles for identifying potential conflicts and procedures for reviewing and addressing conflicts that occur. This Policy covers ALL university employees.

POLICY STATEMENT:

University employees shall not realize personal gain in any form which would improperly influence the conduct of their University duties. Employees shall not knowingly use University property, funds, position or power for personal or political gain. Employees must notify their supervisor(s) in writing of reasonably foreseeable potential conflicts. Conduct by an employee that violates the University policies may lead to disciplinary action.

DEFINITIONS:

Conflict of interest exists when an employee is in a position to influence any University business transaction, research activity or other decisions in ways that could lead to any manner or form of personal gain for the employee, or for his/her family members, other than salary from Northeastern State University, regardless of source.

Conflict of Commitment is an activity that interferes with an employee's ability to carry out his/her duties effectively. External employment, or self-employment in an employee's profession or specialty, is permitted where there is not a conflict of interest or commitment. Employees on a full-time appointment are compensated for full-time employment and outside or dual employment or other activity, whether compensated or not, that substantially interferes with the performance of an employee's University duties and responsibilities is a conflict of commitment and as such is not permitted.

Employees include all paid members of the University community including faculty, administrators, appointed personnel, classified staff and student employees, whether full-time, part-time or contract employees.

Immediate family, whether by blood or marriage, includes (1) spouse (2) parents, (3) children, (4) siblings, (5) in-laws, (6) any other individuals residing in the same household, or having a relationship with, the person covered by this policy.

Personal gain is defined as an increase in monetary or other tangible resources, promotion or achievement awards or job placement, preferential treatment in the work environment or other advantages to an employee or immediate family member due to a conflict in interest or commitment.

EXAMPLES OF CONFLICT OF INTEREST REQUIRING DISCLOSURE:

- The employee or an immediate family member owns, in whole or part, a business with which the university does or proposes to do business, and the employee is in a decision making role or otherwise in a position to influence the university's business making decisions regarding the business entity.
- Employee or immediate family member holds or assumes an executive, officer or director position in a for-profit or non-for-profit business entity engaged in activities similar to those in which the university engages.
- Employee participates in consultation activities for a business (profit or not-for-profit) which engages in activities similar to those of the university.

- Employee or family member is involved (whether by ownership interest or employment) with a firm supplying goods and services to Northeastern State University.
- Employee or family member is involved with a firm (whether by ownership interest or employment) from whom NSU leases property and/or equipment.
- Holding office, serving on the board, participating in management or being otherwise employed by any third party dealing with Northeastern State.
- Receiving remuneration for services with respect to individual transactions (other than normal employment) involving Northeastern State.

PROHIBITED ACTIVITIES:

The following activities are prohibited:

- Using University property, facilities, equipment or other resources in any manner that results in personal financial benefit to an employee or member of an employee's immediate family.
- Using university property, facilities, equipment or the employee's position at the university for the purpose of advocating, endorsing, or marketing the sale of any goods or services, other than as part of the employee's university responsibilities.
- Using university stationery or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of university business.
- Using the university's name, trademark or trade name for personal business or economic gain to the employee or a member of the employee's immediate family.
- Using any university data or information for personal financial benefit to the employee or a member of the employee's immediate family.
- Using any university employee for any outside activity during normal work time for which he or she is receiving compensation from the university (not applicable when employees are on a paid or unpaid leave).
- Participating in the selection or awarding of a contract between the university and any entity with which an employee is seeking employment or has been offered employment.
- Full time faculty and regular exempt personnel may not be concurrently employed with another employer or running a business without full disclosure to their supervisor and Human Resources.
- Receiving personal gifts or loans from third parties dealing with or competing with Northeastern State University.
- Receipt of any gift, personal or otherwise, valued at more than \$50.

PERMISSIBLE ACTIVITIES:

- Employees may accept honoraria for presentations, commissioned papers, consultation, workshops, occasional lectures, etc. Participation of faculty in scientific or professional association activities, editorial responsibilities, service on scientific or academic review boards or panel, consulting in area of expertise, textbook authorship, and research grants are encouraged provided such activities do not unduly interfere with the time and energy committed by the individuals to their primary responsibilities to the university.
- College of Optometry faculty and other licensed allied health professionals may perform duties that have been approved under faculty practice plans.

REPORTING OF POTENTIAL CONFLICTS

SELF-DISCLOSURE:

Northeastern State University faculty and staff are to disclose potential conflicts of interest and commitment resulting from direct or indirect outside business, financial, employment, or consulting interests which are related to their University employment. It is each person's responsibility to provide this information to the Director of Human Resources for review by the University Affirmative Action/Conflict of Interest Committee.

REPORTING OF POTENTIAL CONFLICT BY OTHERS:

Faculty, staff, or other individuals concerned about possible conflicts of interest or commitment may report such situations to the Affirmative Action/Conflict of Interest Committee. Such reports can be made anonymously and other guarantees can be provided that are consistent with typical protections for "whistle-blowers" provided by other government entities.

REVIEW OF POTENTIAL CONFLICTS OF INTEREST AND COMMITMENT:

If after consultation with the Director of Human Resources, it is determined that a possible violation of this policy has occurred, the matter will be referred to the Affirmative Action/Conflict of Interest Committee.

The subject of the investigation will be notified within 10 business days, unless notification would limit the effectiveness of the investigation. When it is determined that a violation has taken place, a written finding will be presented to the appropriate Vice President for action. Action will be based on the extent of the violation and the position held. Action will be consistent with the Faculty and Staff Handbooks and other governing body rules and regulations.

RIGHT TO APPEAL:

Either party has the right to appeal determination made due to violation of this policy. The appeal is made by a written request to the President of the University for review of the Vice President's decision and must be made within ten (10) business days of the date of the decision. If an appeal is not delivered to the President within the ten (10) business day period, the case is considered closed. The decision of the President shall be considered final and binding.

CONFLICTS OF INTEREST LAW:

In addition to this policy, the state has imposed laws and rules governing conflicts of interest in state employment. This Policy overlaps with but does not take place of University employees' responsibilities under state or federal law, which in some instances will include additional, and sometimes different, prohibitions, penalties and reporting duties. Federal conflicts of interest laws may also be applicable to those who receive federal grants/contracts or to those employed partly by federal agencies.

It is expected that all employees will abide by all applicable state and federal laws and regulations. There is a clear expectation that employees of the University will honor their employment commitments and will not abuse their positions at NSU by putting outside interests over the interests of the institution in the discharge of their official duties.

FREEDOM OF EXPRESSION AND ACADEMIC FREEDOM:

This policy does not purport to prohibit expressive conduct protected from severe sanctions, punishment, or other undue burdens by the Constitutions of the United States and of Oklahoma. This policy shall not be construed to authorize the University to take adverse action against any employee for consulting or outside professional activities because of the employee's viewpoint, ideology, belief, political opinion, or for any other political motivation.

APPENDIX H

POTENTIAL CONFLICT of INTEREST SELF DISCLOSURE STATEMENT

NSU faculty and staff are to fully disclose potential conflicts of interest resulting from direct or indirect outside business, financial, employment, or consulting interests which are related to their University employment. It is each person's responsibility to provide this information to the appropriate University official for review. This form may also be used by students and vendors to disclose potential conflicts of interest.

Please complete the following information and submit it to the Director of Human Resources , 116 Administration Building.

Name: _____ Department: _____

Campus Address: _____ Campus phone: _____

University title: _____

Do you have Research involved with any of the following:

Human Subjects: yes / no

Animals: yes / no

Please briefly describe the business, financial interest, outside employment, or consulting activities that are raising a potential conflict of interest. Include names, addresses, nature of interest, your role at the University and how it relates to the outside interest, and any other relevant information. Feel free to use additional sheets if necessary or attach additional documentation.

Nature of your Interest (check all that apply)

_____ Consulting/Employment

_____ Director/Officer/Partner/Agent/Manager/Advisor/Board Member position

_____ Receipt of Loan/Gift

_____ Receipt of Honoraria

_____ Receipt of Royalty Revenue/Patent Holder

_____ Research Support

_____ Other (describe)

I attest to the accuracy of these answers and, should circumstances change in the future, I will contact the Director of Human Resources to appropriately update this disclosure statement.

Signature: _____ Date: _____

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Print Name _____

I approve this disclosure filing.
Supervisor / Department Chair

Signature: _____ Date: _____

Print Name _____

Divisional Dean / Director

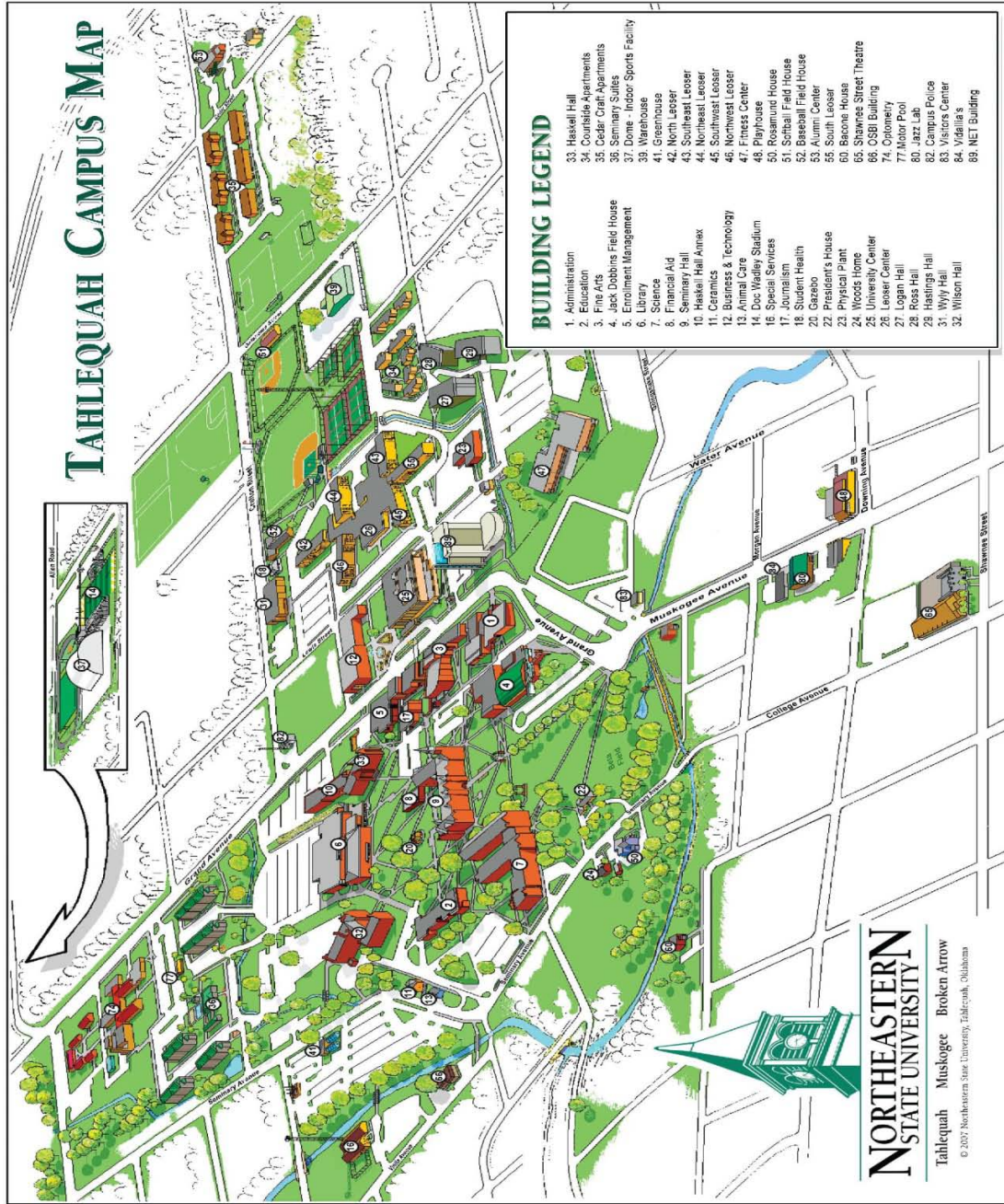
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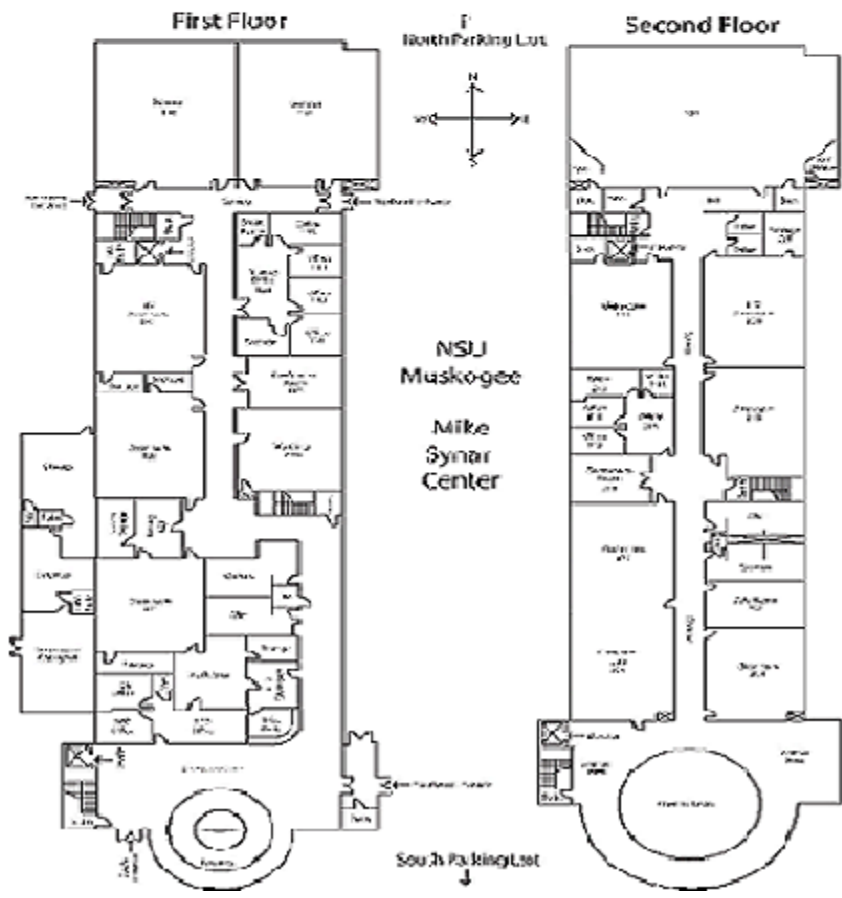
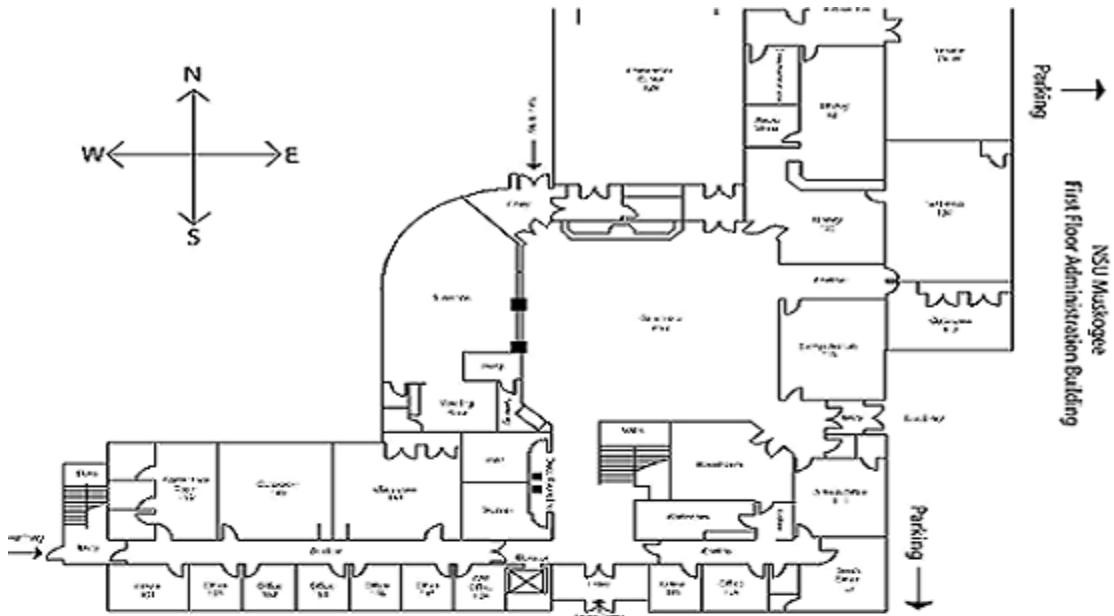
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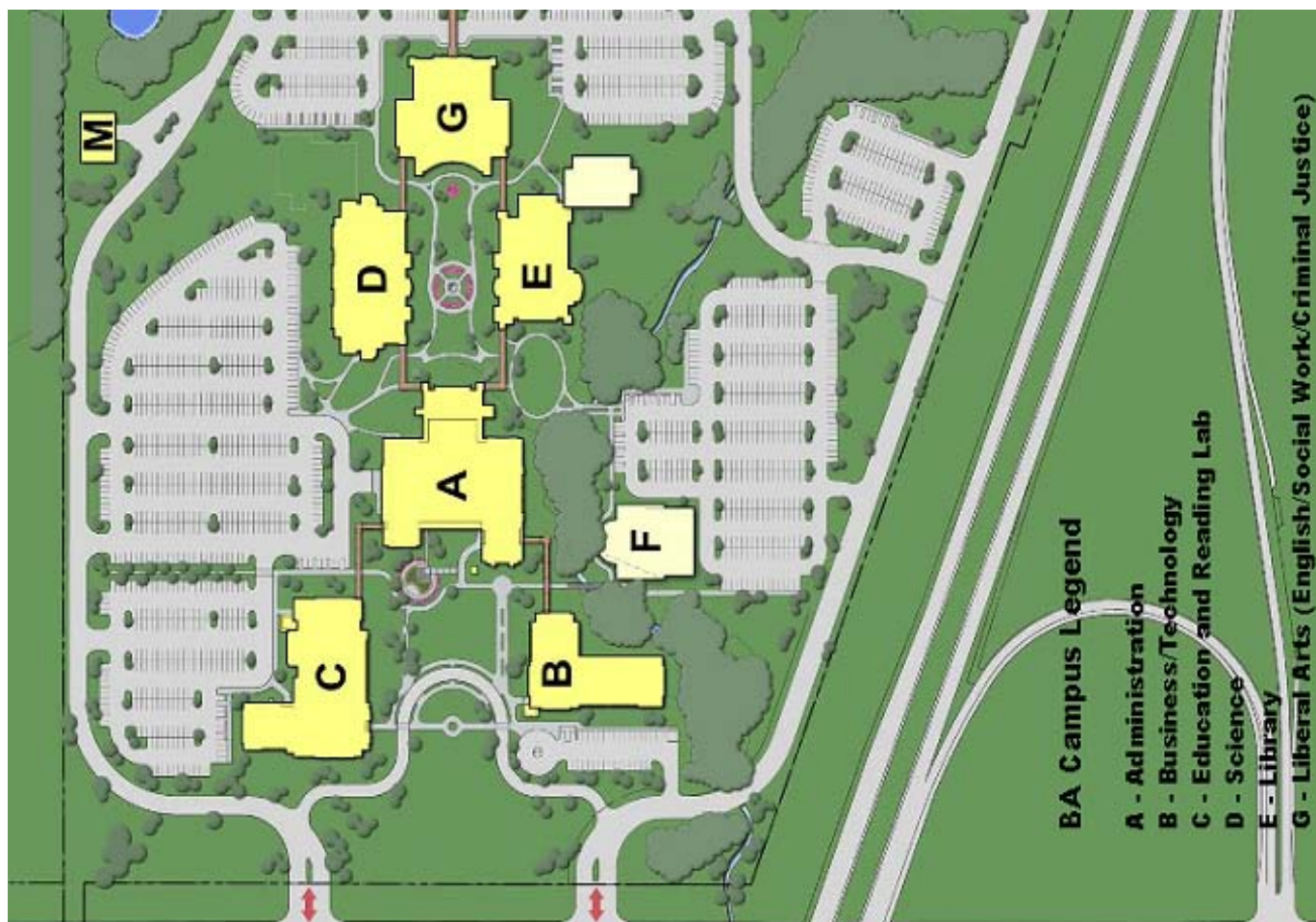
APPENDIX I

NORTHEASTERN STATE UNIVERSITY MAPS

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