

ACADEMIC POLICY MANUAL

Oklahoma Christian University is a higher learning community that educates, mentors and inspires learners to fulfill their God-given potential.

Article I. Mission Documents

Section 1.01 Mission Statement

Oklahoma Christian University educates, mentors and inspires learners to fulfill their God-given potential.

Section 1.02 The OC Covenant and Statement of Beliefs

Our Covenant and Statement of Beliefs

I believe and affirm the following:

I believe in God, who exists eternally as Father, Son, and Holy Spirit. I believe salvation is received by grace through obedient faith in Jesus Christ, who was crucified for our sins, buried, and raised from the dead. I accept the Bible as the inspired word of God and my sole sacred text. Faith is foundational to my life, and I actively worship and serve at a local church.

Oklahoma Christian University believes the following, and I will honor these beliefs:

Oklahoma Christian University exists as a community of surrendered followers of Jesus and with a commitment to expand His kingdom. **Oklahoma Christian University educates, mentors, and inspires learners to fulfill their God-given potential**.

Oklahoma Christian University was founded by members of churches of Christ on a defined set of core beliefs, which continue to define who we are as an institution. The core beliefs and values are derived from the Bible rather than the prevailing culture. While the University will always exist in a changing culture, the Biblical standards that define us are timeless and unchanging.

Oklahoma Christian University believes and is committed to being a Kingdom University. Our foundational beliefs and values as a Kingdom University include the following:

- God has always been and will always be an unchanging and good God who exists as God the Father, God the Son, and God the Spirit. (2 Cor. 13:14)
- God is the Creator of all that exists. (Genesis 1:1; John 1:1-5)
- Sin has broken our world, which calls for a cure beyond mere human ability. (Romans 3:9-24)
- God is a compassionate, merciful and forgiving God, who sent His son Jesus to the earth to provide the opportunity for salvation for all people regardless of race, economic classes, country, background or any other classification which might divide people. (John 3:16)
- Jesus came in the flesh, existed in human form and ultimately died by crucifixion so that His blood would be a payment for sin. (John 1:14, I Cor 15:3)
- The Bible is the inspired word of God given so that we might understand the nature of God and our proper response to His calling. (2 Tim 3:15-17)

- Kingdom people love God and love others. (Matt 22:37-40)
- Kingdom people strive for unity. (Eph 4:3)
- Kingdom people are called to lives of holiness, set apart from sinful practices prevalent in this world, such as greed, bitterness, gossip, drunkenness, and deceit. (I Peter 1:13-16, Eph 4: 17-5:20)
- God created humans as male and female, and His gift of sexual relations is to be experienced only within the context of marriage between a man and woman. (Mark 10:2-9, I Cor 6:18-20)
- The character of Kingdom people is transformed by the Holy Spirit and is marked by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Gal 5:22-26)
- Kingdom people treat others with love, humility, and grace, even when others disagree with us or act as an enemy against us. (Matt 5:43-48)

This statement cannot be all inclusive regarding the Biblical foundation of Oklahoma Christian University. This document is not intended to state all Biblical teachings the University holds. However, it is intended to give all employees a framework for understanding who the University is.

The University has no intention of dictating every detail of what its employees may believe. However, by signing the document, each employee affirms that he or she understands the basic foundational belief and value system of the University. Furthermore, each employee affirms that as an employee they will not speak or act in public settings or platforms in such a way that denigrates the mission, beliefs, values or reputation of the University.

Article II. General Information and Definitions

Section 2.01 Definitions

A. "Academic year"
The period from the start of the fall semester until commencement in the spring semester, though when the context so requires, it may also include the summer and winter terms.

B. "Adjunct faculty"
Individuals employed only for teaching specific courses for one or more terms.

C. "Board"
The governing board of the University known as the Board of Trustees of Oklahoma Christian University. The Board exercises all governance, fiduciary, and legal control of the University.

D. "Dean"
The individual with oversight responsibility for various aspects, including management responsibilities, for the various programs, departments, institutes, or other departments within the University's academic structure.

E. "Employee Policy Manual"
A collection of University employment and operational policies. The Employee Policy Manual is applicable to all Oklahoma Christian University employees, including faculty, The Employee Policy Manual supersedes any conflicting employment provision in this Academic Policy Manual.

F. "Faculty"
When this term is capitalized, it means full-time faculty members on a Faculty contract. When used as a lower case term, "faculty" refers to all faculty members, including adjunct faculty.

G. "Faculty Association"
The Faculty Association of Oklahoma Christian University is a body existing to foster intellectual and spiritual growth among its members and in the students entrusted to them; unite with its members, the student body, the administration, and the Board of Trustees to advance the institution's core values of faith scholarship, integrity, stewardship, and liberty; promote collegiality and community among its members; develop and express the opinions of the faculty on academic and professional matters; and make the collective experience and judgement of the faculty available to the administrative officers of the university.

H. "Program"
A course of study that requires the addition of courses or the addition of courses outside of the particular department or approval by the University's accrediting body.

I. "OC"
Short form reference for Oklahoma Christian University.

J. "OC Covenant and Statement of Beliefs"
A Board approved statement of mission that identifies some of Oklahoma Christian University's sincerely held religious beliefs mostly related to conduct expectations of members of the OC Community. Annual written affirmation of the *OC Covenant and Statement of Beliefs* is a condition of continued employment.

K. "Provost"
The corporate officer with delegated authority from the President to oversee all aspects of academics at OC.

Article III. The Academic Organization of Oklahoma Christian University

Section 3.01 The Faculty's Role in the Governance of the University

The Board of Trustees holds the President responsible for the successful implementation of Board policy, including academic policies. The President delegates oversight of the curriculum to the Provost and the Faculty. Each Faculty member may assist in the formulation of policy and to initiate action for improvement. The Faculty is central to the accomplishment of the mission and each Faculty member has the obligation to lend support to, and improve existing institutional policies and decisions.

Section 3.02 The Faculty as a Policy-Making Group

The Faculty assists the Provost in creating and implementing policies related to academic standards, admissions requirements, graduation requirements, learning methods, academic instructional processes, and programs involving academic credit. Faculty meetings are called and chaired by the Provost or the Provost's delegate. All Faculty deans are eligible to vote on matters before the Faculty.

The Faculty determines and implements the core curriculum, subject to the terms of this manual, and the University's governing documents. The Faculty approves all proposed substantive curriculum changes, except for changes necessitated by an administrative decision to delete a course, or terminate a program, major, or degree. OC Faculty members participate substantially in oversight of the curriculum including its development and implementation, its academic substance, currency, and relevance for internal and external constituencies. The OC Faculty assures consistency in the level and quality of instruction and student performance expectations. The Faculty participates substantially in the establishment of the academic qualifications for instructional personnel, and in the analysis of data and appropriate action on assessment of student learning and program completion. Faculty may propose new programs for review and approval of the Provost.

Major academic policy decisions are subject to the approval of the Provost and the President. Major academic policy decisions (1) have a significant financial impact on the University, or (2) subject the University to public scrutiny, or (3) affect the University's relationship with core constituencies, or (4) impact the mission of the University. What constitutes a major academic decision is determined at the discretion of the President.

Section 3.03 Meetings of the Faculty

A. Faculty shall meet during the week before the fall semester begins, the week after the spring semester ends, monthly as needed, during the fall and spring terms, or when convened by the Provost. The Provost or the Provost's delegate chairs all meetings of the faculty.

B. Agenda items for the monthly meetings of the faculty may be recommended by any Faculty member.

C. The Provost sets the agenda for faculty meetings.

D. Generally, Faculty votes occur electronically and votes pass or fail based on one-half (1/2) or more of the Faculty members eligible to vote.

Section 3.04 The Colleges

A. The principal work of the Faculty is carried out through the colleges.

B. The dean of each college coordinates and oversees the work of the Faculty within his or her area.

C. Each Faculty member is responsible to the dean and the department or school chair for teaching duties, advising assignments, and work outside class related to the University.

D. Faculty members must keep deans and chairs informed about their office hours, times when they must be away from campus, the focus of their course activities, and their needs in doing their work more effectively.

E. Faculty members are expected to cooperate with the deans and chairs and to work to strengthen the academic program of the University.

Section 3.05 Deans of the Colleges

The deans are central to the academic administration of the University. Selection of the dean is a cooperative process involving the administration and the Faculty members of the college. Each dean is responsible for a major area of the curriculum and faculty. The dean's chief responsibilities are faculty, curriculum, and students.

A. Selection

The Provost is responsible for recommending to the President the deans for the various colleges. The process of their selection will involve a representative search committee appointed by and chaired by the Provost or her or his appointee. The Search Committee will see that the following steps are followed:

1. in order to promote faculty and career development, positions may be restricted to internal candidates (or initially restricted to internal candidates);
2. the position is posted in appropriate national or other media;
3. an application packet is collected from each candidate;
4. all application packets are reviewed by the Committee;
5. certain candidates are screened during brief screening interviews;
6. well-qualified candidates will undergo a complete interview process on campus including interviews with Faculty in the college, other deans, representative students, various administrators, the Provost, and the President; and
7. the Search Committee shall submit its recommendation to the Provost.

B. Responsibilities

The main duties of the dean include the following:

1. promote quality instruction, faculty development and growth, and student learning and achievement;
2. serve as the first line of support for the institution’s commitment to a Christian worldview and the liberal arts philosophy of undergraduate education;
3. oversee operations of the college and planning for the college's future development and growth;
4. exercise strong leadership for teaching, research, and spiritual values among the faculty;
5. determine the caliber of academic employees who direct the learning and development of students. He or she is the primary line of contact between the administration and the faculty of the college;
6. evaluate and develop faculty competence in and out of the classroom; assist in the development and administration of faculty evaluation systems to encourage growth and improvement;
7. supervise non-faculty positions in the college;
8. oversee faculty teaching assignments in the college;
9. see that faculty teaching assignments fulfill University expectations. The normative teaching load for Faculty is 24 hours during the regular academic year, typically 12 hours during the fall term and 12 hours during the spring term;
10. promote faculty members’ personal career satisfaction. Faculty should develop improved skills and productivity as a result of the dean's leadership and encouragement. He or she should find ways privately and publicly to encourage, recognize, and reward teaching excellence;
11. assess student learning and development in the courses and programs. He or she is specifically responsible for developing and implementing with Faculty of the college a plan for assessment of student learning;
12. work with the Faculty to oversee the advisement of all students in the college;
13. mentor students, as well as faculty, for optimal growth and achievement;
14. work to keep Faculty and students actively participating in chapel and the spiritual life of the University. The dean must be an articulate spokesperson and model of Christian values in administering the college;
15. plan effective communication to the faculty of the college and work to keep faculty and student morale high;
16. encourage the leadership qualities of all faculty, students, and staff in the college;
17. develop, justify, and manage the college's budget. That process includes requests for adjuncts and regular Faculty additions;
18. effectively use the facilities and equipment which are available to the college. He or she should work closely with the Director of the Physical Plant to be sure facilities are properly maintained and kept attractive for faculty, staff, and students in the college;

19. administer the University's academic undergraduate and graduate programs and work with the college's Faculty to keep the curriculum current;
20. coordinate the development of library materials needed by the college;
21. conduct strategic planning for his or her college. He or she is expected to involve the Faculty and administration in developing a rolling five-year plan. That plan should drive the administration and work of the dean;
22. care for the image and integrity of the college. He or she will work to promote the public image of the college. He or she is responsible for representing the college to the University administration and, in turn, representing the University administration to the college. The dean also appoints Faculty members to represent the college on standing and ad hoc committees of the University;
23. make the alumni and professional groups effective sources of information, avenues for placement of graduates, and sources of influence for enhancing the reputation of the college and the placement of graduates;
24. work with the Admissions Office to coordinate faculty efforts in recruiting students for programs;
25. develop resources for the college by assisting administrators with enrollment management and fundraising;
26. conduct and guide the search for new faculty;
27. appoint chairs with the approval of the Provost; and
28. groom one or more potential successors to the position of dean and oversee succession planning at the department chair level.

All appointments are for a three-year term with reappointments allowed. Deans will be members of the Senior Academic Leadership Team (SALT), which is the chaired by the Provost.

C. Evaluation

The Provost will evaluate each dean on a regular basis. The evaluation may be conducted in conjunction with the President. In addition to the evaluation by the Provost, surveys of the faculty in the dean's college shall be done at least annually. Both the evaluation and the survey are intended to provide the dean with information that will be helpful to him or her in managing the college or programs for which the dean is responsible.

Section 3.06 Chairs of Departments and Schools

Much of the academic work of the University is accomplished by the chairs of the departments and schools. The primary duties of the department or school chairs, in collaboration with the dean of the college, include the following:

A. Responsibilities to the Academic Department

1. Collaborate with the faculty to design and deliver the curriculum.
2. Prepare each semester's course schedule.
3. Manage the department's budget.
4. Represent the department at academic meetings as needed.
5. Plan and hold regular department meetings across the full academic year.

6. Promote faculty members' career development and satisfaction.
7. Lead with a Christ-like mind and spirit.

B. Responsibilities to the Admissions Office

1. Assist the Admissions Office in the recruitment of students, including representation at campus recruiting events, meeting with prospective students as requested, reaching out to prospective students in a timely manner.
2. Direct departmental programming at new student orientations.

C. Responsibilities to the Human Resources Office

1. Recruit full-time and adjunct faculty.
2. Complete annual faculty evaluations.

D. Responsibilities to the Provost's Office

1. Be responsible for writing your department's annual assessment reports.
2. Approve faculty load reports.
3. Hear academic appeals as specified by the university's Academic Appeals policy.

E. Responsibilities to the Registrar's Office

1. Collaborate with the Registrar's office to ensure the department's academic catalog entries, eight-semester plans, and website information are up to date.
2. Review and approve course substitution forms in a timely manner.
3. Approve transfer courses in a timely manner.

F. Availability

1. Department Chairs must be reasonably responsive to electronic contact between May 1 and August 31 to address any of the above-mentioned matters.
2. As with full-time faculty, Department Chairs are expected to be available to work on campus two week immediately prior to the start of the Fall semester and for up to two weeks immediately after the end of the Spring semester.

Section 3.07 Academic Mission and Outcome Policies

A. The Board of Trustees holds the President accountable for creating an academic structure and program that effectively accomplishes the University mission and the Board's policy outcomes.

B. The President identifies and empowers a corporate officer to oversee and implement her or his vision with regard to the academic structure and mission outcomes. This individual is the Provost and is accountable to and serves at the pleasure of the University President.

C. The Provost will create and implement an academic structure and program that accomplishes the President's academic vision for Oklahoma Christian University.

Section 3.08 Academic Structure

A. The Provost shall create an academic structure with subsidiary chairs, officers, or deans of her or his choosing. The Provost empowers and holds deans accountable for implementation of her or his academic structure and program, which must be aligned with Board outcome policies and the President's vision.

B. The Provost may create colleges, departments, schools, centers, or institutes, in her or his sole discretion, with the approval of the President, and consistent with Board Policy.

Section 3.09 Academic Committees

Much of the work of the Faculty is accomplished through academic committees. Service on committees is considered part of the Faculty member's professional service to the University and is part of the way in which a Faculty member's professional performance is evaluated.

Committee purpose and membership are at the discretion of the Provost. The Provost and Faculty Association may convene committees as needed.

Section 3.10 Academic Policy Manual Changes

Faculty will have a reasonable opportunity to review and provide input on policy changes that have a material impact upon the Faculty and their work at the University.

A. Changes to Faculty Policies by University Administration

When an academic policy change has a material impact on the work, duties, and rights of the Faculty, then the Provost will:

1. provide the written proposal to the Faculty Association for review and consultation, and
2. provide the proposal to each member of the Faculty for a period of review and comment of not less than thirty (30) days.

If, after Faculty review, the Provost proposes substantive changes to the proposed policies, the Faculty Association and/or its duly constituted representative committees are given another five (5) business days in which to review and comment on the changes. Exceptions to the procedure specified in this sub-paragraph are highlighted in the sub-paragraphs below.

B. Mandatory Legal Requirements

When law or regulation requires a new or amended policy and the University administration adopts the legal requirements as its policy, the courtesy of a period of Faculty comment and review on implementation will be provided when feasible.

C. Urgent Circumstances

If an urgent circumstance makes a period of Faculty notice and comment impractical, the

Provost will ensure that Faculty have an appropriate opportunity to participate in the formation and adoption of the policy within the given time constraints.

Section 3.11 The Faculty Association

The Faculty is united as a community of scholars to provide advice and counsel to the President and Provost as needed and can do so through a variety of means, including the Faculty Association. The Provost will meet regularly with the Faculty Association's designee to ensure a healthy flow of communication important to the mission of the University. The Faculty Association has adopted a Constitution to govern its internal activities.

Article IV. The Responsibilities and Rights of Faculty Members

Section 4.01 Faculty Responsibilities and Rights

Oklahoma Christian University's mission and purposes are achieved principally by the Faculty. For this reason, faculty competence is of fundamental concern to all. The work of each professor should, therefore, be a matter of constant reappraisal, by the professor, and regular evaluation by her or his direct supervisors and the Provost.

Section 4.02 Faculty Quality of Work

Faculty work is judged on the basis of five factors:

1. Teaching,
2. Scholarship and Professional Achievement,
3. Service,
4. Collegiality, and
5. Contribution to the University's Spiritual Mission.

Each factor must be interpreted in view of the spiritual mission of the University. Criteria to be assessed in these areas must be documented and measurable. The Provost will ensure that all Faculty conduct a self-evaluation to be included in the Faculty portfolio, and that each Faculty member is evaluated by her or his immediate supervisors. Failure of a supervisor to conduct such evaluations will be grounds for removal by the Provost, and such failure will be noted in the Faculty supervisor's employment file. Annual evaluations must include documentation in each of the five factors comprising OC's **Faculty Quality of Work** standards, listed above.

Section 4.03 Teaching

A. OC is a teaching institution; therefore, performance in the classroom, studio, laboratory, rehearsal hall, faculty office, and other instructional settings is the primary factor in judging quality of work for faculty.

B. Effective Oklahoma Christian teaching encompasses:

1. knowledge of and enthusiasm for the subject matter;
2. ability to communicate effectively;
3. self-reflection and constant improvement;
4. relation of subject matter and its implications to revealed and natural truth (i.e., integration of faith and learning);
5. interest in the students' academic and spiritual growth;
6. giving regular, timely, and substantive feedback to students; and
7. timely submission of midterm and final grades.

Success in this area is measurable in a variety of ways, as noted below, and will be documented as appropriate to the discipline.

C. Evidence of quality in a teaching role will come from such sources as:

1. formal evaluations by chair, dean, and students;
2. observation of classes by department chairs;
3. letters of testimony from former students;
4. observations of professionals in the field;
5. diligence and effectiveness in academic advising;
6. professional mentoring;
7. maintenance of office hours; Full-time faculty are required to maintain a minimum of 10 office hours per week as appropriate for degree level (undergraduate or graduate) and class mode (online, hybrid, or face-to-face). Generally speaking, face-to- face classes should have some in-person office hours and online classes should have some online office hours. During office hours, faculty should be immediately available. All office hours must be posted outside the faculty member's office, in syllabi and should also be noted in OC's calendar software (i.e. Google Calendar) for the coordination of meetings. The dean will review office hours. Contact expectations (e.g., email, Blackboard discussion board, etc.) for online office hours should be clearly defined.
8. cooperation with and acceptance of equitable teaching loads;
9. staying abreast of her or his discipline with regular reading in the field;
10. continual upgrading of course materials and timely submission of syllabi;
11. regular revision and improvement of teaching strategies and lectures;
12. systematic efforts to assess what students are learning; and her or his influence on that learning and growth.

D. Materials that reflect the quality of teaching appropriate to the discipline include:

1. lists of courses taught and syllabi for those courses;
2. sample graded papers (essay/research/exam);
3. sample materials prepared for instructional purposes, including the effective use of technology;
4. solicited written evaluations from peers, academic administrators, and students;
5. reflections on teaching philosophy and the integration of faith and learning;
6. descriptions of new and/or innovative teaching methods;

7. descriptions of advising and mentoring activities;
8. teaching awards and other recognitions; and
9. descriptions of methods used.

E. Evidence of outstanding student performance and accomplishment which may reflect on the work of the teacher includes:

1. laboratory projects;
2. business simulations;
3. design portfolios;
4. literary or musical compositions;
5. performances in the arts;
6. internships in the field;
7. research, writing, and presentations;
8. achievement on standardized tests; and
9. work in professional societies.

F. Regular, Substantive Interaction (RSI)

For interactions to be considered RSI they need to meet the following criteria:

1. be primarily instructor-initiated.
2. be regular, scheduled, and predictable.
3. be relevant to course content.
4. be an integral part of the instructional plan.

Regular - frequent and consistent.

Substantive - connected to the subject of the course and contributing to the student's progress toward meeting the course objectives.

<u>Requirements for Distance Programs and Courses</u>:

Each distance learning program must have an established policy for RSI. Program policy should include:

1. At least two forms of substantive interaction in each online course. Instructors may choose from the following:
    a. Providing direct instruction;
    b. Assessing or providing individual feedback on a student's coursework consisting of more than just a letter or numerical grade;
    c. Providing information or responding to questions about the content of a course or competency;
    d. Facilitating a group discussion regarding the content of a course or competency.

2. Participation in instructor/student interaction. For interaction to qualify as RSI, it must be "scheduled and predictable." Options might include:

    a. Weekly course announcements written specifically for the course;
    b. Weekly individualized summaries or highlights of discussion posts;
    c. Regularly scheduled online review or help sessions with attendance required.
3. Instructors must be responsive to students' requests for support. Each program can define parameters for responses to requests.

**In competency-based courses, the instructor interactions with students may qualify for RSI.*

Instructor Guidelines:

1. Instructors should initiate contact with students through interactions such as individualized emails, instructor-facilitated discussions, scheduled virtual office hours (when applicable), and/or personalized feedback on assignments.
    a. Scheduled virtual office hours can take many forms and, if individually scheduled, can be facilitated by scheduling tools such as the Google calendar tool.
    b. The course syllabus or introduction should describe the expected frequency of interactions with the instructor, including times and dates of the virtual office hours, if applicable, grading feedback, announcements, and potential email communication.
    c. Weekly course announcements written specifically for the course.
    d. Weekly individualized summaries or highlights of discussion posts.
    e. Regularly scheduled online review or help sessions with required attendance.
2. Routine procedural interactions, such as reminders of upcoming deadlines or activities like assigning grades are not "substantive" on their own unless they are accompanied by personalized feedback or suggestions for improvement, such as:
    a. Announcements previewing or reviewing difficult content;
    b. Emails previewing concepts introduced in the next unit; or
    c. Listing questions for students to have in mind when reading the textbook chapters.

Specific examples:
Recorded lectures, on their own, are not considered to be RSI. To satisfy RSI criteria, they would need to be followed by a discussion forum on the topics and issues raised in the videos with a rubric outlining requirements of participation on the parts of both the instructor and the student. Instructor-provided feedback must be individual in nature rather than only directed to the class as a whole.

Auto-graded quizzes do not provide the opportunity for interactions and personalized feedback and would not qualify as RSI on their own. To satisfy the RSI criteria, the instructor would

need to follow up with an extensive summary of the most common mistakes on the quizzes and, in addition, provide individualized instructional support and feedback.

Section 4.04 Scholarship and Professional Achievement

Any person seeking academic advancement must make suitable achievement as a scholar and professional in her or his field of expertise. Faculty will seek to excel in the following areas as appropriate to the discipline:

1. Scholarly contributions to knowledge through research and writing (evidence might include lists and description of research projects, lists of publications, lists of professional presentations, evidence of serving as a journal editor, and grants written);
2. Scholarly contributions through works of art and/or design, music, theater or literature (evidence might include lists of titles of works of art and sample slides or other graphic representations; lists of titles of music composed, performed, conducted, etc.; lists of titles of original works of literature); and
3. Professional achievement through other professional activities (evidence might include lists of professional activities appropriate to the discipline, such as participating in professional associations; chairing sessions for conferences; judging student works; judging professional works; serving as a consultant, clinician, adjudicator, panelist, etc.; serving as a guest lecturer, author, composer, conductor, artist, musician, etc.; consulting, speaking, performing).

   Evidence of success in these areas includes:

   a. Records of activity;
   b. Objects or materials produced;
   c. Lists of professional honors; and
   c. Juried competitions and publications.

Section 4.05 Service

Every Faculty member should recognize that there is an important service dimension beyond assigned teaching duties or professional responsibilities, including the following:

1. Contributions to the community, such as leadership or participation in youth or civic organizations;
2. Contributions to the church, such as committee work, preaching or teaching, evangelistic campaigns, any other activities supporting local churches or parachurch organizations;
3. Contributions to the University, such as committee work, contributions to campus activities, special efforts in regard to assessment, special efforts in regard to accreditation, taking students to professional conferences and competitions;
4. Professional mentoring; and

5. Administrative duties, including director of a program within a department, department chair, director of a school within a college, or dean of a college.

Section 4.06 Collegiality

A consideration of collegiality is particularly appropriate at a Kingdom university and is given special attention when rank increases and/or tenure are under consideration. Collegiality involves relationships within the University. These interactions should support the mission and goals at each level of the institution. Among the indicators of the Faculty member's collegiality are:

1. Being considerate, kind, and caring to others;
2. Volunteering to help colleagues with common academic tasks;
3. Participating thoughtfully in discussions about University issues;
4. Participating thoughtfully in academic decision processes;
5. Fostering a sense of community and equality; and
6. Demonstrating interest and cooperation across disciplines.

Both annual evaluations and letters of evaluation for rank and tenure should specifically address the collegiality of the Faculty member. The applicant should also provide documentation of collegiality in her or his portfolio for rank advancement and tenure.

Section 4.07 Contribution to the Spiritual Mission of the University

Oklahoma Christian University takes seriously its commitments to academic and spiritual excellence. The Faculty of the University carry out this mission. Therefore, decisions regarding the hiring, promotion, granting of tenure to, and the continuation of employment of Faculty should be made with careful consideration of the Faculty member's contributions to both of those critical defining elements of the University.

In the context of Christian higher education, there are objective and subjective indicators of a Faculty member's contribution to the spiritual mission of the University. The spiritual mission and purposes of the University are outlined in official public documents such as the *Mission Statement*, the *OC Covenant and Statement of Beliefs*, the *Certificate of Incorporation and Bylaws*, the *Employee Policy Manual*, the *Academic Policy Manual*, and other documents and materials published by the University. Among the indicators of a Faculty member's contributions to the spiritual mission are:

1. Annual written affirmation of compatibility with and commitment to the spiritual beliefs and purposes of the University expressed in the *OC Covenant and Statement of Beliefs*;
2. Membership, active involvement, and regular attendance at a local church where Jesus is proclaimed as Lord;
3. Active integration of Christian faith and learning in the classroom, in scholarship, and in the development of a Christian worldview in her or his students;
4. Behavior which reflects the teaching and example of Christ and which is

consistent with the *OC Covenant and Statement of Beliefs*;
5. Verbal promotion, cooperation with, and support of the spiritual mission and purposes of the University;
6. Sponsoring and participating in activities on or off campus which are designed to nurture and mentor the spiritual dimension of students or the University's relationship with churches; and
7. Regular attendance.

Both annual evaluations and letters of evaluation for rank advancement and tenure should specifically address the Faculty member's contribution to the spiritual mission of the University. The applicant for tenure or rank advancement must specifically address her or his contribution to the spiritual mission of the University in her or his portfolio for rank and tenure.

This process is intended to be consistent with the University's commitment to academic freedom, as set forth in the University's "Statement of Academic Freedom and Responsibility" below, and is not intended to enforce conformity of belief and practice, except as deemed fundamental to the mission and purposes of Oklahoma Christian University.

Article V. Statement of Academic Freedom and Responsibility

Section 5.01 Guiding Principles

The following principles guide Oklahoma Christian University in the definition and application of academic freedom and its rights and responsibilities.

A. God and Humankind

Academic freedom at Oklahoma Christian University derives from Biblical revelations of the nature of God and of humankind. A primary principle is that God is creator of the universe and we are creatures. God is holy and God is love. Human beings are created in God's image, and as such we are to reflect God's character. As an academic institution, we embrace God's gift of human intellect through scholarly inquiry in pursuit of truth.

B. Creation is One

Another foundational principle of academic freedom at Oklahoma Christian University is that God is the author of all creation and of all truth. Therefore, nothing that is noble, good, beautiful, or otherwise worthy of being learned or investigated can be taught without relating it to life's most important questions. The foremost duty of humankind is to love the Lord, not only with all our hearts and souls, but with our all our minds as well. The second most important duty of mankind is similar—to love our neighbors as ourselves (Matthew 22:36-40).

C. Mission

Oklahoma Christian University is committed to the highest ideals of Christian education. The essence of true Christian education is that it embraces and celebrates openness, the inclusive spirit of Jesus, and an unrelenting search for truth. The mission of the University demands

freedom of inquiry and expression. Oklahoma Christian seeks to build Christian faith by helping students face profound questions and difficult challenges within the context of a supportive Christian faith community, with the aim of nurturing and creating more mature Christian faith. OC seeks to prepare its students to encounter the world with a Christian worldview. All faculty must feel safe to pursue ideas and to explore evidence wherever it may lead.

D. Community Trust

Oklahoma Christian University exists because of the trust of the faith community which called it into being, the churches of Christ. The purposes which called that faith community into being—commitment to the authority of Scripture for all of life, the unity of believers, and freedom in Christ—are the same purposes that undergird academic freedom at the University. All members of the faculty are expected to maintain and nourish that trust by upholding Kingdom principles that characterize the Christian faith and practice, regardless of church affiliation. Compatibility of the individual faculty worldview with the institutional mission is a critical factor in protecting and promoting both academic freedom and the purposes for which the University exists.

E. Christian Worldview

A Christian worldview affirms that God is the sovereign and almighty Lord of all existence and thus that human life is meaningful, significant, and purposeful. All that is done at the University reflects the worldview that there is truth and that it is revealed first in Jesus Christ, second in sacred Scripture, and third in creation. Our purposes are not to advance knowledge for its own sake; rather, we seek knowledge "for attaining wisdom and discipline; for understanding words of insight; for acquiring a disciplined and prudent life, doing what is right and just and fair" (Proverbs 1:2-3).

Section 5.02 Rights, Responsibilities, and Limitations.

Under the preceding principles, the faculty and other members of the University community have the following rights, responsibilities, and limitations regarding academic freedom:

A. Right of Academic Freedom

Within the guiding principles and limitations set forth in this policy, members of the Oklahoma Christian community are free to pursue scholarly inquiry, publish their results, and discuss controversial subjects and viewpoints relevant to their academic area without undue restriction or fear of reprisal from sources inside the University.

B. Integrity and Public Perception

All faculty are responsible to exercise integrity in their speech and actions, including the full recognition that the public will judge them and the University by their actions.

C. Controversial Materials

Every faculty member is responsible to be judicious in the use of controversial materials. Teaching on controversial subjects should be done in a manner that will nurture students' faith even as it challenges their thinking. It is not expected that individual faculty members and administration will agree on every point of religious understanding, much less on academic issues. It is expected, however, that a spirit of Christian charity, common faith, and loyalty to the unique University mission will prevail and that questions will be raised in ways that seek to strengthen rather than undermine faith. Every faculty member should be sensitive to the difference between matters that are appropriate for public or classroom discussion and those that are better discussed in private. Discussion of controversial issues beyond the scope of the subject matter of the class should be limited in frequency and duration and should occur only as such issues are pertinent to the University mission.

D. Identity, Mission, and Challenge

Oklahoma Christian University has the responsibility to maintain its identity and to pursue its distinctive mission, and it expects its faculty and staff to embrace and support that identity and distinctive mission. If a faculty or staff member desires to challenge the administration's interpretation of that identity or mission, she or he should do so in a quiet and collegial spirit, and the administration should receive the challenge with gentleness and open-mindedness, as from a brother or sister in Christ seeking truth and promoting the welfare of the institution. The institution must respect the right of the faculty and staff to ask genuine and difficult questions.

E. Political Activity

Every faculty member is entitled to broad freedom in her or his personal political beliefs, but should exercise appropriate discretion in whether and how to bring those beliefs into the classroom. They should take extra care if the political climate is excessively divisive. A faculty member may invite speakers of all political ideologies to speak in their classes on topics relevant to their subject matter. This freedom does not, however, extend to: giving the impression that the faculty member speaks for the University; attempting to use the University to further a political agenda; deviating from the purpose of the class; or undermining the mission of the University. The faculty member shall also comply with other University-wide policies regarding political activity (such as use of OC facilities), as explained in the *Employee Policy Manual*.

F. Balance of Interests

Oklahoma Christian University seeks a responsible and freedom-oriented balance in protecting individual academic freedom and maintaining institutional integrity. The institution should impose limitations on academic freedom only when there is a clear and present threat to the institutional mission. There must be freedom to challenge prevailing views, opinions and decisions, but no freedom is absolute; any challenge must be made with grace, humility, gentleness, respect for individuals, and due regard for the character and mission of the institution.

1. Narrow Construction and Final Decision

Exercise of limitations on individual academic freedom and institutional freedom should be interpreted so as not to impede the interchange of ideas. A limitation on individual academic freedom is reasonable and expected when behavior or expression seriously and adversely affects the University mission. If a faculty member believes that her or his academic freedom is unduly constrained or is informed that a limitation on her or his academic freedom is being proposed beyond the scope of this policy, the faculty member has the right to request that the matter be reviewed by a Dispute Resolution Panel comprised of the then serving Faculty Association President and two faculty members, one appointed by the Provost and the other by the dean of the college in which the faculty member serves. This Dispute Resolution Panel shall make a formal recommendation to the President before a final decision is made that would have a continued and adverse impact on the academic freedom of the faculty member.

2. Cessation of Harmony with Mission

Oklahoma Christian University respects the rights of faculty to evaluate, study, investigate, question, and believe as dictated by their conscience and an honest search for truth. However, when a faculty member ceases to believe and act in substantial harmony with the mission of the University, it is incumbent upon that individual to recognize that disharmony and voluntarily seek employment elsewhere, regardless of tenure or other perceived contract rights. If the individual does not do so in a timely manner, then it is the responsibility of the institution to protect its mission and take necessary steps to dismiss the individual, taking into consideration the individual's potential contractual compensation rights. The Provost, in consultation with the Chief HR Officer may impose lesser sanctions in an effort to bring resolution or reconciliation when a faculty member appears to be out of harmony with the University's mission. Annual affirmation of the *OC Covenant and Statement of Beliefs* is a condition of employment for all employees.

3. Spiritual Mission

As used in this document, the spiritual mission and purposes of the University are clearly defined in official public documents such as the *OC Covenant and Statement of Beliefs*, the *Mission Statement*, the *Certificate of Incorporation*, and *Bylaws*, the *Employee Policy Manual*, and other documents and materials published by the University.

Article VI. Faculty Rank

Section 6.01 Faculty Status

All teaching appointments shall be classified as one of the following, depending on the purpose, longevity, experience, and other relevant criteria affecting faculty appointment.

A. Adjunct Faculty

These individuals are typically employed only to teach specific courses on a semester-by-semester basis. Deans recommend the appointment of adjunct faculty, if approved by the Provost, the Academic Operations Manager prepares an adjunct agreement for the semester. The Provost determines whether or not to issue the adjunct employee agreement based on the following adjunct qualifications:

1. Relevant academic degree that is one level above the level to be taught;
2. Meets requirements specified by a specialized accrediting body;
3. Eighteen or more hours of relevant graduate work;
4. Five or more years of experience in the field with a minimum requirement of a bachelor's degree, with teaching as a one-year exception only, as granted;
5. Widely recognized expertise in the field; or
6. Instructor of Record Agreement required.

Deans and department chairs shall orient new adjunct faculty to the University, making certain that they understand and support the University's spiritual mission and core values; have read and agree to abide by the conduct expectations expressed in the *OC Covenant and Statement of Beliefs* and annually affirm them in writing; have official transcripts and signed employee agreements on file in the office of the Provost; and understand the pertinent academic policies, including policies concerning the construction of syllabi, the submission of mid-term and final grades, student absences, and academic honesty.

Adjunct faculty are expected to be available to assist students through email, phone, and an appropriate number of office hours as determined by the dean, in concert with all applicable laws or regulations.

Adjunct faculty will be provided appropriate technology and tools to do their job, but are not guaranteed office space.

B. Non-Tenure-Track Faculty

These individuals are generally employed to teach on a full-time basis, but do not qualify for tenure and acquire no rights of continuation, except the right of notice of non-renewal as specified herein. These Faculty members qualify for rank above the level of Instructor if they meet the criteria and are approved for higher rank. If they teach 50% or more of the normal

faculty load, they may participate in Faculty meetings, serve as Faculty on committees, and be members of the Faculty Association. Individuals may be offered a Non-Tenure-Track Faculty appointment for any of the following reasons:

1. they do not possess one or more expected qualifications of Tenure-Track Faculty;
2. they have applied for and been denied tenure;
3. they have failed to apply for tenure at the designated time for application;
4. they are hired in a department where there is already a predominance of tenured and tenure-track Faculty; or
5. for other legitimate reasons as determined by the Provost.

Unless previously denied tenure, Non-Tenure-Track Faculty may be appointed to tenure-track positions at the discretion of the Provost.

C. Tenure-Track Faculty

These individuals are employed full-time to 1) teach and 2) pursue scholarly activities, or substantially full-time with release time for other academic duties, but have not yet been granted, denied, or failed to apply for tenure; they participate in the Faculty rank system and acquire the rights set forth for tenure-track Faculty.

D. Tenured Faculty

These individuals are employed full-time to 1) teach and 2) pursue scholarly activities, or substantially full-time with release time for other academic duties, and have been granted tenure; they participate in the Faculty rank system and have all the rights of tenure set forth in this *Academic Policy Manual*.

Section 6.02 Rank System

A. Initial Rank for New Faculty

When hiring a Faculty member, the Provost will seek to assign rank based on experience and education commensurate with experience and education as generally reflected throughout the Faculty of the University and consistent with the criteria for rank set forth herein. The Provost will determine the initial rank of new Faculty in consultation with the appropriate dean. The Faculty rank shall be clearly stated in the Faculty employment agreement.

When a Faculty member is hired:

1. HR will notify that Faculty member in writing of her or his rank;
2. Any special considerations or requirements that may affect a Faculty member's application for rank increase or tenure will be included in the Faculty offer letter;
3. The Provost will include those notifications in the Faculty member's permanent file; and

4. The Faculty member will make copies of those notifications available to the Rank and Tenure Committee when the Faculty member applies for rank increase or tenure.

B. The Rank and Tenure Committee

1. Membership: The membership of the Rank and Tenure Committee shall consist of one elected member from each College and five (5) at-large members. The members must be tenured Faculty and must hold the rank of Associate Professor or higher unless an exception is approved by the Faculty Association's Executive Committee. The immediate past chair shall remain on the committee as a non-voting advisor to the Chair.
2. Election: The members of the Rank and Tenure committee for the following academic year will be elected by their departments and by the Faculty Association each year between spring break and the spring Faculty workshops held in April/May. The Faculty Association's Executive Committee will be responsible for providing a slate of nominees for all elected positions and will administer the election. Members may be re-elected for successive terms. If any elected member of the Committee is unable or ceases to serve with at least six months remaining in her or his term, a replacement will be elected through the process stated above to serve the remainder of the term. If there are fewer than six months remaining in the term, the Faculty Association's Executive Committee may appoint a replacement.
3. Chairperson: The Committee shall select its own chairperson.
4. Fall Workshop: The chair may plan and implement a "Fall Workshop" for all interested faculty, especially those who will apply for Rank increase or Tenure during that current academic year, as well as deans who will provide supporting information.
5. Recusal: In certain circumstances, it will be appropriate for a member of the Rank and Tenure Committee to recuse himself or herself from discussing or voting on a particular matter. For example, where a member of the committee is related to or reports to an individual applying for rank or tenure, it would be advisable for that committee member to recuse himself or herself from any discussions about or votes regarding that colleague.

C. Process for Promotion in Rank

The process for rank increase involves the following:

1. Faculty Member–application
2. Department Chair–review and recommendation
3. Dean-review and recommendation
4. Rank and Tenure Committee–review and recommendation
5. Provost–review and recommendation
6. President–review and final approval

D. Calendar for Rank Increases

Applicants for rank increases should observe the following dates. In extraordinary circumstances, the Provost may grant an exception.

1. **April 1**: Prior to midnight April 1, of the academic year preceding the academic year in which the application will be reviewed, the applicant must 1) submit a letter of intent to the Provost, specifying the rank sought; 2) request a letter of recommendation and support from her or his dean (the Applicant is solely responsible for providing relevant supporting material to her or his dean if necessary to properly prepare the required letter of support in the format requested by the Rank and Tenure Committee); 3) request classroom observations by colleagues as deemed appropriate.

   Once received the Provost will 1) notify the then serving Chair of the Rank and Tenure Committee; and 2) provide the applicant with a comprehensive guideline of the Rank and Tenure application process.

2. **July 15:** All letters of recommendation, evaluations, and observations from University personnel must be completed and made available to the Applicant no later than July 15 of the summer before consideration, or as soon thereafter as reasonably practicable once the recommender has had the opportunity to review the portfolio. The dean may request an abbreviated portfolio or other materials in advance of the deadline for submitting the letters of recommendation. Each letter of recommendation shall specifically address each criterion for promotion, as well as provide any other information deemed appropriate.

3. **August 1**: Faculty member applicants must submit their formal Application for Rank Increase, along with their complete portfolio (see below), no later than midnight, August 1 of the summer immediately preceding the academic year in which the application will be reviewed by the Rank and Tenure Committee.

4. **December 1**: The Rank and Tenure Committee will meet early in the fall term to evaluate applications for rank increase. During this time, the Committee may request a meeting with the candidate's dean. Written positive or negative recommendations of the Rank and Tenure Committee, along with an explanation of the reasons for the recommendation and all supporting materials, will be submitted to the Provost and the applicant no later than December 1.

5. **January 15**: The Provost shall submit to the President her or his recommendation, along with the recommendation of the Rank and Tenure Committee and all supporting materials and explanations, no later than midnight January 15.

6. **February 15**: The President shall communicate her or his decision on the application, to the Provost, no later than midnight February 15.

E. Mid-Year Start Dates and Part-time Work

Faculty hired on start dates other than the fall semester may not be awarded promotion on the half year. Faculty with part-time employment agreements for part or all of their time served must have worked the equivalent of a full load for the required period of time.

F. Confidentiality

The Rank and Tenure Committee discussions, materials, and decisions, and the comments and actions of others involved in the recommendation and approval process shall be held in the strictest of confidence.

G. Granting of Rank Increase

If the Provost and the President concur with the positive recommendation of the Rank and Tenure Committee, then the decision shall be deemed approved and said approval shall be documented with the signatures of the President and the Provost and copies provided promptly to the applicant and the Rank and Tenure Committee.

H. Effective Date

Rank increases are effective at the beginning of the academic year following all approvals. If approval is delayed beyond the beginning of an academic year through no fault of the applicant, the President may, but is not required to, make the approval effective at an earlier date.

I. Appeals

1. Appeal of Rank and Tenure Committee Recommendation.

Applicants may appeal a denial of rank increase by the Rank and Tenure Committee by submitting a formal appeal letter to the Committee Chair prior to midnight of the fifteenth (15th) day following delivery of the denial. The Committee must meet with the applicant to discuss its reason for the denial, prior to midnight of the fifteenth (15th) day following the Committee Chair's receipt of the appeal letter. The appeal will relate only to the reasons for denial stated in the documentation provided by the committee with their original decision. The Faculty member will have the opportunity to bring forward additional evidence which she or he feels might overcome the reasons the committee gave for its denial. The discussion will not include how individual members of the committee voted or any other matter which would violate the confidentiality under which the Rank and Tenure Committee is expected to operate. If this discussion does not resolve the issue, the Faculty member may appeal directly to the Provost and the President. The Provost and the President may review the appeal by conducting their own study of the case or may appoint a committee of Faculty members to assist in reviewing the appeal. The President may either uphold the denial, in which case the denial is final, or may overturn the denial and grant the requested rank increase. If the candidate is also applying for tenure, and the Rank

and Tenure Committee has already met with the candidate about concerns, a separate meeting regarding issues of tenure will not be held. The Committee Chair will send the appeal directly to the Provost and President.

2. Denial by the President or the Provost.
If either the President or the Provost denies a recommendation for rank increase from the Rank and Tenure Committee, they will individually or collectively meet with the committee and with the applicant to discuss that disagreement. If those discussions do not resolve all objections, the Provost or President will provide a letter to the committee and to the applicant outlining the reasons for denial of the committee's recommendation, and that denial shall be final.

J. Documentation
All applications, decisions, appeals, and dispositions of appeals for rank increases shall be in writing and all conclusions and decisions shall be clearly stated. All written documents shall be provided to the applicant, shall be made available to the Rank and Tenure Committee, and shall be retained in the Faculty member's permanent file. All supporting materials shall become part of the Faculty member's permanent file except for original works, which will be returned after copies are made for the file.

K. Reapplication
If an application for rank increase is denied, an applicant may reapply the following year or thereafter upon providing evidence that the reasons for the prior denial have been resolved.

L. General Policies Regarding Advancement in Rank

1. Advancement in rank is not automatic. Applicants must meet the criteria stated for each rank *before* being eligible to apply for that rank prior to midnight April 1 of the academic year preceding the academic year in which the application will be reviewed. Administrators who have attained rank as Faculty will continue to hold that rank. Administrators who teach at least a half-time Faculty teaching load as a regular part of their duties will be given academic rank on the basis of their qualifications.

2. Any changes in a person's qualifications during a year will be considered in determining rank for the following year. A person who begins employment mid-year will be assigned the rank to which she or he is eligible at the point of beginning her or his work.

3. Faculty who expect to complete degrees during the application, evaluation, and approval processes should submit their request for rank increase if the degree completion will affect their status. However, if a rank increase is approved, that rank increase will be effective only if and when the degree is actually completed. If a faculty member fails to complete a degree before the beginning of the

academic year for which the approval would have been effective, the rank increase will be effective only at the beginning of the academic year following the completion of the degree. If the application is denied because the degree has not been completed, the applicant must reapply for a rank increase when the degree is completed.

4. Discussions regarding progress toward rank will occur during the Faculty member's annual evaluation by her or his department chair. The department chair shall visit one or more classes taught by the Faculty member to have additional information regarding the Faculty member's progress.

M. Criteria for Evaluation of Applications for Rank Increase

1. Faculty Portfolio

Faculty members applying for promotion in rank or tenure must include in their portfolios their professional resume and the information specified in this manual regarding **Quality of Work**. Specific materials that must be included are:

a. copy of the Letter of Intent submitted to the Provost;
b. application form submitted by the candidate requesting rank increase and/or tenure; include explanation of any special accommodations, i.e., credit for equivalent teaching or early tenure;
c. letter from dean of the respective college;
d. letter from a church leader attesting to the candidate's ongoing participation in a local church;
e. professional resume or CV;
f. personal statement of faith;
g. evidence of **Faculty Quality of Work**;
    i. **Teaching**, including integration of faith and learning, **Scholarship or Professional Achievement**,
    ii. **Service** (if administrative duties are included in the candidate's responsibilities, these should be specified and evaluations from the appropriate supervisors provided.)
    iii. **Collegiality**,
    iv. **Contribution to the Spiritual Mission** of the University, (Chapel attendance is considered one indicator).
h. personal evaluations (since prior employment action);
i. course evaluations; and
j. any additional materials may be added as appendices or addenda.

These materials should be included in the order listed and organized under the appropriate electronic folder. Candidates are urged not to include extraneous materials in their portfolios. Syllabi should not be included other than as needed to demonstrate the integration of faith or regular updating of the course in the

Faculty member's teaching.

2. Academic Preparation

Graduate study and attainment of post baccalaureate degrees from recognized academic programs are used as the primary measure of academic preparation. Master's degrees and doctorate degrees are used as the principal measures; in some rare instances, however, a teacher may establish an equivalent level through a terminal degree in special fields or through outstanding recognition, experience, or achievement in her or his profession.

3. Experience

Teaching at the college level is the primary measure of experience for advancement in rank, but some other types of relevant experience are also recognized. Where experience other than at the college level can be applied, these equivalents will be allowed:

a. One year of credit will be given for each two years' teaching experience below the college level (but not to exceed three years of credit).
b. One year of credit will be given for each three years' practical service directly related to the teaching field.
c. Actual class or laboratory instruction as a graduate assistant will be credited on a basis of 24 semester hours of teaching equaling one year of experience. Normally, a year of teaching experience is credited for eight or nine months of full-time teaching. No more than one year of experience will be credited for any 12-month period. These experience equivalents do not apply to the qualification for tenure.

The Faculty Rank and Tenure Committee may give special consideration to college level experience other than teaching, even counting it as some portion of the required college-level teaching experience should the committee so determine. This determination will be based on the extent to which the college non-teaching experience may be considered as preparation for teaching at OC.

N. Policies for Individual Rank

1. Instructor

A faculty member may be appointed to this rank if she or he has a master's degree and does not qualify for a higher rank. No experience in teaching is required. Only in exceptional cases and upon condition of completing a master's degree in a reasonable time (specified in the initial agreement) will one without the master's degree be appointed.

2. Assistant Professor

For appointment to the rank of Assistant Professor, a Faculty member must have one of the following qualifications:

a. hold a doctor's degree or the recognized terminal degree within the applicant's discipline, or
b. have, in the opinion of committee, an acceptable level of **Quality of Work** and meet one of the following qualifications:
    i. hold a master's degree plus 30 additional hours of graduate study and three years of teaching experience, or
    ii. be at the dissertation stage of a doctorate, or
    iii. hold a demonstrably equivalent level of standing in her or his profession as defined and documented in writing by the Provost. Faculty members applying for rank increase should include such documentation in their portfolio.

3. Associate Professor

For appointment to the rank of Associate Professor, a Faculty member must:

a. hold a doctor's degree or the recognized terminal degree within the applicant's discipline,
b. have a total experience of at least six years of teaching, and
c. have evidence of a **Quality of Work** greater than that expected for the Assistant Professor, thus demonstrating excellence in those items.

4. Professor

For appointment to the rank of Professor, a Faculty member must:

a. hold a doctor's degree or the recognized terminal degree within the applicant's discipline
b. have at least five years as an Associate Professor, and
c. have evidence of **Quality of Work** greater than that expected of the Associate Professor, thus demonstrating distinction in those items.

5. Distinguished Professor

The University also recognizes in a special way the few who exceed the requirements of the professorial rank. To be a full Professor is to be recognized as an excellent scholar, teacher, and servant to church and community. The Distinguished Professor rank, therefore, is intended to recognize additional qualities or achievements which exceed the requirements of full Professor. The award is NOT primarily a means of recognizing long standing service or longevity *per se* but rather is an award for distinctive teaching, scholarship, and Christian service.

Through meeting the criteria specified in the section entitled Distinguished Professor Additional **Quality of Work**, the person meriting this award has distinguished himself or herself among those within her or his own rank and within the candidate's discipline regionally or nationally. The candidate must have taught at least seven years at the Professor level. The candidate must be recommended by the relevant dean or the

Provost.

a. Distinguished Professor Additional Quality of Work Criteria.
In addition to the academic **Quality of Work** standards criteria applicable to all Faculty the Distinguished Professor demonstrates some or all of the following criteria:

i. Teaching

- keeps abreast of her or his discipline with regular reading in the field (documentation provided by an annotated and dated bibliography);
- continually upgrades course syllabi and bibliographies;
- regularly revises and improves teaching strategies and lectures;
- makes systematic efforts to find out what students are learning and her or his influence on that learning and growth;
- makes continued efforts to add to library, labs, and instructional media related to the teaching area (documentation provided by requests for materials for the library, labs, media, etc.);
- demonstrates effective advising for majors, minors, and students in courses; vii) exhibits high quality of teaching as reflected in all formal evaluations, peer observations, and rank and tenure observations in the Faculty member's personnel file;
- experiences high demand for classes; and
- effectively and consistently integrates faith and learning in the curriculum.

ii. Scholarship and Professional Achievement

- publishes articles in scholarly journals;
- publishes scholarly books or chapters in scholarly books;
- presents papers at scholarly conferences;
- receives local, regional or national fellowships or grants;
- serves as a visiting professor/lecturer;
- receives recognition for artistic or other creative efforts;
- holds an office in a state, regional, or national organization;
- serves as a consultant in areas directly related to teaching specialization;

- participates in professional development activities, seminars, etc.; and
- demonstrates leadership in the production of faith-informed scholarly works and activities which effectively integrate faith and learning.

iii. Service

The Distinguished Professor serves the University, church, or community in ways such as the following:

- Community; and
- leading or serving in local government or civic and social organizations.

iv. University

- being elected to or selected for a University or Faculty Association committee;
- serving on or chairing special committees involving work and research of Faculty or students;
- serving as dean;
- being elected to a Faculty Association office;
- serving as a club sponsor;
- leading in student academic activities; and
- providing significant positive influence among colleagues in regard to intellectual and moral leadership for the campus.

v. Church

- holding leadership, teaching or other roles in the church or related organizations;
- participating in lectureships, workshops or other similar activities;
- writing articles in religious publications;
- leading in a spring, fall break, or summer campaign; and
- leading or serving in benevolence, missions, or other church ministries.

vi. Collegiality

A candidate for Distinguished Professor should demonstrate leadership in developing and exhibiting collegiality among Faculty and staff.

vii. Contribution to Spiritual Mission

A candidate for Distinguished Professor should be:

- acknowledged as a spiritual mentor, leader, and/or servant on campus;
- influential in developing and enriching the spiritual

lives of students;
- influential in strengthening the spiritual mission of the University;
- exemplary in regard to the life encouraged by the Oklahoma Christian Covenant and Statement of Beliefs; and
- exemplary in participation in chapel.

b. Distinguished Professor Procedures.
Recommendations for the rank of Distinguished Professor may be initiated by the relevant dean. Such recommendation must be made in writing setting forth in summary why the candidate qualifies for this distinction. The written recommendation must be delivered to the committee by **September 30** for the committee to consider during the next academic year. Once the recommendation is made, the process for gathering information, submitting applications, and considering the recommendation is similar to the process for a normal rank increase. After the written recommendation is submitted, the Distinguished Professor candidate must submit an intent to apply by **April 1** to the office of the Provost and submit a complete portfolio by **July 15**. The Provost and the Rank and Tenure Committee will then work together to identify an off-campus consultant to assist in the Distinguished Professor evaluation process.

The application for Distinguished Professor is reviewed by: (1) the Rank and Tenure Committee, which will individually visit classes of the applicant and conduct interviews with at least ten students (preferably seniors) and alumni to gain insight into the teacher's effectiveness; and (2) an off-campus advisor (selected by the Provost and the Rank and Tenure Committee), who will serve as a consultant to the Rank and Tenure Committee as it reviews candidates and help evaluate the achievement in relation to achievements of faculty members at similar types of institutions.

The Rank and Tenure Committee will make recommendations about candidates for Distinguished Professor status in regular session after conferring with the advisor.

An applicant who is denied Distinguished Professor status may not be recommended for that status for three years following a denial.

Article VII. Faculty Tenure

Section 7.01 Tenure Policy

Faculty members at Oklahoma Christian University are selected because of their academic and personal qualifications and the expectation of their success as teachers and spiritual mentors. Tenure at Oklahoma Christian University implies a "goodness of fit" as measured by an individual's commitment to and active support of the academic and spiritual mission of the University. This Tenure Policy is designed to enable Oklahoma Christian University to protect its distinctive mission as well as the rights of its Faculty as they relate to academic freedom and tenure.

At Oklahoma Christian University tenure means two things: a continuing offer of employment in the field of the Faculty member's specialization and in the department in which tenure is obtained (subject to the requirements and limitations set forth in this policy) and formal acknowledgment of a Faculty member's competence in meeting the standards and expectations of the institution. The following explanations help in understanding the concept of tenure.

A. Granting of tenure to a Faculty member is an official acknowledgement by the University of her or his qualifications as a Christian teacher and scholar and as a contributor to the mission of the University. It is a statement of confidence in a Faculty member and an assurance that she or he is given support and protection by the administration and the Board of Trustees, unless there is a patent reason to withdraw their confidence as set forth in this policy, or in the Employment Agreement.

B. Rank and tenure are separate processes. However, achievement of the rank of Assistant Professor or higher is a requirement for obtaining tenure.

C. Tenure is a privilege accorded to those Faculty members who have demonstrated, and who continue to demonstrate, their worth to the University through a sufficiently long period of service. The awarding of tenure demands from the tenured Faculty member a commitment of ability, excellence, and energy in support of the mission and goals of the University.

Section 7.02 Hiring Faculty with Tenure

A. On rare occasion, the University may grant tenure to certain highly qualified faculty at initial employment. Such Faculty member shall hold a terminal degree or the recognized terminal degree within the applicant's discipline, be recognized as a scholar in her or his discipline and have held a tenured position at another university. The faculty member shall sign the *OC Covenant and Statement of Beliefs* prior to being offered employment.

B. The Provost shall assess whether the grant of tenure upon initial employment is appropriate. When possible, the Provost will consult with the Rank and Tenure Committee when granting

tenure on initial employment. Tenure upon initial appointment is subject to the approval of the President, the Academic and Student Operations Committee of the Board of Trustees, and the Board of Trustees.

C. The Provost may negotiate the timing of a newly hired Faculty member's eligibility for application for tenure. Regardless, the Faculty member's probationary period shall generally be at least three (3) years.

Section 7.03 Summary of Process for Achieving Tenure

The process for achieving tenure involves the following:

1. Faculty Member–appointment in a tenure-track position, participation in the interim review processes, and application;
2. Department Chair-review and recommendation;
3. Dean–review and recommendation;
4. Rank and Tenure Committee–review and recommendation;
5. Provost–review and recommendation;
6. President–review and recommendation;
7. Academic and Student Operations Committee of the Board of Trustees–review and recommendation; and;
8. Board of Trustees–review and denial or approval.

Section 7.04 Calendar for Tenure

These dates may be modified with the approval of the Provost or the President.

A. Appointment and Calculation of Years of Service.

Faculty employment agreements shall clearly state that the appointment is tenure-track, regardless of whether the appointment occurs at initial employment or occurs later. Years of service will be calculated from the actual start date at OC, unless during the hiring process the Provost clearly communicates in writing in the employment agreement that credit for years of service at another institution will be granted. Faculty hired on start dates other than the fall semester may not be awarded tenure on the half-year. Faculty with part- time agreements for part or all of their time served must have worked the equivalent of a full load for the required period of time.

Years 1-5 Pre-tenure annual reviews (see below).

Year 5 Applicants for tenure should observe the following dates. In extraordinary circumstances, the Provost may grant an exception.

1. **April 1**: Applicants for tenure shall (1) submit a Letter of Intent to Apply for Tenure to the Provost no later than April 1, during the Applicant's fifth (5th) year of teaching or professional responsibilities at Oklahoma Christian University; (2)

Request letters of recommendation from the dean. The Applicant is responsible for providing supporting documentation for the dean to prepare the letter of recommendation according to the specifications of the Rank and Tenure Committee; (3) The Applicant shall request the dean to determine whether a majority of the tenured faculty within the Applicant's department support the Applicant's application for tenure; and (4) Request classroom observations by relevant colleagues as deemed appropriate. Upon receipt of the Letter of Intent, the Provost will: (1) notify the the Rank and Tenure Committee Chair and (2) provide to the Faculty member the Guidelines for Rank and Tenure application, which list all pertinent portfolio requirements, procedures, and deadlines.

2. **July 15**: All letters of recommendation, evaluations, and observations from University personnel must be completed and made available to the Applicant no later than July 15 of the summer before consideration, or as soon as reasonably practicable thereafter once the recommender has had the opportunity to review the portfolio. The dean may request an abbreviated portfolio or other materials in advance of the deadline to assist in preparing and submitting the letters of recommendation. Each letter of recommendation shall specifically address each of the Committee's criterion for tenure, as well as provide any other appropriate information.

3. **August 1**: Faculty members must upload their formal Application for Tenure, along with their complete portfolio (see below), no later than August 1.

4. **January 15**: The Provost shall submit to the President a recommendation, along with the recommendation of the Rank and Tenure Committee and all supporting materials and explanations, no later than January 15.

5. **March 15**: The President may interview the applicant and submit to the Academic and Student Operations Committee of the Board of Trustees a recommendation, along with the recommendations of the Provost and the Rank and Tenure Committee, and all supporting materials no later than March 15, or ten (10) days prior to the Board of Trustees spring Board meeting, whichever is earlier.

6. **Board Spring Meeting**: The Academic and Student Operations Committee of the Board of Trustees shall review the recommendations and supporting materials and make its recommendation to the Board of Trustees. At its option, the Academic and Student Operations Committee of the Board of Trustees may require a candidate for tenure to meet with the committee. Generally, the Board of Trustees will review the recommendations and make a final decision regarding whether or not to grant tenure, during its first meeting following March 15.

Section 7.05 Confidentiality

All participants in the tenure process shall maintain strict confidentiality with regard to deliberations, communications, and decisions, during the tenure review process.

Section 7.06 Granting of Tenure

If the Board of Trustees concurs with the positive recommendation of the President and the Rank and Tenure Committee, then the decision shall be deemed approved and said approval shall be documented with the signatures of the President and the Provost and copies provided promptly to the applicant and to the Rank and Tenure Committee. The Board reserves the right to deny tenure.

Section 7.07 Effective Date

Grants of tenure are effective at the beginning of the academic year following the Board of Trustees' approval. If approval is delayed beyond the beginning of an academic year through no fault of the applicant, the President may make the approval effective at an earlier date. If a tenure approval occurs after a Faculty agreement is issued, then a revised Faculty agreement will be prepared, and appropriate tenure language adjustments will be made promptly following the final approval. The granting of tenure does not affect the salary of the Faculty member.

Section 7.08 Pre-Tenure Annual Reviews

Tenure-track Faculty will be scheduled for comprehensive annual reviews with the dean during the spring term each year of the pre-tenure period. While these reviews will play a role in tenure decisions, their primary purpose should be to provide the Faculty member with an annual assessment of her or his quality of teaching, professional responsibilities and contribution to the mission of the University. The review should include specific goals and methods to improve that performance and contribution.

A. Prior to each of these reviews, the Faculty member may submit materials that she or he believes are helpful to the dean in making an accurate evaluation of her or his performance.

B. The dean may also consider the Faculty member's course evaluations, and dean's evaluations, copies of which will be provided to the Faculty member at least one week in advance of the review meeting(s).

C. The dean is encouraged to visit one or more classes taught by the Faculty member to have additional information regarding the Faculty member's progress. Copies of all materials submitted by the Faculty, evaluations of Faculty and any minutes of Faculty review meetings will be put in the Faculty member's personnel file and are available to the Rank and Tenure Committee considering the Faculty member's application for tenure.

Section 7.09 Qualification for Tenure

Tenure is not automatic. Prior to appointment to a tenured position, a Faculty member must have demonstrated an appropriate level of Quality of Work and proven to be a significant contributor to the mission of the University. Additional required qualifications of Faculty seeking appointment to a tenured position are as follows:

1. The Faculty member shall have observed and continue to adhere to the requirements for appointment to the Faculty of Oklahoma Christian University.

2. The Faculty member shall have consistently conducted her or his behavior in a manner consistent with the *OC Covenant and Statement of Beliefs*, have annually affirmed belief in the University core religious beliefs expressed in the *OC Covenant and Statement of Beliefs*, and be an active member of a local church, as attested by a letter from the Faculty member describing her or his membership and participation and by a letter from the congregation's leadership.

3. Unless otherwise determined by the Provost in compliance with other portions of this policy manual, the applicant must apply for tenure during the fifth (5th) year of service in a tenure-track position. The applicant shall defend her or his application during the sixth (6th) year of service in a tenure-track position. An exception may be granted by the Provost for good reason shown by the Faculty member seeking a deferral prior to the autumn launch of tenure reviews by the Rank and Tenure committee. Unless an exception is granted by the Provost, this deferral shall be in force for one (1) calendar year only, during which time the Faculty member shall a) seek an additional extension; or b) apply for the Tenure cycle immediately following the deferral. Following the eighth (8th) year of service, a tenure-track employee who has not been granted tenure will be classified as non-tenure-track. The President may grant an exception allowing the Faculty member to re-enter tenure-track status, but application for tenure must begin in the next cycle following the date on which the exception is granted and no further exceptions, extensions, or appeals shall be granted.

4. The Faculty member shall have taught full-time at the collegiate level for six (6) years in a series of appointments in a tenure-track position to be eligible for tenure. Exceptions may be recommended by the Provost and approved by the President.

5. The Faculty member shall be evaluated according to this Tenure Policy, the **Quality of Work** criteria, and other applicable policies in the *Employee Policy Manual*.

6. The Faculty member shall have earned the terminal degree for her or his field. The

Provost, in collaboration with the dean of the appropriate college and the Rank and Tenure Committee, may determine that a Faculty member without a terminal degree has professional qualifications that equal or surpass those usually achieved with a terminal degree. The Provost will indicate this determination in a letter to the Faculty member, and a copy of the letter will be placed in the Faculty member's personnel file, and provided to the Rank and Tenure Committee.

Section 7.10 Tenure Application Procedures

The procedure for seeking tenure will follow the Calendar for Tenure above and will include the following:

1. The applicant's dean will meet with the tenured members of the college to determine whether they will support the Faculty member's application for tenure. The dean, with approval of a majority of the tenured members of the college, will send a recommendation concerning appointment with tenure to the Rank and Tenure Committee, with a copy to the applicant, the dean, and the Provost, on or before the date specified in the calendar above. The recommendation will include a statement regarding whether a majority of the tenured members of the college support the Faculty member's application for tenure. The dean of the college will also send a recommendation concerning appointment with tenure to the Rank and Tenure Committee, with a copy to the applicant and the Provost, on or before the date specified in the calendar above. (Note: Recommendations may be either positive or negative. A negative recommendation from the department or the dean must include the reasons for the negative recommendation. This negative recommendation alone cannot block the continuation of the process.)

2. The Rank and Tenure Committee may gather any additional information it deems necessary, and, if the recommendations are conflicting or negative, the committee shall give the candidate an opportunity to be heard. The Rank and Tenure Committee will make its recommendation to the Provost and the President on or before December 1.

3. After receiving the Rank and Tenure Committee recommendation the Provost may either agree or disagree with the committee's recommendation. If the Provost does not concur, she or he will give the committee a written statement of the reasons for disagreeing with the committee's decision and will meet with the committee to discuss those reasons. If, after meeting with the committee, the Provost still disagrees with the committee's decision, the Provost shall forward to the President both the formal recommendation of the Rank and Tenure Committee and the Provost.

4. Prior to forwarding the names of tenure candidates to the Board of Trustees, the Provost and the dean of the appropriate college will individually or collectively

interview each Faculty member applying for tenure to determine her or his compatibility with and commitment to the spiritual mission and purposes of the University. Among the factors to be evaluated are the applicant's active membership in a local church, annual affirmation of basic biblical views as articulated in the *OC Covenant and Statement of Beliefs*, integration of faith and learning, and commitment to teaching and mentoring students and promoting the spiritual and academic mission and purposes of the University. The applicant is required to write a statement addressing these matters, which shall be included in the original portfolio submitted to the Provost. Commitment to and compatibility with the spiritual and academic mission and purposes of the University are required for employment and tenure.

5. If the President, Provost, or dean disagrees with the recommendation of the Rank and Tenure Committee, that individual or those individuals will present a written explanation of their objections to the Rank and Tenure Committee and will then meet with the committee to discuss the reasons. The President may overrule the objections of either the Provost or the dean. If after the meeting the President supports the application for tenure, then the President's recommendation , along with Rank and Tenure Committee recommendation and the application (portfolio, recommendations, statement of faith, etc.) shall be forwarded to the Academic and Student Operations Committee of the Board of Trustees. If, after meeting with the committee, the President disagrees with the committee's favorable recommendation, the application will terminate unless the applicant appeals as provided in this policy.

6. At the election of the Academic and Student Operations Committee of the Board of Trustees the applicant, department chair, dean, Provost, President, and/or the entire Rank and Tenure Committee shall meet with the Academic and Student Operations Committee to discuss the application. If the Academic and Student Operations Committee of the Board of Trustees denies tenure for an applicant that was recommended by the Rank and Tenure Committee or the President, the Academic and Student Operations Committee will provide a written statement to the Rank and Tenure Committee and to the applicant explaining the reasons for denial. That letter will be part of the applicant's permanent personnel file.

7. A Faculty member who receives a negative recommendation at any level has the right to request reconsideration by the person or body making the negative recommendation and to submit evidence to that person or body which she or he believes is helpful toward an adequate reconsideration. A request for reconsideration may be made only once at each level and shall be made no later than 15 days after the negative recommendation is originally communicated to the applicant. A Faculty member may appeal a negative decision by the President to the Academic and Student Operations Committee of the Board of Trustees.

8. The Academic and Student Operations Committee of the Board will consider the application for tenure and forward its recommendation to the full Board of Trustees. The Board of Trustees may interview candidates recommended for tenure before voting on the Board Committee's recommendation. The Board of Trustees may approve or deny an application for tenure regardless of recommendations, and its decision is final and cannot be appealed.

Section 7.11 Failure to Achieve Tenure

If a Faculty member does not achieve tenure during or before the eighth (8th) year of tenure-track employment, the Provost may allow the Faculty member's employment agreement to lapse, without renewal. The Provost will provide at least three (3) months written notice of non-renewal, or OC shall provide six (6) months' salary and benefits if the notice is less than three (3) months from the end of an academic-year.

If after seven (7) years in a tenure-track appointment, a Faculty member does not receive tenure, the Provost may offer an annually renewable year-to-year faculty employment agreement, with no rights of continuation beyond the year offered. Year-to-year employment does not imply a continuing offer of employment beyond the end of the specific written agreement. Such an agreement does not preclude reconsideration for tenure within the time frames allowed. Any reconsideration for tenure shall be initiated by the appropriate dean or by the Provost.

Section 7.12 Post-tenure Review

This section will address the University's expectations of Faculty during post-tenure years. Post-tenure review focus on faculty development and the reinvigoration of careers.

Each post-tenured faculty member will submit a one-page document addressing their accomplishments in agreed-upon areas every four (4) years. The document will be submitted as a part of the routine annual review of each faculty member. The first post-tenure review will be a part of the fourth (4) annual review after tenure is granted and will continue every four (4) years thereafter.

A list of acceptable accomplishments for post-tenure review is listed below. The list is not exhaustive and is expected to be dynamic and flexible. Many accomplishments may be counted multiple times (see instructions in appendix for details). Any failure to reach the required number of accomplishments or meet the conditions above will place the post-tenured faculty member on a schedule of annual post-tenure reviews until the situation is remediated.

Paperwork to complete this review will be no more than one single-spaced page. Ancillary documents can be provided for proof if requested.

To implement this policy, the Provost will separate the existing post-tenured faculty into four equal groups and stagger them over the four years after adoption. Candidates in the first and second years will have the expectations pro-rated to two (2) or three (3) "accomplishments" respectively. Each newly tenured faculty member will have his/her first post-tenure review four

(4) years after being granted tenure and will be expected to log the full five (5) qualifying accomplishments.

Each post-tenured faculty member will achieve at least five (5) "accomplishments" from the events listed below every four (4) years. Asterisks indicate activities that count for more than one accomplishment. Negotiable items will be based on the scale of the accomplishment and in some cases a significant achievement might count for two (2) or three (3) accomplishments.

A. Service on a campus-wide committee as laid out in the *Academic Policy Manual*.
B. Service as an elected representative on the OC Faculty Association Executive Committee.
C. Service as an elected officer on the OC Faculty Association Executive Committee.
D. Serving on a major academic society's committee.
E. Service as chair of a department. *
F. Attendance at a major conference without presentation duties. *
G. Presiding or participating on a panel at a major conference.
H. Delivery of a paper at a major (International/National) conference. **
I. Publication of a paper in a refereed journal. **
J. Publication/Acceptance of an authored or edited book. **
K. Having a chapter published in an edited book. **
L. Applying for a significant foundation or government grant.
M. Securing outside funds of more than $2000 for department projects.
N. Securing a research grant or major foundation award (above $2,000) for the campus. **
O. Sponsoring undergraduate research opportunities involving students over at least an eight (8) week period in the summer on campus.
P. Advising without compensation such groups as student academic societies, etc.
Q. Arts activities such as a gallery show, a dramatic production, audio recording, films, music publishing, etc. outside of the faculty member's compensated duties (negotiable).
R. Sponsoring a study-abroad activity. **
S. Preparing a new course or modifying an existing course for online delivery. *
T. Hosting of an academic event that brings high school or college students to campus.
U. Performing community service in a significant way that benefits the young, the poor, or the elderly and involves OC student volunteers.
V. Being the originator and continuous facilitator of an Spiritual Life-approved recurring event.
W. Serving in a leadership position in a local church, such as an elder, deacon, preacher, ministry leader, or teacher on an ongoing basis.
X. Sponsorship of a men's or women's social service club. *
Y. Winning an award from a professional society for service to the discipline.
Z. Other accomplishments as agreed on by the Provost, the dean and the faculty member.
AA. Creating marketing materials, such as advertising and/or graphic design for the university, colleges, and/or departments, in conjunction with Creative Services.
BB. Creating marketing materials, such as advertising and/or graphic design, for clients, within the letter and spirit of the University Conflict of Interest policy.

CC. Networking with the industry through field trips, guest speakers, and panelists critiquing student work.
DD. Visiting high schools and high school portfolio reviews to recruit prospective students.
EE. Creating marketing material to present to prospective students at high schools, special events, and university visits, in conjunction with Creative Services.
FF. Restructuring degree programs and course content to meet industry standards for employment.
GG. Working with students in the selection and submission of their art/design work to national shows and following up to ensure they've entered the competitions.
HH. Service to the Kingdom and service to the community.
II. Completing a certification program through the North Institute or through a certificate-granting institution such as Online Learning Consortium.
JJ. Teaching of extended hours for one or more semesters to meet needs in the department. *

*one time only/four years, **counts as two accomplishments

Section 7.13 Dismissal for Institutional Circumstances

A. Tenured Faculty may be dismissed in the following Institutional Circumstances:

1. Reduction or elimination of programs.
   Reduction or elimination of programs may necessitate the dismissal of tenured Faculty. Judgments regarding which programs should be reduced or eliminated and the resulting impact on faculty employment shall be at the discretion of the Provost. Such decisions shall be made on the basis of educational, mission, and/or financial plans or needs of the University or the program. In cases of reduction or elimination of programs, no showing of financial exigency is required. The University's internal Academic Affairs Committee may, in its discretion, review the impact of such dismissal on related departmental programs within 30 days following the date of presentment. The committee within that 30 day timeframe may submit a written recommendation to the President requesting the decision be reversed.
2. Enrollment decline; or
   Enrollment decline may necessitate the dismissal of tenured Faculty. In the case of enrollment decline, the enrollment numbers and financial impact on the University shall be provided with the rationale for dismissing tenured Faculty.
3. Demonstrable Financial Exigency.
   A demonstrable financial exigency may necessitate the dismissal of tenured Faculty. If a demonstrable Financial Exigency exists, University financial statements shall be provided prior to the dismissal of tenured Faculty.

B. The following provisions provide additional guidance on the process for dismissal of tenured faculty members:

1. Tenured Faculty will only be dismissed after all full-time non-tenured Faculty in the tenured Faculty member's discipline have been dismissed and there is still a financial or academic necessity to dismiss Faculty in the discipline, unless retaining the tenured Faculty member will result in harm to the academic program.
2. If tenured Faculty are to be dismissed for institutional Circumstances, the decisions for which tenured Faculty are to be dismissed shall take into consideration the academic needs of the institution, the overall contribution of the Faculty to the mission of the University, and the relative longevity of the tenured Faculty.
3. When it is anticipated that a Faculty member will be dismissed for the institutional reasons specified above, the potentially affected Faculty member shall be given as much notice as is practicable.
4. The University will make reasonable efforts to employ the dismissed Faculty member in another useful position. Employment is not guaranteed nor, if so placed, is she or he guaranteed the salary of the former position. If the placement is not in the same field of specialization and in the same department, school or college, tenure will terminate, though if qualified the Faculty member may apply for tenure in the new position. The academic quality of the University and its programs shall not be compromised by offering tenured Faculty members positions for which they are not well qualified.
5. A tenured Faculty member who is dismissed for institutional reasons shall be offered an opportunity to return to a tenured position in the department if, within three years after dismissal there is a tenure-track position opened within the department for which the dismissed Faculty member is qualified.

Section 7.14 Dismissal for Personal Circumstances

A. Tenured Faculty may be dismissed in the following Personal Circumstances:

1. Gross misconduct, moral turpitude, other conduct contrary to the mission and purposes of the University as stated in the *OC Covenant and Statement of Beliefs* and other official, public documents, or failure to annually affirm in writing the *OC Covenant and Statement of Beliefs*.
2. Inactive membership or token attendance at a local church.
3. Disregard of the policies and values of the University.
4. Professional incompetence, neglect of duty, or lack of diligence in the performance of her or his duties.
5. Disregard of the conditions and expectations of tenured Faculty as described in the Tenure Policy and **Quality of Work** expectations.
6. Clear and convincing evidence (i.e., it is substantially more likely than not) that the Faculty member cannot fulfill the terms and conditions of the employment agreement based on incapacity, even with the provision of reasonable accommodation. Tenured Faculty must continue teaching a full load.

B. When the Provost determines to terminate the employment of a tenured Faculty member for Personal Circumstances based on bullet points 4-6 above, the Faculty member may immediately request in writing that the Rank and Tenure Committee review and comment regarding the Provost's decision, within ten (10) business days of receiving notice of intent to terminate employment. No such review exists for termination of employment based on gross misconduct, moral turpitude, conduct contrary to the mission and purpose of the University or failure to annually affirm in writing belief in the University's sincerely held religious beliefs articulated in the *OC Covenant and Statement of Beliefs*.

1. The Provost must inform the tenured Faculty member in writing of the reason(s) for the termination of employment:
2. The tenured Faculty member may speak on her or his own behalf before all bodies or individuals reviewing the Provost's decision.
3. The tenured Faculty member may be accompanied by a person of their choosing; however this individual will not be allowed to speak or comment during the meeting. If an attorney accompanies the Faculty member, the attorney must provide notice of their intent to attend to the Chief Legal Officer.
4. If after this meeting, the Provost determines to terminate the employment of a tenured Faculty member, the Provost will inform the tenured Faculty member of the decision in writing and advise the tenured Faculty member of the specific reasons for that decision.

C. The tenured Faculty member may appeal the employment termination to the President. The President may, in the President's sole discretion, uphold the Provost's decision, override the Provost's decision, or impose discipline short of termination of employment.

D. Notwithstanding any statement herein, a tenured Faculty member whose employment is terminated for Personal Circumstances retains the right to any dispute resolution process provided in the tenured Faculty member's employment agreement.

Article VIII. Faculty Evaluation

Section 8.01 Faculty Evaluation Process

Faculty evaluation consists of three major components: (1) course evaluations, (2) self-evaluation, and (3) evaluation by the Faculty member's department chair. The evaluation highlights areas for Faculty development and decisions concerning rank, tenure, and other administrative matters. The faculty evaluation process requires the active involvement of the faculty member and is designed to evaluate all aspects of the faculty member's work. The following Faculty evaluation process is carefully documented and informs decision making with regard to rank increases, application for tenure, and potential merit pay.

A. Evaluation of Tenured and Tenure-Track Faculty

1. Course evaluation annually in all classes taught during all semesters.
2. Annual self-evaluation.
3. Department chair evaluation in consultation with the dean.

B. Evaluation of Adjunct and Non-Tenure-Track Faculty

All classes taught by adjunct and non-tenure-track faculty will be evaluated each semester by students. The department chair should meet with these faculty as appropriate to discuss performance.

Section 8.02 Course Evaluations

Course evaluations consist of questions concerning the teaching and content of the course; a section for optional questions at the discretion of the faculty member and/or the department chair; optional demographic questions; and short answer questions.

1. Analysis of the results allow comparisons across different subgroups of the campus.
2. Course evaluation helps the faculty member improve the course.
3. General short answer questions provide students the opportunity to elaborate on concerns or ideas about the class.
4. The goal of course evaluations is to improve teaching.
5. To enhance the usefulness of the evaluation, faculty may provide supplemental questions tailored to each course.
6. Results of evaluations will be available electronically to the faculty member, the department chair, dean, and the Provost the day after all grades are filed.

Section 8.03 Self-Evaluation

Each year, the Faculty member will provide a self-evaluation or summary of activities for the year and prepare to discuss the year's activities with the department chair and/or dean during the annual evaluation interview. Particular attention should be given to the following:

1. Teaching
2. Advising
3. Scholarly activity for the year
4. Committee activity
5. Church involvement
6. Support of the University to include an assessment of attendance at chapel and Faculty meetings
7. Progress toward any goals set for the year.

Section 8.04 Department Chair's and Dean's Evaluation

The department chair, in consultation with the dean, will annually complete the University Faculty Evaluation form for each Faculty member in her or his department. Deans will complete the Faculty Evaluation form for each department chair.

A. This evaluation will reflect the results of the other two elements of the evaluation and should summarize the evaluation of the Faculty member relative to the **Quality of Work** and other faculty requirements.

B. This evaluation is typically conducted during the spring semester. The department chair, dean, or Provost may notify the Faculty member in writing if a need exists to conduct an evaluation at other times during the year.

Section 8.05 Faculty Evaluation Interview

A. Each department chair will conduct an annual evaluation interview with each Faculty member. Her or his dean may be present. This interview is the key to the evaluation program.

B. The department chair will review the course evaluations and the self-evaluation prior to the meeting.

C. The department chair will discuss the various evaluation results and will then share the results of the evaluation with the Faculty member.

D. The emphasis of the interview should be to determine needs and action plans for Faculty development.

E. The department chair will provide a written copy of the evaluation to the Faculty member and to the Provost.

F. Deans will follow the same process for evaluation of department chairs with the Provost present.

Section 8.06 Appeal Procedures

Any Faculty member who feels that she or he has not been fairly evaluated may submit a written appeal to the Provost within fifteen (15) business days of the interview date. The Provost will respond in writing within fifteen (15) business days from the day on which the appeal was received. If the evaluation results in employment action including failure to receive rank increase or tenure or termination of employment, the appeals process, if any, pertinent to those actions will be followed.

Section 8.07 Personnel Files

Summaries of course evaluations and copies of all other evaluations shall become a part of the Faculty member's permanent personnel file.

Section 8.08 Orientation and Evaluation of New Faculty

The Provost, the deans, or the chairs shall help new Faculty through the first one (1) to three (3) years of employment. Generally, the following schedule of meetings communications and assistance will be followed:

1. Prior to the beginning of the fall term, the Provost will conduct an orientation for new Faculty members. The Provost or the Dean will periodically arrange additional training opportunities for new Faculty.
2. Prior to the end of the fourth (4th) week of the fall term, the department chair or dean will meet with the new Faculty member and discuss courses (including reviewing the syllabus for each) and her or his success in dealing with students. For Faculty members teaching for the first time, the chair will discuss grading, testing procedures, clarification of course objectives, and procedures for self-evaluation. Other meetings can be agreed upon at the time.
3. During the first term, the department chair and the new Faculty member will meet to assess faculty performance. At that meeting the chair shall discuss the procedure of Faculty evaluation.
4. Early in the new Faculty member's second term, the department chair should meet with the new Faculty member to review the Faculty member's work, including course evaluations, and provide written areas for improvement, if necessary.
5. The department chair shall conduct a face-to-face annual evaluation, typically during the spring semester.
6. During the fall term of a Faculty member's second (2nd) year of employment, the department chair and faculty member shall meet again to discuss and assess the Faculty member's first year's work.
7. The department chair shall conduct a face-to-face annual evaluation during the spring semester of the second (2nd) year, specifically to review the Faculty member's course evaluations. This meeting should be a platform for establishing long-range goals for the Faculty member.
8. Faculty evaluations are comprehensive and involve course evaluations, the Faculty member's self-evaluation, and the evaluation of the department leader. The evaluation should pinpoint areas for Faculty development and provide guidance toward rank and tenure.

Article IX. Faculty Development

Oklahoma Christian University supports and encourages development initiatives in advanced academic learning, teaching preparation, conference attendance, research, scholarly writing,

sabbaticals, and other development venues. OC encourages all faculty members to continue growth in discovery, integration, application, and teaching. To this end, the Provost will ensure that a useful program for tenured and tenure-track Faculty enrichment is maintained, that access to funding is fair and equitable, and that all tenured and tenure-track Faculty are actively encouraged to participate in access to consideration for funding for opportunities Faculty seek on their own.

Section 9.01 Program Management

A. Oversight

The Provost, Deans, and Chairs facilitate Faculty development. Individual Faculty development is, however, ultimately the responsibility of each Faculty member. Department chairs or deans will meet with each Faculty member on an annual basis to outline a development plan for the following year. This plan will help Faculty members meet their professional goals, allow each department or school to identify Faculty development needs, and assist in funding requests.

B. Development Opportunities

Any activity that enhances the scholarly or pedagogical development of the individual Faculty member qualifies as "development." Faculty members are expected to pursue development opportunities and submit any activities to their department chair or dean for inclusion in their individual development file. The Provost is responsible for making development opportunities known to the general Faculty and for informing the Faculty community regarding current Faculty development activities.

C. Development Funding Requests

To apply for University funds to support Faculty development, the Faculty member must submit a Faculty Development Request Form to the department chair or dean prior to the development activity. The department chair will request the dean approve the request within three (3) weeks of receiving the request. The dean or Provost must make a formal decision regarding the request and notify the Faculty member no later than three (3) weeks from receiving the request. If the request is denied, the Faculty member will have 30 days to resubmit a revised request with additional justification to the her or his dean. The dean will respond within six (6) weeks, excluding summer break. If the dean denies a request for a second (2nd) time, the application must wait a minimum of six (6) months before resubmission.

Approved requests are typically funded at the following levels, if available:

1. Presenters are typically funded 100% for the first conference during the year;
2. Panelists, panel organizers and those presenting at a second or third conference, are typically funded 75%; and
3. Attendees not presenting or serving as panelists are typically funded 50%.

If a special circumstance exists, such as service as an officer of the organization which requires

your attendance at a conference, even if not presenting or serving on a panel, please note this special circumstance on the form so that an appropriate reimbursement rate can be applied.

The President of the Faculty Association may request from the Provost an annual report of the spending of faculty development funds.

Faculty who accepts University funding must provide a summary report and a financial accounting to the dean within sixty (60) days of completion of the development activity. Funding of one hundred dollars ($100) to one thousand dollars ($1,000) requires a brief synopsis of the activity undertaken and any information or recommendations gleaned from the activity that may be of assistance to OC or other Faculty. Development activities in excess of one thousand ($1,000) may require additional documentation as specified by the appropriate dean. In addition, either the dean or the department chair may require the Faculty member report to other Faculty members, either in written or oral form.

D. Cost Overruns

Faculty members are responsible for providing accurate cost estimates when applying for development assistance. When cost overruns occur, the Faculty member bears the responsibility of justifying additional costs. The Faculty member must submit an additional funding request form to the dean, detailing the costs and reasons for the additional cost. There is no assurance that cost overruns will be funded, and thus they may become the responsibility of the Faculty member. All rules that apply to original funding requests will also apply to requests to fund overruns.

E. Qualifying Activities

The following activities are typically eligible for development funding:

1. subject matter conferences;
2. research initiatives;
3. grant writing seminars;
4. workshops applicable to teaching or area of expertise;
5. short courses;
6. convention attendance;
7. accreditation preparation conferences;
8. graduate course attendance;
9. delivery of papers at conferences;
10. new course development; and
11. sabbaticals (see below).

Section 9.02 Professional Growth

A. Terminal Degree Progress

All Faculty without a terminal degree are expected to measurably advance their scholarship in their respective teaching or professional field each year. This advancement will usually involve

continuing graduate study leading to a terminal degree; however, deans may choose to allow Faculty members to use alternative methods for meeting the requirement. In either case, the development should be the equivalent of six graduate hours of study per year. Deans shall ensure each such Faculty member annually progresses in their personal development plan.

B. Professional Memberships

Each Faculty member should maintain membership in at least one (1) professional organization. The cost of this membership will be borne by the Faculty. Faculty members are also expected to attend meetings of this organization and should plan to attend a regional or national meeting at least once every three (3) years. Deans and department chairs are also responsible for monitoring these requirements and ensuring Faculty members comply. Faculty members may apply for development funding to attend professional meetings.

Section 9.03 Sabbaticals

A. Application Process

All full-time Faculty members are eligible to apply for a sabbatical leave after completing at least seven (7) years of service, or seven (7) years since the last sabbatical was granted.

1. Applications are due no later than February 1 prior to the academic year in which the sabbatical will be taken.
2. The Faculty member may request any of the following types of sabbaticals:
    a. a one-semester sabbatical at full pay;
    b. a one-semester sabbatical at half pay;
    c. a two-semester sabbatical at half pay; or
    d. another arrangement proposed by a Faculty member and approved by her or his department chair and dean.

    Sabbatical proposals not described in paragraph a-d above, may be partially funded through outside sources (e.g., grants), a partial reduction in the Faculty member's salary, during the sabbatical period, or both.
3. Sabbaticals are subject to funding.
4. The Faculty member will complete an Application for Faculty Development Sabbatical form, which will include a formal proposal for the activity to be undertaken during the sabbatical.
5. Faculty development expenses such as travel are handled separately through the normal process for requesting development funding.
6. The Senior Academic Leadership Team will decide which sabbaticals are given during the course of the year based on eligibility. The results will be announced no later than May 1.
7. Within sixty (60) days following the sabbatical, the Faculty member will submit a formal report on the sabbatical to the department chair, dean and the Provost and may make a five-to-ten-minute oral presentation at a meeting of the whole Faculty at the request of the Provost.

B. Selection Process

The Senior Academic Leadership Team will establish a selection process based on three criteria: the merit of the sabbatical proposal; the availability of funding; and a "time/service" factor which considers the length of service to the University since the Faculty member was last granted a sabbatical.

C. Sabbatical Applications

The Faculty member must attach to the standard Application for Faculty Development form the following:

1. a description of the proposed sabbatical;
2. a timetable for completing the sabbatical;
3. an explanation of the sabbatical's benefit to her or his scholarly achievement and teaching or professional responsibilities; and
4. an estimate of the budget needed for completion of the activity.

Section 09.04 Assistance for Graduate Study: Terminal Degrees

A. Introduction

The University encourages Faculty members who do not have a terminal degree to pursue such. Therefore, the University may, as funding permits, provide for financial assistance and/or release time for tenure-track Faculty members pursuing terminal degrees.

When the University makes a financial award toward a Faculty member's graduate study the University and the Faculty member will enter into a signed letter of commitment expressly indicating that the Faculty member is obligated to either remain with the University for an agreed upon number of years after receiving the degree, or repay the University for any support received.

Approved funding is for tuition only. Travel, books and fees will not be paid or reimbursed by the University. In lieu of direct payment or reimbursement, a Faculty member may, with the recommendation of the department chair, request three (3) hours of release time per-semester.

Approved funding will be made for courses taken for academic credit toward the terminal degree. The Faculty member shall reimburse the University for courses withdrawn from, dropped, or failed. Faculty members who accept assistance will incur a commitment to the University and contractually obligate themselves to a specified number of years of future service depending on the extent of assistance granted. This requirement should not be interpreted as providing a guarantee of future employment. Notwithstanding, a Faculty member whose employment is involuntarily terminated by the University, during the agreed upon period of time required by this paragraph, shall not be required to reimburse the University for any funds received.

B. Priorities and Reporting

The decision to support a Faculty member rests with the dean, although the recommendation of the department chair will be sought. Faculty members who have completed all of their

coursework and lack only their thesis/dissertation will be given special consideration for funding or release time.

Faculty members who accept University support must submit an annual progress report detailing their graduate studies and experiences of the previous year, due to the department chair, dean and Chief HR Officer not later than June 1. Attachments must include an official updated copy of the transcript and an updated plan of study if available. Should the Faculty member fail to supply this report, continued assistance will be denied.

Section 09.05 Other Faculty Development

In some cases, Faculty development initiatives place a significant burden on the Faculty member both to participate in the activity and teach a normal class load. If a Faculty member believes such a case exists, she or he may submit a Faculty Development Request Form identifying the development activity and funding requested using the standard process. In addition, the Faculty member will attach a separate letter describing why a load reduction is desirable and a proposal for how to cover the courses normally taught. The Faculty member should coordinate a load reduction request with her or his department chair before submission to the dean.

Generally, adjunct faculty may participate in faculty development offered on campus to all faculty, but will not receive faculty development funds.

Article X. Faculty Compensation

The University's compensation system must be fair and transparent. It must provide a means to recognize and reward excellent achievement by faculty in support of the University's mission and it must help the University retain such faculty throughout their careers. It must also take into account market forces and provide the flexibility necessary to attract new faculty in all academic disciplines.

Section 10.01 Types of Faculty

A. Tenured Faculty

B. Tenure-Track Faculty

C. Non-Tenure Track Faculty

D. Adjunct Faculty

The Faculty compensation policies in this section apply only to full-time Tenured Faculty and Tenure-Track Faculty.

Section 10.02 Faculty Salaries

A. Salary level

The University annually gathers CUPA data including salaries by rank in each discipline and strives to move Faculty salaries closer to appropriate benchmarks. Appropriate differentiation based on rank, performance and academic discipline are taken into account. The current goal is to maintain the overall OC Faculty salary average at or above 80% of the nationwide CUPA averages. Other data, such as cohort groups or other selected benchmarks may also be reviewed periodically, and goals may be changed periodically as dictated by changes in comparative factors. The changes shall be made by the academic administration in consultation with Human Resources, with the Faculty Association, and with approval of the President.

B. Annual review

Each year the Provost shall review information regarding Faculty salaries in order to evaluate equity and competitiveness. Each dean shall annually review salaries of Faculty within her or his college to evaluate equity and competitiveness within the college.

C. Adjustments

All salary and benefits changes are subject to the availability of funding allocated through the University budgeting processes. Faculty salaries will be adjusted periodically as permitted by the University's finances through cost-of-living adjustments, equity adjustments, market-based adjustments, rank increases and merit adjustments based on the Quality of Work factors described in the Rank and Tenure sections of this *Academic Policy Manual*.

D. Rank increases

Annual salary adjustments for rank increases from Instructor to Assistant Professor shall be $2,000; annual salary adjustments for all other rank increases shall be $5,000. Annual salary increases for completion of the first terminal degree will be $2,000. Faculty will be approved for a first terminal degree salary adjustment following submission of evidence of completion (e.g., an official letter or completed transcript) by the Faculty member to the office of the Provost. Where available funding is limited in a given year, priority will be given to funding rank increases and increases for completion of the first terminal degree over the other types of increases described in the preceding paragraph. Rank increase and first terminal degree salary adjustments are effective at the beginning of the academic year following all approvals.

E. Temporary supplemental pay and bonuses

The dean and the Provost shall have the discretion within established budgets to provide temporary supplemental pay for assignments which are clearly over and above general work assignments. Supplemental pay shall be clearly documented as to amount and duration, shall last only for the duration of the extraordinary assignment, shall not qualify for retirement matching funds, shall be reasonably related to the extraordinary assignment, and shall be equitable among the various disciplines. One-time bonuses may be used at the discretion of the dean and Provost for highly extraordinary accomplishments. All such bonuses are subject to approval of the

President or Chief Financial Officer.

F. Limitation on salary adjustments
A Faculty member shall not receive a cost-of-living increase or other salary increase while on official probation, or while being investigated or evaluated for misconduct or failure to perform her or his duties as expected, provided that the Faculty member affected is informed in writing of her or his alleged deficiencies and is or is being afforded an opportunity to defend her or his performance in a timely manner. If the Faculty member is cleared of all charges, then any deferred cost-of-living increases shall be applied retroactive to the time they would have been applied had there been no charges or investigation.

G. Initial hire
Rank and salary for a new Faculty member will be determined in the reasonable discretion of HR and the Provost, and shall promote equity and fairness while taking into consideration factors like professional accomplishments and work experience.

H. Documentation of compensation
All compensation elements, by type, amount, and duration, and all performance evaluations will be carefully and uniformly documented to the employee and in the employee's file.

I. Exceptions
Exceptions to these policies and procedures can be made only with the written approval of the President.

Article XI. Other Faculty Policies

Section 11.01 Non-Discrimination Policy

The University's non-discrimination policy is found in the *Employee Policy Manual*. However, Oklahoma Christian University does not unlawfully discriminate on the basis of age, sex, national origin, race, color, or disability. The University is religiously affiliated with the churches of Christ and reserves the right to seek, hire, and promote persons, according to its sincerely held religious beliefs and who support the goals and mission of the institution, including the right to prefer co-religionists.

Section 11.02 Notice Periods for Faculty Employment Agreements

The Provost offers employment agreements for full-time Faculty, on or about March 1, for the following academic year. Board policy requirements for budget deadlines may impact the exact date on which agreements are offered. The faculty member may accept the University's offer by signing the employment agreement and returning it to the Provost within thirty (30) calendar days following the date on which it was sent to the faculty member. Once the faculty member accepts the University's offer, the faculty member is professionally obligated to fulfill the terms of the agreement.

A. Tenure-Track Agreements

The Provost will provide written notice of non-renewal to tenure-track Faculty members according to the following guidelines: not later than March 1 of the first (1st) or second (2nd) year of full-time employment at OC, if the appointment expires at the end of that academic year, or not later than November 1 if the appointment expires at the end of the fall term; not later than December 15 after more than two years of full-time employment at OC.

B. Non-Tenure-Track Agreements

The Provost will provide as much notice as is practicable for renewal or non-renewal of all full-time non-tenure-track faculty agreements.

C. Adjunct or other Limited Term Agreements

All limited term agreements, including adjunct agreements, expire at the end of the term specified in the agreement. No additional notice of renewal or non-renewal is required.

Section 11.03 Outside Employment

Limited outside employment can strengthen a Faculty member's effectiveness by augmenting income, extending experiences, strengthening professional ties, or making practical application of academic studies. In such cases, the Faculty member shall discuss the proposed employment with her or his department chair and dean prior to accepting the outside engagement. All Faculty shall comply with the University's Conflict of Interest Policy contained in the *Employee Policy Manual* and the Annual Faculty/Staff Disclosure Policy adopted by the University's Board of Trustees. Outside employment generating more than $10,000 in non-passive income or requiring more than 10 hours per week during the academic term shall be reported on the Annual Disclosure Report. The Provost may require a Faculty member to modify outside employment that adversely affects her or his teaching or other duties as an OC Faculty member.

Section 11.04 Academic Regalia

The University will make a one-time reimbursement of up to $500 towards the purchase of academic regalia for full-time tenure-track Faculty who: 1) do not already possess regalia and 2) have terminal degrees or no plans to complete a higher degree in the first three years.

Section 11.05 Textbook Selection

Textbook selection is generally made by the course professor. Faculty shall not promote the purchase of textbooks from vendors other than the approved on-Campus Bookstore. Faculty must seek prior approval from her or his department chair and dean when proposing to use a book authored by the Faculty member.

Section 11.06 Course Syllabi

A. Undergraduate Course Syllabi

For undergraduate courses, the course syllabus must be distributed to the students within the

first week of each course. It should also be submitted to the appropriate department chair and dean and posted online at the site designated by the Provost.

The Office of Academic Affairs provides syllabus templates and rubrics for face-to-face and online classes that are available through myOC. Full-time faculty may use either 1) the syllabus template or 2) the syllabus rubric to create syllabi. In the case of adjunct faculty, each college dean will determine if the adjunct faculty for that college will be required to use the syllabus template or have the same options as full-time faculty.

B. Graduate Course Syllabi
The syllabus templates and rubrics also apply to graduate course syllabi; however graduate syllabi must be made available to graduate students two weeks prior to the first class meeting.

Section 11.07 Policy on Academic Dishonesty

A. Cheating
Cheating on examinations, assignments, roll sheets or other course-related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Cheating is one form of academic dishonesty and triggers the Consequences for Academic Dishonesty.

B. Plagiarism
One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another person's work as one's own. Plagiarism undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Plagiarism is one form of academic dishonesty. Plagiarism triggers the following consequences.

C. Consequences for Academic Dishonesty

1. First offense: the mandatory consequence for academic dishonesty with regard to an examination or assignment is zero (0) credit. Faculty have discretion to assign appropriate consequences for academic dishonesty other than on examinations or assignments. Faculty must send documentation of the first offense to the department chair, College dean, Provost, Academic Operations Manager, and the Dean of Students.
2. Second offense: the mandatory consequence for a second incident of academic dishonesty, in the same course, during the same term, is a failing grade (F) in the course. Faculty shall provide documentation of the second offense to the department chair, College dean, Provost, Academic Operations Manager, and the Dean of Students.
3. Appeal: a student accused of academic dishonesty may appeal the

determination using the process for Grade Appeals, found below.

4. Multiple Course Violations: When a student has been academically dishonest in more than one (1) course the Academic Appeals Committee may assign consequences up to and including suspension from the University. The Academic Appeals Committee will inform the Provost, Academic Operations Manager, and the Dean of Students in writing of consequences imposed.

Faculty should maintain the highest standards of academic honesty both in and out of the classroom.

Section 11.08 Academic Appeals Committee

A. The Academic Appeals Committee shall decide the following matters:

1. academic dishonesty, as detailed above;
2. grade appeals;
3. appeals from academic probation and academic suspension; and
4. requests for the expungement of grades.

B. The Academic Appeals Committee will be chaired by the Provost or the Provost's delegate. In addition, the Academic Appeals Committee shall consist of the following members:

1. One Faculty member elected from each college annually serving overlapping three (3) year terms;
2. The University Registrar;
3. One representative from the Student Life Office (Ex-Officio); and
4. One student representative from the Student Government Association, appointed by the SGA President.

The Faculty Association Executive Committee is responsible for nomination and election of Faculty members for Academic Appeals Committee service. Members may be re-elected for successive terms. If an elected member is unable to serve with at least six (6) months remaining in her or his term, the Faculty Association Executive Committee will nominate for election by the Faculty, a replacement to serve the remainder of the term. If there are fewer than six (6) months remaining in the term, the Provost may appoint a replacement.

Section 11.09 Class Attendance

A. Faculty Class Attendance

Each faculty member is expected to meet every scheduled class.

1. When a faculty member needs to be absent from a regularly scheduled class meeting, she or he should notify the department chair in writing and receive approval in advance. A suitable arrangement for the class meeting must be made.
2. In case of illness or emergency, the faculty member should notify the department

chair as soon as possible so that necessary arrangements may be made.

3. If leave that qualifies under Family Medical Leave Act (FMLA), is anticipated the faculty member should notify the department chair in sufficient time to allow necessary arrangements to cover the faculty member's class(es).

B. Faculty Service to the Church

Bible Faculty and others who preach or who engage in other support of churches may take one (1) week each term to hold meetings, workshops, or provide similar services for the Church. A Faculty member who desires to take advantage of this policy must get prior approval from her or his department chair and must make arrangements for the continuation of classes; these arrangements are subject to the approval of the dean.

C. Student Class Attendance Policies

1. Faculty may set reasonable class attendance policies and consequences. However, faculty shall expressly communicate in the course syllabus all attendance requirements and consequences for violations. Consequences may include up to withdrawal from the course.
2. A reasonable absence policy allows students to miss at least one (1) week's worth of class in a full semester before absences affect their grades.
3. Students participating in official OC activities should inform their professors in writing of their scheduled activities and absences the first week of class or promptly after learning of the scheduled activity. Faculty should make every effort to work with those students who conscientiously inform them of absences due to University activities. Absences due to official University activities such as intercollegiate athletic contests and musical performances should not trigger consequences under the course attendance policy.

Section 11.10 Student Records

A. Faculty shall keep accurate course records of grades and attendance for all students. These records should be kept for at least five (5) years. Faculty members leaving OC must leave such records with her or his dean.

B. Faculty shall submit student mid-term and final grades by the deadlines published by the Registrar's Office. Student grades must not be posted in any manner that violates student privacy, including using student ID numbers or social security numbers.

Section 11.11 Grading System

A. **(A)** Superior performance in which the student demonstrates:

1. thorough knowledge and retention of the factual material of the subject.
2. thorough understanding of the principles of the material studied.

3. timely and accurate completion of the course assignments such as homework, term papers, etc.
4. ability to apply and correlate the subject material to the solution of new and different problems.

B. **(B)** Good performance in which the student demonstrates:

1. above average knowledge and retention of the factual material of the subject.
2. adequate understanding of the principles of the material studied.
3. timely and accurate completion of course assignments.
4. Some ability to apply and correlate the subject material to the solution of new and different problems.

C. **(C)** Adequate performance in which the student demonstrates:

1. average knowledge and retention of the factual material of the subject.
2. Some understanding of the principles of the material studied.
3. Satisfactory completion of course assignments.

D. **(D)** Poor performance in which the student demonstrates:

1. Limited knowledge and retention of the factual material of the subject.
2. Limited or no understanding of the principles of the material studied.
3. Satisfactory completion of the course assignments. (Note: In graduate programs, the grade of “D” is not available.)

E. **(F)** Failing performance in which the student demonstrates:

1. Little or no knowledge and retention of the factual material of the subject.
2. Little or no understanding of the principles of the materials studied.
3. A failure to satisfactorily complete the course assignments.

F. **(P)** A passing grade in a course which does not give a letter grade.

G. **(W)** Withdrawn from a course after the fourth (4th) week but before the thirteenth (13th) week of a 15-week course. Withdrawn from a course after the first (1st) week, but before the seventh (7th) week of a 7-week course.

H. **(I)** Granted if a student has not met the requirements of the course due to illness, an emergency, or some cause deemed reasonable by the faculty member; an "I" is not given when a student has simply been negligent of class requirements.

1. An "I" grade is removed by the completion of the necessary work within six weeks after the term ends. The professor has an option to grant an extension if warranted based on a request by the student within the first six weeks.
2. If a grade has not been submitted by the professor at the end of twelve weeks, the registrar will convert the "I" to an "F."

The specific course requirements, such as term papers, homework, special projects, and the number and scope of examinations, are at the discretion of each faculty member. The student should consult the course syllabus for the specific requirements and grading scale for each class. If a course is cross-listed as both an undergraduate course and a graduate level course, either a separate syllabus should be prepared for each group of students, or the single syllabus must state how grading will occur with respect to each group of students.

Section 11.12 Grade and Academic Integrity Appeals

Any student may appeal a final grade received in a course if, and only if, the student believes the grade was assigned incorrectly or unfairly. University and program policies concerning the assignment of grades, and the consequence of failing to achieve sufficient grades, are not themselves subject to student appeal. To assure fairness and protect the rights of both the student and the professor, the appeals procedure below must be followed. Except by this process, no student-appealed grade may be changed, and no student-contested academic action by a faculty member may be reversed.

A. Step 1 – Contact the Professor

A student who disagrees with a course grade or other grade-related issue must contact the professor in writing to explain the concern or complaint. A student must bring a grade appeal to the professor's attention within four (4) weeks of the final grade report. The professor shall respond in writing within two (2) weeks of receiving the student's written appeal.

B. Step 2 – Appeal to the Department Chair

The student may appeal the professor's response and determination to the relevant department chair within two (2) weeks of the date on which the professor sent her or his written response. To preserve the appeal, the student shall submit this second appeal within two (2) weeks of the date the professor sent the initial response, and shall do so through the online Student Complaint System (available through myOC). The matter is closed if the student fails to send this second appeal within the time frame above. If the professor involved is also the department chair then this second appeal must be determined at the next higher supervisory level.

All appeals and responses to appeals must be in writing and shall contain the facts according to the perspective of the appellant or respondent. The department chair shall discuss the appeal and the response with the both appellant and respondent. The department chair will make a determination as soon as is practicable or within four (4) weeks of receiving the appeal. The department chair will communicate her or his decision in writing to the professor and student, concurrently.

A department chair who determines the matter is sufficiently serious to warrant further review may communicate her or his decision to elevate the appeal to the next supervisory level.

C. Step 3 – Appeal to the Dean
The appellant or respondent may appeal the department chair's decision to the appropriate dean by submitting information through the online Student Complaint System within one (1) week of the decision.

The dean reviews the appeal anew, and will provide a written determination within four (4) weeks of receiving the appeal. The dean may, in her or his absolute discretion, if she or he considers the matter sufficiently serious or complex, submit the matter to the Academic Appeals Committee.

D. Step 4 – Appeal to the Academic Appeals Committee
After receiving the dean's decision, the appellant and respondent have one (1) week in which to appeal the decision to the Academic Appeals Committee, using the Student Complaint System.

The Academic Appeals Committee reviews prior decisions anew. If the committee accepts verbal testimony from one party it must allow the other party to also present verbal testimony. The Academic Appeals Committee will make a written determination as soon as practicable, generally no longer than four (4) weeks after the date the appeal is submitted.

The committee's decision is final and will be reported in writing to both parties and the Provost, concurrently.

The time periods noted above may, in each instance, be extended due to extenuating circumstances or when the time period runs during school holiday periods, such as Christmas or summer break.

All program or department-specific appeals processes shall be clear that program-level appeals precede the institutional Academic Appeals Committee. An Academic Appeals Committee decision supersedes program decisions.

Section 11.13 Make-Up Examinations

Students failing to timely take a scheduled examination will receive zero credit for the examination, and no make-up examination shall be allowed, unless:

1. The faculty member reasonably believes the student had a suitable reason for missing the test at the scheduled time; or
2. The student requested a make-up examination prior to the scheduled examination; or
3. The faculty member reasonably believes the student was unable to request a make-up examination prior to the scheduled examination.

Section 11.14 Final Examinations

Faculty members are encouraged but not required to provide final examinations.

A. Final examinations will occur during the time specified in OC's published final examination schedule.

B. Students who cannot take the final examination during the scheduled time due to a documented school-sponsored travel must coordinate with their professor to take the final examination, or its functional equivalent, at another acceptable time.

C. A student having more than three (3) final examinations scheduled on the same day, may request a final examination be rescheduled. Such permission is granted by the dean of their college, who shall also help coordinate the scheduling of any exam.

D. Students who cannot take a final examination during the specified time solely due to extraordinary circumstances such as the call to active military duty, or the scheduling of a non-elective surgery, may appeal to the dean of their college to take the final examination at another acceptable time.

Section 11.15 Holidays

Faculty members may take all official academic holidays listed in the academic calendar.

Section 11.16 Campus Closing Policy

Generally, the University does not suspend classes for bad weather conditions unless their severity poses unnecessary risk to students and employees. The course syllabus should clearly explain the faculty member's expectations with regard to absences due to weather events.

Section 11.17 Faculty Administrative Assistants

The university generally provides administrative support to be shared among Faculty.

A. The Provost determines the availability and distribution of Faculty Administrative Assistant support based on budget availability and department need. The relevant department chair directly supervises the work of Faculty administrative assistants. The supervisor will provide clear instruction and periodic evaluation.

B. Usually departments are provided student employees as a primary resource for assistance in grading. A professor should clear grading work with the supervisor before asking an administrative assistant to do this.

C. Each Faculty member should make a special effort to keep conflicts and pressures for the administrative assistants to a minimum. A spirit of cooperation is extremely important for effective use of an administrative assistant.

Section 11.18 Faculty Offices and Equipment

The University provides offices and equipment to each full-time Faculty member and as many part-time faculty members as possible.

Section 11.19 Institutional Review Board

A. Summary of OC IRB

OC's Institutional Review Board (IRB) reviews all proposed research involving human subjects to ensure that the subjects' rights and welfare are adequately protected. The IRB is composed primarily of faculty members from disciplines in which research involving human subjects is integral to that discipline's work, as well as two members from the community whose primary interests are non-scientific. The human subjects review process is administered through the Office of Academic Affairs. Researchers are REQUIRED to comply with the following "Procedures for Review of Human Subjects Research".

B. Researchers conducting human subjects research are REQUIRED to comply with:

1. Code of Federal Regulations Title 45 Part 46 (45 CFR §46.101 *et*. *seq*.)

2. Oklahoma Law Involving Protected Populations:
    a. Emancipated Minors: Under O.S. §63-2601, any minor who is married, has a dependent child, or is emancipated may consent to certain health services. Health services do not include research or experimentation except when the research or experiment is an attempt to preserve the life of that minor or research as approved by an appropriate review board involved in the management of reportable diseases.
    b. Cognitively Impaired Individuals: under O.S. §63-3201A, consent of a cognitively impaired individual to participate in a research project may be obtained from a legal guardian, attorney-in-fact with health care decision authority, or the next of kin. However, if cognitively impaired individuals were legally competent to express permission or prohibition prior to becoming cognitively impaired, the legal guardian or family member cannot override the individual's previously expressed permission or prohibition.
    c. Fetal Materials: Under O.S. §63-1-735, research on fetal tissue resulting from an abortion is prohibited. An abortion is defined as the purposeful termination of a pregnancy with an intent other than to produce a live birth or remove a dead unborn child. The use of fetal tissue resulting from a spontaneous miscarriage for research purposes is not specifically prohibited.

3. Other Applicable State Laws:
    a. Disclosure of Genetic Research Studies: Under O.S. §36-3614.4, all

research records of individual subjects in genetic research studies shall be confidential.

b. Human Cloning: Under O.S. §63-1-727, human cloning is unlawful.
c. Human Subjects Protection: Oklahoma Administrative Code, Title 310, Oklahoma State Department of Health, Chapter 10. Human Subjects Protection defines the responsibility of the Oklahoma State Department of Health to provide an organizational structure in accordance with 45CFR46 to establish and maintain an environment dedicated to the ethical principles for safeguarding the rights and welfare of the human beings recruited to participate in research activities.

There are other state laws that could extend to the research being conducted. For example, state law requires that any person having reason to believe that a child under the age of 18 is a victim of abuse or neglect shall report the matter to the Department of Human Services. This state law is not specific to or even related to research; however, during the conduct of research, personnel could become aware of child abuse or neglect and would be required to report the abuse under state law.

C. Application Process and IRB Meeting Dates

All human subject research proposals must be submitted to the IRB. Researchers whose study is not federally regulated (i.e., is not federally funded and does not take place on federal property) and who believe their study is exempt from state law shall complete an application for exempt research. See the IRB Website for the Application Form for Exempt Research. Submit the original form and an electronic copy of the application and associated materials to the IRB Chair. All others must complete the Human Subject Research Review Application Form, also available on the IRB Website. The responsible project investigator (RPI), or a member of the research team familiar with the project, should attend the Institutional Review Board (IRB) meetings regarding the project. The application and associated materials should be separated into the following different files:

1. Application Form
2. Human Subjects Training Documentation
3. Informed Consent Documents
4. Recruitment Documents
5. Study Materials and/or Instruments - separate .pdf files should be created for each distinct cluster of materials or instruments (i.e. - separate files for multiple surveys)
6. Grant/Contract Information (if applicable)

Files should be saved with the investigator's last name followed by the information in the .pdf (ex - "Luttrell_application", "Luttrell_trainingdoc", etc...) A single, signed hardcopy of the application and all other materials should be sent to the Chair, Institutional Review Board, Oklahoma Christian University, 2501 E. Memorial Rd., Edmond, OK 73013. All electronic and

hardcopy submissions are due by 5 p.m. on Thursday two (2) weeks prior to the IRB meeting. For a list of the meeting dates and associated submission deadlines, please see the IRB website.

D. Expedited Reviews

The Oklahoma Christian University IRB conducts Expedited Reviews. According to this policy, Expedited reviews are allowed in two instances:

1. The research protocol has undergone review at another institution and has obtained approval from that institution, or
2. Minor changes are being proposed to previously approved research protocol. If your protocol qualifies for Expedited Review, you may submit one copy of the research application to the IRB Chair. Protocols that have received approval at another institution should include the IRB application and approval letter from that institution.

E. Approval Period

The approval period for a study is typically one (1) year. Researchers must submit a Progress Report if a non-exempt project is to last longer than the approval period, which is typically one (1) year. Researchers must submit the Progress Report Form to the Chair of the IRB two months prior to the study's expiration following the electronic submission procedure. The study must be reviewed and re approved by the IRB for research to continue. Non-exempt studies are considered complete when data collection and data analysis are complete. Researchers must submit one copy of the Close Out Report to the Chair of the IRB one month after the study is complete.

F. Forms

All forms pertaining to research involving human subjects can be downloaded from the OC Institutional Review Board (IRB) website.

G. Training

All human subject researchers and IRB committee members must obtain adequate training. Online training is available from the National Institutes of Health (NIH). All researchers and IRB committee members must complete the “Protecting Human Research Participants” course through the NIH Office of Extramural Research (http://phrp.nihtraining.com) and print out a copy of the course completion certificate to be placed on file by the Chair of the IRB.

In addition, Investigators who propose studies with patient populations are required to document HIPAA (Health Insurance Portability and Accountability Act) training. Investigators must access the National Institutes of Health (NIH) booklet entitled "Protecting Personal Health Information in Research: Understanding the HIPAA Privacy Rule" at:
http://privacyruleandresearch.nih.gov/pr_02.asp.

Investigators must submit an attachment to the review application stating that the material has been read and will be adhered to in the proposed research. The attachment must include the

date the material was read, which must be within the 12 months prior to the application.

H. Resources
Researchers can review a list of “Frequently Asked Questions (FAQ’s) About Human Subject Research at OC” on the IRB website.

Article XII. Curriculum Development

OC’s curriculum is the heart of the academic program. It deserves the Faculty's deliberate judgment and expertise, and is the focus of continuous evaluation. The curriculum shall comport with the University’s Articles of Incorporation, and shall reflect the University mission. The procedures for curriculum change must involve the specialized insights of the Faculty. Procedures for curriculum development are detailed herein.

Section 12.01 Academic Affairs Committee and Its Procedures

A. Academic Affairs Committee
The Academic Affairs Committee reports and advises on matters pertaining to the University's academic policies and educational programs as related to recruitment of students and Faculty; admissions policies; degree requirements; addition, revision, and deletion of academic courses and programs; student advisement; academic standards; the formulation of policies and procedures for maintaining and improving the quality of academic programs; assessment of academic effectiveness; strategic planning for the core curriculum; and other academic matters of the institution. The Committee consists of the following members:

1. The Provost or designee (Chair);
2. The Faculty Association representative as indicated by the Faculty Association Constitution (Vice Chair);
3. The University Registrar;
4. The Director of International Programs;
5. One Faculty member elected from each college serving a two-year term;
6. The dean of each college (non-voting member)
8. Athletics representative (non-voting member);
9. The HLC Liaison (non-voting member); and
10. One undergraduate representative from the Student Government Association that is appointed annually by the SGA President (non-voting member).

Faculty representatives are elected annually during the spring semester, prior to graduation. Committee service begins at the beginning of the following fall semester. The Faculty Association’s Executive Committee will be responsible for providing a slate of nominees for all Faculty representatives. The Provost will appoint replacement representatives for any Faculty representative unable to serve her or his term, if less than six (6) months remain in the representative’s term. Otherwise, the Faculty Association’s Executive Committee will conduct a

special election to replace the representative. Faculty representatives must have been full-time Faculty for not less than three (3) years and hold the rank of at least assistant professor at election.

B. The Academic Affairs Committee and the Academy

The Academic Affairs Committee supports and advises the Provost on all academic policies, programs, procedures, practices, standards, and assessments on matters not specifically assigned to the Graduate Council, and represents the broader Faculty body with regard to the University's curriculum.

C. Subcommittees of the Academic Affairs Committee

The Provost may create subcommittees of the Academic Affairs Committee. Examples of such committees include:

1. Faith and Learning,
2. Core Curriculum,
3. Assessment,
4. Teaching and Learning, and
5. Writing Across the Curriculum ("WAC")

Section 12.02 Curriculum Development Procedures

A. Curriculum Change Procedures

The following procedures promote shared information, shared judgment, and shared responsibility. Generally, the same procedures apply to both the undergraduate and the graduate level. At the graduate level, the Graduate Council performs the functions of the Academic Affairs Committee. OC's curriculum design process shall be transparent. Proposals are accepted or rejected fairly and equitably. The process is flexible, to facilitate innovation, and well-reasoned and sound, to reflect the University's character, needs, and resources. The OC Faculty adhere to the following policies and procedures:

1. The Provost maintains an intranet site that includes downloadable forms for use in routing curriculum change proposals, details of proposals at various stages within the approval pipeline, details of proposals passed in the previous twelve months, minutes of Academic Affairs Committee and Graduate Council meetings, and other details the Provost deems appropriate.
2. Proposals to change the curriculum will first be discussed with all full-time Faculty members of the applicable department. Where a proposed change might cross departmental boundaries members of all applicable departments will address the proposal jointly and concurrently. A simple majority vote of all Faculty in the departments will either approve or deny the proposal. For proposed changes from the College of Outreach and Innovation (COI), if a proposed change is for an academic subject in which COI has no full-time faculty, the COI Dean will

coordinate with a faculty member appointed by the Dean of the college in which that subject is also taught and the Chair of such department. That three-member team will collaborate to bring a proposed change to the Academic Affairs Committee.

3. The department chair will prepare a Curriculum Change Form indicating the department favors the proposal. This form must address the proposal's rationale, required resources, and anticipated costs to implement the change. OC's Chief Financial Officer must assess and approve the reasonableness of the anticipated cost estimates. A completed syllabi and semester-by-semester plan for programs implementing the change must accompany the Curriculum Change Form.
4. The Faculty member proponent is responsible for completing the appropriate form and submitting it to the Academic Operations Manager for signature routing to the Registrar, Chief Financial Officer, and Provost. Each review level is expected to act promptly. A lack of response within three (3) regular business weeks will be deemed an approval.
5. Departments may appeal denials to higher and higher approval levels, in succession.
6. All proposed curriculum changes must be made to be implemented in the following academic year. Changes are normally implemented with the new Academic Catalog.

B. Minor Curriculum Changes

1. Minor curriculum changes may be made without bringing the changes before the full Academic Affairs Committee or Graduate Council. Minor curriculum changes may be made by department chairs with the approval of the Provost. The minor curriculum change process is useful to:
    a. Change the name of a course while retaining the course description;
    b. Modifying catalog course descriptions by departments;
    c. Make an elective of a required course within a major;
    d. Modifying course offerings to better meet the needs of other majors;
    e. Add, delete, or modify a course within a major; or
    f. Add or modify courses when required by an accreditor.

2. The Minor Curriculum Change process may be used *only when the proposed changes do not*:
    a. Make changes in the university core;
    b. Make changes in a course offered by another department;
    c. Impact the requirements of another degree program or program of study as indicated by the current university catalog;
    d. Replicate a course offered by another program;
    e. Have a significant monetary impact; or
    f. Change the number of hours required by the major.

3. Required information: In making a minor curriculum change, the following information is required:
    a. Rationale for the proposed change;
    b. Relationship of the proposed change to the Christian mission of OC;
    c. Relations or effect of the proposed change on other departments;
    d. Budgetary requirements for the proposed change;
    e. Academic support needs for the proposed change;
    f. Indicate support of a majority of the Faculty in the impacted department or school;
    g. Indicate that all appropriate departments have been informed of the proposed change;
    h. Include catalog pages and indicate which language in the catalog should be changed and what the new language in the catalog should read; and
    i. Include a syllabus for any course content changes.

C. Major Curriculum Change Form

Any curriculum change that is not a Minor Curriculum Change shall proceed as follows.

Proponents of a Major Curriculum Change shall provide the following information:

1. Effective date of the proposed change;
2. Rationale for the proposed change;
3. Relationship of the proposed change to the Christian mission of OC;
4. Relations or effect of the proposed change on other departments;
5. Budgetary requirements for the proposed change;
6. Academic support needs for the proposed change;
7. Indicate support of a majority of the Faculty in the impacted department;
8. Indicate that all department have been informed of the proposed change;
9. Include catalog pages and proposed edits; and
10. Include a syllabus for any course content changes.

D. Addition or Deletion of Degrees or Programs

Faculty may also propose the addition or deletion of an undergraduate or graduate program or academic degree or any change to the Core Curriculum. Proposed changes, if approved by the Academic Affairs Committee or Graduate Council, must then be approved by a simple majority vote of the Faculty eligible to vote, either in person or electronically.

E. Change Proposals Presentation

At a Faculty Meeting, either the Provost, the proponent of a curriculum change, or other members of the Academic Affairs Committee or its subcommittees or the Graduate Council will present brief details of actions taken by the Academic Affairs Committee or the Graduate Council, committees, committees, and direct the presentation of those proposals that require approval

by the Faculty. Voting by the Faculty may happen in person or electronically.

F. Proposed New Majors

The addition of a major similar to other majors offered by a department must go through the complete curriculum change process, but a full Faculty vote is not required, unless the Academic Affairs Committee elects to require a Faculty vote. Otherwise, a new major is effective once approved by the Academic Affairs Committee.

Section 12.03 Core Curriculum Changes

Only the Academic Affairs Committee may initiate proposed changes to the categories or hours of the core. In doing so, it should bear in mind the requirements of the Oklahoma State Regents for Higher Education, which serves as benchmark for what state universities in the region are requiring. If a core curriculum change is approved by the committee, the modification shall be submitted to the Faculty for approval by a simple majority vote. Approved changes are included in the catalog beginning the next academic year.

Section 12.04 Certificate Policies

Academic certificates recognize a student's completion of a defined program of specialized study. Students earn certificates in particular fields of study within their academic major, or a program that complements their major or career goals. Certificates are available for non-degree seeking students for various purposes. University-approved certificates are notated on student transcripts.

A. Approval Process

1. All certificate programs offered must be approved or modified by the Academic Affairs Committee or the Graduate Council.
2. Non-credit "Certificates of Completion" may be offered and awarded by the University upon approval by the relevant dean. These programs are designed to provide continuing education experiences to individuals or groups, usually in a specific profession or vocation.

B. Curriculum Requirements for Certificate Programs

1. Each credit earning certificate program must have Program Learning Outcomes and show how they map to the Converge Outcomes.
2. Certificate programs that include for-credit courses shall require the successful completion of at least nine (9) credits of courses taken at the University with a minimum grade of C in each undergraduate course or a GPA of at least 3.0 in all graduate courses. An undergraduate certificate shall not require the completion of graduate courses.
3. Proposals for certificate programs may include a stipulation that course work taken more than a specified number of years (e.g., four) before admission to a certificate may not be applied.

4. Professional certificate programs may be based on other educational or training experiences that are not regarded as normal coursework. Valid experiences include internships, externships, or similar training that has been approved by the college's professional accreditation agency, the U.S. Department of Education, or a similar accreditation agency.
5. If a certificate program includes courses common to another certificate program, at least nine (9) credits in the certificate program must not be included in the other certificate program. That is, each certificate program must contain at least nine credits of coursework that are unique to that program out of all other certificate programs. Coursework used to fulfill the requirements of a certificate program may also be used for an undergraduate or professional major or minor.

C. Administration of Certificates

1. Colleges shall require an application for all students (degree-seeking, non-degree-seeking, professional, or post-baccalaureate) to enroll in a certificate program. The application must be approved by the department offering the certificate and the college dean or the dean's representative.
2. Certificates awarded after successful completion of an approved program will be posted to the academic transcript. Comments posted to the transcript will be titled "Undergraduate (or Graduate) Certificate in…." University certificates are issued by the University and printed on diploma stock. For non-university certificates, the sponsoring department may provide a paper certificate document if desired; the document must not use the OC seal and must clearly state that the certificate is awarded by the sponsoring unit rather than by the University.
3. Descriptions of university-approved certificates will be included in the appropriate university publications and websites.
4. All University policies apply, including academic, grading, admission, retention, contact hours, and faculty eligibility to teach.

D. Evaluation of Certificate Programs

For Program Review purposes, reports on and review of certificate programs will be included in the parent department's report and review.

Section 12.05 Other Academic Affairs Committee and Graduate Council Procedures

The Provost may convene each committee as necessary. Generally, the Academic Affairs Committee and Graduate Council will abide by the process as follows:

1. The Provost must receive a proposal ten (10) days prior to the Committee meeting, along with the appropriate completed Curriculum Change Form.
2. The Provost and each Committee's Vice Chair (generally for the AAC, FA President-Elect) will together:

a. prepare and distribute the agenda to Committee members prior to the meeting;
b. ensure necessary paperwork is timely submitted to the Academic Operations Manager by the department;

3. To ensure the proposal is heard and continues through the process, each department submitting a proposal must provide to the Committee a representative familiar with the proposal each time the Committee discusses the proposal;
4. Only the recording secretary and voting members of the Committee may be present during an in-person vote.
5. The Committee may take the following actions:
    a. recommend acceptance as written;
    b. recommend acceptance with suggested changes/details; or
    c. reject the proposal.
6. When required to approve a proposal, the Committee may approve the proposal; recommend the proposal approved pending amendments; or reject the proposal. Rejected proposals not appealed may be resubmitted the following academic year but must work their way through the approval process as if new.

Section 12.06 Graduate Council Charter and Procedures

A. Purpose

The Graduate Council reports to the Faculty and the Provost and oversees, determines policy, and reviews and establishes standards for graduate programs. The Council advises on the following matters pertaining to graduate programs, courses and degrees: (1) graduate academic policies, (2) graduate programs, (3) recruitment, (4) admissions policies, (5) degree requirements, (6) addition, revision, and deletion of graduate courses or programs, (6) student advisement, (7) academic standards, (8) improving quality, (9) assessment of academic effectiveness; and (10) other academic matters relating to graduate programs.

B. Graduate Policies

Anyone may submit written policy proposals to the Council. All proposals receive a first and second reading prior to vote. Written policy proposals must be provided to the Academic Operations Manager for inclusion in the Council's agenda.

C. New Program Proposals

The Council reviews and recommends new programs to the Provost for implementation and accreditation, generally following a similar process which the Academic Affairs Committee uses to review and recommend new undergraduate programs. When it is found necessary to establish an ad hoc committee for a new program review, the committee shall have a written change, which includes its organization, responsibilities, terms of existence, and method of meeting and reporting.

D. Membership

1. Representation

The Graduate Council is composed of the following voting members and ex-officio members. That membership is determined as follows:

a. Voting Members. The Committee consists of permanent and non-permanent voting members

i. Permanent Members
- Provost (Chair)
- University Registrar

ii. Non-Permanent Members
- One Faculty representative from each college elected by faculty members of each college
- One Faculty Association (FA) representative selected by the FA, following its constitutional guidelines.

b. Election of non-permanent members: The non-permanent members will be elected each year between spring break and the spring Faculty workshops held in April/May for membership on the committee in the following academic year. The Faculty Association's Executive Committee will be responsible for providing a slate of nominees for all college representatives and will administer the election of the college representatives. If any non-permanent member is unable or ceases to serve with at least six months left in his or her term, a replacement will be elected through the process stated above to serve out the term. If less than six months remains in the term, the dean may appoint a replacement.

c. Ex-officio Members.

i. The dean of each college
ii. The chair of each graduate school
iii. The program director of each graduate program
iv. President

2. Membership Policies.

Non-permanent representatives from colleges and the FA shall take office in September. This will normally be a two-year appointment.

3. Meeting scheduling and agendas.

The Council will meet at least two times each during the fall and spring semesters. Additional meetings may be called by the Chairperson or by a

quorum of the voting membership. The minutes of each meeting shall be posted to the Academic intranet site.

4. Review

The Council will review its Charter annually in April. The charter may be amended at any regular meeting of the Council by two-thirds of the voting membership, provided that the amendment has been submitted in writing to the membership at the previous regular meeting.