Faculty and Administration Handbook

Oral Roberts University

For Academic Year 2023-2024

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Oral Roberts University
7777 S. Lewis
Tulsa, OK 74171

Faculty and Administration Handbook

This handbook is designed—as specified in Section 9.4 of the Bylaws of Oral Roberts University—to provide information to the faculty and staff of Oral Roberts University concerning the procedures and guidelines for all faculty prerogatives and the authority and duties of faculty and administration. (See https://oru.edu/pdfs/about-oru/board-of-trustees/Second-Amended-and-Restated-Bylaws-11-17-2020.pdf)

The information in this handbook is to be reviewed periodically by the faculty, the Office of the President, and the Board of Trustees. Upon review, the Board of Trustees approves and authorizes changes to this handbook. The Board of Trustees retains the authority to modify policies and procedures at any time by following procedures specified in the Bylaws of Oral Roberts University, which shall become effective as of the date of adoption by the Board of Trustees.

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Chapter 1—COMMITMENTS

1.1 FOUNDING VISION

The founding vision of Oral Roberts University: Raise up your students to hear My voice, to go where My light is dim, where My voice is heard small, and My healing power is not known, even to the uttermost bounds of the earth. Their work will exceed yours, and in this, I am well pleased.

1.2 MISSION

The mission of Oral Roberts University: To develop Holy Spirit-empowered leaders through whole person education to impact the world.

1.3 CORE VALUES

Christian Distinctiveness: We are a God-centered university that upholds a Christian worldview with a Spirit-empowered emphasis. We endeavor to live in the power of the Holy Spirit and to become service-oriented leaders who go into every person's world with healing for the totality of human need.

Whole Person Education: We seek to develop the whole person in spirit, mind, and body, thereby preparing ourselves and our students to be professionally competent, Holy Spirit-empowered leaders who demonstrate spiritual integrity, personal resilience, intellectual pursuit, global engagement, and bold vision.

Excellence with Integrity: We strive to operate with and instill in our students excellence with integrity in all personal, academic, professional, and corporate endeavors.

Caring Community: We are dedicated to providing a safe, caring, and Godly environment, encouraging unity in diversity. We believe that all people have been created in the image of God and deserve to be respected.

1.4 ACADEMIC MISSION

Oral Roberts University's academic mission is to transform students by the power of the Holy Spirit into whole, competent servant-leaders through liberal arts and professional education that is fully Christian. Within a Spirit-filled healing community, administration, faculty, and staff love and serve students by helping them grow in knowledge, skills, wisdom, character, and spirit.

1.5 UNIVERSITY LEARNING OUTCOMES

Student transformation is measured through evaluating student expression of University learning outcomes as demonstrated through the following outcomes.

Spiritual Integrity

Personal Resilience

Intellectual Pursuit

Global Engagement

Bold Vision

1.6 PURPOSES ACCORDING TO UNIVERSITY BYLAWS

As stated in the Second Amended and Restated Bylaws of Oral Roberts University (the University) as of November 17, 2020, "The University is formed to establish, maintain, and conduct a university for the promotion and advancement of education and higher learning and to confer such degrees and grant such honors as are usually and customarily conferred in accredited institutions.

The University is founded upon and shall forever be dedicated to the promulgation and preservation of Biblical Christianity and academic excellence. The University is a Christian institution with the distinctive dimension of Holy Spirit-empowerment. The expressions of the gifts and fruit of the Holy Spirit are encouraged.

The University seeks to educate the whole person with balanced emphasis placed on the development of mind, spirit, and body, harmonizing knowledge, skills, and attitudes with faith in, and commitment to, Jesus Christ as Lord and Savior, believing Him to be the only perfect, whole person who has lived.

The University is committed to the historic Christian faith of the eternal Godhead: Father, Son, and Holy Spirit who, through the new birth and indwelling of us as believers by His Spirit, is Lord of our lives now and forever. The University is committed to assist students in their quest for knowledge of their personal relationship to God, to mankind, and to the universe in which we live. Dedicated to the realization of truth as it is totally embodied in Christ and the achievement of one's potential life capacity, the University seeks to graduate an integrated person: a person spiritually alive, intellectually alert, physically disciplined in His work on earth, and living at all times in expectancy of the Second Coming of Christ.

To accomplish these purposes and its mission, the University seeks to synthesize, by means of Holy Spirit-empowered interdisciplinary cross-pollination, the best traditions in liberal arts, professional, and graduate education to enable students to go into every person's world with God's healing power to help meet the totality of human need."

1.7 LEARNING, LIVING, AND WORKING ENVIRONMENT

The University is committed to providing a Christian learning, living, and working environment which promotes safety, personal integrity, mutual respect, and freedom from discrimination. The University complies with all applicable federal and state non-discrimination laws and regulations in admissions and employment, as well as in conducting its educational programs, activities, and operations. The University does not engage in unlawful discrimination based upon race, color, age, sex, national origin, religion, disability, or veteran status in its educational programs, employment practices, or activities.

As a Christian university, the University has received acknowledgment from the Department of Education/Office of Civil Rights of its exemption under Title IX, 34 C.F.R., section 106, and the University is also exempt from provisions of other applicable laws and regulations to the extent that the application of such laws would be inconsistent with the University's religious tenets. These exemptions apply to, but are not limited to, requirements expressed in university policies and practices including the Honor Code, housing policies, admissions, employment, as well as in student and employee standards of conduct. The University retains all rights afforded under federal law and state laws. The following persons have been designated to coordinate the University's compliance with certain nondiscrimination laws: Director of Student Support Services (918) 495-6581 or disabilityservices@oru.edu and Title IX Coordinator (918) 495-7709 or TitleIX@oru.edu.

1.8 FACULTY TEACHING EXCELLENCE

As indicated in the Five-year Adaptive Plan, the University established a goal of "Achieving Exceptional Teaching, Innovation, and Academic Excellence." To meet the goal, the University hires Christian faculty members who teach effectively and facilitate student learning. Every ORU faculty member seeks to improve and develop their teaching abilities by participating in the Academy for Exceptional and Effective Teaching. The Academy, as described in Section 2.1.11.2 *The Academy for Exceptional and Effective Teaching*, develops teaching skills in faculty members through a

developmental model of mentoring and encouragement. Annual performance evaluations assist faculty members in evaluating teaching effectiveness and discovering opportunities for continuous improvement. To demonstrate continuing excellence in teaching over time, the Senior Professor Professional Review provides an additional opportunity to evaluate academic excellence.

1.9 STUDENT LEARNING AND ASSESSMENT

1.9.1 Student Learning Emphasis

To ensure that the University's education fulfills the stated mission and core values, the University has a comprehensive assessment system that focuses on student learning. Each course syllabus lists the student learning outcomes identified in that particular course and includes all class activities designed to contribute to those outcomes. A curriculum map shows the extent to which each course at the University contributes to the overall learning outcomes.

The University is proactive in its adoption of best practices to ensure that the design and delivery of student learning options are preparing students to live in a diverse world and that the options accommodate a variety of student learning styles.

The University learning outcomes are derived from the whole person education philosophy identified in the University mission. While the student learning model is outcome-based, faculty members greatly influence those outcomes through their contributions to the learning process. They must continually ask themselves several questions:

- *Whom am I teaching?* This is a very important question because the student is the focus of the learning process. Understanding students and their cultures is a crucial success factor.
- *What am I teaching?* The University appoints faculty members whose credentials indicate competency and expertise in their respective subject areas. It is the responsibility of faculty members to remain current in their fields and to share their updated knowledge with students.
- *What are my gifts?* Faculty members need to understand their own strengths and limitations, build upon their strengths, and seek ways to overcome their limitations. The University endeavors to place professional educators into positions that match their callings.
- *What are my resources?* Faculty members can enhance their strengths by taking advantage of the various professional development opportunities described in Chapter 2 of this handbook. They will also profit from the physical resources at their disposal, such as technology, laboratories, and other campus facilities.
- *How am I teaching?* Pedagogy/andragogy is constantly evolving, and effective teachers remain abreast of research, innovations, and methods. Service learning, the world as the classroom, and writing across the curriculum are examples of such methods available to the contemporary teacher.
- *How well are my students learning?* Assessment is at the heart of outcomes-based learning and enables students to demonstrate competency and growth. The results from assessment provide data for arriving at informed decisions regarding every facet of the learning process. As faculty members close the feedback loop in the assessment process, the entire learning cycle starts again in the quest for continuous improvement.

Two of the primary goals of assessment at the University are to determine (1) the extent to which students demonstrate expected learning outcomes in their educational experiences and (2) how well the academic programs' curricula and pedagogy/andragogy are designed to facilitate that end. Numerous assessment instruments are utilized, and the results of each are shared with appropriate entities. Improvements are then proposed, approved, implemented, and reported.

1.9.1.1 Definition of University Learning Outcomes

The University assesses students' skills, competencies, and/or attitudes as they enter the University, while they are studying at the University, and after they have left the University. Assessment occurs at the University, college, department, and course levels.

The University's student learning expectations, practices, and assessment objectives align with the University's mission. The whole person education philosophy identified in the University's mission statement constitutes the foundation for all desired outcomes. The University has adopted the following learning outcomes-and the proficiencies and capacities that accompany them, which serve as evidence that students have attained these outcomes.

Spiritual Integrity

Students will learn to hear God's voice by deepening their relationship with Jesus Christ and increasing their sensitivity to the Holy Spirit—for themselves and for others. Students will pursue wholeness and integrity in their relationships with others and with God. Students will expand their biblical knowledge, approach life from a Spirit-empowered worldview and be able to share the gospel of Jesus Christ.

Personal Resilience

Students will learn the skills needed for motivation and perseverance in addressing the complexities of life. Students will develop the knowledge, skills and strategies required to adapt appropriately to changing environments. Students will honor God by embracing wellness through self-management and self-care to include physical exercise, good sleep patterns, and proper nutritional habits.

Intellectual Pursuit

Students will learn to develop problem-solving, critical-thinking and decision-making skills in preparation for professional careers. Students will demonstrate an increase in knowledge and increased capacities for knowledge attainment. They will participate in identifying, analyzing, and creating solutions for the world's greatest problems.

Global Engagement

Students will learn to model respect, responsibility, flexibility, adaptability, and sacrifice as they navigate the challenges and opportunities of a globalized world. Students will learn to use multiple strategies to develop culturally responsive relationships that support and encourage constructive change.

Bold Vision

Students will learn to recognize, develop, and communicate bold responses for today's complex issues. Students will contemplate God's purpose for their lives and God's vision for their futures while also seeking to understand the world's challenges and how these dynamics intersect. Practical, scalable objectives that assist students in moving from vision to reality will be learned as they are challenged to bring hope and transformation to the world.

1.9.1.2 Program Review

Students learn best in programs specifically designed with student learning in mind. Every academic program is reviewed annually for continuous improvement modifications and once during every five-year period for an in-depth study of mission fit and sustainability. The Program Review Panel, convened by the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, reviews all academic programs. The purpose is threefold: (1) to encourage program improvement and innovation; (2) to document accountability for the academic programs; and (3) to provide information to assist in making University-level decisions about program revisions, program deletions, and resource allocation.

Possible responses of the review process include the following:

1. Phase out—The program should be eliminated.
2. Review—Some pressing issues or concerns raised by the panel's review of the program need immediate investigation by appropriate administrators and faculty members.
3. Maintain but review—The program should be continued, but its review raised questions or concerns about specific aspects of the program that should be further investigated and addressed by appropriate administrators and faculty members.
4. Maintain—The program should be continued. This recommendation should not be misconstrued to mean that the program has sufficient resources to maintain quality or that it should be maintained "as is." An appeal may be made for specific types of additional support, usually staffing and/or equipment.
5. Enhance—The program should be provided significant additional resources.

1.9.2 Whole Person Assessment

The primary system for the assessment of student learning outcomes at the University is called Whole Person Assessment. The Whole Person Assessment process provides feedback on student reflection for self-improvement as well as valuable information for University program improvement.

Evidence called "artifacts" document student learning and achievement of the student learning outcomes. Examples of artifacts include items such as supporting documents, evaluations, recommendations, term papers, research projects, reflection papers, essays, video clips of presentations, test scores, evidence of creativity and performance, and extracurricular activities. The course Introduction to Whole Person Education (GEN 150) introduces students to the University's learning outcomes, the University's philosophy of assessment, strengths assessment relating to career planning, and basic technology skills needed for functioning within the Whole Person Assessment system.

Students upload artifacts into dropboxes for faculty members to assess. Faculty members evaluate artifacts submitted by students using rubrics that automatically enter the results into an assessment database. The database interacts with the students' demographic information profiles, analyzes individual student performance, gathers summative data for all of the students, and allows for the disaggregating of data by subgroups such as gender, ethnicity, and other demographic categories.

1.9.3 Aids to Student Learning

To help enroll students in the proper levels of courses and thus be better prepared to learn and succeed, each incoming student is assessed in English, foreign language, and mathematics. Students having English as a second language also take the TESOL test.

Peer tutoring is another service that the University provides to aid student learning. The Writing Center, located on the fifth floor of the Learning Resources Center (LRC) and open approximately from 9:00 a.m. to 4:30 p.m. Monday through Friday offers one-on-one tutoring primarily in English and writing skills. Students may reserve regularly scheduled tutoring times throughout the semester or may call ahead (ext. 7367) to schedule one or two tutoring times. "Walk-ins" are also accepted if tutors are available. In addition to tutorial help, a full range of self-paced instructional programs are available to improve writing skills, including the following topics: commas, common writing errors, documentation, grammar agreement, library orientation, the paragraph, parts of speech, practical writing tips, punctuation, sentence combining, and sentence structure.

The Comprehensive Advisement Center (CAC), located next to the Writing Center, assists all new students in the transition to the University. The staff advises students in selecting courses for their first semester at the University, helps students become acquainted with the campus and services available on campus, creates and distributes files for new students, and introduces new students to the departments of their chosen majors where they receive academic guidance for the remainder of their academic pursuits. The CAC advises students in the Bridge Program during the first semester of their first year.

1.10 STUDENT SUPPORT SERVICES

Student Support Services, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, facilitates reasonable accommodations to students based upon their individual needs. Accommodations offered to students through this office include, but are not limited to, the following:

- Extended time on exams
- Distraction reduced testing rooms
- Flexibility in attendance for disability-related absences
- Adapted HPE courses
- Additional accommodations in policy deemed reasonable

Additional services available include the following:

- Consultation on disability issues
- Registration for assistance animals

Under ADA and Section 504 of the Rehabilitation Act, a postsecondary institution is not required to provide accommodations that would be considered personal services (i.e. transportation to campus or classes, assistance with personal hygiene, etc.)

Accommodations are to be renewed each semester, simply by completing the one-page Student Renewal Form.

1.11 OUTREACH MINISTRIES

To help students fulfill the University mission and learning outcomes, students are encouraged to go on mission trips to help carry out the University's vision "to go into every person's world," and annually 325-350 students go on missions. Besides providing the University students with leadership training, team-building skills, and cross-cultural experiences, teams share the love of Christ through various focuses, such as traditional healing and evangelism, medicine, disaster relief, music, and athletics. Mission trips range from one week to two months and may take place during college breaks (fall, Christmas, and spring) or during summers. Destinations may be within the United States (such as a rural area or inner city) or worldwide (including Mexico, Japan, Africa, Iceland, Brazil, and Australia).

Students wanting to go on missions need to sign up early, such as after the annual missions chapel or at "Rush Night" early in the fall. Students prepare for the trips by studying the culture, preparing spiritually, fundraising, and building teams relationships through activities such as ropes courses. Local outreach is available through the Community Outreach Program and other specific campus groups, such as the Honors Program (which works with underprivileged children), the Anna Vaughn School of Nursing (which works with medical care in rural areas), and the College of Education (which has adopted an "at risk" school). Community Outreach has 35 student-led teams and offers hundreds of opportunities for students to minister to local neighborhoods in such ways as evangelism, tutoring, painting homes, and distributing food. Community Outreach chapel and Rush Night provide opportunities for students to learn about the different outreaches. Students are able to sign up and join a team anytime during the year. More information is available on the ORU Website.

1.12 HONOR CODE PLEDGE

All faculty members sign the same Honor Code Pledge as signed by students. By signing the pledge, faculty members affirm the lifestyle described in the pledge. Regular faculty members exemplify the lifestyle at all times; part-time faculty members are expected to support and exemplify the lifestyle in the pledge while on campus, with students, or when representing the University. The pledge (written in language addressing students) follows:

In signing the Honor Code Pledge, I fully recognize that Oral Roberts University was founded to be and is committed to being a leading academic institution serving the interdenominational Body of Christ, offering a lifestyle of commitment to Jesus Christ of Nazareth as personal Savior and Lord. I further recognize that the University's ministry is that of providing a Whole Person education with a charismatic distinctive. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what Oral Roberts University is in its calling to be a Christian university.

1. **I PLEDGE** to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.
2. **I PLEDGE** to grow in my spirit, by developing my own relationship with God.
3. **I PLEDGE** to develop my body with sound health habits by completing the required aerobics program and by participating in wholesome physical activities.
4. **I PLEDGE** to cultivate good social relationships and to seek to love others as I love myself. I will not lie; I will not steal; I will not curse; I will not be a talebearer. I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.
5. **I PLEDGE** at all times to keep my total being under subjection from all immoral and illegal actions and communications, whether on or off campus. I will not take any illegal drugs or misuse any drugs; I will not engage in or attempt to engage in any illicit, unscriptural sexual acts, which include any homosexual activity and sexual intercourse with one who is not my spouse through traditional marriage of one man and one woman. I will not drink alcoholic beverages of any kind; I will not use tobacco; I will not engage in other behavior that is contrary to the rules and regulations listed in the Student Handbook.
6. **I PLEDGE** to maintain an integrity of openness to God's claims on my life and to do my utmost to know and follow His will for my life.
7. **I PLEDGE** to attend class, all required chapel services on campus, and my choice of a house of worship wherever God is honored and lifted up.
8. **I PLEDGE** to abide by the rules and regulations that may from time to time be adopted by the university administration. I understand Oral Roberts University is a private school that is governed by a Board of Trustees, which has final authority on all matters. I understand that the university reserves the right to require the withdrawal of a student at any time if in the judgment of the President of the university and the University Discipline Committee such action is deemed necessary to safeguard ORU's ideals of scholarship or its spiritual and moral atmosphere as a Christian university.

I will keep the HONOR CODE carefully and prayerfully. I understand that my signature below is my acceptance of the entire Honor Code and completes a contract between me and Oral Roberts University, which is a prerequisite for matriculation and my continued association with the university. My signed pledge becomes a part of my permanent file. Further, my acceptance of the Honor Code is a solemn vow and promise to God as to how I will live my life.

Chapter 2—FACULTY

2.1 FACULTY PERSONNEL

The basic function of a university is to acquire knowledge, add to it, and pass it on for the benefit of society. At Oral Roberts University this function is performed by a community of Christian scholars who are free to exercise their best judgment in a Christian context for the planning and execution of their professional responsibilities.

2.1.1 Faculty Positions

Oral Roberts University is committed to appointing faculty members who maintain the academic integrity of the University, are Spirit-empowered leaders who support and promote the University's mission and vision, and who are committed Christians seeking to grow in their own walks with God. As Spirit-empowered Christians commissioned to develop Spirit-empowered leaders through whole person education, faculty members demonstrate lifestyles founded upon the Word of God and attest to their own experiences of Spirit-empowerment, which includes praying in the Spirit or actively seeking a personal prayer language. Faculty members continue to grow in the gifts of the Spirit, live ethical lifestyles characterized by the fruits of the Spirit, use their God-given gifts to serve the students, and pursue a personal wholeness and harmony of spirit, mind, and body as exemplified by Jesus Christ of Nazareth.

Faculty members are appointed to regular, adjunct, or other academic positions. Faculty members are assigned positions according to training, experience, professional competence, and the position being filled. Meeting the necessary degree and experience requirements for a particular position does not assure one of that position. Regular faculty and distinguished faculty positions are appointed by the Board of Trustees while other positions, including adjunct faculty, are appointed by the President.

2.1.2 Regular Teaching Faculty Positions

Regular faculty positions are full-time and serve as either teaching faculty or professional faculty. All faculty members with regular appointments (both teaching and professional) are eligible for benefits and are required to carry out faculty responsibilities as listed in this handbook; to adhere to all other University, college, and departmental policies; and sign and abide by the Honor Code Pledge. Every college will work with faculty members' gifts and strengths to establish a balance of abilities and workloads throughout the college.

Regular teaching faculty positions consist of the following ranks to promote exceptional teaching.

Instructor: Holds a minimum of a bachelor's from an accredited institution, has nationally recognized professional or academic experience appropriate to the instructional assignment, and demonstrates an aptitude for quality teaching

Lecturer: Holds a minimum of a master's degree from an accredited institution with at least 18 graduate hours appropriate to the instructional assignment and develops an established record of effective teaching

Senior Lecturer: Holds a minimum of a master's degree from an accredited institution with at least 18 graduate hours appropriate to the instructional assignment and a recommended 15 years of full-time teaching experience and sustains an established record of exceptional teaching

Regular Professional Faculty Rank	Term	Annual Performance Evaluation	Professional Review	Decision Whether to Award New Contract
Instructor	1 year	Required	Not Required	Spring semester of 1st year
Lecturer	1 year	Required	Not Required	Spring semester of 1st year
Senior Lecturer	1 year	Required	Not Required	Spring semester of 1st year

2.1.3 Regular Professional Faculty Positions

Regular faculty positions are full-time and serve as either teaching faculty or professional faculty. All faculty members with regular appointments (both teaching and professional) are eligible for benefits and are required to carry out faculty responsibilities as listed in this handbook; to adhere to all other University, college, and departmental policies; and to sign and abide by the Honor Code Pledge. Every college will work with faculty members' gifts and strengths to establish a balance of abilities and workloads throughout the college.

Regular professional faculty positions consist of the following ranks to promote exceptional teaching and engage in Spirit-empowered scholarship.

Assistant Professor: Holds a doctorate or terminal degree appropriate to the instructional assignment and produces a mix of professionalism, peer-reviewed scholarship, and professional activities while engaging in service

Associate Professor: Holds a doctorate or terminal degree appropriate to the instructional assignment; has a recommended minimum of five years of full-time university teaching experience; and produces a mix of professionalism, peer-reviewed scholarship, and professional activities while engaging in service

Professor: Holds a doctorate or terminal degree appropriate to the instructional assignment; has a recommended minimum of ten years of full-time university teaching experience; and produces a mix of professionalism, peer-reviewed scholarship, and professional activities while engaging in service

Senior Professor: Holds a doctorate or terminal degree appropriate to the instructional assignment; serves as a Professor for a recommended minimum of five years; and produces a mix of professionalism, peer-reviewed scholarship, and professional activities while engaging in service

Regular Academic Faculty Rank	Term	Annual Performance Evaluation	Professional Review	Decision Whether to Award New Contract
Assistant Professor	1 year	Required	Not Required	Spring semester of 1st year
Associate Professor	2 years	Required	Not Required	Spring semester of 1st year
Professor	3 years	Required	Not Required	Spring semester of 2nd year
Senior Professor	5 years	Required	3 years	Spring semester of 3rd year

2.1.3.1 Senior Professor Rank

Regular professional faculty members who remain in good standing and meet the criteria may apply for the rank of Senior Professor. The University offers Senior Professors a five-year Contract with annual performance evaluations and a full professional review after three years. The process for an award of a new five-year Contract is set forth in Section 2.1.8 *Senior Professor Professional Review*. Senior Professors qualify for the following.

- Awards/Assistance: compensation based on rank, option for Honors students as paid Research Assistants, and professional travel assistance based on budgetary limitations
- Privileges: parking, season tickets for Basketball and Baseball games, and copies of Spiritus and other ORU Press materials on release
- Recognition: recognition at commencement with noted regalia and Faculty Marshall activities

2.1.4 Adjunct Faculty Positions

Adjunct faculty members are appointed to temporary positions and typically teach reduced course loads compared to regular faculty. Adjunct faculty members are appointed to fulfill specific University needs. The term "adjunct" may be used in conjunction with the regular faculty ranks.

1. Adjunct faculty are expected to support and exemplify the Honor Code Pledge when on campus, with students, or representing the University and are to adhere to all other University, college, and departmental policies.

2. NOTE: Graduate teaching assistants are not included as adjuncts; instead they are defined as students currently enrolled in graduate programs but approved to assist with specific courses for a limited number of semesters.

2.1.5 Other Faculty Positions

Other faculty members may be eligible for benefits in accordance with University policy and benefits as agreed upon in writing by all parties involved (chair, college dean, Provost/Chief Academic Officer, and President) prior to the appointment. Appointees to these positions are required to sign the Honor Code Pledge.

Clinical Instructor: Holds a minimum of a Bachelor degree from an accredited institution with two years of clinical experience and recognized with the faculty credentials for guiding Nursing students through professional practice experiences. Within the first six months of employment, the Clinical Instructor must complete one of the following certifications based on prior experience: Adult – Advanced Cardiac Life Support; Pediatric – Pediatric Advanced Life Support; Neonatal – Neonatal Resuscitation Program. Additional terms and conditions of employment must be agreed upon in writing by all parties involved (chair, college dean, Provost/Chief Academic Officer, and President) prior to the appointment.

Professional-in-Residence: Recognized for outstanding professional experience and skills appropriate for the position. All other available data evaluated. Terms and conditions of employment must be agreed upon in writing by all parties involved (chair, college dean, Provost/Chief Academic Officer, and President) prior to the appointment.

Distinguished Professor: Distinguished Professor is a faculty position reserved for an individual who has a national or international record of outstanding professional achievements, which may be artistic, historical, literary, philosophical, scientific, theological, political, or technical. The distinguished faculty member is either: among the top ten percent of active researchers or practitioners in an area of scholarship or service, or has made a seminal contribution in the discipline, and whose name is recognized as eminent by most scholars in the academic discipline. The Board of Trustees must appoint this position.

Visiting Faculty Member: Faculty member who normally teaches in another post-secondary institution, is retired from teaching, or possesses sufficient academic qualifications. Appointed to provide classroom instruction on a full or part-time basis usually limited to one year but flexible. Position title may vary based on faculty member qualifications, including Visiting Instructor or Visiting Professor, among others. Terms and conditions of employment must be agreed upon in writing by all parties involved (chair, college dean, Provost/Chief Academic Officer, and President) prior to the appointment.

Visiting Scholar: Scholar who normally performs research in another post-secondary institution, is retired, or possesses sufficient academic qualifications. Appointed to use University resources and perform research on a full or part-time basis usually limited to one year but flexible. Terms and conditions of employment must be agreed upon in writing by all parties involved (chair, college dean, Provost/Chief Academic Officer, and President) prior to the appointment.

2.1.6 Faculty Appointments

The Board of Trustees appoints faculty members who confess Jesus Christ as Lord and Savior, who are competent educators, and who are willing to be part of a university founded upon the Holy Spirit. As educators, faculty members demonstrate a faith in alignment with the University, as set forth in the Bylaws and approved by the Board of Trustees, engage in a high level of expertise in their disciplines, and communicate their faith and expertise skillfully to students.

2.1.6.1 The University's Commitment to Diversity

A key priority for the University is to enhance the diversity of the academic community. To fulfill the academic mission, as well as to ensure meeting the educational needs of its constituencies, The University seeks to diversify its community and its curriculum. The University does not seek to achieve quotas, but every faculty search should seek ways to find diversity among highly qualified candidates. Although the University is a meritocracy, it seeks to increase the number of women and minorities in its pool of prospective candidates for faculty appointments. A faculty search committee should not recommend a candidate solely based on demographic characteristics. Broadening the base of qualified candidates considered will, over time, increase diversity among the faculty. Consequently, a national search should be used to fill most regular faculty positions.

2.1.6.2 Faculty Position Approval Procedures

To fulfill the mission of educating whole persons, faculty members are appointed to positions that are created and maintained through appropriate approval procedures.

Approval to Create a New Faculty Position

1. When a college dean or department chair identifies a need for a new faculty position, a "Request to Create a New Faculty Position" form is submitted through the college dean to the Provost/Chief Academic Officer. Included on this form should be information detailing the changes generating the need for the additional faculty position, the consequences of not creating the position, and reasons as to why the college cannot address the changes with existing faculty. The form should also provide a description of the position including major functions, responsibilities, and required qualifications. For appointments with more than one title (e.g., department chair plus professor), information about all titles should be included.
2. When in agreement with the request, the Provost/Chief Academic Officer requests endorsement of the new faculty position from the President and requests approval from the Board of Trustees through the Academic Affairs Committee. After receiving verification of the Board of Trustees' approval of the new faculty position through the Provost/Chief Academic Officer, the college dean and department chair work with the Faculty Hiring Coordinator to begin the procedures to fill the open faculty position as outlined in this section based on the "Faculty Hiring Forms and Procedures" and summarized in Appendix A.

Approval to Fill an Existing Faculty Position

1. When a college dean or department chair identifies a need to fill an existing faculty position, a "Request to Fill an Existing Faculty Position" form is submitted through the college dean to the Provost/Chief Academic Officer. Included on this form should be information detailing the changes generating the need to fill the position, the consequences of not filling the position, and reasons as to why the college cannot address the changes with existing faculty. The form should also provide a description of the position including major functions, responsibilities, and required qualifications. For appointments with more than one title (e.g., department chair plus professor), information about all titles should be included.
2. When in agreement with the request, the Provost/Chief Academic Officer requests approval to fill the existing faculty position from the President. After receiving approval through the Provost/Chief Academic Officer, the college dean and department chair work with the Faculty

Hiring Coordinator to begin the procedures to fill the open faculty position as outlined in this section based on the "Faculty Hiring Forms and Procedures" and summarized in Appendix A.

2.1.6.3 Procedure to Fill Regular Faculty Positions

Regular faculty candidates are selected using procedures that attempt to maximize the quality and diversity of the faculty. These procedures are listed below and summarized in Appendix A.

Development of Search Plan

1. The department chair completes the "Job Posting Request" and submits it to the college dean. The college dean edits the form and submits the final version to the Faculty Hiring Coordinator for posting on various hiring websites, including the University's Human Resource page.
2. The college dean or department chair working with the Faculty Hiring Coordinator and following the "Faculty Hiring Forms and Procedures" prepares a preliminary search plan and identifies resources available for advertising and networking with diversity in mind. In formulating and executing the search plan, the chair or college dean should begin by reviewing the departmental composition, the availability of women and minority individuals in the discipline, and the results from previous recruiting and search efforts. The chair or college dean needs to make certain the open position is advertised in a variety of venues. An advertising strategy should employ a public search that targets appropriate professional publications and electronic media designed to attract a diverse and qualified applicant pool. Widespread use of technology (such as email and the ORU Website) as a recruitment tool introduces low-cost alternatives to some of the more traditional advertising choices.
3. The chair or college dean determines the deadline for receiving applications. Nominations may not be accepted after the deadline unless the search is reopened or extended. A search may be reopened or extended when the size, quality, or composition of a pool is not satisfactory. If a search is reopened or continued, the chair or college dean needs to inform the current applicants of their status and that of the search, including the reason the search is being reopened or continued and the revised time frame for the search.

   Notification of a reopened or continued a search should be sent to the Provost/Chief Academic Officer and needs to include the following:
   a. The reason for the extension or reopening of the search.
   b. The new time frame, deadline or "until position is filled" statement and expected appointment date.
   c. A description of the revised recruitment strategy—including which methods will be used to ensure a stronger pool of qualified applicants.

Search Committees and Applications

1. The college dean assigns a search committee for each regular faculty vacancy. The search committee itself should reflect the diversity of the faculty, administration, and students of Oral Roberts University. The college dean submits the complete list of search committee members to the Faculty Hiring Coordinator. The committee is composed of a search committee chair and four other faculty members representing the criteria below. Note: Several of these criteria may be met by one committee member (e.g., an Asian female faculty fulfills two of the committee criteria).
   a. Chair of the department or dean of the college seeking the new faculty member
   b. Faculty members from the discipline(s) seeking a new faculty member
   c. A female faculty member
   d. One of the following representatives from outside the discipline
      (1) A faculty member from another discipline
      (2) A member of the Board of Trustees
   e. One of the following ethnic categories (may be self-identified)

(1) Asian/Pacific Islander
(2) American Indian/Alaskan Native
(3) Black
(4) Hispanic

If the committee so desires, student representation in the search process is possible through (a) having one student on the search committee or (b) having applicants present a sample lesson to students in order to demonstrate teaching skills and allow for student feedback.

2. The chair of the search committee is responsible for the following duties:
   a. Receiving a completed application and associated materials from the Faculty Records Specialist or department chair for each applicant. (The application is available on the ORU website.)
   b. Ensuring that complete records are kept during the search. Search files must be kept for seven years; files on searches that have been litigated must kept for seven years after completion of litigation.
   c. Documenting the activities of the search, including contacts with applicants.
   d. Sending a letter of acknowledgment to each applicant submitting a completed application within two business days offering details about the hiring process and timeline. (e.g., "This is to acknowledge receipt of your application for the position of _____ at Oral Roberts University. I shall notify you of your status after the initial screening of applicants. In the meantime, please provide official transcripts of all your college work and three letters of reference for your file."
   e. Apprising applicants of their status throughout the search process.
   f. Calling together committee members to meet to discuss applications, applicants, and other matters concerning the search.

Evaluation of Applicants

1. The search committee evaluates the pool of applicants to determine if it is adequate in number, quality, and diversity of applicants. If the applicant pool does not meet expectations, the following questions should help pinpoint problems and replenish the pool:
   a. Were the announcements and advertisements timely?
   b. Did the criteria exclude otherwise qualified individuals from the pool of applicants?
   c. Did the committee members make individual contacts with potential nominators or candidates?
   d. Were nominees contacted and encouraged to apply?
   e. Did the search proceed fast enough so that applicants did not lose interest?
   f. Were candidates kept informed of the progress of the search?
   g. How interested in the position are the potential interviewees?
   h. Are the criteria gender-neutral and culturally bias-free?
2. The search committee creates an unofficial file for each qualified applicant and screens each applicant's file—including completed application form, curriculum vita, references, unofficial transcripts, letters of recommendation, and other relevant material—to determine which applicants meet the essential qualifications.
3. The search committee identifies a list of applicants, based on the screening of the application files, who are to be asked to submit a written statement of any questions (such as experience, scholarly research, and pedagogical) the committee deems relevant. Questions concerning an applicant's age, race, ethnic background, or financial information are not permissible. When applicants return their answers to any additional questions, committee members evaluate the answers, meet to discuss their findings, and decide if further information is needed. Committee members may decide to conduct telephone interviews with the applicants.
4. Applicants not selected are to be notified that they are no longer being considered for the open faculty position using approved responses provided by the Faculty Records Specialist.
5. If an applicant does not have 18 graduate hours in the teaching subject area, the department chair must create, sign, and date a one-page narrative detailing the alternative qualifications

(certifications, acclaim, experience, etc.) used to establish the applicant's professionalism and suitability for the position.

6. If the applicant has unacceptable answers to any spiritual formation questions on the application, the search committee should work with the applicant to obtain explanations and clarifications of those answers and include those documents in the unofficial and official files.

Interviewing the Candidates

1. The search committee identifies applicants who are still viable candidates for the faculty position based on their statements of faith and the answers to any additional questions. These candidates are to be interviewed (Questions are in Appendix C) by the committee. Applicants not selected are to be notified that they are no longer being considered for the open faculty position. The committee chair arranges for an interview of each candidate still under consideration and completes the following duties:
   a. Arranges for each candidate to receive a copy of the interview questions.
   b. Arranges for a department chair, college dean, or search committee member to meet the candidate when he or she first arrives.
   c. Provides each candidate a schedule so the candidate knows with whom she or he will be meeting during the interview (e.g., search committee members, students, college dean, Provost/Chief Academic Officer, President).
   d. Convenes the interview to discuss academic issues, department needs, and spiritual fit, as suggested by the interview questions.
   e. Invites the candidate to give a talk, teach a class, etc.
   f. Arranges a campus tour.
   g. Invites the candidate to a University event when appropriate.
   h. Arranges for an exit interview with the candidate during which timetables of both the candidate and the department are clarified and the candidate has the opportunity to ask about anything else that has not been covered.
2. The search committee meets to discuss the results of the interview(s), completes the "Faculty Interview Evaluation" (See Appendix B) for each applicant, and recommends a candidate to the college dean. The college dean may endorse the choice of the search committee or recommend reopening the search process to expand the pool of applicants or close the search and possibly reopen it at a later time. If the college dean endorses the committee's choice, the college dean then notifies the Faculty Records Specialist of their interest in the applicant.
3. The Faculty Records Specialist then prepares the official file which contains the application, curriculum vitae, unofficial transcripts for every college or university listed on the application and CV, and three letters of recommendation. The file will also include the "Request for Faculty Appointment," the "Faculty Interview Evaluation," and the "New Employee IT Access" as well as any narrative or clarifying documents received from the Search Committee Chair.
4. Once the official file is complete, the Faculty Records Specialist will send the file to the Provost/Chief Academic Officer.
5. If the Provost/Chief Academic Officer approves of the applicant, arrangements will be made for both the Provost/Chief Academic Officer and President to interview the applicant.

Appointment to Faculty

1. The Provost/Chief Academic Officer after receiving endorsements from the President notifies the chair of the Academic Affairs Committee of the Board of Trustees of the recommendation.
2. The Academic Affairs Committee forwards the recommendation with comments concerning whether or not to make the candidate an offer to the Board of Trustees for their approval.
3. The Faculty Records Specialist receives the approved file from the Provost/Chief Academic Officer's office and sends the college dean or chair a conditional offer template.
4. The college dean extends a conditional offer to the candidate contingent upon a clear background check and I9 clearance.

5. When the conditional offer is accepted, the original written offer and acceptance are forwarded to the Faculty Records Specialist.
6. The Faculty Records Specialist then forwards the required documents to Human Resources to initiate the background check and I9 processes.
7. Once the Faculty Records Specialist is notified that the candidate has satisfactorily completed the background check and I9 processes, a contract will be created and sent to the college dean's assistant for obtaining the faculty member's signature.
8. When the signature is secured, the contract is forwarded to the Faculty Records Specialist who will forward it to the Provost/Chief Academic Officer for signature.
9. The Faculty Records Specialist notifies the Finance Department and the Human Resources Office of the newly appointed faculty member so that arrangements can be made for the new faculty member to sign necessary forms (e.g., Drug-Free Workplace form, Network and Computer Systems Acceptable Use Agreement, Honor Code Pledge, and W-4) and to attend meetings for new University employees. Human Resources also assigns a Z-number at this time and processes requests for ID, keys, IT Access, etc. as required.
10. The Faculty Records Specialist works with the newly appointed faculty member to secure official transcripts for all educational institutions listed on their application and curriculum vitae. All official transcripts must be sent to Faculty Records and be received within 60 days of the first day of class.
11. The search committee chair notifies the other candidates that the position has been filled. Reasons for not hiring a candidate need to be kept within the search committee's internal documents and should not be volunteered in the notification letter.

2.1.6.4 Procedure to Fill Distinguished Professor Positions

Available Distinguished Professor positions will be filled using the following procedure.

1. Any member of the Board of Trustees or University administration may nominate a candidate for Distinguished Faculty to the dean of the respective college. The definition of a Distinguished Professor is stated in the Faculty Positions section of this handbook.
2. If the nomination is approved by the college dean, the nomination is sent to the Provost/Chief Academic Officer.
3. If the nomination is approved by the Provost/Chief Academic Officer, the nomination is forwarded to the President for consideration.
4. If the President approves the nomination of the candidate, the Provost/Chief Academic Officer appoints and chairs a Distinguished Faculty Candidate Committee. The committee will consist of the Provost/Chief Academic Officer, dean of the respective college, chair of the appropriate department, a faculty member recommended by the college dean, and a member of the Academic Council appointed by the Provost/Chief Academic Officer (from any college).
5. The committee will communicate with the candidate, receive and review relevant documents, and interview the candidate. The committee's review will focus on an assessment of the candidate's qualifications for appointment as a Distinguished Professor with special attention given to the candidate's spiritual fit. The candidate will be required to respond in writing to the university's Spiritual Fit Questions.
6. If the candidate is approved by the committee, the Provost/Chief Academic Officer will send the recommendation to the President.
7. If the candidate is approved by the President, the recommendation will be submitted to the Academic Affairs Committee of the Board of Trustees.
8. If the candidate is approved by the Academic Affairs Committee, the recommendation will be submitted to the Board of Trustees for appointment.

2.1.6.5 Procedure to Fill Adjunct Faculty Positions

Adjunct faculty candidates are selected and appointed using the following procedures.

1. A department chair consults and obtains approval by the appropriate college dean and the Provost/Chief Academic Officer to fill a position with an adjunct.

2. The department chair or college dean completes the "Job Posting Request" and works with the Faculty Hiring Coordinator to post the position on appropriate hiring sites, including the ORU Human Resources website.
3. Candidates respond online to a faculty position employment opportunity through the Human Resources website, completing an application that documents their educational background, work experience, skills, and reference information. Applications received are reviewed by the Faculty Records Specialist and forwarded to the appropriate department chair.
4. The department chair must respond to the applicant within two business days. If the applicant is qualified to be reviewed further, the chair will respond offering details about the hiring process and timeline. If the applicant is unqualified, the chair will respond using approved responses provided by the Faculty Records Specialist.
5. The respective department chair reviews applications and assembles an unofficial file for each qualified applicant. This file will be used by the department for hiring consideration.
6. The chair and college dean select candidates for interviews. When a decision is made to hire an applicant, the chair notifies the Faculty Records Specialist, who then prepares the official file for the applicant. The chair or college dean will forward the following documents to the Faculty Records Specialist for inclusion in the official file: "Request for New Adjunct Faculty Appointment," "Residential Adjunct Assignment Form," and "New Employee IT Access."
   a. If the applicant does not have 18 graduate hours in the teaching subject area, the department chair must also create, sign, and date a one-page narrative detailing the alternative qualifications (certifications, acclaim, experience, etc.) used to establish the applicant's professionalism. This must also be included with the documentation, if required.
   b. If the applicant has unacceptable answers to the spiritual formation questions, the chair should work with the applicant to obtain explanations of those answers and include those explanations in the documentation for the official file as well.
7. When the official file is complete, the Faculty Records Specialist will forward the file to the Dean of Online and Lifelong Learning for review and approval, if the applicant is seeking to teach online.
8. The file and appropriate forms will then be sent by the Faculty Records Specialist to the Provost/Chief Academic Officer. If the Provost/Chief Academic Officer approves, the file will be sent to the President for a determination on appointment. The Provost's office returns the official file and forms to the Faculty Records Specialist.
9. Once all approvals have been received, the Faculty Records Specialist will notify the college dean or chair who makes a conditional offer to the candidate in writing using an approved template supplied by the Faculty Records Specialist. If the offer is accepted, the written offer and acceptance are forwarded to the Faculty Records Specialist. All offers are contingent upon a clear background check and I9.
10. The Faculty Records Specialist forwards appropriate documents, including the conditional offer and acceptance to Human Resources to initiate the background check and I9 processes.
11. Once the background check and I-9 verifications are approved, the Faculty Records Specialist will create a contract if it is a residential adjunct. The contract will be given to the college dean to secure the faculty member's signature. Once the contract is signed, it should be returned to the Faculty Records Specialist who will forward the contract to the Provost/Chief Academic Officer for final signature.
12. Once the background check and I-9 verifications are approved, the secretary to ORU Online will create a master contract if it is an online adjunct. The secretary will secure the faculty member's signature. Once the contract is signed, it will be forwarded to the Provost/Chief Academic Officer for final signature. The final master contract is sent to the Faculty Records Specialist.

13. The Faculty Records Specialist works with the new adjunct faculty member to secure official transcripts from all institutions listed on their application and CV. From the contract date of hiring, all adjunct faculty members have 60-days to have their degree granting universities submit official academic transcripts to Faculty Records, Oral Roberts University, 7777 South Lewis Avenue, Tulsa, OK, 74171.
14. The Faculty Records Specialist sends a copy of the signed contract, the "Request for New Adjunct Appointment," and the "New Hire IT Access" to Payroll, Budget, the college dean, the department chair, appropriate secretaries, and Online (if required).
15. Human Resources assigns a Z-number and processes the appropriate paperwork for the new employee, including all required federal forms and Payroll Direct Deposit.
16. The adjunct faculty member participates in new faculty orientation and receives training online concerning the use of D2L from the Academy for Exceptional and Effective Teaching, which includes HR tutorials in FERPA, Workplace Harassment and the Campus SaVE Act.
17. If the new employee will be teaching online, after receiving confirmation of the adjunct faculty member's successful completion of orientation, administration may issue teaching assignments, when available.

2.1.6.6 Procedure to Fill Other Academic Faculty Positions

Other academic faculty candidates are selected and appointed following processes developed and approved by the Provost/Chief Academic Officer or the President as required by the positions.

2.1.6.7 Emeritus Status (revised November 2022)

Emeritus status is an honor and privilege and provides a title ("emeritus") that may be used for professional purposes and participation in academic convocations and events.

Eligibility.

After submitting a termination notice with a specified retirement date, a regular faculty member (teaching or professional) or any administrator with preserved faculty rank may be eligible for consideration of emeritus status based upon the following criteria:

1. Served, typically, at least 15 years as a regular faculty member at the University;
2. Demonstrated loyal commitment to the superordinate goals of the University;
3. Made a distinguished contribution to the University; and
4. Made a distinguished contribution to the academic profession.

Process

1. *Department*
   When a department chair determines that a faculty member may qualify for emeritus status, the department chair develops a report that provides supporting evidence demonstrating alignment of the faculty member's accomplishments with the four criteria ("Evidence Report") and forwards the Evidence Report to departmental faculty members before February 1. After reviewing the Evidence Report, the department votes on whether or not to recommend emeritus status. Without releasing the department vote, the department chair forwards the departmental vote to the college dean along with a copy of the Evidence Report.
2. *College*
   Independent of the department vote results and without releasing the department vote, the department chair describes the faculty member's criteria to the college and the college votes concerning recommending emeritus status. The dean forwards the department and college vote to the Provost/Chief Academic Officer along with a copy of the Evidence Report.
3. *Academic Council*
   Independent of the college vote results and without releasing the college vote, the college dean describes the faculty member's criteria to the Academic Council, and the Academic Council votes concerning recommending emeritus status. Without releasing the Academic Council vote, the

Academic Council secretary submits the Academic Council vote to the Provost/Chief Academic Officer.

4. *Provost*
   After the Academic Council vote, the college dean forwards a personal recommendation letter concerning the faculty member along with appropriate evidence of past promotion and performance review documentation, scorecards, and other artifacts to the Provost/Chief Academic Officer. The Provost/Chief Academic Officer reviews the Evidence Report, performance review documentation, all the voting results concerning the faculty member, and the Dean's letter and forwards a personal recommendation letter along with the voting results and collected material to the President by March 1.
5. *President*
   The President makes a recommendation concerning the emeritus status of the faculty member.
6. *Academic Affairs Committee of the Board of Trustees*
   The Provost/Chief Academic Officer submits the recommendations along with all the voting results and collected material to the Academic Affairs Committee of the Board of Trustees, which determines whether to recommend emeritus status to the Board of Trustees.
7. *Board of Trustees*
   The Board of Trustees makes the final decision regarding whether to award emeritus status to the faculty member. The President notifies the Provost/Chief Academic Officer of the Board of Trustees' decision.

Faculty members who have received emeritus status have the following privileges:

- Library privileges
- Faculty discounts for athletic events and plays
- Regular faculty parking on campus
- Use of the Aerobic Center
- An ORU email account
- Participation with Faculty Connections, convocations, and other faculty activities
- Listing in the University catalog
- Enrollment in up to six hours of courses each semester (fall and spring)
- Tuition benefit for dependent children
- Housing benefit for dependent children, when the University is offering a faculty discount on housing

After a period of one academic year, an emeritus faculty member may return to teach under an adjunct appointment at the rank that the faculty member had before retirement.

2.1.6.8 Reappointment

During the spring semester, the Provost/Chief Academic Officer shall notify each regular faculty member in writing concerning reappointment for the following academic year. Within fifteen days after notification, each regular faculty member receiving reappointment shall notify the Provost/Chief Academic Officer whether the conditions are acceptable. All negotiations concerning reappointment shall follow the normal channels of communication (department chair, college dean, and Provost/Chief Academic Officer).

Recommendations for reappointment are submitted to the Provost/Chief Academic Officer by the college deans in consultation with the department chairs. The Provost/Chief Academic Officer then submits the recommendations to the President.

2.1.7 Faculty Annual Performance Evaluation

Based on the University's commitment to teaching excellence and engagement of students in academic scholarship, a regular faculty member demonstrates effectiveness through annual performance evaluations highlighting the following.

(1) Spiritual commitment to developing Spirit-empowered leaders and living a Spirit-empowered lifestyle
(2) Teaching excellence, as promoted through the Teaching Excellence framework
(3) Professional activity, as defined specifically by each college in chapter 3 of this handbook
(4) University and community service and student advisement

In January of each academic year, immediate supervisors develop annual performance evaluations and assess performance of assigned faculty members.

To facilitate the development of an annual performance evaluation, a regular faculty member (1) reaffirms a spiritual commitment to developing Spirit-empowered leaders and living a lifestyle of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience and (2) demonstrates developmental progress in teaching excellence using the Teaching Excellence framework.

The immediate supervisor (3) evaluates the regular faculty member's developmental progress in professionalism, peer-reviewed scholarship, and professional activities based on the criteria listed in the various college sections of chapter 3; and (4) appraises the regular faculty member's participation in University and community service and student academic advisement based on departmental and program needs.

Following the completion of the annual performance evaluations, the immediate supervisor submits a summary of the assessments to the appropriate college dean. Based on the results of the annual performance evaluations, the college dean meets with the regular faculty members, as needed, to provide feedback for encouragement or improvement, followed by a decision concerning recommendation for reappointment as detailed in section 2.1.6.8.

2.1.8 Senior Professor Professional Review

2.1.8.1 Third Year

During February of the third academic year of a Senior Professor's five-year Contract, the Senior Professor's college dean conducts a professional review of the Senior Professor's performance. The Senior Professor compiles the previous three annual performance evaluations, evidence of any scholarly and professional achievements produced by the Senior Professor during the time under professional review, and any other relevant information all of which is submitted to the Senior Professor's immediate supervisor. The Senior Professor's immediate supervisor verifies the completeness of the submittal and transmits it to the college dean by the second week in February. The college dean assesses the submittal, meets with the Senior Professor, and discusses any relevant items. By the first week of March, the college dean evaluates the Senior Professor's performance and submits these findings and recommendations to the Provost/Chief Academic Officer.

Award of Contract

The Provost/Chief Academic Officer, after consideration of the professional review findings, recommendations, and any other pertinent information, makes a determination whether to recommend to the President the award of a new five-year Contract. If the President approves the recommendation of the Provost/Chief Academic Officer to award a new five-year Contract, the Senior Professor shall be offered a new five-year Contract before May 31.

Denial of Contract

If a new five-year Contract is not offered through the professional review process, then the Senior Professor shall continue service under the current Contract for a fourth year with the intent to remedy the deficiencies giving rise to the decision not to extend a new five-year Contract. As an alternative

to continuing to serve under the current Contract, provided that the Senior Professor is not otherwise subject to termination for the reasons set forth in Section 2.2.11 *Termination of Faculty Member Contract,* the Senior Professor has the right to have the University buy-out the current Contract for one (1) year Salary under the Contract whereby the Senior Professor and the University are fully released from any and all obligations or liabilities relating to the current Contract. The Senior Professor electing this buy-out option must submit this election to the Provost/Chief Academic Officer in writing within ten (10) days from the later of a decision not to award a new five-year Contact or the denial of any final appeal of such a decision.

2.1.8.2 Fourth Year

In April of the fourth academic year of a Senior Professor's Contract continued with the intent to remedy the deficiencies, the Provost/Chief Academic Officer, in consultation with the dean of the college and in consideration of the professional review, four years of Performance Evaluations, and other relevant information, will make a recommendation to the President to either: (1) award a new five-year Contract to the Senior Professor or (2) not award a new five-year Contract. The President shall make a determination of whether to approve the recommendation of the Provost/Chief Academic Officer regarding the award a new five-year Contract.

Award of Contract

If the President approves the recommendation of the Provost/Chief Academic Officer to award a new five-year Contract, the Senior Professor shall be offered a new five-year Contract.

Denial of Contract

If a new five-year Contract is not offered in the fourth year through this process, then the Senior Professor may continue employment under the fifth year of the Contract unless the Senior Professor is subject to termination pursuant to Section 2.2.11 *Termination of Faculty Member Contract*.

2.1.8.3 Fifth Year

At the conclusion of the fifth year of the Contract, the Senior Professor's Contract and employment with the University terminates.

2.1.8.4 Appeal

Decisions by the Provost/Chief Academic Officer and/or President not to award a new five-year Contract can be appealed in the manner set forth in the Grievance and Conflict Resolution Procedure, 2.2.19 subsection 2.2.19.2.

2.1.8.5 Termination of Contract

Nothing in this policy shall be interpreted to limit the University's right to terminate, at any time, the Contract and employment of the Senior Professor for the reason(s) set forth in Section 2.2.11 *Termination of Faculty Member Contract* or as otherwise set forth in the Contract.

2.1.9 Payroll

The University's regular faculty members are paid 26 times per year (bi-weekly). Most faculty members receive paychecks through automatic deposits; however, a faculty member's final paycheck cannot be automatically deposited. Standard deductions include State and Federal Income Tax, FICA/FMO, and FICA/FIO. Faculty members may also choose to have other deductions, such as ORU pledges, employee benefits, retirement savings plans, financial institutions, United Way, and credit unions.

2.1.10 Pay Scale

The University publishes a pay scale annually for all regular faculty members. The pay scale is based on three variables: (1) faculty position, (2) faculty level, and (3) longevity step. Faculty

positions are described in the section titled "Faculty Positions" in this chapter. Faculty level is based on department. Pay increases result from moving from column to column, each of which represents a different longevity step. Faculty members must spend one year each at the base and A steps; two years each at the B and C steps; three years each at D and E; four years each at F, G, and H; and five years each at I, J, K, and following. The following table illustrates levels and steps for a single rank (e.g., assistant professor). Each rank has its own salary schedule table.

	Base	A	B	C	D	E	F	G	H	I	J	K
Level 1												
Level 2												
Level 3												

2.1.11 Professional Development

The vibrancy of any academic community depends to a great extent on the degree to which its members consistently pursue professional improvement. Oral Roberts University offers opportunities to grow academically, professionally, and spiritually. The University values and supports research efforts to improve classroom performance, collaboration with the larger academic community, and initiatives that integrate faith and learning.

2.1.11.1 University-Wide Philosophy for Faculty Development

Faculty development advances the cause of Christ-centered higher education, and, therefore, is critical for the fulfillment of the Oral Roberts University mission. The Oral Roberts University faculty development program aids faculty members in their pursuit of excellence in teaching, continued professional vitality through research, promotion of the creative arts and investigative sciences, service to the University and the greater community, and growth as Christian scholars.

2.1.11.2 The Academy for Exceptional and Effective Teaching

The Assistant to the Provost for Exceptional Teaching and Innovation is responsible for the development of the Academy for Exceptional and Effective Teaching. The purpose of the Academy is to provide leadership and services that contribute to the establishment of Oral Roberts University as a model for teaching excellence locally, nationally, and internationally.

Activities of the Academy for Exceptional and Effective Teaching include the following.

1. Establishing a research-based ORU Framework for Teaching Excellence
2. Coordinating teaching effectiveness, professional development activities
3. Creating opportunities for faculty to explore and to collaborate with other ORU faculty and with faculty from leading universities on innovative teaching strategies and projects
4. Redeveloping observation and evaluation tools for faculty professional development, evaluation, recognition, and rewards
5. Redeveloping faculty hiring and onboarding processes to align with the ORU Framework for Teaching Excellence

2.1.11.3 Alumni Awards for Faculty Professionalism

To publicly recognize professionalism as demonstrated by outstanding faculty members, the Alumni Association provides funding for annual awards. The Academic Council Awards Committee disperses these funds to faculty members who demonstrate professionalism in creative and inspirational ways. The Awards Committee annually determines the number and funding level of awards to be presented.

The Awards Committee often considers the following criteria when considering faculty professionalism.

1. Creative teaching pedagogy
2. Inspired integration of Christian worldview into curriculum
3. Effective mentoring

4. Resourceful engagement of students in research, service, or learning
5. Innovative involvement of external community in student learning experiences

2.1.11.4 Teaching, Service, and Research Awards

Each spring, the University recognizes faculty achievements in three areas: teaching, service, and research. An Outstanding Faculty Member of the Year Award is given in each college, and one of the recipients is chosen to receive the Harold and Edna Paul Award as the outstanding faculty member of the University. A Scholar of the Year Award is given for the faculty member who best exemplifies excellent scholarship through research or performance as selected by the Awards Committee. Monetary stipends accompany these awards. Each college also selects a recipient for the Outstanding Service Award for that college.

2.1.11.5 Professional Travel

Annually, when available, funds distributed by individual colleges facilitate faculty travel to professional meetings. Active participation includes presenting papers, giving recitals or exhibitions, or serving as session chairs or officers of significant professional organizations. Representative participation means representing the University by attendance at such meetings. Applicants may seek funding for either. After returning from the funded activity, the faculty member must provide a brief written report to the college dean, noting the significance of the meeting, the value of it to the University, and further uses of the presentation (if there was such a presentation).

2.1.11.6 Tuition Reduction, Educational Assistance, and Professional Development Plans

Qualified Tuition Reduction Program

The University's Qualified Tuition Reduction Program applies to undergraduate courses taken at the University. Eligible employees and their eligible dependents (including married children) under age 24 may receive tuition reduction under the program. The terms and conditions of the University's Qualified Tuition Reduction Program are set forth in the Appendix to the University Employee Handbook; are incorporated herein by reference; and govern the rights and obligations of the parties. Application for tuition benefits through this program, required every semester, is available through VISION.

Educational Assistance Plan

The University's Educational Assistance Plan applies to undergraduate or graduate courses taken at institutions other than the University or graduate courses taken at the University. Full-time and part-time faculty members are eligible for benefits. The terms and conditions of the University's Educational Assistance Plan are set forth in the Appendix to the University Employee Handbook; are incorporated herein by reference; and govern the rights and obligations of the parties. Application for tuition benefits through this program, required every semester, is available through VISION.

Professional Development Plan (IRS Titled Benefit Program)

For courses required or desired by the University, for example to meet licensure, accreditation, or continuing education requirements, limited departmental funding is available. The terms and conditions of the University's Educational Assistance Plan are set forth in the Appendix to the University Employee Handbook; are incorporated herein by reference; and govern the rights and obligations of the parties. Application for tuition benefits through this program, required every semester, is available through VISION.

2.1.11.7 New Faculty Orientation Workshop and Mentoring

Each August the University sponsors a new-faculty orientation workshop. The opening session addresses pedagogical issues of special interest to Christian educators, such as developing a Christian

worldview, integrating faith and learning, and understanding the nature of the adult learner in a Christian setting. Later sessions involve a general introduction to the University that includes faculty development, student and faculty services, and learning resources. During this workshop, new faculty members are introduced to their faculty mentors and the University administration. Time is provided for fellowship through breakfast, lunch, and devotions.

Each faculty member new to the University is assigned a veteran faculty member to assist in transitioning to the University. This year-long program is designed to acquaint the new faculty member with University procedures and activities by having the mentor accompany the new faculty member to faculty meetings and other University gatherings. In addition, all new faculty members meet monthly as a group with master teachers from the individual colleges to explore ways in which to enhance classroom performance and use the classroom experience to help fulfill the University mission.

2.1.11.8 Faculty Connections

To help promote cross-disciplinary faculty interaction, the Faculty Life Committee hosts annual events.

Each August a faculty event is held prior to the beginning of classes. Faculty members meet in plenary sessions and/or small workshops to address academic and non-academic issues of common concern. Time is also available for reflection, fellowship, rest, and relaxation. The event generally includes time with the University President outlining a vision for the coming year.

During the spring semester, a faculty social event—often associated with a student performance—offers time for faculty to interact casually with each other and with administration.

2.1.12 Promotion

The University approves promotions based on spiritual commitment, teaching excellence, professional activities, and University and community service and advisement demonstrating the University's standards of excellence and affirming the reputation of its faculty. Promotions are earned, and the University takes its responsibility to ensure standards seriously. Promotions are approved through a faculty-engaged promotion process.

The University establishes teaching excellence as a priority as a part of the promotion process. Therefore, the ORU Teaching Excellence framework is used to create a culture of continuous improvement, which supports a learner-centered campus that values teaching and promotes faculty excellence. The Framework is grounded in research-based teaching practices and the scholarship of teaching and learning and includes nine domains with a Spirit-empowered teaching and learning overlay. The overlay symbolizes the inclusion of Spirit-empowered teaching and learning across all of the nine domains. The framework requires faculty members to demonstrate continual growth in three required domains including: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, while encouraging faculty members to personalize their continuing growth in teaching effectiveness throughout the remaining domains.

Deans are encouraged to work to create a balance within the colleges based on individual faculty members' gifts and strengths focused on the areas of spiritual commitment, teaching excellence, professional activities, and University and community service and advisement.

2.1.12.1 Promotion Requirements

Promotion honors quality in Spirit-empowered teaching, scholarship, and service. While the University requires continuous improvement in regular faculty engagement with students as evaluated through the Annual Performance Evaluation, participation in the promotion process depends on each regular faculty member's ability to fulfill the appropriate criteria. Faculty members interested in working toward promotion should meet with the appropriate chair and college dean on an annual basis to develop promotion plans and review progress toward fulfilling the criteria.

Regular faculty members may apply for promotion following at least four years of teaching by working through the promotion process during a fifth or later year. However, additional years may be

required to allow for sufficient time to meet the criteria. When deemed appropriate for a particular circumstance of a faculty member, administration may recommend exceptions to the minimum requirements for promotion. A regular faculty member who satisfies all the following criteria becomes eligible to apply for promotion.

1. Reaffirms a spiritual commitment to developing Spirit-empowered leaders and living a lifestyle of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience
2. Meets the appropriate number of years of teaching or equivalent experience and demonstrates the required amount of teaching excellence in the three required domains of Instructional Strategies, Feedback and Assessment, and Scholarly Teaching.
3. Holds an academic degree and credentials appropriate to the teaching assignment with sufficient evidence of academic scholarship and professionalism
4. Describes engagement with University and community service, and student academic advisement

From Instructor to Lecturer: Promotion from instructor to lecturer requires an application providing (1) a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience; (2) a record of continuous improvement in teaching excellence with a minimum average score of 2.75 in the three required Teaching Excellence domains and evidence of growth in two additional domains; (3) evidence of the completion of a Master degree from an accredited institution with at least 18 graduate hours appropriate to the teaching assignment; and (4) a description of engagement with University and community service, and student academic advisement activities.

From Lecturer to Senior Lecturer: Promotion from lecturer to senior lecturer requires an application providing (1) a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit; (2) a record of continuous improvement in teaching excellence for fifteen years of full-time university teaching service with a minimum average score of 3.25 in the three required Teaching Excellence domains and evidence of growth in four additional domains; (3) evidence of the completion of a Master degree from an accredited institution with at least 18 graduate hours appropriate to the teaching assignment; and (4) a description of engagement with University and community service, and student academic advisement activities. Applicants must meet the promotion criteria to the satisfaction of the college dean, Provost, President, and the Board of Trustees.

Assistant Professor: Appointment as an assistant professor requires (1) an affirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience; (2) a commitment to continuous improvement in teaching excellence; (3) evidence of completion of a doctorate or terminal degree from an accredited institution; and (4) a commitment to engage with University and community service, and student academic advisement activities. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees. A faculty member who completes a doctorate or terminal degree from an accredited institution and is in good standing will receive a change to the rank of assistant professor in the next contract year following the receipt of official notification of the degree and approval by the appropriate college dean without submitting an application for promotion.

From Assistant Professor to Associate Professor: Promotion from assistant professor to associate professor requires (1) a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit or actively seeking the experience; (2) a record of continuous improvement in teaching excellence for a recommended minimum of four years of full-time university teaching service and participation in the promotion process during a fifth or later year of teaching experience with a potential new rank beginning with the sixth or later year of teaching experience with a minimum average score of 2.75 in the three required Teaching Excellence domains and evidence of growth in two additional domains; (3) evidence of completion of a doctorate or terminal degree from an accredited institution and an appropriate amount of demonstrated scholarship and professionalism based on college-specific promotion requirements, developed following the previous promotion; and (4) a description of engagement with University and community service, and student academic advisement activities. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

From Associate Professor to Professor: Promotion from associate professor to professor requires (1) a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit; (2) a record of continuous improvement in teaching excellence for a recommended minimum of nine years of full-time university teaching service and participation in the promotion process during a tenth or later year of teaching experience with a potential new rank beginning with the eleventh or later year of teaching experience with a minimum average score of 3.00 in the three required Teaching Excellence domains and evidence of growth in two additional domains; (3) evidence of completion of a doctorate or terminal degree from an accredited institution and an appropriate amount of demonstrated scholarship and professionalism based on college-specific promotion requirements, developed following the previous promotion; and (4) a description of engagement with University and community service, and student academic advisement activities. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

From Professor to Senior Professor: Promotion from professor to senior professor requires (1) a reaffirmation of a spiritual commitment to developing Spirit-empowered leaders and a testimony of a continuing experience of Spirit-empowerment that includes the ability to pray in the Spirit; (2) a record of continuous improvement in teaching excellence as a Professor for a recommended minimum of four years and participation in the promotion process during a fifth or later year of rank as a Professor with a potential new rank of Senior Professor beginning with the sixth or later year following promotion to Professor with a minimum average score of 3.25 in the three required Teaching Excellence domains and evidence of growth in four additional domains; (3) evidence of completion of a doctorate or terminal degree from an accredited institution and an appropriate amount of demonstrated scholarship and professionalism based on college-specific promotion requirements, developed following the previous promotion; and (4) a description of engagement with University and community service, and student academic advisement activities. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee, college dean, Provost, President, and the Board of Trustees.

2.1.12.2 Promotion Criteria and Evidence

Advancement in rank is based upon spiritual commitments, teaching excellence, professional activities, and University and community service and advisement. Based on the University's

commitment to teaching excellence and engagement of students in academic scholarship, promotion criteria pertaining to teaching excellence have special emphasis in the considerations for promotion.

1. Spiritual Commitments

A. Criteria

1. Confesses a personal relationship with Jesus Christ in alignment with the ORU Bylaws
2. Attests to a continuing experience of Spirit-empowerment which includes the ability to pray in the Spirit or be actively seeking experience (Acts 2:4; 1 Cor 14:14-15)
3. Cultivates a Spirit-filled life through an ethical lifestyle characterized by the fruits of the Spirit (Gal 5:22-25), growing in the gifts of the Spirit (1 Cor 12:4-11), and God-given gifts to serve students (1 Pet 4:10)

B. Evidence of Growth

The applicant must include a brief "Personal Spiritual Reflection" (normally fewer than three pages) that addresses the following items.

1. An account of the ways the faculty member has matured in a personal faith in Jesus Christ, personal ethics, and the fruit of the Spirit in relationship to others.
2. An account of how the faculty member has grown in an understanding of and in living out the Spirit-filled life, including the Spirit's impact in the faculty member's classroom.
3. If the faculty member has not yet prayed in the Spirit, an account describes current actions taken to seek the experience.

2. Teaching Excellence

A. Criteria – Teaching Excellence framework

1. Required Criteria
   a. Instructional Strategies
   b. Feedback and Assessment
   c. Inclusive Pedagogy
2. Selected Criteria
   a. Curriculum
   b. Scholarly Teaching and Learning
   c. Student Motivation
   d. Mentoring
   e. Classroom Climate
   f. Pedagogical Content and Knowledge

B. Evidence

The applicant must provide evidence of continuous improvement in teaching through a demonstration of multi-year achievement in the required and selected teaching excellence criteria as evaluated using the Teaching Excellence Scorecard requirements.

3. Professional Activities

A. Criteria

1. Quality—refereed publications, refereed presentations delivered at professional meetings, and juried creative works based on college-specific requirements as defined in chapter 3 and developed since the last promotion
2. Significance—applicant is a significant contributor to the identified works
3. Research-based scholarship (as defined by each college in chapter 3)

B. Evidence

The applicant must include a summary of scholastic achievements since the last promotion as well as links to a curriculum vita and the published works, pictures, programs, bulletins, presentations, or similar documents inserted into the appendices. Evidence of achievement in rank must reflect the designated requirements for the college appropriate to the teaching assignment as listed in the college sections of chapter 3 in this handbook.

4. University and Community Service and Advisement

A. Criteria

1. University service through participation on committees, administration, special projects or task forces
2. Community service through engagement with the community in discipline-specific activities, programs, or boards
3. Evidence of academic advising of students with systems and protocols used to motivate student engagement in learning and lifestyle improvement

B. Evidence

1. An explanation or description of the applicant's philosophy and practice in creating a student advisement environments that enhance student academic engagement
2. A review of service activities within the University and within the community

2.1.12.3 Application for Promotion

The promotion application is organized around five parts containing (1) a title page; (2) a table of contents; (3) narrative evidence of competency in the four promotion criteria, no more than 12 pages in length; (4) a narrative summary of the continuous improvement in teaching since the last promotion; and (5) a curriculum vitae emphasizing the professional activities and service completed since the last promotion. The name of the applicant, position being sought, and college name should appear on the title page of the promotion application and in the file name.

Appendices contain additional supporting evidence of statements made in the application, such as published articles and images. Colleges vary on required formatting for the appendices.

In addition to the promotion application submitted by the applicant, faculty members and administrators submit evaluations and letters of recommendation. These documents remain confidential and are not available to the applicant.

2.1.12.4 Promotion Application Procedure

The following deadlines serve as a guide for the promotion application process. Any date that falls on a weekend or holiday will advance to the next regular work day.

Early March	The applicant sends a letter of intent to apply for promotion to the appropriate department chair, with additional copies sent to the college dean and to the Provost's Office.
March 15	The college dean verifies the applicant's eligibility, has an initial consultation with the applicant, and forwards additional information to the applicant's department chair.
Early April	The applicant and chair of the college promotion committee participate in the Promotion Application Process workshop provided by the Academy for Exceptional Teaching and Innovation.
September 1	The applicant prepares an application including a title page, a table of contents, three annual performance evaluations and evidence of professional activities, including three classroom observations aligned with the Teaching Excellence Domains.
September 15	(1) The college promotion committee, which must include at least one faculty member from outside of the appropriate college, reviews the application with

appendices. The college promotion committee must determine if the application material meets the promotion criteria and may recommend for or against the application.
(2) The college promotion committee chair submits the committee's recommendations to the college dean.

October 1 (1) The college dean reviews the application with appendices and considers the college promotion committee's recommendation. The college dean determines if the application material meets the promotion criteria and decides to endorse or not endorse the application for promotion.
(2) With an endorsement, the college dean forwards the application to the Provost/Chief Academic Officer. If the college dean does not endorse the application, the college dean returns the application to the applicant with comment. If the applicant disagrees with the determination of the college dean, the applicant may request a review by the Provost/Chief Academic Officer.

October 15 (1) The Provost/Chief Academic Officer reviews the application with appendices and considers the college promotion committee's and the college dean's recommendations. The Provost/Chief Academic Officer determines if the application material meets the promotion criteria and decides to endorse or not endorse the application for promotion.
(2) With an endorsement, the Provost/Chief Academic Officer forwards the application to the President. If the Provost/Chief Academic Officer does not endorse the application, the Provost/Chief Academic Officer returns the application to the college dean with comment. If the applicant disagrees with the determination of the Provost/Chief Academic Officer, the applicant may request a review from the President.

November 1 (1) The President reviews the application with appendices and considers recommendations from the college promotion committees, the college deans, and the Provost/Chief Academic Officer. The President determines whether the application material meets the promotion criteria and decides to endorse or not endorse the application for promotion.
(2) With an endorsement, the President forwards the application to the Board of Trustees. If the President does not endorse the application, the President returns the application to the Provost/Chief Academic Officer with comment. The President's decision to endorse or not endorse is final and not subject to review.

November Trustees Meeting
(1) The Board of Trustees reviews the application and supporting documentation to assure that it reflects University standards of excellence. The Board of Trustees makes the decision to accept or deny an application for promotion. The decision of the Board of Trustees is final and not subject to review.
(2) The Board of Trustees communicates its decision to the President. The determination of whether to accept the President's endorsement and award a promotion based upon the President's endorsement is vested in the sole discretion of the Board of Trustees.
(3) The President notifies the Provost/Chief Academic Officer, who notifies the college dean of the Board of Trustees' decision.

December 15 The college dean notifies the applicant of the Board of Trustees' decision.

If awarded, the promotion becomes effective the fall semester of the academic year following the year of application. Due to the internal appeals embedded within the promotion application procedure, decisions regarding promotion will not be reviewed through the Grievance and Conflict Resolution Procedure (section 2.2.19).

2.1.13 Resignation

It is customary for any faculty member-who does not intend to continue employment at the University to notify the University administration in writing of that intent at the beginning of the last year, but in no case later than the beginning of the last semester he or she intends to teach. Failure of a faculty member to sign and return the faculty contract within the designated period constitutes an official resignation from the University. Any faculty member who resigns from the university must wait a period of one academic year before applying for an adjunct faculty position.

2.1.14 Faculty Voluntary Transition Plan

Based on available funding, the Faculty Voluntary Transition Plan ("FVTP') may provide Qualifying Faculty Members of the University an opportunity for career and life transition. Qualifying Faculty Members may elect *either* a:

1. Reduced Load by entering into a new Faculty Contract that phases out their duties systematically; *or*
2. Lump Sum Payment by resigning from employment with the University and receive a Lump Sum Payment based upon the number of full years of continuous service at the University.

2.1.14.1 FVTP Participant Definitions

1. Faculty Member means the University personnel whose full-time assignments include instruction, research, teaching, academic administration, and/or academically related administrative responsibilities as a principal activity and who holds or have held academic rank at the University as professor, associate professor, assistant professor or instructor.
2. Eligible Contract is a Regular Faculty Contract (as defined in 2.1.1.1 *Regular Faculty Positions*) for the current academic term.
3. Qualifying Faculty Member is a Faculty Member in good standing whose age plus continuous years actively employed as a regular Faculty Member at the University are equal to at least "70" as of the Election Period. "Actively employed" means being actively at work at the University or on approved leave. An individual who is otherwise a Qualifying Faculty Member is not eligible to participate in the FVTP if either of the following is true.
   a. The Qualifying Faculty Member is prohibited from voluntary separation because of VISA restrictions.
   b. The Qualifying Faculty Member's position is funded by a federal grant.
   c. A Faculty Member is subject to termination for the reasons set forth in Section 2.2.11 *Termination of Faculty Member Contract* and/or a Faculty Member who was notified by the University of a decision not to offer a new Faculty Contract.
4. Election Period is November 1st to December 31st of each academic year.

2.1.14.2 FVTP Participation Options

A Qualifying Faculty Member may elect ***either*** the Reduced Load option ***or*** the Lump Sum Payment option.

1. Reduced Load Option

A Qualifying Faculty Member electing the Reduced Load option will be eligible to receive faculty contracts for the three academic years following their current Faculty Contract as summarized below:

Academic Year After FVTP Election	Employment Status	Load	Salary	Benefits
1st Academic Year After FVTP Election	Full Time	3/4 load	75% of Salary	Full Benefits
2nd Academic Year After FVTP Election				
select ***either*** the Full Time	Full Time	3/4 load	75% of Salary	Full Benefits
or the Part Time option	Part Time	1/2 load	55% of Salary	No Benefits
3rd Academic Year After FVTP Election	Part Time	1/2 load	55% of Salary	No Benefits

2. Lump Sum Payment Option

Based on available funds, a Qualifying Faculty Member electing the Lump Sum Payment option will be paid $1,500.00 for each full year of continuous service ("Transition Pay") prior to the 2013-2014 academic year. The Transition Pay, less applicable withholdings and deductions, will be paid by the University within 30 days of the Qualifying Faculty Member's complete performance of the Faculty Contract for the current academic term. No portion of the Transition Pay is eligible for salary deferral under the University Employee Retirement Plan nor is the Transition Pay compensation for purposes of calculating the University's contribution to the Retirement Plan. Qualifying Faculty Member's participation in applicable benefits plans will terminate at the conclusion of their employment under the current Faculty Contract.

2.1.14.3 FVTP Application Process

All applications for participation in the FVTP are available online through the Faculty and Staff Resources Forms web page. The Qualifying Faculty Member must submit the form to the Department Chair during the Election Period (usually in October). Applications are subject to the approval of the Dean of the College and the Provost and are subject to yearly budget restrictions. While the University will endeavor to accommodate the desire of a Qualifying Faculty Member to participate in the FVTP, the University cannot guarantee that every application to participate in the FVTP will be approved and consideration will be given to Qualifying Faculty Members who have the highest number of years plus service when prioritizing candidates.

2.1.14.4 FVTP General Terms

1. Participation in the FVTP is strictly voluntary and the decision whether to participate in the FVTP is entirely within the discretion of the Qualifying Faculty Member.
2. As with all benefits, the University reserves the right to amend and/or terminate the FVTP, provided however, no change to the FVTP shall adversely impact the rights of those who are already participating in the FVTP.
3. The FVTP is available only during the Election Period.
4. A Qualifying Faculty Member electing to participate in the FVTP will remain eligible, subject to applicable criteria and procedures, for Professor Emeritus status at the University.
5. Qualifying Faculty Members will be required, as a condition of participation in the FVTP, to execute a Transition and Release Agreement with the University (a sample copy is available in the Provost's office for review prior to making the decision regarding participation in the FVTP).

6. The per year of service dollar amount for the Lump Sum Payment (currently $1,500.00) will be reviewed at least once every three years by the University to take into account cost of living adjustments and other financial considerations and adjusted accordingly.
7. Upon approval of a Qualifying Faculty Member's application, the election to participate in the FVTP as well as the option selected (either Reduced Load or Lump Sum Payment) are irrevocable.

2.1.15 Responsibilities

The faculty member has many responsibilities to the University, students, faculty, and administration. Following are the minimum responsibilities of every faculty member:

2.1.11.1 Spiritual and Ethical

1. Chapel attendance is required of all regular faculty members. Chapels are held for the benefit of faculty as well as students.
2. All regular faculty members are expected to attend all special faculty or University -wide meetings.
3. All faculty members sign and support the Honor Code Pledge. Regular faculty members follow it at all times. Part-time faculty members are expected to follow it when on campus, representing the University, or with students.
4. Faculty members shall not use professional relationships with students or institutional facilities or privileges to further personal private gain. They shall accept no gratuities, gifts, or favors that might impair professional judgment, including remuneration for tutoring students enrolled in the University. Faculty members are expected to give needed assistance to their students.
5. Faculty members shall not use, directly or indirectly, the prestige and/or influence of the University in their personal affairs. For a faculty member to act for or on behalf of the University without prior approval is prohibited. The use of the University's name, letterhead, or influence on behalf of any private individual member of the University community is strictly prohibited.
6. Faculty members must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software.

2.1.15.2 Class-Related

1. Office hours are to be posted and adhered to for student consultation.
   a. Every regular faculty member needs to schedule and remain in an office for at least 7½ hours per week and to be available to students at other times by appointment. Individual colleges may establish additional requirements.
   b. It is recommended that faculty members, especially those teaching first- and second-year students, should try to be available to students at some time during each academic day.
   c. Part-time faculty members schedule office hours in accordance with department or college policy.
   d. Faculty members must file a copy of their weekly schedules with their department chairs and college deans.
2. Faculty attendance is required for all classes to which they are assigned. All classes are to begin and end according to schedule. Prior notification to the department chair must precede any change (temporary or permanent) from the schedule. A faculty member must notify the department chair prior to an absence from class.
3. Every faculty member needs to adhere to attendance policies established at the college, and department levels. Individual class attendance policies are a part of each course syllabus. A record of class attendance is to be kept.
4. Faculty members are to deny class attendance to any enrolled student who is in violation of Student Handbook regulations.
5. Examinations and reports must conform to department policies. Final examinations are required in all courses.

6. Faculty members must record student grades in the course D2L gradebook on a regular basis with the comprehensive grade-to-date visible to the enrolled student.
7. Midterm and final grades for each course are to be submitted to the Registrar's Office, via the Internet, within a time period set by the Provost/Chief Academic Officer and published in the Academic Calendar. Each faculty member shall keep an accurate record of each student's performance in a grade book or electronically. Materials relevant to student grades are considered to be the property of the University. These materials—including printed copies of electronic grade books—are to be submitted to the department secretary at the request of the department chair.
8. Faculty members should make safeguarding exams a high priority. Identical examinations should not be given in subsequent semesters.
9. No field trip, convocation, or other activity that conflicts with classes is to be scheduled without approval of the college dean.
10. If a faculty member leaves the employment of the University, all student records shall be deposited in the department files.
11. A syllabus is required for every course and must conform to the published syllabi guidelines. Some syllabi are prepared by individual teachers; others are prepared under the direction of the department chair.
12. Faculty members are expected to participate in assessment activities related to their assigned classes, including assignment and rubric development, timely artifact assessment, and course/program improvement.

2.1.15.3 Professional

1. All regular faculty members attend required University, college, and departmental meetings.
2. All regular faculty members must be willing to serve on University-wide, college, and/or department committees.
3. All regular faculty members must be willing to assist in the registration process.
4. Regular faculty members engage students in academic advisement within the department.
5. Regular faculty members assign, evaluate, and assess assignments for program assessment.
6. All regular faculty members are expected to participate in commencement exercises.
7. All regular faculty members engage in scholarly activity (e.g., research, publication, performance), hold membership and participate in professional organizations, and attend professional conferences.
8. Each regular faculty member shall report on professional development activities annually according to college-specific protocols to the department chair and/or college dean. This report must address how the faculty member will stay current in both subject area and pedagogy.
9. All faculty members shall complete and submit paper work in a timely fashion. Examples include requests for faculty development/travel funds, employee expense vouchers, and course syllabi.
10. Faculty members need to show courtesy to colleagues by promptly responding to phone calls, emails, and memos.
11. Members of the faculty who are unable to fulfill their responsibilities must notify their immediate supervisors in advance, if possible.

2.1.15.4 Miscellaneous

1. All faculty members shall engage in a healthy lifestyle that includes an aerobics exercise program.
2. All faculty members should be familiar with University documents relating to their assignments, including the catalog, this handbook, and the syllabi guidelines.
3. Faculty members are expected to be collegial (e.g., supporting colleagues and departmental activities) and to accept their fair share of extra-curricular duties (e.g. supporting student clubs).

2.1.16 Services and Facilities

2.1.16.1 Aerobics Center revised 09/19/2013

In keeping with the whole person philosophy of the University, faculty members are encouraged to participate in an aerobics program. The facilities of the Aerobics Center are available for use during scheduled hours each day. Family members may use the facility on Friday nights and certain hours on Saturdays. (Note: Consult your physician before beginning any exercise program.) Faculty members using the Aerobics Center must carry a current valid ORU-issued ID, which must be presented before entering the facility.

Retired faculty members are eligible for an ORU I.D. card with fee-waived access to the Aerobics Center. To receive this consideration, retired faculty members must have completed 20 or more years of continuous, credited service. Guests of retired faculty members may purchase a pass. Retired faculty members and their guests must complete a waiver form.

More information on both the Aerobics Center hours and planned group activities is available from the Aerobics Center Office, at 918-495-6829 or aerobics.oru.edu.

2.1.16.2 Athletic Events

Faculty members and their families are welcome as spectators at the many athletic events sponsored by the University. An ORU Eagle Card admits faculty members and their families to most ORU athletic events free of charge. All faculty members may purchase, at a discount, season tickets for reserved seating at home basketball and baseball games. The ticket office at the Mabee Center has more information.

2.1.16.3 Business Center

Document preparation services are available in the Business Center on the third floor of the Learning Resources Center, which may be requested in person or through online ordering. The center also provides duplication, binding, and printing services for both students and faculty members. The center has a complete list of services, fees, and deadlines for both faculty members and students. Faculty members needing University -related documents can charge the work against the departmental budget with the approval of the chair.

2.1.16.4 Campus Store (Bookstore)

Faculty members may purchase such items as books, cards, office supplies, ORU imprinted items, gifts, and music at the Campus Store. Upon presentation of a current Eagle Card, faculty members are eligible for a 10% discount on all purchases except textbooks, computer software, food, and magazines.

2.1.16.5 Computer Labs

The University has several computer labs on campus. The Academic Computing Labs, which house computers in several classroom-like settings on the second floor of the Graduate Center, are available on an individual walk-in basis as well as on a reserved basis for class sessions. These labs are available for faculty and student use University -wide. Various other computer labs for specific departments, colleges, or programs—such as Art; Behavioral Sciences; Biology; Business; Chemistry; Education; and Music—provide special software and facilities and are reserved for faculty members and students in courses offered by these departments, colleges, or programs.

2.1.16.6 Conference and Events Services

The ORU Conference & Event Services is an event management system that provides both the University and the Tulsa community a way for individuals and organizations from the region to facilitate a world-class event or conference and secure space at ORU and CityPlex Towers—featuring

a diverse portfolio of facilities—that can accommodate from 50 to 11,000 people. The Conference & Event Services is the primary resource for those interested in holding a conference, seminar, wedding, summer camp, or any special event on the Oral Roberts University campus.

The ORU Conference and Banquet Center at Mabee Center includes fully-customizable event spaces that can accommodate any genre of event from small breakouts and meetings to large-scale banquets and receptions.

East Room: Largest event space with 375 Theatre and 270 banquet seating

West Room: Meeting room space holds 50 in a business classroom style, and 112 with theatre seating.

Lobby: Features a crisp entrance with social seating and plasma televisions for visual ambiance

Lounge: Secluded and casual event setting complete with smooth, comfortable seating

Restrooms: Elegant, textured flooring with warm lighting compliments the surrounding spaces

Prayer Gardens: A multi-level, peaceful haven with shade trees, fountains, and walkways – great for outdoor weddings and banquets

Kennedy Chapel: A serene sanctuary with beautiful lighting and an exquisite cross at its center

Holy Spirit Reception Room: Holds up to 175 guests and offers customizable floor plans and buffet options

Howard Auditorium: The 1,000-seat auditorium is used for theatrical productions, campus movies, seminars, and presentations. It also contains dressing rooms, ticket offices, a set shop, conference rooms, and sound booths.

Skyline60 at CityPlex: This 11,000-square-foot ballroom facility offers a one-of-a-kind view of South Tulsa and accommodates catered events up to 400.

Mabee Center Studio 1: This theater studio is designed to accommodate larger banquets and receptions with seating up to 750 banquet style.

Mabee Center Arena: The 105,000-square-foot facility is designed to meet any capacity accommodating events scaled from 1,274 to 11,300 seats. Whether the event calls for an intimate theater configuration, or an amplified round, the stage has been set to entertain a full house.

Mabee Center Mezzanine: A flexible meeting and banquet area with seating for more than 400

2.1.16.7 Credit Union

All faculty members are eligible for membership in the Tulsa Teachers Credit Union. A nominal fee is required to open an account, which entitles the member to a wide range of services. Information can be obtained at the main office (3720 E. 31st Street, telephone 743-9861) or at one of the many branches, including the branch near the University. A number of service centers are also available. Additional information is available from the TTCU website.

2.1.16.8 Food Services

Faculty members may purchase food at a variety of on-campus locations, including meals at the University cafeteria in the Hamill Student Center. Hot foods are also available at the Deli on the third floor of the Graduate Center, Chick-fil-A® in the basement of the Student Center, food services in the Hammer Center, and other food vendors on the third floor of the Learning Resources Center.

2.1.16.9 Graphics

The Marketing Department is responsible for marketing the University to various constituents and can help design and create materials with the ORU brand including: advertising; brochures; catalogs; CD/DVD labels; certificates; covers; folders; handbooks; invitations; magazines; newsletters; Christmas cards; reports; campus signs; digital signage; and photography. More information on their services, fees, and deadlines, along with order forms are available online.

2.1.16.10 Identification Cards

As a security measure, all faculty and administration members are issued a University employee identification card (ID)—also known as an Eagle Card—showing the employee's name, classification, and department. To obtain a card, new faculty members need to take a validation form issued by the Provost/Chief Academic Officer's Office to the Eagle Card Center, Monday through Friday from 8:00 a.m. to 5:00 p.m. Besides being a photo ID card, the Eagle Card provides a cashless method referred to as Eagle Bucks for food services on- and off-campus and for on-campus vending machines. The Eagle Card also provides access to various campus buildings and events and validates library checkout privileges. Faculty, staff, and students may deposit money in their Eagle Card accounts and then use the cards to withdraw from their accounts when needed.

The identification card should never be lent to another person. Faculty members who lose a card should notify the Eagle Card Center immediately and make arrangements to have another one made. When a faculty member leaves the University's employ, the identification card must be turned in to the Human Resources department before the final paycheck can be released. More information is available from the Eagle Card Center.

2.1.16.11 Information Technology

The Information Technology department sets up faculty accounts on the University computer network, installs and maintains hardware University -wide, including faculty offices, and installs and supports University -adopted software. Standard software includes Microsoft Office, Internet Explorer, GroupWise email, and Desire2Learn. Information Technology does not support discipline-specific software on faculty office computers. Some discipline-specific software is maintained in the various labs described in the section titled "Computer Labs" in this chapter. More information is in the section titled "Networks and Computer Policy" in this chapter.

2.1.16.12 Keys

Keys are provided to faculty members for their offices. To obtain keys, faculty members need to request them through the department chair and secretary. Proper care in handling keys is vital to maintaining security of buildings, equipment, and supplies. Keys should always be kept in a secure place and never left where anyone else can use them.

Unauthorized possession of a key or allowing unauthorized duplication of a key is grounds for dismissal.

When a faculty member leaves the University's employ, all keys issued to that faculty member must be returned to the Human Resources department in order to release the final paycheck.

2.1.16.13 Library

The University library, located on the fourth and fifth floors of the Learning Resources Center (LRC), holds over 500,000 items, including printed books, microforms, and audiovisuals. The collection is arranged by the Library of Congress Classification System. The library website (http://www.oru.edu/university/library/) provides access to the library's online catalog (http://webopac.oru.edu/), more than 90 electronic periodical databases and reference works, and over 35,000 electronic journals and magazines. Multiple databases may be searched simultaneously using Central Search. Remote access to electronic resources is available to faculty members via usernames and passwords used for office computers. Library materials are purchased by the Acquisitions department and processed by the Technical Services department. Faculty requests for purchase of books and journals are solicited.

Faculty members may check out library materials at the Circulation/Reserve desk located on the LRC fourth floor. The ORU identification card is used to check out books and access other library services such as interlibrary loan. Items are returned at the same desk, and a book drop for non-reserve books is available at the Customer Service Desk on the third floor. Renewals are available via the online catalog or by contacting a Circulation staff member. Faculty members may place items on regular or electronic reserve at the Circulation Desk. Reserves are searchable in the catalog under the instructor's name. The Interlibrary Loan Office (ILL) is located near the Circulation Desk. ILL loans

request forms are available on the library web page as well as linked within databases. Please allow two weeks for materials to arrive.

The Library Information Commons (LINC), accessible from both the LRC and the GC on the fourth floor, houses the Reference area, the Electronic Resources Center, the Periodicals Collection, the Library Instructional Lab, and four group study rooms. The Reference Desk is staffed by librarians who, along with work-study aides, provide individual assistance with research questions and with access and use of electronic resources and periodicals. The non-circulating Reference collection provides a concentration of key resources selected to provide essential background information from which more extensive research may be launched. The Electronic Resources Center (ERC), immediately adjacent to the Reference area, contains networked computers for accessing the Internet and the library's electronic resources and is equipped with networked printers and photocopiers. Another copy machine is available near the Circulation Desk. The Periodicals area contains a collection of current issues of journals and magazines organized alphabetically. Older volumes are available in bound paper, microform, and CD-ROM formats and arranged by call number. Some bound volumes published prior to 1979 are housed in the main collection on the fifth floor. A microform reader-printer-scanner is provided. Periodical titles are searchable in the Journals List.

In the Library Instructional Lab located to the rear of the Periodicals area, librarians offer library instruction classes, workshops, presentations, and individual instruction on how to use information resources. The lab is equipped with 30 computers, a laptop, an LCD projector, a sound system, and software that facilitate digital presentations. Library orientation tours and class instruction are provided at the request of the faculty members. Other forms of instruction include online tutorials and research guides available on the library website. Research assistance and workshops designed specifically for faculty are also available.

The Curriculum Media Center (CMC), on the fifth floor, contains a children's literature collection, media for grades K-12, audio-visuals, and other materials used for curriculum development. It serves primarily the College of Education. The Music Listening Room, located in Timko-Barton Hall, contains a non-circulating collection including records, tapes, compact discs, and scores. The Theology Library, which is integrated into the main collection, includes materials primarily in the BL–BX classification range. There are also three closed collections that may be viewed by special request: the Elmar Camillo Dos Santos Collection, the William Sanford LaSor Collection, and the Jewish Theological Seminary Collection. The Holy Spirit Research Center, on the fifth floor, contains a non-circulating collection of some 12,000 books, 120 periodical titles, pamphlets and newsletters, and 8,000 cassette tapes related to the Holy Spirit and the Pentecostal/charismatic movement. It is one of the largest and most comprehensive collections of its kind in the world. The Archives, containing University historical materials, are located in a temperature-controlled area on the GC first floor.

2.1.16.14 Media Facilities

The University provides media facilities for classroom use, such as overhead projectors, mimeo-board, computer projectors, TV/VCRs, and audio equipment. Some equipment is permanently installed in specified classrooms, but Audio-Visual Services (http://webapps.oru.edu/avcatalog/requisition.php) can also set up and operate all types of media hardware in classrooms, laboratories, and other on-campus locations and for special events. Requests for services are submitted online 24 hours in advance of need.

2.1.16.15 Parking

Well-maintained parking lots are available to University employees free of charge. Employee parking is reserved for only those vehicles (cars, trucks, motorcycles, bicycles) displaying the appropriate parking permit or hanging tag for the specific parking lot. More information on permits and regulations is available in the University Employee Handbook.

2.1.16.16 Performances

The Communication, Arts, and Media Department presents a number of plays during the year. Regular faculty members receive two free tickets per event performed on-campus. Two free tickets can be reserved the week of the performance and picked up at the door. Additional tickets may either be purchased at the door or reserved during the week of the performance and paid for at the door. Tickets for events performed downtown at the PAC are available for purchase prior to the event.

The Music Department presents many concerts, recitals, and other musical events during the year, many of which are presented with no admission charge. Faculty members and their families are cordially invited to attend these presentations.

2.1.16.17 Post Office

ORU has its own zip code (74171) and campus post office. Housed on the first floor of the E.M. Roberts dormitory (EMR), the post office offers a full array of services. An additional mailroom is located on the first floor of the Graduate Center.

2.1.17 Workload

The normal full-time teaching load of a faculty member is established by each college, as described in chapter 3 in this handbook. The teaching quality is to be one of excellence, such that it will develop students into Holy Spirit-empowered leaders who will impact the world. In addition, academic counseling, service on various committees, keeping regular office hours, and assisting in pre-registration and registration are among a regular faculty member's duties. Comprehensive student advisement, as assigned by the department chair, is the responsibility of every regular faculty member. A complete list of faculty expectations is found in the section titled "Responsibilities."

Academic deans routinely call upon full- and part-time faculty members to teach modular, evening, weekend, summer, and distance offerings. Existing ORU faculty and staff should have the opportunity to participate in such teaching assignments before others are recruited. Faculty members agree to not accept any outside employment, positions, or responsibilities related to business, religious, governmental, educational, or corporate entities without the prior and written approval of the Provost/Chief Academic Officer or approved representative. Specifically excluded from this approval requirement are the occasional consulting, speaking engagements, and/or church-related activities typical of University faculty members. This process is managed carefully to safeguard academic quality and integrity.

2.1.17.1 Additional Compensation Opportunities

Any nine-month, regular faculty member may be compensated in addition to the existing contract for externally funded projects/research and for teaching summer, distance, and overload courses. The faculty member's supervising chair and/or college dean must be consulted concerning the additional assignment. No nine-month, regular faculty member may teach more than three hours of overload in any one semester. Payment for additional compensation requires submission of the Request for Additional Compensation and is disbursed on the regularly scheduled payroll dates.

Twelve-month, regular faculty members may be compensated in addition to their existing contracts for externally funded projects/research and for teaching distance and overload courses. No 12-month, regular faculty members may teach more than three hours of distance or overload courses in any one year. The faculty member's supervising chair and/or college dean must be consulted concerning the additional assignment. Twelve-month faculty are not eligible to receive pay for teaching residential summer courses or summer modular courses. Overload courses are paid via the Request for Additional Compensation.

Salaried staff members who teach courses in addition to their regular duties sign adjunct contracts for those services. They are paid at the overload rate established for regular faculty members, which is based on highest degree earned.

Chairs may participate in externally funded projects/research and may teach one summer or overload course per year for additional pay. College deans may teach one summer course per year for

additional pay. The Provost/Chief Academic Officer and the supervising college dean must be consulted concerning the additional assignment. Payment for additional compensation requires submission of the Request for Additional Compensation and is disbursed on the regularly scheduled payroll dates.

2.1.17.2 Summer School (Undergraduate Faculty) Load

Nine-month, regular faculty members and adjunct faculty members may teach during all residential summer sessions for a combined total of 15 load hours. An exception at the discretion of a college dean may allow for faculty members to teach an additional 5 load hours for a maximum combined total of 20 load hours for an academic summer. For the sake of academic integrity, it is recommended (not required) that a faculty member teach only one class during each of the summer sessions.

2.1.17.3 Travel Studies Faculty Load

Sections of travel study courses consist of 5 to 12 students. If the enrollment in a travel study course grows to 13 or more students, additional sections of the course need to be opened and taught by additional faculty members. For safety considerations during travel study trips, no faculty member shall be responsible for more than 12 students.

2.2 FACULTY POLICIES AND PROCEDURES

This handbook is designed to provide information regarding Oral Roberts University and its policies. Faculty members should use it to become acquainted with the University's work environment, to understand University policies and procedures, and to utilize opportunities for self-improvement and advancement of the University mission. Many of the University policies and procedures are available online and detailed in the *Oral Roberts University Employee Handbook*. Any policies and procedures unique to University faculty are fully described in this handbook.

2.2.1 Sabbatical Leave

The purpose of the sabbatical leave is for research, study, writing, or other creative work contributing to the upgrading of degree status or to the professional development and effectiveness of the recipient as a scholar and teacher. Travel is appropriate if it fits the purpose of the sabbatical leave. Sabbatical leave is neither for vacation nor health leave and is not to be granted for the sole purpose of augmenting income. The Provost/Chief Academic Officer may approve a faculty member's taking a compensated position elsewhere during a sabbatical, especially if such an experience can be expected to contribute significantly to the faculty member's acquisition of useful ideas and practices. Likewise, it might be considered appropriate to work on research grants or fellowships during a sabbatical, provided the activity offers experiences consistent with the sabbatical's purpose. The benefit to the University is uppermost in the considerations of the President when recommending that the Board of Trustees grant a leave.

Conditions, Compensation, and Benefits

When sabbatical leave is granted, it is expected that the University will benefit; therefore, the faculty member is expected to return to the University for at least two semesters (excluding summer) following the sabbatical leave. Failure to do so obligates the faculty member to refund the portion of the compensation received from the University while on leave. If a faculty member chooses to refund the University and not return following a sabbatical, insurance benefits will terminate at the end of the contract period—benefits will not extend through summer as normal.

Any faculty member granted sabbatical leave receives one half the annual contractual salary for two semesters of leave or full salary for one semester of leave. The compensation is not delayed salary for services already rendered, but an investment in the future improvement of the University.

If the administration and Board of Trustees approve a sabbatical request but subsequently requests the faculty member to postpone a sabbatical leave to work on a University project, time accrued toward the next leave follows the same schedule as if the faculty member had taken the leave when eligible. If a faculty member elects to postpone a leave, the accrual of time toward the subsequent leave begins with the return from the current leave.

A faculty member on leave may be eligible for some or all the group insurance plans in force prior to the leave, subject to the terms and conditions of each insurance contract. Each faculty member has the responsibility to pay a portion of the group insurance premiums and to contact the Benefits Department for information regarding eligible benefits and premium payments. Paid time off does not accrue during the time a faculty member is on sabbatical leave. The department chair needs to notify the Human Resources Department prior to the starting date of the faculty member's sabbatical leave.

Sabbatical Criteria

Faculty members must meet all of the following prerequisites before being eligible to apply for sabbatical leave.

1. An individual must serve six academic years (fall and spring semesters) in full-time service as a faculty member at the University to be eligible for sabbatical leave; however, the six years need not be consecutive.

Application Process

The following deadlines serve as a guide for the sabbatical application process. Any date that falls on a weekend should be replaced by the date of the following Monday.

August 1	The applicant sends a letter of intent to apply for sabbatical leave to the appropriate department chair, with additional copies to the college dean.
August 15	The college dean verifies the applicant's eligibility, has an initial consultation with the applicant, and forwards the information to the applicant's department chair.
September 1	(1) The department chair and the applicant discuss the sabbatical plans and how the sabbatical might affect the courses and department. Normally, no more than one person from a department or program may be on sabbatical leave at one time. (2) The department chair submits the following to the college dean. • A request for funding from the University • A staffing plan outlining how the courses normally taught by the faculty member on sabbatical leave are to be staffed during the absence (3) The applicant prepares a sabbatical application according to the sabbatical guidelines, this handbook, and the workshop instructions.
September 15	The department chair reviews the sabbatical application and the staffing plan, adds comments, and forwards them to the college dean.
October 1	The college dean evaluates the sabbatical application and the staffing plan, adds comments, and forwards them to the Provost/Chief Academic Officer.
October 15	The Provost/Chief Academic Officer evaluates the sabbatical application and the staffing plan, adds comments, and forwards them to the President.
November 1	The President reviews the sabbatical application and the staffing plan, adds comments, and forwards them to the Board of Trustees.

November Trustees Meeting
: The Board of Trustees makes the final decisions concerning the granting of sabbatical leave and conveys the decision to the Provost/Chief Academic Officer, who notifies the college dean.

December 15
: The college dean notifies the applicant of the Board of Trustees' decision.

Sabbatical leave is granted for the fall and/or spring of the following academic year.

Post-Sabbatical Evaluation

A full written report of activities while on leave, in suitable form for circulation and/or publication, is required at the beginning of the fall semester following the sabbatical. The report is submitted to the chair and college dean, who forwards it to the Provost/Chief Academic Officer, President, and Board of Trustees.

The faculty member should also present an oral report of sabbatical activities to peers through a means that is appropriate to the nature of the sabbatical (e.g., department or college gathering, faculty development luncheon, or roundtable discussion). The faculty member may also choose to publish sabbatical research results in a professional journal or present them at a conference.

2.2.2 Other Absences and Leaves

2.2.2.1 Holidays

Official University holidays are designated by the administration and include New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve Day, and Christmas.

Holidays for faculty members on nine-month contracts must conform to the University academic calendar unless otherwise approved by the administration.

2.2.2.2 Paid Time Off (PTO)

Through continuing employment, faculty members earn paid time off as indicated in the *ORU Employee Handbook*. A faculty member's performance under a 12-month contract shall be continuous and shall not correspond to the academic calendar. A faculty member under a 12-month contract shall be entitled to twenty-five (25) working days as PTO during the 12-month term of the contract and to such official holidays as designated by the University. For PTO to be paid, the days off must be taken during the twelve (12) month term of the contract. The right to use or be paid for PTO does not extend beyond the twelve (12) month term, and any unused PTO cannot be accumulated or carried over to any subsequent term.

2.2.2.3 Personal Leave

Any faculty member who has completed one semester of employment may request a personal leave of absence without pay up to a maximum of three months. A personal leave must be mutually beneficial to the University and the faculty member and may be granted at the discretion of the college dean in consultation with the Provost/Chief Academic Officer. The college dean, in consultation with the department chair and the Provost/Chief Academic Officer, may deny or limit personal leave due to business necessity. If the request is granted, the faculty member shall arrange for work responsibilities to be met during the absence. In the case of an emergency, the department chair or college dean arranges for the responsibilities to be met.

A faculty member on an approved personal leave of absence does not accrue paid time off during the leave and is not compensated for paid holidays occurring during the leave. A faculty member on leave during February must notify in writing the Provost/Chief Academic Officer of work intentions for the following year. Failure to file a letter of intent by February 1 shall be interpreted as a wish to sever the relationship with the University.

A faculty member on personal leave and participating in University insurance plans must pay an appropriate portion of the insurance premium to the University's Benefits Department. This payment assures that the faculty member has continued coverage during the leave of absence. The faculty member is again covered under the University's payroll deduction plan upon return.

2.2.2.4 Professional Leave

Any faculty member who has completed one academic year (fall and spring semesters) of employment may request a professional leave of absence without pay, during which time the faculty member is not under contract. A professional leave must be mutually beneficial to the University and the faculty member, such as returning to school to complete a doctoral degree, extending foreign travel to pursue a scholarly activity, or accepting an unusual teaching assignment of limited duration. Professional leave must be requested in writing from the department chair or college dean and approved by the Provost/Chief Academic Officer.

The University does not provide faculty benefits for faculty members on professional leave of absence.

A faculty member on leave during February must notify in writing the Provost/Chief Academic Officer of work intentions for the following year. Failure to file a letter of intent by February 1 shall be interpreted as a wish to sever the relationship with the University. While there is no guarantee a faculty member will be placed in the position held before the leave, the faculty member will have preferential consideration in the filling of approved faculty positions.

2.2.2.5 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides eligible employees with job-protected leave for qualifying events or circumstances. Some of those events or circumstances may involve the employee's own health event or circumstance or may involve the health or military service of the employee's family member.

Leave may be taken in continuous full-time periods or may include a reduced or intermittent schedule when medically necessary or for a qualifying exigency due to a call to active duty. When intermittent or reduced schedule leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must consult with the supervisor in order to make a reasonable effort to schedule treatment to avoid unduly disruption to the department's overall operation. Additional details are available in the *ORU Employee Handbook*.

2.2.2.6 Medical Leave (non-FMLA)

A faculty member not yet eligible for medical leave under the Family and Medical Leave Act may apply for a medical leave of absence to allow the faculty member to suspend active, paid employment for an approved length of time in order to recover from a non-work-related illness or disability. More information is in the *ORU Employee Handbook*.

2.2.2.7 Critical Illness Leave

If a regular faculty member has a member of the immediate family (husband, wife, child, mother, father, brother, sister, grandparent, mother-in-law, or father-in-law) listed by the attending institution and/or physician as critically ill or critically injured, then the faculty member may request and be granted a paid leave of absence for up to three days. If the request is granted, the faculty member shall arrange a satisfactory plan for carrying on work during the absence and the length of time he or she expects to be away.

The institution's written verification of critical illness/injury must be submitted to the faculty member's supervisor immediately upon the faculty member's return to work. The faculty member's chair or college dean must submit a copy of the verification to the Payroll Department for the leave to be paid.

2.2.2.8 Funeral Leave

If a faculty member has a death in the immediate family (husband, wife, child, mother, father, brother, sister, grandparent, mother-in-law, and father-in-law), then the faculty member may request and be granted a paid leave of absence for up to three days. If the faculty member must travel out of state to attend the funeral, up to five days may be granted. If the request is granted, the faculty member shall arrange a satisfactory plan for carrying on work during the absence.

2.2.2.9 Military Leave

The University provides military leave of absence for participating in the Reserves and National Guard duty, active duty, and initial active duty for training (special training required for membership in the Reserves and National Guard). Additional details are available in the *ORU Employee Handbook*.

2.2.2.10 Political Leave

A leave of absence for no more than one year may be deemed advisable by the University administration for any faculty member who wishes to engage in direct political activity involving a substantial amount of time (e.g., holding or running for political office). A leave of absence for more than one month automatically disqualifies the faculty member from benefits. Reinstatement to active employment status with the University upon conclusion of the leave is not guaranteed. If the political activity lasts for more than one year, the faculty member may be requested to resign. More information is in the section titled "Political Campaign-Related Activities" later in this chapter.

2.2.2.11 Jury Duty

It is the civic responsibility of all University employees to serve as jurors when called. Faculty members who are summoned for jury duty must notify their chairs or college deans immediately. Jobs that are exceptionally vital to the University's operation may require that the chair or college dean request for the faculty member to be excused from jury duty. However, there is no guarantee that the request will be granted. Additional details are available in the *ORU Employee Handbook*.

2.2.2.12 Voting Time

The University encourages faculty members to register and vote in all local, state, and federal elections. Faculty members should use reasonable discretion in leaving campus to vote so as not to inconvenience students and colleagues.

2.2.3 Academic Advisement

Academic advisement is very important to students, but a common complaint that students nationwide have is the lack of good advisement—primarily in the areas of accessibility, knowledge about programs and opportunities, and advisor attitudes. Although some students may not take responsibility for their own educations or may have unreasonable advisement expectations, advisors need to make sure they are competent and friendly. The following pointers should help faculty members become good advisors:

1. Advisors are guides and good listeners, not dictators nor someone who signs anything the students want. Advisors are mentors, advocates, and confidantes; they should do far more than only meet with advisees during preregistration.
2. Advisors should be familiar with the University catalog and be able to find information with relative ease.
3. Advisors should be thoroughly knowledgeable about the programs they work with and familiar with the professions the programs lead to.
4. Advisors should keep adequate records of each advisee's progress, including a file folder for each advisee that contains the student's contact information, updated degree plan sheet, notes from previous advisement sessions, and copies of any signed forms pertaining to the student's

academic needs, such as the CGAP and candidacy forms. This information is vital to the advisee, advisor, department chair, and anyone who might advise the student in the future.
5. Advisors need to have at least 7 ½ office hours per week, have the office hours posted, and be available for those office hours.
6. First-year students, especially first semester students, need special attention during advisement. They are often frustrated because they do not know University policies and procedures, and they often don't even know which questions to ask. The advisement a first-year student receives can greatly affect the future academic success of the student.
7. Juniors and seniors need special attention during advisement to ensure that they have met requirements for the chosen majors and minors as well as for general education. Advisors need to make sure that advisees are able to schedule remaining course work by the expected graduation date.

2.2.4 Academic Freedom

In the tradition of institutions of higher education, no principle of corporate life holds a higher place than that encapsulated in the words "academic freedom." This phrase indicates the right of teachers and students to pursue truth without restriction of thought or doctrine. Academic freedom suggests the right of all persons to arrive at beliefs that they defend as truth. In practice, however, academic freedom is exercised within the limits of basic institutional commitments. Oral Roberts University is distinctively Christian; it is an institution that finds its reason for being in the historic Christian faith, an heir to the broad body of theological truth encompassed by the entire Christian faith. ORU affirms a vital concern for the salvation of the world through the life, death, and resurrection of Jesus Christ and through the continuing activity of the Holy Spirit, seeking the truth of Christ in the theological dialogue that surrounds the work of the Holy Spirit in our time. The University is an interdenominational institution, endeavoring to discern in its corporate life and teaching that which unites us all. Thus, the spirit in which the University seeks truth is, in the words of John Wesley, "Unity in the essentials, diversity in non-essentials, and love in all things."

Oral Roberts University is philosophically committed to the promotion of human excellence in a Christian environment. This concept is far from new. What is unusual about the concept as implemented at Oral Roberts University, however, is its balance and integration into the curriculum. The achievement of wholeness and integration is sought; mere juxtaposition of parts is not sufficient. The University acknowledges the Triune God—Creator Father, the Lordship of His Son, and the guidance of the Holy Spirit. The expressions of the gifts and fruit of the Holy Spirit are encouraged.

Recognizing that Jesus Christ Himself is the Truth, the University holds that freedom in a search for truth and its exposition are fundamental. Academic freedom allows faculty members to present major scholarly and theological positions fairly. While academic freedom demands a fair hearing of all positions, some are not necessarily consistent with the University's mission. It is, however, beneficial for students to consider controversial issues in an environment of faith rather than to encounter them in an environment of doubt. Faculty members may present non-Christian ideas, practices, and worldviews with the understanding that they do so to present information, prepare students, and provoke thought and discussion, and without the assumption that the faculty members advocate those ideas, practices, and worldviews. Teachers shall have freedom in the classroom and through publications to discuss their subjects of expertise without harassment. Teachers shall be free to express and act upon their conscientious convictions as individual citizens but must realize that there is always a tacit representation of the institution in whatever is said or done.

All faculty members should fully realize that they are members of their chosen faith community and of this institution, as well as of the learned profession, and, therefore, have special obligations. In a Christian university, the exercise of academic liberty involves responsibility to the Church, the philosophy of the institution, and the academic community at large. Faculty members acknowledge that their profession and institution may be judged by what they say and write. Therefore, they should always be accurate, exercise appropriate restraint, and show respect for the opinions of others, all within the framework of a dynamic Christ-centered worldview. Personal integrity would dictate that divergence from the Founding Vision and/or basic philosophy of Oral Roberts University would lead the individual voluntarily to sever any working relationship with the University.

Any faculty member who feels that academic freedom is being abridged may appeal through the grievance procedures stated in the section titled "Grievance and Conflict Resolution Procedure" in this chapter.

2.2.5 Academic Misconduct: Plagiarism

Plagiarism is the inappropriate use of others' ideas, words, research, or intellectual property, including the use of sources without citations or direct quotes that exclude quotation marks. Even paraphrasing or summarizing without crediting the original author may constitute plagiarism. The ORU website gives more information and examples of plagiarism at https://oru.libguides.com/plagiarism-guide.

According to the ORU Honor Code, students are required to do their own academic work. Plagiarism, whether accidental or intentional, is a serious academic offense and is considered academic misconduct. Consequences of a finding of plagiarism may include a zero on the assignment, a failing grade for the course, Administrative Academic Probation, and/or Suspension from the University. Students may appeal a finding of plagiarism as set forth in the Student Academic Grievance Procedure found in the Student Handbook. Ultimately, it is the University that makes the final determination of whether the conduct constitutes plagiarism.

2.2.6 Administrative Excuses

Some courses (e.g., choir, speech) and University activities (e.g., conferences, competitions) require students to miss classes. Faculty members or staff who teach such courses or direct such activities need to submit an administrative excuse form to an appropriate vice president or college dean (via their chair) for administrative excuses for the students and then provide to the student(s) the memo stating the date, time, and list of students involved. Social Security numbers and student identification numbers must not be included on these lists.

Students absent from a class or laboratory period at the request of the University are given an administratively excused absence by any vice presidents or University deans. This excuse grants the students the privilege of making up assignments, tests, or other work missed because of the absences without unreasonable limitations or penalties. The only absences that are administratively excused are those for official University business. All other absences, including funeral leave or student illness, are between the students and professors.

2.2.7 Benefits

2.2.7.1 Tuition Assistance for Family Members

The University provides three tuition benefit programs for eligible employees as described in the section "Tuition Benefit Programs at ORU" earlier in this chapter. In addition to providing a benefit for eligible employees, the Undergraduate Qualified Tuition Reduction Program is available to their spouses and eligible dependents. Details concerning the Undergraduate Qualified Tuition Reduction Program are available in the *ORU Employee Handbook*.

2.2.7.2 Employee Benefit Programs

The employee benefit programs available to eligible faculty members of Oral Roberts University are briefly described in this handbook. Regular faculty members at Oral Roberts University can be eligible for these programs, and part-time regular faculty members can be eligible for some of the programs, subject to the terms of the governing documents for each program.

This handbook does not contain every detail of the employee benefit programs or all of their specific terms. No person will gain any new rights under a program because of a misstatement in or omission from this handbook or by operation of the program.

The University may amend or terminate one or more of the employee benefit programs at any time. If a program is amended or terminated, benefits may be different from those summarized or may end completely.

Information regarding the detailed terms and conditions of the employee benefits programs and related forms, may be found on the ORU website.

Oral Roberts University currently offers the following employee benefit programs to eligible faculty members. Most programs require the eligible faculty members to complete enrollment forms and contribute to the cost of the benefit programs.

- Pre-tax premium program
- Medical insurance
- Dental insurance
- Flexible spending account
  - Health care reimbursement account (HCRA)
  - Dependent care reimbursement account (DCRA)
- Dependent care reimbursement account
- Basic life and accidental death and dismemberment insurance (AD&D)
- Voluntary life insurance and AD&D insurance
- Short term disability insurance (2 options)
- Long term disability insurance
- Retirement savings program (2 deferral options)

Oral Roberts University currently provides long term disability, basic life, and accidental death and dismemberment insurance at no cost to eligible faculty members.

Limited benefits, subject to the terms of the governing documents for each program, may be available for adjunct or other academic faculty members. Limited benefits may include the retirement savings program, the education benefit programs, and free parking. Adjunct or other academic faculty members, with a valid ORU I.D., may also have access to basketball and baseball athletic events, the Aerobic Center, and the University Library.

2.2.7.3 Employee Assistance Plan

When personal problems become overwhelming, professional assistance is needed. It is available to regular and part-time faculty members through the Employee Assistance Program (EAP). EAP provides confidential assessment and referral for the faculty member and family—whether the problem is marital, financial, legal, emotional, alcohol-related, drug-related, or related to something else. Those who believe they need help, want information, or desire to talk to a counselor should contact the EAP in Tulsa at (918) 594-5232 or toll-free at (800) 221-3976.

2.2.7.4 Workers' Compensation

Faculty members are covered by Workers' Compensation Insurance which provides coverage for on-the-job injuries. Faculty members must report any injuries resulting from University work to their chairs or college deans immediately and inform the Risk Management Department so the proper documentation can be completed and the claim processed quickly. More information including a link to the Employee Report of On the Job Injury form is available on the ORU Benefits Workers' Compensation webpage.

2.2.8 Cell Phone Numbers of Students

If faculty members facilitate academic engagement and instructional activities with students via cell phone, they must use a mobile or web-based app that assures privacy for students. Faculty must inform students that they have the right to opt out of this application or the right to withhold their phone numbers and other directory information completely. If students choose to withhold their phone numbers or opt out, they may request receiving the information via University email.

2.2.9 Confidentiality of Information

Oral Roberts University values the confidential nature of many of its records and has policies in place to protect that confidentiality.

2.2.9.1 Privacy and Release of Student Information Policy

By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the *ORU Employee Handbook*, sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records. All employees of Oral Roberts University or any of its affiliates are required to abide by the policies governing review and release of student education records. Each employee holds a position of trust and must recognize the responsibility entrusted to him or her in preserving the security and confidentiality of student information. To help maintain student privacy, the University issues Z-numbers for I.D. instead of using Social Security numbers. Faculty members must refrain from the following actions and immediately report any violations to their department chairs.

1. Making or permitting unauthorized use of any information
2. Seeking personal benefit or permitting others to benefit personally by any confidential information that has been obtained by virtue of a work assignment and in accordance with University and department policies
3. Exhibiting or divulging the contents of any record or report to any person, except in the conduct of a work assignment in accordance with University and department policies
4. Posting of grades by I.D. number, Social Security Number, Z-number, or any other means that could possibly identify students
5. Knowingly including or causing to be included in any record or report a false, inaccurate, or misleading entry
6. Removing any official record (or copy) or report from the office where it is kept, except in the performance of work-related duties
7. Aiding, abetting, or acting in conspiracy with another to violate any part of this policy

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include the following.

1. The right to inspect, review, and obtain copies of certain education records within 45 days of the day the University receives a request for access
2. The right to request, according to established guidelines, the amendment of education records believed to be inaccurate or misleading
3. The right for currently enrolled students to withhold information contained in the education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA

The University designates the following categories of student information as public or "directory information." Under FERPA, such information may be disclosed by the institution for any purpose at its discretion. The University per policy does not disclose name, address, telephone number, date/place of birth, email address or student identification number. Under no circumstances should a faculty member give student records information to any person, other than the student, who has not been authorized to receive such information. Although directory information may be released without prior consent, any request for this type of information should be referred to the Office of the Registrar. The categories include the following.

1. Name, address, telephone number, dates of attendance, classification
2. Institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates)
3. Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth

4. Grade and progress reports to parents or guardians of undergraduate students who are of dependent status. Faculty members who are asked for grade information should refer parents/guardians to the Registrar's Office unless the faculty member has received written permission from the student to give grade information to the parent/guardian. Grade reports to others are prohibited.

Undergraduate students declare dependent or independent status as part of the registration process. Dependent or independent status is based on whether or not the student was claimed on the parents' most recent IRS Tax Form. The University reserves the right to amend dependent/independent information that is deemed inaccurate. A parent may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that the child is legally a dependent. Dependent status can be established via the submission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such. A parent also may obtain non-directory information by obtaining a signed consent from the child.

No present or former Oral Roberts University employee shall disclose or use, without an appropriate authorization, any information acquired in the course of official duties. Potential sanctions for non-compliance with FERPA may include legal actions and cessation of federal funding. Inappropriate disclosure of a student's education record is grounds for disciplinary action up to and including dismissal. Faculty members should refer FERPA policy questions to their department chairs, college deans, or the Registrar's Office.

2.2.9.2 Confidentiality and Proprietary Policy

Through the employment relationship with the University and/or any affiliated entities, one may have access to certain information that is of special and unique nature and value to the University. The policy concerning the use of this information is available in the *ORU Employee Handbook*.

2.2.10 Copyright Compliance

Oral Roberts University recognizes that a part of its academic mission is to encourage the production of creative works of literature, art, instructional material, etc., on the part of its faculty. Creative works may result entirely from the volition and personal time of a faculty member, may be entirely the result of a faculty member's performance of duties for the University, or may be a combination of these two. It is, therefore, important that the terms and conditions under which copyrights of creative works are owned and licensed for the mutual benefit of the University and its faculty members be set forth.

The University recognizes the interests of its faculty members, sponsors, and other cooperating or participating agencies. Furthermore, it recognizes that creative works may arise as the result of the efforts of its faculty members and that rights to such creative works may be vested in the faculty members, the University, sponsors, other cooperating or participating agencies, or jointly in any of these entities. It is the policy of the University to equitably protect the rights of the University, its employees, sponsors, or other cooperating or participating agencies as set forth in Appendix E.

2.2.11 Discrimination Policy

Oral Roberts University is committed to providing an environment in which its employees and its student body are treated with courtesy, respect, and dignity. The University strictly prohibits any form of discrimination of another employee or student based on race, color, gender, religion, age, national origin, disability, or veteran status More information on the definition of harassment and a reporting procedure are available in the *ORU Employee Handbook*.

Faculty promotion, academic freedom, and any other academic complaints should follow the procedures outlined in the section titled "Grievance and Conflict Resolution Procedure" in this handbook.

2.2.12 Termination of Faculty Member Contract

2.2.12.1 Termination "For Cause"

For the grounds set forth below, the Contract of a faculty member (and the faculty member's employment with the University) can be terminated prior to the expiration of the term of employment set forth in the Contract. Termination of a faculty member's Contract in accordance with this Section serves to fully release the faculty member and the University from any and all obligations or liabilities relating to the current Contract. Neither a decision by the University not to offer a new Contract nor the University's election to exercise a buy-out option in an existing Contract falls within the scope of this policy. This policy shall apply to all current ORU Faculty Contracts regardless of the date of execution, form of the Contracts, or rank of the Faculty Members.

Grounds for Termination

The Contract of a faculty member can be terminated by the University at any time during the term of employment set forth in the Contract for any of the following reasons:

1. Failure to maintain a high degree of competence, including as demonstrated by classroom performance, teaching ability, professional activity, University service, or advisement;
2. Failure to perform reasonable faculty duties as identified in the Contract or this Handbook, or failure to perform additional duties as reasonably assigned, including participation in professional activities, in a highly competent manner;
3. Intransigent actions or expressions in opposition to, or inconsistent with, the religious mission or principles of the University, including failure to abide by the University lifestyle as defined in the Honor Code Pledge, this Handbook, the *ORU Employee Handbook*, or statements adopted by the Board of Trustees or articulated by the University Administration;
4. Misconduct involving moral turpitude including a plea to or guilty finding of a state or federal felony;
5. Insubordination or failure to conform to or comply with administrative policies as defined in this Handbook, the *ORU Employee Handbook*, or in the handbook of the particular department or college of the faculty member;
6. Due to extraordinary circumstances of either financial exigencies as declared by the Board of Trustees or the program in which a faculty member teaches does not have enough students (FTEs) to justify the employment of the current number of faculty members; or
7. As otherwise set forth in the Contract between the University and the faculty member.

Process

Termination of a faculty member before expiration of the term of employment set forth in the Contract shall be by action of the President upon recommendation of the Provost/Chief Academic Officer. In the event of any such termination, the faculty member shall be apprised in writing of the grounds for termination. The termination decision shall relieve the University of any further responsibility to the faculty member under the Contract and be effective as of the date of written notice of termination to the faculty member, unless and until the termination decision is changed as a result of the appeal process set forth below.

Appeal

A Faculty Member may appeal the termination of the Contract prior to expiration of the term of employment by submitting, within 15 days of the written notice of termination, a written appeal to the Provost/Chief Academic Officer setting forth the basis of the appeal and any facts, evidence or other information in support of the appeal.

Administration

The Provost/Chief Academic Officer shall review the appeal and submit the appeal along with any comments or additional information to the President. The President shall review the material

submitted and any other relevant information and issue, within 15 days of receipt of the appeal, written notice of the decision on the appeal to the faculty member.

Board of Trustees

In the event the faculty member is not satisfied with the President's action on the appeal, the faculty member may appeal the decision to the Board of Trustees by submitting an appeal to the Assistant Secretary of the Board within 15 days of written notice of the President's decision on the appeal. The Chair of the Board shall appoint an Ad Hoc Committee of at least three (3) Trustees to review and consider the appeal. The Ad Hoc Committee shall issue written notice of its decision on the appeal within 21 days of receipt of the appeal by the Board. The decision of the Ad Hoc Committee shall be final regarding the termination decision.

2.2.12.2 Termination "Without Cause"

In addition to "For Cause" termination, ORU may terminate a Faculty Member's Contract and the employment of a Faculty Member "Without Cause" at any time during the term of employment under the Contract. The "Without Cause" termination will be effective upon ORU's issuance of written notice of termination to the Faculty Member. In the event ORU terminates a Faulty Member's Contract and employment "Without Cause," ORU shall pay the Faculty Member as follows:

a. Lecturer, Senior Lecturer, Assistant Professor, and Associate Professor: ORU shall pay the Faculty Member the Salary remaining under the Contract but not to exceed the amount of 50% of the Faculty Member's Annual Contract Salary as of the date of notice of termination ("Severance Payment")
b. Professor: ORU shall pay the Faculty Member the Salary remaining under the Contract but not to exceed the amount of one (1) year of Faculty Member's Annual Salary as of the date of notice of termination ("Severance Payment")
c. Senior Professor: ORU shall pay the Faculty Member the Salary remaining under the Contract but not to exceed the amount of two (2) years of Faculty Member's Annual Salary as of the date of notice of termination ("Severance Payment")
d. All faculty members in a rank other than those listed above (2.2.11.2 (a)-(c)) receive compensation through date of the notice of termination.

ORU's obligation to tender the Severance Payment is subject to Faculty Member executing ORU's standard Severance Agreement. The Severance Payment shall be paid in accordance with ORU's normal payroll schedule and procedures until the amount of the Severance Payment is paid in full. A decision to terminate pursuant to this subsection, since it is "Without Cause", is not subject to the Grievance and Conflict Resolution Procedure 2.2.19 or otherwise appealable.

2.2.13 Disruptive Behavior and Red Flag system

Disruptive behavior describes behavior that persistently interferes with academic and administrative activities on campus and that makes inordinate and inappropriate demands from students for the time and attention of faculty and staff.

2.2.13.1 Strategies to Prevent and Respond to Disruptive Behavior

(adapted from ASJA Law and Policy Report by Gary Pavela)

1. Faculty members need to clarify standards for the conduct of the class.
2. Faculty members need to serve as role models for the conduct they expect from their students.
3. Faculty members need to recognize the difference between disruption and academic freedom.
4. If a faculty member believes inappropriate behavior is occurring, he or she should consider a general word of caution, rather than warning a particular student.
5. If the behavior is irritating, but not disruptive, the faculty member should try speaking with the student after class. Most students are unaware of distracting habits or mannerisms and have no intent to be offensive or disruptive.

6. There may be rare circumstances when it is necessary to speak to a student during class about behavior. The faculty member should do so in a firm and friendly manner, indicating that further discussion can occur after class.
7. A student who persists in disrupting a class may be directed by the faculty member to leave the classroom for the remainder of the class period.
8. The student should be told the reason(s) for such action and given an opportunity to discuss the matter with the faculty member as soon as practicable. Also prompt consultation should be undertaken with the department chair and the Deans of Students.
9. If a student comes to a faculty member at any time with information that leads the faculty member to believe that the student is a threat to anyone, including him or herself, the faculty member needs to contact Student Counseling Services, Student Affairs, or Security immediately.
10. If a disruption is serious and other reasonable measures have failed, the class should be adjourned and Campus Security summoned.

2.2.13.2 Red Flag Behavior Reporting System

Red Flag gives the University community an easy-to-use, web-based solution for reporting behavior that causes others to be concerned for the health, safety, or welfare of an individual or University property.

Information to be reported on the Red Flag System includes personal accounts of observations, communications, or other relevant information. Examples include the following.

- Questionable or suspicious acts or behavior
- Information or incidents that could cause harm
- Information regarding illegal actions, assaults, and/or drug or alcohol use
- Expressions by others of threats, violence, feelings of suicide, depression, reduction of self-worth, and/or uselessness

The reporting system requires that people using it identify themselves, but to the extent possible, the reporter's identity is kept confidential. If further information is needed, the reporter will be contacted by email. The reporter can log into the Red Flag Reporting System to see the status of reported concern, but, due to confidentiality concerns, specifics about the resolution cannot be given.

The Red Flag System is not a real-time response system, so in matters that require an immediate response (e.g., police, ambulance, fire, security), 911 or the Public Safety and Security Office (495-7750) should be called.

2.2.14 Dress Guidelines

Professional discretion and modesty is to be exercised in dress. Clothing and grooming should be appropriate for the particular work environment. Safety precautions should receive primary consideration. The overall effect is more important than specific adherence to a set of dress rules.

2.2.14.1 Faculty

The following guidelines are based on specific recommendations from the University faculty members regarding appropriate dress. These are intended to be used as guidelines; however, each specific work environment dictates the appropriate attire. During unusual inclement weather, such as snow and ice, dress exceptions in footwear and attire may be appropriate.

Faculty need to dress professionally and observe the faculty dress code guidelines as follows.

1. Men may wear suits or slacks (not jeans) and turtleneck or collared shirts; ties are optional. Loafers, dress shoes, or dress boots are acceptable, but flip-flops are not; socks are required. Neatly trimmed moustaches and beards are permissible; hair needs to be neatly trimmed above the collar with at least half of the ear showing.
2. Women may wear dresses, skirts, blouses, dress slacks, or cropped pants (no more than 4 inches above the ankle), but not gauchos, shorts, halter tops, or halter dresses. Dresses/tops with straps

must be covered by a blouse or jacket, and midriffs need to be covered while sitting, standing, or reaching. Low-cut clothing or excessive slits are not acceptable.

3. Jeans, shorts, t-shirts, beachwear, gym wear, sweatpants or sweatshirts, sheer or form-fitting attire, hats, athletic jerseys or shoes, and flip-flops are not permissible for faculty members.
4. Jewelry should be appropriate and in keeping with a professional image. Plugs and body piercing are not appropriate, but women may have modest ear piercing. Tattoos must be covered.

2.2.14.2 Students

Students are expected to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The *ORU Student Handbook* details requirements concerning the appropriateness of student attire.

Any questionable attire may be called to the attention of the wearer and referred to the Dean of Men or the Dean of Women as appropriate for evaluation.

2.2.15 Drug and Alcohol Policy

Every employee at Oral Roberts University is important to the University and its mission of sharing the Good News of Jesus Christ and bringing wholeness to a hurting world. Every employee of Oral Roberts University is an important role model to students and is integral to fulfilling the University's Christian mission. As a result of the Christian mission, it is required as a condition of employment that each person sign and abide by the Code of Honor Pledge. Among other things, those who sign the pledge are agreeing to abstain from alcohol and all illegal drugs. The origin for this corporate policy comes from the scriptural emphasis that the Spirit of God dwells in us. As a result, our bodies, which are the temples of God, are holy.

On June 26, 2018, Oklahoma voters passed State Question 788 permitting limited use of marijuana by medical marijuana license holders under certain conditions. As a higher-education institution, private-property owner, employer, and Christian institution birthed from sincerely held-religious beliefs, Oral Roberts University has the legal and moral right as well as responsibility to define what conduct is permissible and expected within its community, on its property and at its sponsored events. Indeed, the University's Honor Code and its Control Substance and Alcohol policy prohibits marijuana and other drugs, including their use, possession, manufacture, and distribution.

In addition, federal laws prohibiting marijuana use supersede state laws, including State Question 788. Marijuana is illegal under federal law and categorized as an illicit substance (Drug Enforcement Agency Schedule I) under the Drug-Free Workplace Act of 1988, the federal Controlled Substances Act, and the Drug-Free Schools and Communities Act and Amendments. As a recipient of federal funding for various uses, including grants, research and student financial aid, the University is required to adhere to these applicable laws.

Please understand that if you use or possess marijuana, you are subject to prosecution under federal law. See https://www.justice.gov/opa/pr/justice-department-announces-update-marijuanahttps://www.justice.gov/opa/pr/justice-department-announces-update-marijuana-enforcement-policyenforcement-policy. Importantly, a conviction for drug-use under federal law may cause a student to become ineligible for federal financial aid.

This statement is not an adoption of any new policy, but instead a reaffirmation of the University's historical and ongoing commitment to a drug and alcohol free environment and life-style.

More information on this policy, including the use of prescription drugs, is available in the *ORU Employee Handbook*.

2.2.16 Equal Employment

ORU is committed to the teachings of Jesus Christ and is dedicated to a policy of equal employment for all persons regardless of race, color, national origin, sex, age, disability, or status as a veteran. Oral Roberts University shall recruit, hire, upgrade, and promote in all job titles without

regard to race, color, sex, national origin, age, disability, or status as a veteran. Additional information concerning this policy is available in the *ORU Employee Handbook*.

2.2.17 Extra Employment and Obligations

Faculty members shall not engage in activities during the period of their contracts that may prevent them from fulfilling their full professional responsibilities to the University or that in any way represent a conflict of interest with the goals of the University.

2.2.18 Fair Use Guidelines

Faculty members using materials, whether written or in electronic form, must comply with copyright laws. Using copyrighted materials for educational purposes does not automatically qualify it as fair use. Faculty members need to apply for copyright permission whether the materials are to be used in class or put on reserve in the library. The following section provides the guidelines for limited use of copyrighted materials when there is not enough time to receive permission for using copyrighted materials.

The following information in this fair use section presents guidelines for classroom copying in not-for-profit educational institutions with respect to books and periodicals. This information comes from http://www.nacs.org/toolsresources/cmip/copyright/primer.aspx, National Association of College Stores, Inc., and the Association of American Publishers. It has been reformatted to conform to the style of this handbook.

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that (1) the copying meets the tests of brevity and spontaneity as defined below in the section "Definitions," (2) the copying meets the cumulative effect test as defined below in the section "Definitions," and (3) each copy includes a notice of copyright.

2.2.18.1 Definitions

Brevity

1. Poetry
   a. A complete poem if fewer than 250 words and printed on not more than two pages
   b. An excerpt of not more than 250 words from a longer poem
   (Each of the numerical limits may be expanded to permit the completion of an unfinished line of a poem.)

2. Prose
   a. A complete article, story, or essay if fewer than 2,500 words
   b. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event, a minimum of 500 words
   (Each of the numerical limits may be expanded to permit the completion of an unfinished line in a prose paragraph.)
3. Illustration—One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue
4. Special works—Certain works in poetry, prose, or in "poetic prose," which often combine language with illustrations, fall short of 2,500 words in their entirety. Such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of a special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

The copying of the materials is for only one course in the college in which the copies are made. Not more than one short poem, article, story, or essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term. There shall not be more than nine instances of such multiple copying for one course during one class term. These limitations shall not apply to current news periodicals, newspapers, and current news sections of other periodicals.

2.2.18.2 Prohibitions

Notwithstanding any of the preceding, the following shall be prohibited.

1. Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or are reproduced and used separately.
2. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.
3. Copying shall not (a) substitute for the purchase of books, publisher's reprints, or periodicals; (b) be directed by higher authority; or (c) be repeated with respect to the same item by the same teacher from term to term.
4. No charge shall be made to the student beyond the actual cost of the photocopying.

2.2.19 Faculty Credential Maintenance

It is the practice of Oral Roberts University to ensure that all teaching faculty (i.e., instructors of record) possess the academic preparation, training, and experience to teach in an academic setting and meet or exceed the minimum requirements of regional and specialized accrediting bodies and state agencies. This practice applies to all regular and part-time teaching faculty and teaching assistants, including those teaching on campus and online.

The Faculty Records Office maintains a faculty credentials database to review and ensure that only qualified faculty members are assigned to courses. This office stores records regarding proposed justifications for instructional faculty who do not otherwise formally qualify for their courses. The Faculty Records Office will also provide routine audits of faculty files to ensure compliance with stated guidelines. Hard copies of official transcripts for all graduate work are kept in the Faculty Records Office.

The Faculty Records Office utilizes the database to provide accurate and timely information to various accrediting agencies, federal and state agencies, and/or college departments. The appropriate college dean is notified should any discrepancies or deficiencies be discovered. If there are discrepancies or deficiencies, the college dean must submit the required credential documents within thirty days.

The college deans are ultimately responsible for the verification and validation of all faculty credential requirements. Prior to any teaching faculty member's appointment with the University—whether full-time or part-time—who will be teaching and grading in a course, the dean of the college/school will examine and approve the prospective instructor's credentialing file to ensure that the credentials meet the requirements listed by the respective accrediting agency. The college dean works with the department chair to acquire the documents required for the credentialing process.

If a transcript is unclear, the Faculty Records Office will contact the indicated faculty member for proper documentation. Only course work and degrees granted by an accredited college or university or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. Transcripts from universities outside the United States must be independently

evaluated for equivalency by an entity certified by the National Association of Credential Evaluation Services (NACES). In the event the institution ceases to exist and there are no records or method of verification, the instructor may be required to provide references to support academic course work.

In cases where the teaching faculty member does not have the recommended educational credential, the hiring college must document exceptional alternative qualifications. Such documentation must provide a narrative explanation of the instructor's qualifications to teach the course(s) based on academic and professional preparation; diplomas, certificates, or relevant licensures; publications and presentations in the field; honors, awards, and professional recognitions; and other demonstrated competencies, skills, and experiences tied clearly to the specific courses to be taught and should establish the instructor's qualifications beyond doubt.

Specifically for the College of Arts and Cultural Studies, the college may award alternative credentialing to faculty members who lack credentialing through credit hours of graduate coursework appropriate to their teaching field based on their performance capacity. For foreign language courses, alternative credentialing requires attaining a minimum level of Advanced on the Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) for their respective languages, as professionally recognized in the Proficiency Guidelines published by the American Council on the Teaching of Foreign Languages. For other performance-based courses, alternative credentialing requires demonstrated professional experience as expressed through an audition or portfolio reviewed and verified by the hiring chair and appropriate discipline-specific faculty members.

Teaching in a field outside of one's formal graduate degree is acceptable when the individual has eighteen (18) graduate hours in the assigned course's discipline. Official transcripts are required for verification of this required credential. The prospective faculty member's responsibility is to provide the University with all of the documentation needed to verify the required credentials. This documentation includes, but is not limited to, a current curriculum vita, official transcripts (indicating the terminal degree and other appropriate transcripts), copies of appropriate licenses or certifications, and the verification of work related to teaching experience as needed. The prospective faculty member bears the cost of obtaining official transcripts and copies of licenses and certifications. The University will provide support for the translation of foreign degrees for equivalency.

It is the responsibility of faculty members teaching in disciplines that require licensure and/or certification to acquire and maintain those credentials, and to provide documentation of licensure and certification for inclusion in the faculty members' credentialing file. The Faculty Records Office may periodically request updated documents from faculty members to maintain the credentialing files. New faculty members must provide an official transcript at time of hire. The official transcripts are required to be sent to the Faculty Records Office. Office personnel will verify authenticity, file the documents, and then forward copies to the chair or college dean.

An official transcript is defined as a transcript or other academic record that includes notation that it is official and transmitted directly from the issuing institution to Oral Roberts University. Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. Each individual official transcript must meet the authentication criteria based on that institution's standards.

The transcripts must possess all of the following.

1. The issuing institution's official seal, watermark, or other identifier
2. Signature of the appropriate authorizing agent (preferably the institution's registrar)
3. The institution's official letterhead or stationary
4. Date of issue

In the case of electronic transcripts, certification of authenticity by the Office of the Registrar must be included.

Course work and degrees granted by a non-regionally accredited college or university (such as a CHEA and U.S. Department of Education approved National Accreditor) will be accepted for credentialing faculty members only with approval of the Provost/Chief Academic Officer, upon recommendation by the college dean, the University Registrar. When recommending the hiring of such individuals, the Provost/Chief Academic Officer must adduce additional qualifications,

including the degree-issuing institution's reputation and a thorough evaluation of the candidate's course work. Experience must be documented in narrative form.

In rare instances, it may be necessary to have a part-time faculty member begin teaching prior to the receipt of an official transcript. In these cases, a file will be prepared by the college dean and/or chair containing all of the information (current curriculum vita, references, and faculty application) except the official transcript(s) of graduate work pending receipt of the official documentation. An unofficial transcript may be used to document that the individual appears to meet the credentialing requirements and must be included in the faculty member's file. Once the official transcript arrives, the Faculty Records Office will confirm accuracy with the unofficial document. There is a maximum sixty (60) day period during which a credentialing file can be listed as "Pending" from the receipt of application.

If after the sixty (60) day pending period has elapsed and the credentialing file has not been removed from "pending" status, the individual will not be considered for hire, or if already employed, the individual will be removed from all work assignments. Removal may result in the instructor's placement on leave, with or without pay, until the matter has been resolved. When the required documents have been received, the faculty member will be re-certified and placed in the former assignment no earlier than the receipt date of the transcript.

2.2.20 Grievance and Conflict Resolution Procedure

The purpose of this procedure is to provide for faculty and administration an avenue for the resolution of differences through a reasonable and fair review process. In accordance with the Biblical injunction (Matthew 18:15) there should be an attempt at first to resolve a grievance informally with the person or office with whom the grievant has a complaint. Grievances should be resolved at the lowest level and as most timely as possible.

2.2.20.1 Definitions for Grievance and Conflict Resolution Procedure

1. Grievance: A complaint against a decision or action by any office, department, committee, or individual alleging violation, misapplication, or misinterpretation of policies or procedures presented in the *Faculty and Administration Handbook* with respect to contract, salary, fringe benefits, workload, working conditions, discipline, or other employment-related matters. The grievance must involve an action whereby the individual filing the complaint will benefit or lose by the decision and by the resolution of the matter. This policy does not cover decisions/actions regarding *Promotion* (Section 2.1.12) or *Termination of Faculty Member Contract* (Section 2.2.11), which contain procedures for grieving those decisions.
2. Grievant: The person who alleges that a grievance exists.
3. Respondent: The person(s) to whom the grievant is directing the complaint. This person normally will be the administrator to whom the grievant is directly accountable. It should be noted that the respondent may or may not be the person with whom the grievant has a complaint.

2.2.20.2 Grievance and Conflict Resolution Procedure Steps

The following steps shall be taken in the order listed. At any point along the way the grievance may be resolved, and further steps will be unnecessary.

Informal Level

1. Whenever possible, the grievant attempts to resolve the grievance directly with the person with whom he or she has the grievance.
2. The grievant meets with the respondent, if different than the person mentioned in (1), in an attempt to resolve the grievance.
3. For faculty members, the grievant then meets with the respondent and dean of the appropriate college. (This step is taken only if the respondent and college dean are different people.)

Formal Level

If the grievance is not resolved at the informal level, the grievant shall produce a written complaint of the grievance. The complaint shall report the specific facts and issues involved in the grievance, the efforts made to resolve the grievance informally, the outcome of those informal resolution efforts, and what resolution is being requested. If the grievant is a faculty member, the complaint should be submitted to the appropriate college dean. Should the college dean have been the original person with whom the grievant had the grievance, the complaint should be submitted directly to the Provost/Chief Academic Officer, followed by step 3 below. When the grievant is in administration, the complaint should be submitted to an immediate supervisor, followed by step 6 below.

1. The college dean/immediate supervisor reviews and renders a decision concerning the grievance which has been submitted in writing by the grievant. The college dean's decision is communicated in writing to the grievant within twenty-one (21) days of receiving the grievant's complaint in writing. Should the grievant not agree with the decision, he or she has twenty-one (21) days to file an appeal of the college dean's decision to either the appropriate college grievance committee (step 2) or directly to the Provost/Chief Academic Officer (step 3) as desired.
2. If a grievant appeals in writing to an appropriate college grievance committee then within twenty-one (21) days after receiving the appeal the college grievance committee must (a) afford the faculty member a hearing, (b) submit a report of its investigation and its recommendation to the Provost/Chief Academic Officer, and (c) furnish a copy of this report to the faculty member.
3. Upon receiving either a written complaint from the grievant or a report from a college grievance committee, the Provost/Chief Academic Officer, within twenty-one (21) days, informs the grievant in writing of a decision in the matter.
4. If the grievant does not agree with the decision of the Provost/Chief Academic Officer, the grievant may appeal in writing to the President.
5. Within 21 days of receiving a written appeal, the President shall (a) meet with the grievant and/or afford the grievant a hearing, (b) make a decision, and (c) furnish a copy of the decision to the grievant, and the appropriate Vice Presidents and/or the Provost/Chief Academic Officer. The President’s decision shall be the final decision of the University.

2.2.21 Handbook Policy Revision Procedure

The policies and procedures set forth in the *Faculty and Administration Handbook* are subject to change from time to time at the discretion of the Board of Trustees. As a result, there are no vested future rights arising out of this Handbook, as any changes or amendments become effective as of the date of adoption by the Board. Changes may be made to this handbook by the Board of Trustees who may consult with the Colleges, Academic Council, University Faculty, and/or the Office of the President. Changes may also be recommended by the Colleges, Academic Council, University Faculty, and/or the Office of the President with the approval of the Board of Trustees.

2.2.22 Harassment

Each member of the Oral Roberts University community has the responsibility to treat colleagues and coworkers considerately and fairly. ORU strictly prohibits any form of sexual or any other types of harassment. Prohibited harassment includes conduct that interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment. More information on the definition of harassment and a reporting procedure are available in the *ORU Employee Handbook*.

2.2.23 HIV/AIDS

Recognizing its responsibility to the students and staff of Oral Roberts University and the community, the Board of Trustees has adopted a policy on Acquired Immunodeficiency Syndrome (AIDS). This policy—based upon the best medical information presently available and on statements and/or guidelines of the United States Public Health Service, the Centers for Disease Control, and the American College Health Association—is located in the *ORU Employee Handbook*.

2.2.24 Honorary Degrees

Oral Roberts University confers honorary degrees to selected individuals who actively demonstrate the vision of the University by hearing God's voice and then serving the world through the power of the Holy Spirit with extraordinary accomplishment, distinguished service, and significant contribution to the University, society, and/or the world. (updated 04/19/12)

2.2.24.1 Purpose of the Honorary Degree

The honorary degree recognizes individuals whose personal qualities and values are consistent with those endorsed by the University and demonstrate whole person characteristics worthy of respect and emulation.

Candidates recognized with an honorary degree from the University satisfy several of the following criteria.

1. Have distinguished themselves through extraordinary performance in scholarship, faith, physical, and/or social achievements, which may or may not be publically recognized
2. Have made outstanding contributions to the welfare and development of the University or the communities of which they are a part
3. Have a reputation for integrity and excellence as demonstrated through exemplary leadership in their spheres of influence
4. Exemplify and advance the mission of the University by demonstrating whole person qualities that honor the Lord Jesus Christ by promoting community healing through the power of the Holy Spirit

2.2.24.2 Confidential Nominations

Any member of the University faculty, staff, student body, alumni, or Board of Trustees may nominate a potential candidate for an honorary degree. Under no circumstances should the nominee be informed of the nomination. Not all excellent candidates can be recognized, and knowledge of a failed nomination can be embarrassing and harmful. **Further, the nominator should not solicit letters of support on behalf of the nominee**. Nominations should identify persons with distinguished accomplishments from diverse backgrounds whose works reflect the effective implementation of the University outcomes in a practical life of ministry and professionalism.

The following questions should be answered in a one-page nomination summary statement.

- What are some examples of specific achievements that highlight the nominee's qualifications for the honorary degree?
- What is original about the nominee's "life message"?
- Of all possible contributors to a specified field of endeavor, why is this nominee of exceptional merit?
- How does the nominee reflect the mission of ORU?

The Faculty Life Committee meets as needed to review all nominations. The committee may recommend any of the following honorary degrees be conferred.

- Doctor of Divinity (D.D.)—for distinguished service in spiritual leadership
- Doctor of Humane Letters (L.H.D.)—for demonstrated excellence in the humanities
- Doctor of Laws (LL.D.)—for distinguished general service to learning and to humankind

- Doctor of Letters (Litt.D.)—for scholarly work of a restricted nature
- Doctor of Science (Sc.D.)—for distinguished contributions and performed services in the sciences

2.2.24.3 Honorary Degree Selection Procedure

Following receipt of nominations for honorary degrees, the following process identifies candidates for honor.

1. The Faculty Life Committee reviews nominations and along with input from the University Faculty identifies a nominee of outstanding distinction and accomplishment for recommendation to the Academic Affairs Committee of the Board of Trustees.

   Usually only one candidate per academic year should be recommended to receive an honorary award, but on occasion, additional candidates may be recommended when useful to promote specific University ideals.

2. The Board of Trustees shall vote to approve or not to approve the individual for conferral of an honorary degree.
3. The President communicates with the potential recipient providing an opportunity for the individual to accept or decline the offer of an honorary degree.
4. The chair of the Board of Trustees, the President, and the Provost/Chief Academic Officer (or their designees) shall participate in the conferral of the honorary degree at the following graduation ceremony.

2.2.25 In Memoriam and Posthumous Degrees

Upon the death of a current or former student of the University who has not graduated, the University may award an In Memoriam or a posthumous degree at the discretion of the President and Board of Trustees.

2.2.25.1 In Memoriam Degree

A request for an In Memoriam degree may be submitted for a student who following the last enrollment at the University remained in good academic and disciplinary standing but had not completed at least 75% of a degree program. In Memoriam degrees are not official and are not included in any official reporting for the University.

2.2.25.2 Posthumous Degree

A request for a posthumous degree may be submitted with a recommendation of an academic dean for a student who following the last enrollment at the University remained in good academic and disciplinary standing and completed at least 75% of the credit hours required by a degree program. Posthumous degrees count in all official reporting for the University.

2.2.25.3 In Memoriam and Posthumous Degree Award Procedure

Any request for an In Memoriam or a posthumous degree will be forwarded to the Registrar's Office to determine the last known academic and disciplinary standing and progress toward the completion of an academic degree. Once compiled, the information will be forwarded to the Provost to process the request with the President and Board of Trustees. After the Board of Trustees awards an In Memoriam or a posthumous degree, the Registrar's Office will be informed and will produce the appropriate document.

2.2.26 Indebtedness to the University

If a faculty member should become financially indebted to the University, the faculty member agrees that the debt may be deducted from any wages and/or final paid time off pay payable to the faculty member.

2.2.27 Invitations to Campus-Wide Lecturers

Oral Roberts University encourages faculty members to invite outside speakers onto campus to address students and faculty in open meetings—extending learning beyond the classroom and promoting diversity of thought and inquiry. Prior to sending an invitation to any outside speaker, faculty members should obtain approval from the Provost/Chief Academic Officer. Approval is not required when inviting outside speakers to address regularly scheduled classes but is recommended as knowledge of the invitation may promote additional beneficial opportunities for the University.

2.2.28 Letters of Recommendation

Faculty members are often asked to recommend coworkers and/or students for positions in education, graduate schools, business, industry, and other organizations. When writing recommendations, faculty members should not exaggerate or understate accomplishments and/or characteristics, hence minimizing legal exposure.

Employees—Requests for work-related references and verifications of employment need to be forwarded to the Human Resources Department. Personal recommendations for coworkers or former coworkers should be written on personal stationery, not University letterhead.

Students—University letterhead may be used for professional recommendations of students only when they are considering initial employment or continuing education, including but not limited to internships and graduate school.

2.2.29 Networks and Computer Policy

University faculty, staff, and students need to be acquainted with and trained in new technological methods. However, along with embracing new technology comes a healthy caution to be certain that the use of the technology is responsible, Christ-centered, and consistent with the Code of Honor Pledge. The Networks and Computer Policy available in the *ORU Employee Handbook* covers all access through the networks or computer systems of Oral Roberts University.

2.2.30 Patents

Technical information, discoveries, inventions, and patents resulting from investigation or research conducted by faculty members of the University that are financed in whole or in part from funds administered by the University, are a direct result of a faculty member's duties with the university, or are made by the utilization of university resources or facilities are the property of the University and shall, on request, be assigned to the University or its representative, unless the University relinquishes its rights therein to the inventor.

It is the policy of the University to recognize the interests of its faculty members, sponsors, and other cooperating or participating agencies and to recognize that inventions and patents may arise from investigation and research undertaken that affect the equities of the participating parties. Equity rights may be vested in one of the following ways, as determined by the Provost/Chief Academic Officer upon the recommendation of the Copyright and Patent Committee.

1. Full ownership rights held by the University alone
2. Full ownership rights held by the inventor alone
3. Shared ownership rights held between the University and inventor

The entire patent policy is in Appendix E.

2.2.31 Personnel Files

Appropriate personnel records are kept on University employees. There is only one official personnel file per employee, which may contain only such information as is relevant to the individual's employment. Faculty personnel files contain the following.

1. Information pertaining to bona fide occupational qualifications (e.g., resumes, applications, official transcripts)
2. Pre-employment recommendations, recommendations for merit and/or promotion
3. Personal data information (e.g., W-4, address)
4. Records of personnel actions such as appointment, change of status, promotion, and pay authorizations
5. Documentation of leaves of absence
6. Paper work concerning benefits, enrollments, changes, and beneficiary designations
7. Performance evaluations
8. Documentation of behavior and discipline matters
9. Confidential data sheets
10. Acknowledgement forms of company policies

2.2.31.1 Maintenance of Files

The official personnel files of faculty members are maintained by the Office of the Provost/Chief Academic Officer, which is responsible for maintaining personnel records and for adding and correcting materials in those records. Through the normal course of business operations, supervisors and service offices (e.g., Payroll Department) may maintain working/side files, which may contain copies of the items in the official personnel file as well as other relevant information.

Faculty members should promptly notify both the Human Resources Department and the Office of the Provost/Chief Academic Officer of changes in (1) address and telephone number, (2) marital status, (3) name (a copy of the new social security card), (4) the number of dependents for withholding tax purposes (a new W-4 form), and (5) person(s) to notify in case of emergency. Faculty members should notify the college dean about the faculty member's completion of additional degrees or training. The college dean forwards this information to the Office of the Provost/Chief Academic Officer. The Benefits Office should be notified promptly of changes in the beneficiary and dependents listed in health, dental, life, or accidental death and dismemberment insurance coverage.

The personnel files of individuals who leave the University are retained for seven years following the year of separation.

2.2.31.2 Access to Files by Faculty Members

Current and/or previous faculty members do not have access to personnel files, which include working/side files. Department chairs and administrators having direct responsibility for faculty member performance and institutional officers showing a legitimate need shall be entitled to access the files. Confidential medical information and garnishments are excluded from inspection unless authorized by the Director of Human Resources, who makes the final determination of confidentiality.

2.2.31.3 Access to Files by Off-Campus Agencies

Data is monitored so that it is disseminated to only those parties authorized by the faculty member, approved administratively, or legally warranted. No information about work records, work quality, or reason for separation is released. All requests for information should be forwarded to the Human Resources Department.

Persons outside the University with a legal court order or subpoena may review official personnel files. Further, the University may permit access to and copying from such files following lawful requests of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts.

2.2.32 Photographs and Recordings

Photographs and audio recordings taken of faculty members while they are on campus may be used without prior written permission, remuneration, or contract in student publications, University publications, or for publicity purposes as devised by or authorized by the University. The Honor Code Pledge and University regulations serve as the general criteria of taste and style in selecting photographs and audio excerpts for publication. Requiring photographs on applications is not acceptable.

2.2.33 Political Campaign-Related Activities

Oral Roberts University supports the involvement of its administrators, faculty, staff, and students in their right, as individuals, to participate in the political process. However, under the Internal Revenue Code, as a section 501(c)(3) organization, the University is absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Violation of this restriction can result in revocation of tax exempt status and imposition of excise tax penalties on the institution as well as on organization managers who approve the undertaking of impermissible political activities.

Any faculty member who wishes to engage in direct political activity involving a substantial amount of time (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to obtain written approval. The written approval must include mutual agreement for release time with an academic dean before undertaking such activity. A leave of absence may be deemed advisable by the Administration. Information regarding a political leave is in the section titled "Political Leave" in this handbook.

Additional information concerning academic participation in political activities including candidate debates and forums; candidate appearances, student organizations, and voter registration is available in the *ORU Employee Handbook*. Violation of this policy may result in disciplinary action, which may include termination of employment.

2.2.34 Posting of Signs and Other Materials

All signs, flyers, and posters must be approved by the Student Activities Office before they can be posted. The Marketing Department can create posters for ORU courses and activities, and the Business Center can print flyers for ORU activities.

2.2.35 Probation and Suspension of Students

2.2.35.1 Academic Probation

Students are expected to make satisfactory progress toward a degree certificate or other approved objective to be eligible to continue enrolling in the University. A probation list, based on student academic achievement for the previous 12 months, is compiled once each year prior to the fall semester. Students placed on probation fall into one of the following categories.

1. Full-time students enrolled for the last two regular semesters but having earned fewer than 24 hours in the last 12 months
2. Full-time students enrolled for one regular semester but having earned fewer than 12 hours in the last 12 months
3. Part-time students not earning two-thirds of the hours they attempt
4. Students whose grade-point averages fall below the minimums required for total quality hours that can earn grade points attempted in undergraduate programs

Total Quality Hours Attempted	Minimum GPA Required
1-32	1.5
33-64	1.75
More than 64	2.0

Students are removed from probation when they submit additional academic work sufficient to raise them to the minimum requirements. Normally, students who are not removed from the probation list after one full year are suspended. Students on probation are generally not eligible for financial aid.

Students accepted into the University on probationary status are subject to the same policies as students placed on probation. Graduate students should consult the graduate academic standing policies in the appropriate graduate school sections.

Upon recommendation of the dean of the college and approval of the Provost/Chief Academic Officer, a student may be placed on probation or may be suspended at any time for severely inadequate academic work. Such suspension may either be temporary or permanent.

2.2.35.2 Health and Physical Education Standards

Every student is required to make satisfactory progress toward physical fitness. ORU wants its graduates to have the spiritual integrity, personal resilience, and intellectual capacity to engage the world with bold vision. For this reason, all undergraduate students taking a minimum of 12 hours, excluding online courses, are required to enroll in and pass an HPE activity course each semester. Students may enroll in any one HPE activity course twice for credit.

Graduate students, students in the ORU Online Campus, and students 45 years of age or older are not required to take the swimming proficiency test. Study Abroad students are not required to participate in an HPE activity course during their study abroad semester(s).

Student progress is evaluated each semester. An incomplete grade does not satisfy the HPE requirements. Students not fulfilling the University's physical fitness requirements during the previous semester are placed on HPE probation. A student may be placed on HPE probation for failing to successfully complete an HPE activity course or for failing to enroll in an activity class or classes. Students who are not removed from the probation list after one semester are suspended. Students on HPE probation or suspension are not eligible to graduate from the University.

2.2.35.3 Behavior and Honor Code

Students are expected to follow the Honor Code and all ORU rules and regulations relating to proper behavior concurring with the University lifestyle. Any violation of the Honor Code in its written form, its principles, or its spirit is dealt with accordingly. Reports of conduct that is offensive, unacceptable, destructive, or in violation of University regulations are made to the appropriate University dean, who reviews the complaint and is responsible for handling it on a person-to-person basis. Procedures for behavior and Honor Code violations are enumerated in the Student Handbook.

Penalties for violation of University regulations may include one or more of the following: a reprimand, specified restriction, penalty (including monetary), probation, withdrawal from classes, suspension, and/or expulsion. When students are placed on probation, their records are put on disciplinary hold, the probation is recorded in their permanent files, and parents of dependent students are notified. Students may also be removed from positions held on campus.

Disciplinary holds are removed when students make amends and are no longer on probation. Students suspended from the University may apply for readmission after one year; students expelled are not allowed readmission.

2.2.36 Representing the University

The University—only through its Board of Trustees or Office of the President—shall make policy statements regarding national, state, local, community, or University affairs. A member of the University community making public statements relative to these matters should state that he or she is speaking as an individual and not as an authorized representative of the University. Press inquiries, questions, or requests for general University information should be referred to the official University spokesperson, the Executive Director of University Relations and Communications. Nothing in this policy should be taken to restrict scholarly activities such as teaching, research, professional consultation, or publication, in which professors' statements and opinions are customarily regarded to

be their own within the ethical bounds of academic freedom and are not presumed to reflect official institutional policy.

2.2.37 Safety

2.2.37.1 Workplace Violence

Workplace violence can originate from many sources. It may be a disgruntled employee, an ex-employee, an outsider known by an employee, a student, or a stranger with no ties to the workplace. The safety and security of Oral Roberts University students, employees, and constituents are very important. The Workplace Violence Policy available in the *ORU Employee Handbook*.

Employees needing immediate assistance are to call ORU Security at ext. 7750.

2.2.37.2 Weapons, Dangerous Chemicals, and Flammable Materials

Oral Roberts University students, faculty, and staff must be free of both physical and psychological dangers and constraints, which can arise from the presence or use of weapons, firearms, ammunition, fireworks, explosives, dangerous chemicals, or flammable materials on campus. It is therefore the policy of the University to prohibit or strictly regulate the possession, display, or use of these items on campus, in ORU vehicles, or on ORU-sponsored trips. This policy applies to all students, faculty, staff, and visitors, regardless of whether or not they are licensed to carry a concealed weapon. More information on this policy is available in the *ORU Employee Handbook*.

2.2.37.3 Classroom Emergencies and eAlert Notification System

In case of a classroom emergency, especially one of a medical nature, 911 should be called immediately. The ORU Department of Public Safety and Security monitors 911 calls made from University phones. Cell phone calls are not monitored; therefore, if they are used to call 911, the ORU Department of Public Safety and Security should also be notified.

Faculty members are encouraged to participate in the eAlert notification system, which can provide valuable information when campus safety is threatened.

2.2.37.4 Fire

Anyone detecting a fire needs to call 911. When an alarm sounds, everyone should leave the area only by the designated evacuation routes. (Each area has a fire marshal and a designated evacuation route.) Elevators should not be used for fire evacuation. Once outside the building, everyone should move at least 200 feet away from the building and should not attempt to re-enter the building until cleared to do so by the ORU Department of Public Safety and Security personnel.

The ORU Department of Public Safety and Security monitors 911 calls made from University phones and sounds the alarm upon receiving a report of a fire. Cell phone calls are not monitored; therefore, the ORU Department of Public Safety and Security should also be notified if cell phones are used to call 911. Fire alarm boxes are generally located just inside building exits.

2.2.37.5 Severe Weather

Monitoring of weather conditions in Oklahoma, especially during winter, requires constant vigilance. Because faculty, staff, and commuter students must travel to and from the University, extenuating factors (such as distance from the University) should be considered by college deans and department chairs when making decisions regarding faculty and staff during inclement weather. The voice message system notifies employees if there is an early dismissal of classes. Because Oklahoma is in "tornado alley," the University provides shelter areas. Each department has both a designated shelter and a designated route to that shelter.

If weather conditions (including difficulty traveling to or from work) warrant, classes and activities are canceled, and faculty members are dismissed early or not required to report to work. Procedures for canceling classes due to severe weather include the following.

1. The President, after consultation with designated administrators, decides whether the University is to remain open or to close.

2. The respective vice presidents notify the college deans and department chairs once this decision is made.
3. Announcements of closing are made through radio and television (television channels 2, 6, 8, and 53 and radio stations KRMG, KXOJ, and KBEZ).
4. The decision to close does not include departments providing essential services, which must function regardless of adverse weather conditions.

2.2.38 Solicitations and Donations

Solicitations by employees, selling of merchandise, chances, etc., or transactions relative to solicitations are not permitted on the premises. Excluded from this policy are fundraisers by ORU-sponsored clubs and organizations.

2.2.38.1 Off-Campus

All requests for solicitation for donations by a University department, organization, club, or person for University purposes must first be submitted to the Vice President for Development. That office maintains a list of those requests and is a resource and guide for solicitation. Only official letters either issued or approved from the Finance Department for tax donation purposes can be used according to IRS regulations; departmental thank-you letters are not acceptable for such documentation.

2.2.38.2 On-Campus

Solicitations are restricted to the United Way campaign, which is voluntary. United Way contributions can be made through payroll deductions. Sales representatives and solicitors are not permitted to circulate through the buildings or to contact employees. Excluded from this policy are representatives having referrals or specific appointments relating to University business, and company representatives who demonstrate or display equipment, textbooks, products, or supplies used in conducting University business. Individuals offering corporate discounts, passes, or coupons for University employees need to contact the Human Resources Department for approval and help with distribution.

2.2.39 Sponsoring Activities

Faculty members may sponsor University -related student activities but must take care to avoid high risk activities that might endanger students and inappropriate activities that are inconsistent with the University lifestyle. Clubs and organization are required to complete Activity Request forms, which are available from the Student Affairs Office. Sponsors must be approved prior to the event.

2.2.40 Traveling with Students

All faculty members accompanying students on trips must comply with University policies. Students traveling are required to purchase insurance through the University in order to be a part of such a group. It is the responsibility of each travel participant and group sponsor to comply with all guidelines, policies, and procedures set forth by the University as it pertains to travel. Complete guidelines, policies, and procedures for both domestic and foreign travel by student groups with faculty sponsors can be found on the ORU website.

Although the University may endorse or sponsor travel groups, this travel policy does not imply a responsibility on the part of the University to fund or subsidize such travel.

2.2.40.1 Local Field Trips

ORU faculty members sponsoring class-, club-, or department-related field trips should take every precaution for ensuring the safety of participating students. Under no circumstances should students be asked, instructed, or directed to use their own vehicles for these trips. University transportation is available through the ORU motor pool. Faculty members are responsible for

completing all paperwork requesting administrative excuses for students missing classes. More information is available in the section titled "Administrative Excuses" in Chapter 2 of this handbook. This policy does not apply to students participating in off-campus internships, practicums, student teaching, or off-campus class sites (e.g., bowling, equestrian). Students need to arrange their own transportation for these activities.

2.2.40.2 Domestic and Foreign Travel

Any faculty member acting as coordinator or group sponsor and organizing an event endorsed or sponsored by Oral Roberts University that requires overnight travel with students must complete an ORU Trip Authorization Form. The purpose of this form is to authorize travel and initiate the process of obtaining accidental death and dismemberment and/or medical insurance for students during the travel period. Students traveling are required to purchase insurance through the University in order to be a part of such a group.

Although the University may endorse or sponsor travel groups, this travel policy does not imply a responsibility on the part of the University to fund or subsidize such travel. It is the responsibility of each travel participant and group sponsor to comply with all guidelines, policies, and procedures set forth by the University as it pertains to travel.

Faculty and staff members responsible for student travel must follow the travel policy guidelines and familiarize each student with all policies and procedures prior to trip departure. Complete guidelines, policies, and procedures for both domestic and foreign travel by student groups with faculty sponsors can be found on the Risk Management pages of the ORU website.

2.2.41 Vendor-Employee Ethics

It is the University policy to separate an employee's private interests from those of the University. The University's overall policy is that none of its faculty, staff, managers, or officials shall engage in any activities that place them in a conflict of interest between their official activities and any other interest or obligation. ORU requires all employees to act with integrity and good judgment in adhering to this policy. More information on this policy is available in the *ORU Employee Handbook*.

2.3 FACULTY GOVERNANCE

The role of faculty in shared governance must serve as the backbone for assuring quality in academic initiatives in the midst of change while providing the agility required for responding to rapidly evolving opportunities and threats. The University utilizes four progressive centers of authority in matters of faculty academic governance including Academic Departments, Colleges, an Academic Council, and the University Faculty. Each center carries out assigned responsibilities through defined memberships supported by a variety of committees.

2.3.1 Academic Departments

Academic departments consist of faculty members with expertise in specified academic areas. One faculty member, designated as the department chair, serves to facilitate the organization of the department and provide leadership. Departments meet on the first Monday of each month from 11:00 a.m. to 12:30 p.m. Each department manages the following responsibilities.

- Sets department-specific academic policies
- Assures that programs comply with appropriate Federal and accrediting regulations and professional standards
- Implements an assessment cycle that includes data collection, analysis, and evaluation of departmental programs
- Works with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness for review of programs
- Assures that program materials such as course syllabi and degree plan sheets are updated, properly formatted, and available online for student distribution and public information

- Recommends academic catalog revisions related to the department to the Registrar
- Recommends general education curriculum changes to the General Education Curriculum Committee
- Approves *ad hoc* courses for one academic year (fall, spring, and summer terms) at a time and for only two academic years (fall, spring, and summer terms) total. *Ad hoc* courses are not listed in the University catalog.
- Approves appropriate department-based changes
- Forwards all academic changes such as program additions, deletions, or revisions; course schedules; budgets; use of restricted funds; faculty appointments, promotion, and awards to the college dean who evaluates potential need for review by the college
- Prepares reports as requested by college dean

2.3.2 Colleges

Colleges consist of faculty members from Academic Departments in similar academic areas. Chapter 3—Colleges and Academic Services provides specific details concerning the administration and faculty committees found within the various colleges. The college dean serves as Chair of the College to facilitate the organization of each college and provide leadership. Colleges meet on the second Monday of each month from 11:00 a.m. to 12:30 p.m. Each college manages the following responsibilities.

- Receives monthly reports from the following
  - College dean
  - Chairs of college-specific committees
- Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
- Sets faculty service expectations and requirements
- Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
- Coordinates course schedules among departments and approves department-specific course schedules
- Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, departmental program compliance with appropriate federal regulations, accrediting standards, and other quality control measures
- Considers all forwarded academic changes that affect multiple departments
- Approves appropriate college-based changes consistent with university academic outcomes
- Forwards all academic changes to the Provost/Chief Academic Officer who evaluates potential need for review by the Academic Council

2.3.3 Academic Council

The Academic Council consists of voting members and non-voting representatives. The voting members include the Provost/Chief Academic Officer, the college deans, the Dean of Online and Lifelong Learning, the Dean of the University Library, and two College Councilors elected from each college by the college faculty. Elected College Councilors serve for a term of two years. The non-voting representatives include the University Registrar, the Chair of the General Education Curriculum Committee, and a representative from each of the following: Information Technology, and Athletics. Additional non-voting representatives may be invited to participate as determined by the Academic Council.

2.3.3.1 Academic Council Responsibilities

The Provost/Chief Academic Officer serves as the Chair of the Academic Council. To facilitate the organization of and communication concerning the Academic Council meetings, the Provost/Chief Academic Officer selects a Vice-Chair from the College Councilors. The Academic Council meets on the third Monday of each month from 11:00 a.m. to 12:30 p.m. The Academic Council manages the following responsibilities.

- Receives monthly reports from the following
  - Provost/Chief Academic Officer
  - Chairs of the faculty academic committees including the Awards Committee, Whole Person Christian Worldview Committee, and General Education Curriculum Committee
- Reviews faculty appointment procedures
- Oversees faculty development
- Considers modifications to the University Academic Catalog and the *Faculty and Administration Handbook*
- Considers items and proposals of general interest related to the University academic outcomes
- Considers submitted committee and college changes
- Considers issues concerning university-wide admission, progression, and graduation requirements
- Approves curriculum changes that affect the entire University
- Authorizes the Provost/Chief Academic Officer to forward approved curriculum changes to the Registrar's Office for implementation or the University Faculty for additional evaluation, when appropriate

2.3.3.2 Academic Council Order and Procedures

Agenda

The Provost/Chief Academic Officer shall set the agendas for the Academic Council meetings. Draft agendas shall be distributed to Academic Council members electronically three school days prior to the monthly Academic Council meetings. The deadline for submitting agenda items shall be 10:00 a.m. on Wednesday prior to the Council meeting. Agendas will also be posted on the Academic Council website.

Moderator

The Provost/Chief Academic Officer shall lead the meetings of the Academic Council. In the absence of the Provost/Chief Academic Officer, the Vice Chair shall conduct the meetings. As needed, experts in specific areas may be allowed to participate in discussion/ presentation of proposals or to present other selected topics. These experts shall be approved by the Provost/Chief Academic Officer prior to setting the agenda for the Academic Council meeting.

Process

The rules contained in the current edition of Robert's Rules of Order shall govern the Academic Council. Academic Committees shall be expected to make progress reports to the Academic Council periodically at least once per semester.

Proposals

Proposals to be considered by the Academic Council should be submitted through the Provost/Chief Academic Officer's office a minimum of three school days prior to the Academic Council meeting (typically by 10:00 a.m. on Wednesday prior to the Monday meeting).

Proposals may be submitted to the Academic Council from the following.

- The dean of an academic college after approval by a majority of the members of that College. The Academic Deans' Council, under the direction of the Provost/Chief Academic Officer, shall determine whether a proposal impacts multiple colleges and, therefore, requires the approval of the Academic Council.
- Academic Committees – General Education Curriculum Committee, Awards Committee, and Whole Person Christian Worldview Committee
- Provost/Chief Academic Officer
- President
- Proposals from other areas not designated above (i.e. registrar's office, athletics, security, etc.) should be presented to the Provost/Chief Academic Officer to bring to the Academic Council.

Quorum
The presence of 2/3 of voting members of the Academic Council shall constitute a quorum. The quorum will be verified by a written attendance sheet prepared and maintained by the Vice Chair of the Academic Council.

Voting
In the case where an Academic Council member is unable to attend an Academic Council meeting either in person or electronically, the Academic Council member shall contact the respective college dean with a recommendation for a suitable alternate. The college dean shall notify the Vice Chair of the Academic Council of any alternate planning to attend the monthly meeting of the Academic Council. Alternates so approved by the respective college dean shall have the right to vote during the Academic Council meeting.

- Proposals to be voted on by the Academic Council shall require the presence of a quorum.
- Discussion of proposals will be allowed on the date a proposal is initially presented to the Academic Council.
- A vote on proposals will be allowed on the date a proposal is initially presented to the Academic Council.
- A vote will be taken by a show of hands.
- Formal proposals require an affirmative vote of a majority of the voting members present to become a recommendation.
- Further action on approved proposals will be considered by the Academic Council.
    - Some proposals will need to be forwarded to appropriate offices such as the Office of the President to be subsequently considered by the University Faculty.
    - Some proposals may be sent back to the originating college/committee.
    - Some proposals may be implemented as soon as possible after approval by the Academic Council.

Minutes
Minutes of the meetings of the Academic Council shall be taken by the Vice Chair. Minutes should be posted on the Academic Council website within 72 hours of the Academic Council meeting in order for items to be sent by the Provost/Chief Academic Officer to the University Life Committee and potentially be included in the agenda for the University Faculty meeting on the fourth Monday of the month.

2.3.4 University Faculty

As a participating body in faculty governance, the University Faculty consists of voting members and non-voting members. The voting members include all faculty members with regular status including the President, the Provost/Chief Academic Officer, all college deans, the Dean of Online and Lifelong Learning, the Dean of the University Library, and all other faculty with full-time status. The non-voting members include all adjunct faculty members.

2.3.4.1 University Faculty Responsibilities

The President serves as the Chair of the University Faculty. The University Faculty as a governance body meets on the fourth Monday of each month from 11:00 a.m. to 12:30 p.m. The University Faculty as a governance body manages the following responsibilities.

- Receives monthly reports from the following
  - President, which may include comments concerning the University's philosophy, policies, and values; strategic shifts in University planning; actions taken by the Board of Trustees; and additional updates as needed
  - Provost/Chief Academic Officer as Chair of the Academic Council
  - Chair of the Faculty Life Committee
  - Chairs of Ad Hoc Committees as needed
- Assures academic programs align with the University mission, purpose, and academic outcomes
- Affirms the University's philosophy, policies, and values
- Approves appropriate University-wide initiatives

2.3.4.2 University Faculty Order and Procedures

Agenda

The agenda for the University Faculty meeting is formed by the President's office in consultation with the Faculty Life Committee. Requests for matters to be addressed on the agenda are forwarded to the Faculty Life secretary or the President's office in advance of the Faculty meeting. During University Faculty meetings, the Faculty Life Committee serves as the Motions Committee and also as consultants to the moderator.

Moderator

The President serves as the moderator of the University Faculty meeting. The President is a faculty member with vote but remains neutral as moderator. When the President chooses or is required to speak on an issue, the President designates an interim moderator (normally the Provost/Chief Academic Officer) and engages the issue, returning to the role of moderator following the completion of the comments.

Process

Simplified principles of Robert's Rules of Order are used in moderating the business portion of meetings. A motion and a second is required to bring a matter to the floor. During discussion, the moderator seeks to have both for and against comments shared, when possible. Due to the limited time for faculty meetings speeches remain within reasonable time limits and can be further limited by voting members.

When a committee with more than one faculty member serving on it brings a matter to the University Faculty, no motion or second is required for consideration by the body. The committee report is viewed as a motion.

Quorum

Participation of fifty percent or more of the eligible voting members of the University Faculty constitutes a quorum.

Voting

In keeping with Robert's Rules of Order, voting during a University Faculty meeting occurs in a variety of ways. Usually, voting is indicated by voice or when necessary by physical gesture (standing, raising of hands, etc.). When the moderator, with consultation, is unable to discern the intention of voting members through these means or the moderator with consultation discerns, either

during or prior to the meeting, that it would be wisdom given the issue to use alternative means, then a ballot or secret ballot vote is taken. The Faculty Life Committee secretary, with the help of committee members when necessary, counts the votes and reports back to the moderator the result of the voting for announcement to the body. A simple majority of the quorum is required to pass a motion. As needed, the University Faculty may designate motions that require a two-thirds majority of voting members to approve.

Electronic Voting

In matters of urgent necessity between semesters or between University Faculty meetings, an electronic vote will be initiated by the President's office. Participation of a quorum of eligible voting members is required for a vote to be counted. Voting members are expected to participate when requested for votes collected between semesters or meetings. Proper notice (in most instances at least two weeks) and, when possible, an attempt for e-discussion is expected before a matter is brought to vote between semesters.

2.3.5 Faculty Committees

Faculty committees enable faculty members to develop, promote, and participate in activities enhancing the academic culture of the University. Each faculty member is expected to serve on one committee for a maximum of two years before rotating to a different committee. Every academic year, academic committees will replace one half of the committee membership. Faculty committees meet on the third Monday of each month from 11:00 a.m. to 12:30 p.m., elect officers and establish appropriate procedures for the committees in agreement with policies established in the *Faculty and Administration Handbook*, and may include additional voting members with the consent of the committee.

It is the responsibility of the faculty committee chair to submit electronic versions of minutes from every committee meetings to the Vice Chair of the Academic Council by the second Monday of each month. It is also the responsibility of the faculty committee chair to ensure all constituents affected by any change the committee proposes are consulted throughout the process of crafting the change. Input from all areas affected by a change is crucial, and the committee chair must ensure that these areas are consulted throughout all stages of the process.

2.3.5.1 University Level Committees

Various committees are established by the University Faculty to accomplish specified tasks and are empowered by the University Faculty to take the appropriate actions necessary to accomplish these tasks.

Faculty Life Committee

Faculty Life Committee Charter

The purpose of the Faculty Life Committee is to assist the President and serve the faculty.

The committee

- Functions as a sounding board for the President on faculty concerns
- Advises the President in the formation of the monthly University Faculty meeting agenda
- Encourages the faculty as whole persons by coordinating opportunities to promote
  - Spiritual well-being (e.g., faculty worship and/or other activities for renewal and growth)
  - Physical health (e.g., exercise, nutrition, and a wholesome lifestyle)
  - Intellectual advancement (e.g., university-wide academic conferences and facilitation of interdisciplinary discourse)
  - Faculty fellowship and social activities (e.g., faculty gatherings and special events)
- Advises on the selection of honorary doctorates and special faculty appointments
- Serves as an advisory group on faculty HR concerns (e.g., retirement and benefits)

Ad hoc subcommittees will be organized as needed to carry out projects such as those listed above. Faculty members not currently serving on the Faculty Life Committee may be invited to serve on these groups.

The majority of the members are assigned by the President in consultation with the Provost/Chief Academic Officer and college deans. Membership includes a representative from each College, one representative from the University Library, and one representative from the College dean's Academic Council. Faculty Life Committee members serve staggered two-year terms. The Faculty Life Committee selects a secretary to serve assist with forming agenda for University Faculty meetings. The President is the standing chair of the Faculty Life Committee.

2.3.5.2 Faculty Academic Committees

Various academic committees are established to enable faculty members to accomplish specified tasks and are empowered by the Academic Council to take appropriate actions necessary to accomplish these tasks. In addition, academic committees are encouraged to submit any recommended proposals to the Academic Council.

Awards Committee

The Awards Committee consists of exactly six faculty members including one faculty representative from each college. The committee members identify the Chair of the committee. The Awards Committee manages the following responsibilities.

1. Identifying faculty members to receive alumni awards
2. Selecting a student graduation response speaker
3. Selecting a recipient for the Scholar of the Year award
4. Reviewing research proposals through the Intramural Grant program, and recommending proposals to be considered for funding to the Academic Council

Student Learning Committee

The Student Learning Committee consists of the Assistant to the Provost for Exceptional Teaching and Innovation, identified Assessment Coordinators, a student representative, and representatives from every college. The Assistant to the Provost for Exceptional Teaching and Innovation serves as the chair of the committee. The Student Learning Committee manages the following responsibilities.

1. Assists colleges, departments, and programs in measuring student learning
2. Assists academic departments in program assessment and evaluation activities, including the compilation of an assessment catalog that chronicles program improvements based on collected data
3. Archives documentation of program improvements based on collected data that result in improved student learning

Whole Person Christian Worldview Committee

The Whole Person Christian Worldview Committee consists of at least one representative from every college, along with additional faculty members, when appropriate. The committee members identify the Chair of the committee. The Whole Person Christian Worldview Committee manages the following responsibilities.

1. Enhancing integration of worldview in curriculum including affective and cognitive domains
2. Organizing co-curricular whole person activities, including conferences as needed

General Education Curriculum Committee

The General Education Curriculum Committee consists of at least one representative from each academic department. Members of the committee serve for two years with one-half of the members rotating every year. The Coordinator of General Education serves as the Chair of the committee. The General Education Curriculum Committee manages the following responsibilities.

1. Initiating, reviewing, and recommending general education curriculum proposals
2. Reviewing and enhancing general education Whole Person Assessment activities
3. Reviewing and approving of GO course offerings

Coordinator of General Education
1. Chairs the General Education Curriculum Committee
2. Plans the annual General Education Workshop
3. Reports to the University Registrar

2.3.5.3 Faculty Professional Committees

Various professional committees are established to enable faculty members to accomplished specified annual tasks. These professional committees are empowered by the Provost/Chief Academic Officer to take appropriate actions necessary to accomplish these tasks. These committees report directly to the Provost/Chief Academic Officer.

Honors Program Committee

The Honors Program Committee consists of one representative from every college, along with the Director of the Honors Program, Associate Director of the Honors Program, and Dean of the College of Science and Engineering. The Dean of the College of Science and Engineering serves as the Chair of the committee. The Honors Program Committee manages the following responsibilities.
1. Reviews changes to the Honors Program
2. Recruits faculty members to teach Honors courses and participate in Honors activities
3. Serves as the review board for Honors students who fall below minimum standards

Director of the Honors Program
1. Administers the Honors Program
2. Revises Honors Program application forms
3. Works with the Admissions Office to contact and recruit prospective Honors Program students
4. Participates in the selection of Honors Program students
5. Notifies students who fall below Honors Program requirements
6. Follows up with students who drop the program
7. Encourages and facilitates alumni contact with Honors Program students
8. Notifies students at the University who are eligible to enter the Honors Program after their first year
9. Prepares and administers the annual budget for the Honors Program
10. Prepares the annual report for the Honors Program
11. Submits and updates the Honors Program description and honors seminars course descriptions for the University catalog and syllabi
12. Schedules Honors Program seminars
13. Represents the Honors Program at College Weekend events
14. Oversees the selection of student representatives for the Honors Program Student Council
15. Oversees activities of the Honors Program Student Council
16. Maintains the Honors Program Office where all Honors Program records are stored
17. Serves on the Chairs Council
18. Reports to the Dean of the College of Science and Engineering

Associate Director of the Honors Program
1. Plans and directs the extracurricular Honors Program activities
2. Participates in the selection of Honors Program students
3. Monitors the progress of Honors Program students within the program
4. Organizes and oversees faculty mentoring of Honors Program students

5. Maintains communication with program participants
6. Oversees maintenance of the Honors Program Web page
7. Supervises the Honors Program Fellows faculty
8. Oversees the Honors Program Newsletter
9. Reports to the Dean of the College of Science and Engineering

Writing Across the Curriculum Committee

The Writing Across the Curriculum (WAC) Committee is a faculty committee whose chair, the Director of Writing Across the Curriculum, reports directly to the Provost/Chief Academic Officer. The committee is responsible for developing writing initiatives for the purpose of improving student learning and writing by improving the quality of writing pedagogy across all disciplines. The committee is comprised of the Director of Writing Across the Curriculum, faculty members selected by the Director of Writing Across the Curriculum who have training and expertise in Writing Across the Curriculum and/or Writing in the Disciplines, and one representative from each college in the University. The college representatives rotate on and off the committee on a staggered basis, with no more than three of the six college representatives being replaced in any given academic year.

University Assessment Committee

The University Assessment Committee oversees the direction of the University assessment system. The committee consists of the Assistant to the Provost for Exceptional Teaching and Innovation, who serves as the chair, the University Assessment Coordinator, and four other members. The committee reports directly to the Provost/Chief Academic Officer and is responsible for establishing a systematic process for faculty members and staff to assess curricular and cocurricular student learning activities aligned to the University Outcomes and linked to the vision and mission statements to facilitate the development of students into Whole Person Leaders. In addition to the committee members, additional faculty members selected by each academic department serve as Assessment Coordinators. The Assessment Coordinators oversee the department-level duties of the University assessment system.

2.3.6 College Committees

Each college in the University is organized in a manner that best serves the academic content assigned to it. A list of each college and its committees is in Appendix F. The duties for each college-level committee are provided under the appropriate section in Chapter 3.

2.3.7 Ad Hoc Committees

Occasionally, the Academic Council and/or the Colleges assign *ad hoc* committees to accomplish well-defined tasks. These committees exist only as long as needed to complete their specific purposes.

Chapter 3—COLLEGES AND ACADEMIC SERVICES

3.1 COLLEGE OF ARTS AND CULTURAL STUDIES

3.1.1 Administrative Structure

3.1.1.1 Dean

In leading the College of Arts and Cultural Studies, the dean performs the following functions.

1. Administers the academic programs in the college as approved by the Board of Trustees and authorized by the President and the Provost/Chief Academic Officer
2. Oversees undergraduate schools and maintains a smooth flow of work and activity
3. Serves as the Chair of the College of Arts and Cultural Studies to facilitate the organization of the college faculty and provide leadership
4. Is actively involved with guest lecturing, panel presentations, team teaching, and other activities equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer
5. Promotes communication among students, parents, faculty, staff, chairs, and the public
6. Develops, implements, and assesses academic programs, activities, policies, and procedures
7. Coordinates the curricula of the various schools within the college
8. Approves syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
9. Oversees program assessment
10. Determines faculty needs and, with the aid of the chairs, recruits faculty members and endorses faculty members recommended by current faculty for appointment and promotions
11. Is responsible for leadership in matters of conduct, spiritual growth, and professional growth of the college faculty members
12. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
13. Encourages interdisciplinary activities (cross-pollination)
14. Communicates the priorities of the College of Arts and Cultural Studies to the Provost/Chief Academic Officer
15. Assembles, approves, justifies, and manages the budgets of the college and its schools
16. Reviews and approves student petitions
17. Meets with students to address personal academic issues
18. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
19. Ensures accreditation of various programs in the college
20. Promotes faculty research activities
21. Organizes and leads summer workshops for chairs
22. Oversees faculty discipline and grievance procedures
23. Oversees the production and/or revision of the College of Arts and Cultural Studies publications, including the college's sections of the University catalog and the *Faculty and Administration Handbook*
24. Serves as a member of the Campus Publications Editorial Board
25. Reports to the Provost/Chief Academic Officer

3.1.1.2 School Chairs

In leading the schools in the College of Arts and Cultural Studies, the chairs perform the following functions within their schools.

1. Promote communication among students, parents, faculty, and staff at the school level
2. Assist the college dean in the selection, supervision, and classification of faculty members

3. Administer the academic program
4. Teach regularly scheduled courses for a minimum total of nine (9) credit hours per semester
5. Are responsible for maintaining good working environments
6. Recommend curricula modifications
7. Propose assignments to the college dean after consultation with the persons involved
8. Receive for approval purchase requisitions, work orders, and all other requisitions made by faculty and staff members
9. Complete paper work for hiring and terminating school employees
10. Facilitate faculty assessment of academic programs
11. Submit syllabi for all scheduled courses to the college dean according to published deadlines
12. Review and submit textbook orders to the college dean according to published deadlines
13. Provide for appropriate advisement of students
14. Maintain up-to-date inventories of supplies and equipment
15. Prepare and manage annual budgets
16. Prepare periodic status reports for the college dean
17. Prepare the schedule of class offerings for the fall and spring semesters
18. Oversee the production and/or revision of the school's publications, including the school's sections of the University catalog and the *Faculty and Administration Handbook*
19. Report to the Dean of the College of Arts and Cultural Studies

3.1.2 Committees

3.1.2.1 College of Arts and Cultural Studies

The College of Arts and Cultural Studies consists of all full-time faculty members in the college. The Dean of the College of Arts and Cultural Studies serves as chair of the college. The College of Arts and Cultural Studies manages the following responsibilities.

1. Receives monthly reports from the following
   - Dean of the College of Arts and Cultural Studies
   - Chair of the Arts and Cultural Studies Curriculum Committee
   - Chair of the Arts and Cultural Studies Professional Development Committee
   - Chair of the Arts and Cultural Studies Promotion Committee
   - Chair of the Arts and Cultural Studies Grievance Committee, when appropriate
2. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
3. Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
4. Sets faculty service expectations and requirements
5. Coordinates course schedules among schools and approves school-specific course schedules
6. Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, program compliance with appropriate federal regulations, accrediting standards, and other quality control measures
7. Approves curriculum changes (excluding general education) that affect the College of Arts and Cultural Studies and have been assigned a proposal number on the Curriculum Change Proposal cover page
8. Forwards all approved curriculum changes to the Provost/Chief Academic Officer
9. Communicates the following procedures for curriculum change with faculty members of the College of Arts and Cultural Studies
   a. The person originating a curriculum change completes the Curriculum Change Proposal cover page and attaches necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).
   b. The cover page receives the necessary signatures (e.g., college dean and Registrar) and a proposal number before being submitting to the originator's school.

c. If approved by the school, the curriculum change is submitted to the Dean of the College of Arts and Cultural Studies.
d. If the curriculum change only affects one school, the Dean of the College of Arts and Cultural Studies approves and forwards the curriculum change to the Provost/Chief Academic Officer.
e. If the curriculum change affects multiple schools, the College of Arts and Cultural Studies must approve the curriculum change before the college dean approves and forwards the curriculum change to the Provost/Chief Academic Officer.
f. Following approval by the Provost/Chief Academic Officer (with Academic Council and University Faculty approval, when required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.1.2.4 Arts and Cultural Studies Professional Development Committee

The Arts and Cultural Studies Professional Development Committee consists of faculty members from the College of Arts and Cultural Studies assigned by the college dean for a term of one year. The Dean of the College of Arts and Cultural Studies assigns the chair of the committee. The Arts and Cultural Studies Professional Development Committee manages the following responsibilities.

1. Evaluates professional development reports submitted by college faculty members and makes recommendations for appropriate funding
2. Reviews progress reports and ensures completion of work proposed by college faculty members in approved plans
3. Makes recommendations to the college dean concerning the professional development process
4. Provides periodic, on-campus faculty development workshops
5. Works in conjunction with the college dean and the Provost/Chief Academic Officer to promote effective teaching and the professional growth of college faculty members

3.1.2.5 Arts and Cultural Studies Promotion Committee

The Arts and Cultural Studies Promotion Committee consists of faculty members from the College of Arts and Cultural Studies assigned by the college dean for a term of one year and one faculty member from outside the College of Arts and Cultural Studies chosen by the committee. The Dean of the College of Arts and Cultural Studies assigns the chair of the committee, who must be a full-professor. The Arts and Cultural Studies Promotion Committee manages the following responsibilities.

1. Coordinates the process of promotion in rank, including working with the college dean, in evaluating classroom performance of applicants
2. Evaluates and recommends college faculty applicants for promotion with appropriate rationale to the college dean
3. Promotes standards of excellence in faculty instruction

3.1.2.6 Arts and Cultural Studies Grievance Committee

The Arts and Cultural Studies Grievance Committee consists of faculty members from the College of Arts and Cultural Studies assigned by the college dean for a term of one year. The Dean of the College of Arts and Cultural Studies assigns the chair of the committee. The Arts and Cultural Studies Grievance Committee manages the following responsibilities.

1. Investigates assigned issues related to the college faculty and makes recommendations to the college dean concerning the resolution of the issues
2. Performs the functions outlined in the section titled "Grievance and Conflict Resolution Procedure" in Chapter 2 of this handbook

3.1.3 College Policies

The College of Arts and Cultural Studies adheres to all University policies, as recorded in the section titled "Policies and Procedures" in Chapter 2 of this handbook. The following policies are in addition to the University policies and apply only to the College of Arts and Cultural Studies.

3.1.3.1 Definition of Terminal Degree in College of Arts and Cultural Studies

The College of Arts and Cultural Studies recognizes an earned doctorate or Master of Fine Arts degree from a regionally and/or professionally accredited institution in an area appropriate to the instructional assignment as a terminal degree.

3.1.3.2 Full-time Teaching Load in College of Arts and Cultural Studies

The normal full-time teaching load is 24-25 credit hours per academic year (fall and spring semesters). Extra compensation begins at 26 hours except when an accrediting agency imposes other requirements. Generally, advisement time, class preparation time, course coordination duties, and office hours do not earn load credit; such duties are responsibilities of all faculty members.

3.1.3.3 Office Hours for College of Arts and Cultural Studies Faculty

Faculty members are expected to post and maintain a schedule that provides a minimum of 7½ office hours per week distributed with at least one hour per academic day for the purpose of advising and/or consulting with students. Times scheduled must be convenient for students. Faculty members need to be available in their offices for walk-in traffic or phone calls during scheduled office hours.

3.1.3.4 Promotion Criteria Specific to College of Arts and Cultural Studies

The College of Arts and Cultural Studies Promotion Committee defines Professional Activities as discussed in chapter 2 of this handbook to be activities associated with the development and distribution of new knowledge and meaningful engagement of students in research in the various fields associated with the College of Arts and Cultural Studies. The College dean will work to create a balance within the college of faculty with an emphasis in each of the areas of teaching excellence, professional activities, and University and community service and advisement based on faculty gifts and strengths. In addition to the minimum criteria required for promotion as indicated in chapter 2 of this handbook, the College of Arts and Cultural Studies requires faculty members to meet the following criteria to be eligible for promotion.

Promotion from Assistant Professor to Associate Professor

Requires the applicant to meet the following requirements.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Professional Activities and Scholarship

Requires the applicant to have four or more professional/scholarly activities as preapproved by the college dean. Of these, the applicant must have two scholarly publications, juried presentations, shows, or performances (i.e., dance, film, music, theatre) since the last promotion and two additional professional/scholarly activities. A secured grant can replace one of the two scholarly publications.

The following types of scholarly work will be considered as sufficient for meeting the criteria for "scholarly publications":

- Article in peer-reviewed journal
- Translation
- Book chapter
- New textbook

- Revised edition of a textbook
- Editor or co-editor of a scholarly journal, book, or anthology

With an appropriate peer review, the following types of work will be considered as sufficient for meeting the criteria for "juried presentations, shows, or performances":

- Creating a work of art
- Collaborating on a work of art
- Performing a work of art
- Developing new technologies and approaches that advance creative capabilities
- Paid Commissions

Applicants must demonstrate a consistent record of professional and scholarly activity, such as, but not limited to, any combination of additional publications; presentations at local, regional, national or international conferences; professional reviews; applied work; or civic engagement. Book reviews and dictionary/encyclopedia articles will also be considered.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships, Boards
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students

Promotion from Associate Professor to Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Professional Activities and Scholarship

Requires the applicant to have (since the last promotion) five or more professional/scholarly activities as preapproved by the college dean. Of these, the applicant must have three scholarly publications, juried presentations, shows, or performances (i.e., dance, film, music, theatre) since the last promotion and two additional professional/scholarly activities. A secured grant can replace one of the two scholarly publications.

The following types of scholarly work will be considered as sufficient for meeting the criteria for "scholarly publications":

- Article in peer-reviewed journal
- Translation
- Book chapter
- New textbook
- Revised edition of a textbook
- Editor or co-editor of a scholarly journal, book, or anthology

With an appropriate peer review, the following types of work will be considered as sufficient for meeting the criteria for "juried presentations, shows, or performances":

- Creating a work of art
- Collaborating on a work of art

- Performing a work of art
- Developing new technologies and approaches that advance creative capabilities
- Paid Commissions

Applicants must demonstrate a consistent record of professional and scholarly activity, such as, but not limited to, any combination of additional publications; presentations at local, regional, national or international conferences; professional reviews; applied work; or civic engagement. Book reviews and dictionary/ encyclopedia articles will also be considered.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships, Boards
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students

Promotion from Professor to Senior Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Professional Activities and Scholarship

Requires the applicant to have (since the last promotion) six or more professional activities as preapproved by the college dean. Of these, the applicant must have three scholarly publications, juried presentations, shows, or performances (i.e., dance, film, music, theatre) since the last promotion and three additional professional/scholarly activities. A secured grant can replace one of the two scholarly publications.

The following types of scholarly work will be considered as sufficient for meeting the criteria for "scholarly publications":

- Article in peer-reviewed journal
- Translation
- Book chapter
- New textbook
- Revised edition of a textbook
- Editor or co-editor of a scholarly journal, book, or anthology

With an appropriate peer review, the following types of work will be considered as sufficient for meeting the criteria for "juried presentations, shows, or performances":

- Creating a work of art
- Collaborating on a work of art
- Performing a work of art
- Developing new technologies and approaches that advance creative capabilities
- Paid Commissions

Applicants must demonstrate a consistent record of professional and scholarly activity, such as, but not limited to, any combination of additional publications; presentations at local, regional, national or international conferences; professional reviews; applied work; or civic engagement. Book reviews and dictionary/ encyclopedia articles will also be considered.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships, Boards
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students

Additional Points

- The Promotion Committee is composed of the chairs from each College of Arts and Cultural Studies school plus one chair from outside of the college.
- If one of the chairs is going up for promotion, that individual is excused from deliberation concerning his or her application.
- All applications must be submitted electronically.
- Committee members may ask the applicant for clarification as to how a publication or presentation meets the criteria.
- The applicant may also request a meeting to clarify how the publications, presentation, and/or grants meet the criteria for promotion.
- Committee members can vote on decisions related to promotion for academic rank even if the rank is above their current rank.

3.1.3.5 Senior Professor Review Requirements in the College of Arts and Cultural Studies

During the Senior Professor Review, the College of Arts and Cultural Studies requires Senior Professors to provide evidence (since the last review) of three professional/scholarly activities as preapproved by the college dean. Of these, the applicant must have one scholarly publication. Once these three activities have been met, applicants must continue to demonstrate a consistent record of professional and scholarly activity, such as, but not limited to, any combination of additional publications; presentations at local, regional, national or international conferences; professional reviews; applied work; or civic engagement. Book reviews and dictionary/encyclopedia articles will also be considered.

3.2 COLLEGE OF BUSINESS

3.2.1 Administrative Structure

3.2.1.1 Dean

In leading the College of Business, the college dean performs the following functions.

1. Administers the academic undergraduate and graduate programs in the college as approved by the Board of Trustees and authorized by the President and the Provost/Chief Academic Officer
2. Coordinates the curricula of the various disciplines within the college
3. Serves as the Chair of the College of Business to facilitate the organization of the college faculty and provide leadership
4. Is actively involved with guest lecturing, panel presentations, team teaching, and other activities equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer
5. Promotes communication among students, parents, faculty, staff, chairs, and the public
6. Develops, implements, and assesses academic programs, activities, policies, and procedures
7. Approves the syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
8. Oversees, with the aid of the departmental chairs, program assessment
9. Determines faculty needs and, with the aid of the department chairs, recruits faculty members and endorses faculty members recommended by current faculty for appointment and promotions
10. Completes paper work for hiring and terminating college employees
11. Is responsible for leadership in matters of conduct, spiritual growth, and professional growth of college faculty members
12. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
13. Encourages interdisciplinary activities (cross-pollination)
14. Communicates the priorities of the College of Business to the Provost/Chief Academic Officer
15. Assembles, approves, justifies, and manages the budgets of the college
16. Reviews and approves student petitions
17. Meets with students to address personal academic issues
18. Approves purchase requisitions, work orders, and other requisitions
19. Promotes research activities among college faculty members
20. Organizes and leads summer workshops for chairs
21. Oversees faculty discipline and grievance procedures
22. Supervises the admission process for the graduate program in business
23. Assigns and monitors student advisement of graduate students
24. Prepares the schedule of graduate class offerings for the fall and spring semesters
25. Oversees the production and/or revision of the College of Business' publications, including the college's sections of the University catalog and the *Faculty and Administration Handbook*
26. Reports to the Provost/Chief Academic Officer

3.2.1.2 Department Chairs

In leading the College of Business, the chairs perform the following functions.

Undergraduate Department

1. Assists the college dean in the selection, supervision, and classification of college faculty members
2. Recommends needed curriculum modifications within the department
3. Proposes departmental assignments to the college dean after consultation with persons involved
4. Teaches regularly scheduled courses for a minimum total of 9 credit hours per semester

5. Receives for approval purchase requisitions, work orders, and all other requisitions made by members of the department
6. Facilitates faculty assessment of academic programs
7. Submits syllabi for all scheduled courses to the college dean according to published deadlines
8. Is responsible for advisement of departmental majors and minors
9. Maintains an up-to-date departmental inventory
10. Prepares the annual departmental budget
11. Presents periodic status reports to the college dean
12. Assists students through advisement and consultation, preparing paper work when appropriate
13. Performs other duties as assigned by the college dean
14. Reports to the Dean of the College of Business

Graduate School of Business

1. Assists the college dean in the selection, supervision, and classification of graduate school faculty members
2. Recommends needed curriculum modifications within the department
3. Proposes departmental assignments to the college dean after consultation with persons involved
4. Teaches regularly scheduled courses for a minimum total of 6 credit hours per semester
5. Receives for approval purchase requisitions, work orders, and all other requisitions made by members of the department
6. Facilitates faculty assessment of academic programs
7. Submits syllabi for all scheduled courses to the college dean according to published deadlines
8. Is responsible for advisement of students in the Graduate School of Business
9. Maintains an up-to-date departmental inventory
10. Prepares the annual departmental budget
11. Presents periodic status reports to the college dean
12. Assists students through advisement and consultation, preparing paper work when appropriate
13. Reports to the Dean of the College of Business

3.2.2 Committees

3.2.2.1 College of Business

The College of Business consists of all regular faculty members in the college. The Dean of the College of Business serves as chair of the college. The College of Business manages the following responsibilities.

1. Receives monthly reports from the following
   - Dean of the College of Business
   - Chair of the Business Curriculum Committee
   - Chair of the Business Research Committee
   - Chair of the Business Computer and Information Services Committee
   - Chair of the Business Faculty Development and Promotion Committee
   - Chair of the Business Grievance Committee, when appropriate
2. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
3. Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
4. Sets faculty service expectations and requirements
5. Coordinates course schedules among departments and approves department-specific course schedules

6. Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, departmental program compliance with appropriate federal regulations, accrediting standards, and other quality control measures
7. Approves curriculum changes (excluding general education) recommended by the Business Curriculum Committee
8. Forwards all approved curriculum changes to the Provost/Chief Academic Officer
9. Communicates the following procedures for curriculum change with faculty members of the College of Business
    g. The person originating a curriculum change completes the Curriculum Change Proposal cover page and attaches necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).
    h. The cover page receives the necessary signatures (e.g., college dean and Registrar's Office) and a proposal number before being submitting to the Business Curriculum Committee.
    i. If recommended by the Business Curriculum Committee, the curriculum change is submitted to the College of Business.
    j. If the College of Business approves the curriculum change, the Dean of the College of Business approves and forwards the curriculum change to the Provost/Chief Academic Officer.
    k. Following approval by the Provost/Chief Academic Officer (with Academic Council and University Faculty approval, when required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.2.2.2 Business Curriculum Committee

The Business Curriculum Committee consists of at least one faculty member from each content area in the College of Business. The Dean of the College of Business assigns the chair of the committee. The Business Curriculum Committee manages the following responsibilities.

1. Maintains constant evaluation of the curriculum in the College of Business
2. Considers curriculum changes (excluding general education) that affect the College of Business and have been assigned a proposal number on the Curriculum Change Proposal cover page
3. Forwards all recommended curriculum changes to the College of Business

3.2.2.3 Business Policy Committee

The Business Policy Committee consists of at least one faculty member from each content area in the College of Business. The Dean of the College of Business assigns the chair of the committee. The Business Policy Committee manages the following responsibilities.

1. Examines the policy needs of the College of Business
2. Promotes standards of excellence in faculty instruction
3. Recommends best practices for classroom management
4. Makes recommendations to the College of Business concerning faculty instruction and syllabus policy statements

3.2.2.4 Business Grievance Committee

The Business Grievance Committee consists of faculty members from the College of Business assiged by the college dean for a term of one year. The Dean of the College of Business assigns the chair of the committee. The Business Grievance Committee manages the following responsibilities.

1. Investigates assigned issues related to the college faculty and makes recommendations to the college dean concerning resolution of the issues
2. Performs the functions outlined in the section titled "Grievance and Conflict Resolution Procedure" in Chapter 2 of this handbook

3.2.2.5 Business Advancement in Rank Advisement Committee

The Business Advancement in Rank Advisement Committee consists of Business faculty members as selected by the College of Business with the approval of the college dean and one faculty member from outside the College of Business chosen by the committee. The committee selects a Chair. In order to qualify to apply for advancement in rank, the candidate must be paired with a mentor from this committee who has a rank above the candidate's rank. This pairing must start at the beginning of the spring semester one year in advance of the date the candidate intends on submitting an intention to apply for advancement in rank. The mentor, coordinating and conferring with other committee members and the college dean, will advise the candidate and develop the creation and completion of a plan for advancement in rank. It is expected that candidates will follow the recommendations of the mentor and the committee.

3.2.3 College Policies

The College of Business adheres to all University policies, as recorded in the section titled "Policies and Procedures" in Chapter 2 of this handbook. The following policies are in addition to the University policies and apply only to the College of Business.

3.2.3.1 Definition of Terminal Degree in College of Business

A terminal degree, for the purpose of promotion, is defined to be a Doctor of Philosophy (Ph.D.) degree from a regionally accredited university (or foreign equivalent) in the fields of accounting, business, computers, economics, decision sciences, finance, international business, management, management information systems, or marketing. A faculty member is considered terminally qualified, for the purpose of accreditation, if the professional accrediting agency with which the University is affiliated (currently ACBSP) certifies the person terminally qualified by their standards in at least 75% of the faculty member's teaching load. For example, a faculty member with a Juris Doctor (J.D.) degree and teaching courses in business law or a person with a Ph.D. in Communications who is teaching business communications, public relations, or conflict resolution would be certified to be terminally qualified in those courses.

3.2.3.2 Full-Time Teaching Load in College of Business

The normal full-time teaching load is 24-25 credit hours per academic year (fall and spring semesters) for undergraduate faculty members; extra compensation begins at 26 hours except when an accrediting agency imposes other requirements. The normal full-time teaching load is 18 credit hours per academic year (fall and spring semesters) for graduate faculty members; extra compensation begins at 20 hours. Generally, advisement time, class preparation time, course coordination duties, and office hours do not earn load credit; such duties are responsibilities of all faculty members.

3.2.3.3 Office Hours for College of Business Faculty

Faculty members are expected to post and maintain a schedule that provides a minimum of 7½ office hours per week distributed with at least one hour per academic day for the purpose of advising and/or consulting with students. Times scheduled must be convenient for students. Faculty members need to be available in their offices for walk-in traffic or phone calls during scheduled office hours.

3.2.3.4 Promotion Criteria Specific to College of Business

The Business Advancement in Rank Advisement Committee defines Professional Activities, including scholarship, as defined in chapter 2 of this handbook to be activities identified by the Accreditation Council for Business Schools and Programs (ACBSP) accreditation standards as important for the creation and delivery of high-quality applied degree programs. Additional factors for promotion are outlined in chapter 2 of this handbook. The College of Business will work with faculty members' gifts and strengths to establish a balance of abilities and workloads throughout the College as required to achieve excellence in delivering high quality, whole person business education in alignment with ACBSP standards. In addition to the minimum criteria required for promotion as

indicated in chapter 2 of this handbook, the College of Business requires faculty members to meet the following criteria to be eligible for promotion.

Promotion from Assistant Professor to Associate Professor

Requires the applicant to meet the following requirements.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to have at least three professional activities. These activities must include one or more juried publication(s) and may include one or more presentation(s) at regional or above juried conferences for a total of three professional activities. The following activities may replace one or more of these requirements when preapproved by the Business Promotions Committee and the college dean:

- A secured grant can replace one of the required professional activities.
- Other outstanding, published, scholarly activities, (in accordance with ACBSP standards) can replace one or more of the previously specified professional activities. These include Tier 1 or Tier 2 journals validated by rigorous peer review and passed by a strong gatekeeper function.
- Other outstanding professional service activities (in accordance with ACBSP standards) can replace one of the previously specified professional activities. These may include but are not limited to active leadership roles in professional organizations; facilitating industry engagement for College of Business initiatives and courses; facilitating student research and presentations at regional or above professional conferences; consulting projects with professional organizations.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships

And must include

- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of graduate research

Promotion from Associate Professor to Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to have (since last promotion) four professional activities. These must include two or more juried publication(s) and may include one or more presentation(s) at regional or above juried conferences for a total of four professional activities. The following activities may replace one or more of these requirements when preapproved by the Business Promotions Committee and the college dean:

- A secured grant can replace one of the required professional activities.

- Other outstanding, published, scholarly activities, (in accordance with ACBSP standards) can replace one or more of the previously specified professional activities. These include Tier 1 or Tier 2 journals validated by rigorous peer review and passed by a strong gatekeeper function.
- Other outstanding professional service activities (in accordance with ACBSP standards) can replace one of the previously specified professional activities. These may include but are not limited to active leadership roles like serving on Boards in professional organizations; facilitating industry engagement for College of Business initiatives and courses; facilitating student research and presentations at regional or above professional conferences; consulting projects with professional organizations.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships

And must include

- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of graduate research

Promotion from Professor to Senior Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to have (since last promotion) five professional activities. These must include two or more juried publication(s) and may include one or more presentation(s) at regional or above juried conferences for a total of five professional activities. The following activities may replace one or more of these requirements when preapproved by the Business Promotions Committee and the college dean:

- A secured grant can replace one of the required professional activities.
- Other outstanding, published, scholarly activities, (in accordance with ACBSP standards) can replace one or more of the previously specified professional activities. These include Tier 1 or Tier 2 journals validated by rigorous peer review and passed by a strong gatekeeper function.
- Other outstanding professional service activities (in accordance with ACBSP standards) can replace up to two of the previously specified professional activities. These may include but are not limited to active leadership roles like serving on Boards in professional organizations; facilitating industry engagement for College of Business initiatives and courses; facilitating student research and presentations at regional or above professional conferences; consulting projects with professional organizations.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships

And must include

- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of graduate research

3.2.3.5 Senior Professor Review Requirements in the College of Business

Requires the Senior Professor to have three professional activities. These may include one or more juried publication(s) and may include one or more presentation(s) at regional or above juried conferences for a total of three professional activities. The following activities may replace one or more of these requirements when preapproved by the Business Promotions Committee and the college dean:

- A secured grant can replace one of the required professional activities.
- Other outstanding, published, scholarly outcomes, (in accordance with ACBSP standards) can replace one or more of the previously specified professional activities. These include Tier 1 or Tier 2 journals validated by rigorous peer review and passed by a strong gatekeeper function.
- Other outstanding professional service activities (in accordance with ACBSP standards) can replace one of the previously specified professional activities. These may include but are not limited to active leadership roles, like serving on Boards, in professional organizations; facilitating industry engagement for College of Business initiatives and courses; facilitating student research and presentations at regional or above professional conferences; consulting projects with professional organizations.

3.3 COLLEGE OF EDUCATION

3.3.1 Administrative Structure

3.3.1.1 Dean

In leading the College of Education, the college dean performs the following functions.

1. Administers the academic undergraduate and graduate programs in the college as approved by the Board of Trustees and authorized by the President and the Provost/Chief Academic Officer
2. Determines faculty needs and, with the aid of the department chairs, recruits faculty members and endorses faculty members recommended by current faculty for appointment and promotions
3. Serves as the Chair of the College of Education to facilitate the organization of the college faculty and provide leadership
4. Is actively involved with guest lecturing, panel presentations, team teaching, and other activities equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer
5. Reviews and approves paper work for hiring and terminating college employees
6. Is responsible for leadership in matters of conduct, spiritual growth, and professional growth of college faculty members
7. Assembles, approves, justifies, and manages the budgets of the college
8. Approves purchase requisitions, work orders, and other requisitions
9. Coordinates the curricula of the various disciplines within the college
10. Promotes communication among students, parents, faculty, staff, chairs, and the public
11. Develops, implements, and assesses academic programs, activities, policies, and procedures
12. Approves the syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
13. Oversees the College of Education's academic assessment system
14. Is responsible for achieving and maintaining accreditation of all programs and positive relationships with certifying and accrediting agencies
15. Represents the College of Education on matters pertaining to the Oklahoma State Department of Education and the Oklahoma Office of Educational Quality and Accountability
16. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
17. Encourages interdisciplinary activities (cross-pollination)
18. Communicates the priorities of the College of Education to the Provost/Chief Academic Officer
19. Reviews and approves student petitions
20. Meets with students to address personal academic issues
21. Promotes research activities among college faculty members
22. Organizes and leads workshops for college faculty members
23. Oversees faculty discipline and grievance procedures
24. Supervises the admission process for the graduate program in education
25. Assigns and monitors student advisement of graduate students
26. Oversees the production and/or revision of the College of Education's publications, including the college's sections of the University catalog and the *Faculty and Administration Handbook*
27. Reports to the Provost/Chief Academic Officer

3.3.1.2 Chairs

In leading the College of Education, the chairs perform the following functions.

Undergraduate Department

1. Serves as the College of Education representative to the University's Chairs Council
2. Serves as coordinator of the Teacher Education Preparation Program
3. Serves as coordinator of the undergraduate education faculty and secondary representatives

4. Reviews and submits syllabi to the college dean for scheduled undergraduate department courses
5. Teaches regularly scheduled courses for a minimum total of 6 credit hours per semester
6. Assists the college dean with program assessment
7. Is responsible for coordinating advisement of departmental majors and minors
8. Reviews and submits textbook orders to the college dean for scheduled undergraduate courses
9. Recommends curriculum revisions within the department
10. Coordinates drafting and managing the undergraduate college budget in conjunction with the college dean
11. Coordinates records, statistics, and documentation of undergraduate education programs for state, HLC, and CAEP accreditations in conjunction with the college dean
12. Reports to the Dean of the College of Education

Graduate School

1. Serves as the chair for the School of Education Graduate Department
2. Serves as coordinator of the graduate education faculty
3. Reviews and submits syllabi to the college dean for scheduled graduate department courses
4. Teaches regularly scheduled courses for a minimum total of 6 credit hours per semester
5. Reviews and submits textbook orders to the college dean for scheduled graduate department courses
6. Assists the college dean in completing paper work for hiring and terminating department employees
7. Assists the college dean with program assessment
8. Is responsible for coordinating advisement of departmental majors and minors
9. Coordinates records, statistics, and documentation for the graduate school programs for state, HLC, and CAEP accreditations in conjunction with the college dean
10. Reports to the Dean of the College of Education

3.3.1.3 Coordinators, Directors, and Officers

In assisting the leadership of the College of Education, the coordinators, directors, and officers perform the following functions.

Coordinator of Student Teaching/Internship

1. Coordinates the Student Teaching/Intern Program within the College of Education and with area school districts, in accordance with policies and procedures of the Oklahoma Office of Educational Quality and Accountability and the College of Education
2. Prepares appropriate reports of Student Teaching/Intern Program activities and submits them to the undergraduate chair and college dean for review and approval
3. Assists the undergraduate chair in selection of faculty members to serve as Student Teaching/Intern Program supervision/evaluation team members
4. Reports to the Chair of the College of Education Undergraduate Department

Coordinator of Field Experience

1. Is responsible for coordinating all field experiences
2. Assists other faculty members with practicum placements
3. Assesses field experience assignments
4. Records demographic information for field experience placements
5. Reports to the Chair of the College of Education Undergraduate Department

Coordinator of English Language Learner (ELL) Program

1. Coordinates the ELL Program

2. Works with the college dean and chairs in the selection, assignment, and evaluation of TESL faculty and staff
3. Presents regular status reports to the college dean
4. Reports to the Chair of the College of Education Undergraduate Department

Coordinator of Early Childhood Education Program
1. Coordinates the Early Childhood Education Program
2. Works with the college dean and chairs in the selection, assignment, and evaluation of faculty and staff
3. Presents regular status reports to the college dean
4. Reports to the Chair of the College of Education Undergraduate Department

Coordinator of Christian School Administration Program
1. Coordinates the Christian School Administration Program
2. Works with the college dean and chairs in the selection, assignment, and evaluation of faculty and staff
3. Presents regular status reports to the college dean
4. Reports to the Chair of the Graduate School of Education

Coordinator of Public School Administration Program
1. Coordinates the Public School Administration Program
2. Works with the college dean in the selection, assignment, and evaluation of faculty and staff
3. Presents regular status reports to the college dean
4. Reports to the Chair of the Graduate School of Education

Director of Teacher Education
1. Ensures that all programs leading to certification are aligned with the institutional, state, and national accreditation requirements
2. Reports to the Dean of the College of Education

Director of Curriculum Media Center (CMC)
1. Oversees the day-to-day operations of the Curriculum Media Center
2. Maintains current inventory of materials and equipment assigned to the Curriculum Media Center
3. Assists the college dean in the preparation of and administration of the Curriculum Media Center budget
4. Prepares purchase requisitions for Curriculum Media Center materials and equipment and submits them for review by the college dean
5. Presents regular status reports to the college dean
6. Reports to the Dean of the College of Education

Director of Education Technology Center (ETC)
1. Oversees the day-to-day operations of the Education Technology Center
2. Maintains current inventory of materials and equipment assigned to the Education Technology Center
3. Prepares purchase requisitions for Education Technology Center materials and equipment and submits them for review by the college dean
4. Presents regular status reports to the college dean
5. Reports to the Dean of the College of Education

Certification and Records Officer

1. Maintains official college files for graduate and undergraduate students, in cooperation with student advisors
2. Prepares all applications associated with student requests for certification/licensure and submits them to the college dean for review and approval, in accordance with policies and procedures of the State Department of Education and the Oklahoma Office of Educational Quality and Accountability
3. Works with the college dean in matters concerning certification/licensure applications, transcript reviews, and analyses of student transcripts from other universities, colleges, and schools
4. Maintains all statistical data for the College of Education
5. Prepares institutional, state, and national statistics reports for the College of Education
6. Reports to the Dean of the College of Education

3.3.2 Committees

3.3.2.1 College of Education

The College of Education consists of all regular faculty members in the college. The Dean of the College of Education serves as chair of the college. The College of Education manages the following responsibilities.

1. Receives monthly reports from the following
   - Dean of the College of Education
   - Chair of the Education Professional Development Committee
   - Chair of the Education Promotion and Sabbatical Committee
   - Chair of the Education Assessment and Accreditation Committee
   - Chair of the Education Research Committee
   - Chair of the Education Professional Community Review Task Force
   - Chair of the Education Scholarships, Honors, and Awards Committee
   - Chair of the Undergraduate Education Department
   - Chair of the Graduate Education Department
2. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
3. Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
4. Sets faculty service expectations and requirements
5. Coordinates course schedules among departments and approves department-specific course schedules
6. Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, departmental program compliance with appropriate federal regulations, accrediting standards, and other quality control measures
7. Provides communication among those involved in the licensure and certification processes, allowing for an exchange of ideas on issues that might affect other areas of the University and its relationships with public and private schools
8. Reviews and assesses all functions of the Professional Education Program
9. Approves curriculum changes (excluding general education) recommended by the Undergraduate Education Department and by the Graduate Education Department
10. Forwards all approved curriculum changes to the Provost/Chief Academic Officer
11. Communicates the following procedures for curriculum change with faculty members of the College of Education
    a. The person originating a curriculum change completes the Curriculum Change Proposal cover page and attaches necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).

b. The cover page receives the necessary signatures (e.g., college dean and Registrar's Office) and a proposal number before being submitting to the Undergraduate Education Department or the Graduate Education Department, as appropriate.
c. If recommended by the Undergraduate Education Department or the Graduate Education Department, as appropriate, the curriculum change is submitted to the Dean of the College of Education.
d. If the curriculum change only affects one department, the Dean of the College of Education approves and forwards the curriculum change to the Provost/Chief Academic Officer.
e. If the curriculum change affects both departments, the College of Education must approve the curriculum change before the college dean approves and forwards the curriculum change to the Provost/Chief Academic Officer.
f. Following approval by the Provost/Chief Academic Officer (with Academic Council and University Faculty approval, when required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.3.2.2 Education Professional Development Committee

The Education Professional Development Committee consists of a combination of undergraduate and graduate College of Education faculty members, one secondary representative, and one P-12 school representative selected by the Dean of the College of Education. The Dean of the College of Education assigns the Chair. The Education Professional Development Committee manages the following responsibilities.

1. Serves to encourage and facilitate excellence in professional development
2. Reviews the faculty development proposed activities to determine alignment with the faculty member's goals based on evaluations
3. Approves faculty development proposed activities
4. Reviews faculty development notebooks and documents 10 clock hours of activities to provide a summary to the COE leadership
5. Facilitates College of Education brown bag luncheons each semester
6. Provides end-of-year reports on overall professional education activities funded and total amount of expenditures for the year

3.3.2.3 Education Promotion and Sabbatical Committee

The Faculty Promotion and Sabbatical Committee rotates every two years and consists of at least four faculty members in the College of Education appointed by the college dean and one faculty member from outside the College of Education chosen by the committee. The committee selects a chair. The Education Promotion and Sabbatical Committee manages the following responsibilities.

1. Serves to encourage and facilitate faculty promotion and sabbatical
2. Helps faculty facilitate the process for seeking promotion and sabbatical
3. Reviews Education faculty requests and makes recommendations to the Dean of the College of Education concerning promotion
4. Reviews Education faculty requests and makes recommendations to the Dean of the College of Education concerning sabbatical

3.3.2.4 Education Assessment and Accreditation Committee

The Education Assessment and Accreditation Committee consists of Education faculty members as selected by the Dean of the College of Education. The committee selects a Chair. The Education Assessment and Accreditation Committee manages the following responsibilities.

1. Serves to review, recommend, and ensure implementation of the College of Education's Quality Assurance System including program assessment
2. Collects, synthesizes, and interprets data generated from the assessment system to inform decision making at the program and department levels

3. Educates faculty on the new CAEP standards and recommends the redevelopment of the Quality Assurance System based on changes needed
4. Evaluates the College of Education's assessment system to ensure it is aligned with CAEP standards and is producing data needed to inform decision making at the program and department levels
5. Works with the Director of Technology to review and make changes to the electronic portfolio
6. Generates assessment reports
7. Sets the agenda for Assessment Week activities
8. Ensures validity and reliability of assessment instruments
9. Ensures a process is in place to assess operations
10. Documents all certification exam results
11. Collects, synthesizes, and interprets data available from other sources to inform decision making at the program and department levels
12. Develops systems to create, initiate, and collect data from follow-up surveys from alumni and their employees
13. Updates the Education assessment handbooks
14. Develops a transition schedule for implementing assessment
15. Works with secondary representatives to complete the Intermediate Level portfolio and to make sure it is aligned with the SPA standards

3.3.2.5 Education Research Committee

The Education Research Committee consists of Education faculty members as selected by the Dean of the College of Education. The committee selects a Chair. The Education Research Committee manages the following responsibilities.

1. Serves to research national and global trends and issues in education for the purpose recommending how the COE should respond
2. Suggests topics to research and researches topics suggested by the Dean of the College of Education
3. Recommends how the College of Education should respond to current trends in education
4. Identifies top researchers in education and their field of expertise
5. Identifies top-tier education journals (both national and international)
6. Identifies top-tier education conferences (both national and international)

3.3.2.6 Education Professional Community Review Task Force

The Education Professional Community Review Task Force consists of community members as selected by the Dean of the College of Education. The Dean of the College of Education serves as Chair. The Education Professional Community Review Task Force meets once a year and manages the following responsibilities.

1. Serves as an advisory board to the College of Education
2. Review documents including policy handbooks, forms, rubrics, and data reports
3. Interviews candidates and faculty
4. Provides feedback and makes recommendations concerning program, department, and EPP operations

3.3.2.7 Education Scholarships, Honors, and Awards Committee

The Scholarships, Honors, and Awards Committee consists of Education faculty members as selected by the Dean of the College of Education. The committee selects a Chair. The Education Scholarships, Honors, and Awards Committee manages the following responsibilities.

1. Serves to promote the goals of the University and the College of Education by recognizing and rewarding outstanding faculty and student achievement
2. Develops and selects areas of recognition
3. Promotes the scholarships and awards available to all target groups including students and faculty

4. Supervises the selection of recipients and the formal presentation of awards and scholarships to students and faculty
5. Determines the subcommittees responsible for awards in specialized areas
6. Facilitates communication between other departments, the University, and administration with regard to University awards and the selection process

3.3.2.8 Undergraduate Education Department

The Undergraduate Education Department consists of all regular undergraduate Education faculty members and secondary representatives serving as voting members with undergraduate Education adjunct faculty members serving as non-voting members with both voting and non-voting members eligible to serve on ad-hoc committees as needed. The Chair of the Undergraduate Education Department serves as Chair. The Undergraduate Education Department manages the following responsibilities.

1. Recommends, reviews, and ensures implementation of all policies and procedures, and curricular changes related to the undergraduate education department
2. Monitors state and national education certificate and accreditation policies and recommends changes to departmental policies in remain in compliance
3. Forms ad-hoc committees as needed to address the responsibilities of the department
4. Recommends candidates for admission and retention into the College of Education Professional Education Programs
5. Approves candidates for the student teaching internships, including requests for student teaching away
6. Recommends disciplinary actions for candidates including probation when needed
7. Reviews and executes the appeals and grievance policies and procedures
8. Discusses student concerns
9. Approves curriculum changes (excluding general education) that affect the Undergraduate Education Department and have been assigned a proposal number on the Curriculum Change Proposal cover page
10. Recommends curriculum changes that affect both Undergraduate and Graduate Education Departments to the Dean of the College of Education

3.3.2.9 Graduate Education Department

The Graduate Department consists of all regular graduate Education faculty members serving as voting members with graduate Education adjunct faculty members serving as non-voting members with both voting and non-voting members eligible to serve on ad-hoc committees as needed. The Chair of the Graduate School of Education serves as the Chair of the Graduate Department. The Graduate Education Department manages the following responsibilities.

1. Recommends, reviews, and ensures implementation of all policies and procedures, and curricular changes related to the Graduate School of Education
2. Monitors and recommends changes to the department policies in order to be in compliance with state and national education certification and accreditation policies
3. Forms ad-hoc committees as needed to address the responsibilities of the department
4. Recommends candidates for admission and retention into the College of Education Professional Education Programs
5. Recommends disciplinary actions for candidates including probation when needed
6. Reviews and executes the appeals and grievance policies and procedures.
7. Discusses student concerns
8. Approves curriculum changes that affect the Graduate Education Department and have been assigned a proposal number on the Curriculum Change Proposal cover page
9. Recommends curriculum changes that affect both Undergraduate and Graduate Education Departments to the Dean of the College of Education

3.3.3 College Policies

The College of Education adheres to all University policies, as recorded in the section titled "Policies and Procedures" in Chapter 2 of this handbook. The following policies are in addition to the University policies and apply only to the College of Education.

3.3.3.1 Definition of Terminal Degree in College of Education

For the College of Education, a terminal degree is defined as an earned doctorate from a regionally and/or professionally accredited institution in an area appropriate to the instructional assignment.

3.3.3.2 Full-Time Teaching Load in College of Education

The normal full-time teaching load is 24-25 credit hours per academic year (fall and spring semesters) for undergraduate faculty members; extra compensation begins at 26 hours. The normal full-time teaching load is 18 credit hours per academic year (fall and spring semesters) for graduate faculty members; extra compensation begins at 20 hours. Generally, advisement time, class preparation time, course coordination duties, and office hours do not earn load credit; such duties are responsibilities of all faculty members.

3.3.3.3 Office Hours for College of Education Faculty

Faculty members are expected to post and maintain a schedule that provides a minimum of 7½ office hours per week distributed with at least one hour per academic day for the purpose of advising and/or consulting with students. Faculty members are expected to be involved in teaching, student advisement, student visitation, and/or other related on-campus duties at least 24 hours per week during the academic year (fall and spring semesters). Each faculty member shall file a copy of the weekly schedule with the college dean by the end of the first week of each semester.

3.3.3.4 Promotion Criteria Specific to College of Education

The Education Promotions Committee defines scholarship within the discipline as discussed in chapter 2 of this handbook to be the body of knowledge in the field of education. This includes the scholarship of teaching and learning articulated by Boyer (1996) and Glassick, Huber, and Maeroff (1997).

The college dean will work to create a balance within the college of faculty with an emphasis in each of the areas of teaching excellence, professional activities, and University and community service and advisement based on faculty gifts and strengths. In addition to the minimum criteria required for promotion as indicated in chapter 2 of this handbook, the College of Education requires faculty members to meet the following criteria to be eligible for promotion.

Promotion from Assistant Professor to Associate Professor

Requires the applicant to meet the following requirements.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

- Requires the applicant to have three scholarly activities. These must include one or two juried publication(s) and one or two presentation(s) at regional or above juried conferences, or invitations to speak at nationally recognized organizations, for a total of three scholarly activities.
- A secured grant can replace one of the duplicated scholarly activities.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of student research dissertations and/or graduate thesis or Undergraduate Writing Project

Promotion from Associate Professor to Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

- Requires the applicant to have four scholarly activities since last promotion. These must include one or more juried publication(s) and one or more presentation(s) at regional or above juried conferences, or invitations to speak at nationally recognized organizations, for a total of four scholarly activities.
- A secured grant can replace one of the duplicated scholarly activities.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of student research dissertations and/or graduate thesis or Undergraduate Writing Project

Promotion from Professor to Senior Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

- Requires the applicant to have five scholarly activities since last promotion. These must include one or more juried publication(s) and one or more presentation(s), or invitations to speak at nationally recognized organizations for a total of five scholarly activities.
- A secured grant can replace one of the duplicated scholarly activities.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair

- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of student research dissertations and/or graduate thesis or Undergraduate Writing Project

Additional Points

- Committee members may ask the applicant for clarification as to how a publication or presentation meets the criteria.
- The applicant may also request a meeting to clarify how the publications, presentations, and/or grants meet the criteria for promotion.
- Committee members remain a part of the committee during the promotion process with the exception of their own application.
- Committee members can vote on decisions related to promotion for academic rank even if the rank is above their current rank.
- All applications will be submitted electronically.
- A mastery of teaching and instruction is a criterion for the promotion process. For the Graduate Education faculty member, dissertation work is a significant portion of the teaching load. The Graduate Education faculty applicant will include in the Instruction criteria section of the application packet a narrative regarding the dissertation activities that have occurred since any previous promotion. The narrative will specify those committees that the applicant chaired and those that the applicant served as a committee member, noting which committees have completed.
- All of the Doctor of Education candidates whose dissertations were chaired by the promotion applicant and defended since the applicant's last promotion will be surveyed. In addition to this data, evaluation data from the Doctor of Education exit surveys will be included as a required document of the promotion and sabbatical application packet.

3.3.3.5 Promotion Evidence Specific to Graduate School of Education

Applicants for promotion or sabbatical from Graduate School of Education faculty will include the following in any promotion or sabbatical application.

- Include in the Instruction criteria section of an application, a narrative regarding dissertation activities that have occurred since any previous promotion, specifying all of the dissertation committees in which the applicant participated as a chair and all of the dissertation committees in which the applicant served as a committee member including indications of which of the dissertations successfully completed.
- Include as an additional document, all student evaluation data from Doctor of Education exit surveys in which the applicant participated as a committee chair or member.
- Include survey information from every Doctor of Education candidate who defended and in whose dissertations the applicant participated as a chair since the time of the applicant's last promotion.

3.4 COLLEGE OF HEALTH SCIENCES

3.4.1 Administrative Structure

3.4.1.1 Dean

In leading the College of Health Sciences, the college dean performs the following functions.

1. Administers the programs in the college as approved by the Board of Trustees and authorized by the President and Provost/Chief Academic Officer
2. Is actively involved with guest lecturing, panel presentations, team teaching, and other activities equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer
3. Assures the mission, philosophy, and objectives of the College of Health Sciences remain consistent with the University mission and purpose
4. Fosters an educational environment that supports spiritual growth and academic excellence
5. Supervises leadership in matters of conduct, spiritual growth, and professional growth of all College of Health Sciences faculty and staff members
6. Prepares and administers a budget that is cost-effective and cost-accountable
7. Recruits and recommends qualified faculty for appointment, promotion, and retention
8. Supports continuous quality improvement and innovation in the nursing program
9. Supervises the development of the nursing curriculum
10. Develops, implements, and assesses the academic program, activities, policies, and procedures
11. Approves the syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
12. Oversees academic program assessment
13. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
14. Encourages interdisciplinary activities (cross-pollination)
15. Reviews and approves student petitions
16. Meets with students to address personal academic issues
17. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications and creative works
18. Oversees faculty discipline and grievance procedures
19. Administers the use of facilities and equipment within the College of Health Sciences
20. Oversees the production and/or revision of the College of Health Sciences's publications, including the college's sections of the University catalog and the *Faculty and Administration Handbook*
21. Promotes programs in research and patient care in the areas of individual, family, and community for the College of Health Sciences
22. Remains accountable to University administration, faculty, students and external regulatory and accrediting agencies
23. Establishes relationships with nursing and other health-care agencies locally, statewide, nationally, and internationally
24. Reports to the Provost/Chief Academic Officer

3.4.1.2 Associate Dean of the Anna Vaughn School of Nursing

Directly accountable to the Dean of the College of Health Sciences, the Associate Dean of the Anna Vaughn School of Nursing performs the following functions.

1. Reports to the Dean of the College of Health Sciences
2. Serves as the Anna Vaughn School of Nursing representative to the University's Chairs Council
3. Primary liaison between Course Coordinators and the Dean of the College of Health Sciences
4. Assures the nursing curriculum is congruent with University mission

5. Assures the nursing curriculum is congruent with professional standards
6. Assures the nursing curriculum is congruent with regulatory and credentialing bodies
7. Assures the course syllabi meet standard requirements
8. Submits course syllabi to the Dean of the College of Health Sciences
9. Reviews and submits textbook orders to the Dean of the College of Health Sciences
10. Oversees course scheduling and submits final copy to the Dean of the College of Health Sciences
11. Works with Course Coordinators to calculate and fairly distribute faculty load and submits final copies to the Dean of the College of Health Sciences
12. Provides leadership to course coordinators in relation to the following activities.
    a. Approving course revisions that remain consistent with program mission and outcomes
    b. Identifying faculty teaching and learning resources
    c. Initiating relationships with local, regional, national, or international communities for purposes of student recruitment or identification of learning experiences that contribute to the promotion, maintenance, or restoration of health among community populations
    d. Enhancing faculty members' professional development through constructive peer review, positive affirmation, and encouragement to grow in teaching excellence, scholarship, and research
    e. Providing spiritual leadership
    f. Assisting the Dean of the College of Health Sciences in the selection, classification, and supervision of faculty members
    g. Works directly with the Anna Vaughn School of Nursing committee chairs to assure that committees achieve assigned objectives
    h. Interfaces with staff of Online and Lifelong Learning in relation to Anna Vaughn School of Nursing programs
    i. Prepares reports as requested by the Dean of the College of Health Sciences

3.4.1.3 Program Directors

Directly accountable to the Associate Dean of the Anna Vaughn School of Nursing Program Directors have the authority and responsibility for the administration of the nursing program and nursing courses as assigned with the following responsibilities.

1. Provide leadership in the spiritual and professional growth of the faculty
2. Participate in the recommendation and approval of faculty appointments
3. Provide leadership to course coordinators in relation to the following activities
    a. Expanding the nursing curriculum consistent with the Anna Vaughn School of Nursing's mission, philosophy, and outcomes
    b. Directing the nursing program in a manner consistent with assessment data and current professional nursing practice
    c. Approving course revisions that are consistent with the Anna Vaughn School of Nursing's mission and outcomes
    d. Identifying learning resources for faculty that promote achievement of program outcomes
    e. Establishing relationships with nursing and other health-care agencies locally, statewide, nationally, and internationally
    f. Approving selection of clinical facilities that provide a variety of learning experiences to promote attainment of outcomes
    g. Performing continuous peer-review of course coordinators and faculty team members

3.1.4.3 Course Coordinators

Directly accountable to the Administrative Coordinators, the Course Coordinators have the authority and responsibility for administration of the nursing courses as assigned with the following responsibilities.

1. Provide leadership in the spiritual and professional growth of the faculty team members and students within the program
2. Provide leadership to members of a course teaching team in the following activities
    a. Developing the nursing curriculum consistent with the Anna Vaughn School of Nursing's mission, philosophy, and outcomes
    b. Revising courses in a manner consistent with assessment data and current professional nursing practice
    c. Selecting clinical facilities that provide a variety of learning experiences to promote attainment of outcomes
    d. Selecting learning resources that promote students' achievement of outcomes

3.4.2 Committees

3.4.2.1 College of Health Sciences

The College of Health Sciences consists of all regular faculty members in the college as voting members with adjunct faculty participating as non-voting members. The Dean of the College of Health Sciences serves as chair of the college. The College of-Health Sciences manages the following responsibilities.

1. Receives monthly reports from the following
    a. Dean of the College of Health Sciences
    b. Associate Dean of the Anna Vaughn School of Nursing
    c. Chair of the Undergraduate Admissions, Progression, Graduation, and Awards Committee
    d. Chair of the Assessment Committee
    e. Chair of the Faculty Enrichment Committee
    f. Chair of the Bylaws and Handbook Committee
2. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
3. Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
4. Sets faculty service expectations and requirements
5. Coordinates course schedules among departments and approves department-specific course schedules
6. Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, departmental program compliance with appropriate federal regulations, accrediting standards, and other quality control measures
7. Establishes standards for admission, progression, and graduation of undergraduate Nursing students
8. Establishes peer review mechanisms for undergraduate Nursing faculty and students
9. Monitors recruitment efforts for the undergraduate Nursing faculty and students
10. Approves curriculum changes (excluding general education) that affect the College of Health Sciences and have been assigned a proposal number on the Curriculum Change Proposal cover page
11. Forwards all approved curriculum changes to the Provost/Chief Academic Officer
12. Communicates the following procedures for curriculum change with faculty members of the College of Health Sciences
    a. The person originating a curriculum change completes the Curriculum Change Proposal cover page and attaches necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).
    b. The cover page receives the necessary signatures (e.g., college dean and Registrar's Office) and a proposal number before being submitting to the College of Health Sciences

c. If approved by the college, the curriculum change is submitted to the Dean of the College of Health Sciences who approves and forwards the curriculum change to the Provost/Chief Academic Officer.
d. Following approval by the Provost/Chief Academic Officer (with Academic Council and University Faculty approval, when required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.4.2.2 Anna Vaughn School of Nursing

The Anna Vaughn School of Nursing consists of all regular faculty members assigned to teach in the Nursing programs as voting members with adjunct faculty participating as non-voting members. The Associate Dean of the Anna Vaughn School of Nursing serves as chair of the school. The Anna Vaughn School of Nursing manages the following responsibilities.

1. Functioning as the chief policy and advisory committee on academic matters of the college
2. Making decisions consonant with the policies and procedures of the University
3. Acting on University-wide issues brought to the Anna Vaughn School of Nursing by the Dean of the College of Health Sciences
4. Receiving reports from the councils and committees in the Anna Vaughn School of Nursing
5. Functioning as a policy-making body for the nursing program
6. Recommending curriculum changes for Nursing programs to the College of Health Sciences
7. Recommending standards for admission, progression, and graduation of students in the College of Health Sciences
8. Recommending peer review mechanisms for faculty and students in the College of Health Sciences

3.4.2.3 College of Health Sciences Administrative Council

The College of Health Sciences Administrative Council consists of the College of Health Sciences Administrative Coordinators and the Associate Dean of the Anna Vaughn School of Nursing. The Associate Dean of the Anna Vaughn School of Nursing serves as chair of the council. The College of Health Sciences Administrative Council manages the following responsibilities.

1. Functions as a strategic planning and leadership group for the College of Health Sciences
2. Coordinates administration of the nursing program
3. Identifies future goals and development
4. Assists in professional, personal, and spiritual development of faculty
5. Represents the College of Health Sciences in University-wide and community activities

3.4.2.4 College of Health Sciences Admissions, Progression, Graduation, and Awards Committee

The College of Health Sciences Admissions, Progression, Graduation, and Awards Committee consists of faculty members selected by the college dean. The Dean of the College of Health Sciences assigns the chair of the committee. The College of Health Sciences Admissions, Progression, Graduation, and Awards Committee manages the following responsibilities.

1. Recommends criteria for admission, progression, and graduation
2. Monitors student grade point averages
3. Recommends students and faculty members for College of Health Sciences honors
4. Coordinates the development and administration of the semi-annual dosage and solution proficiency exam
5. Advises the Dean of the College of Health Sciences on decisions related to student progression in the College of Health Sciences programs

3.4.2.5 College of Health Sciences Faculty Enrichment Committee

The College of Health Sciences Faculty Enrichment Committee consists of faculty members selected by the college dean. The Dean of the College of Health Sciences assigns the chair of the

committee. The College of Health Sciences Faculty Enrichment Committee manages the following responsibilities.

1. Coordinates faculty continuing education activities
2. Coordinates offerings with groups providing continuing education for local and regional communities
3. Mobilizes resources to enhance the quality of continuing education offerings
4. Assures that educational offerings meet appropriate standards of professional credentialing organizations
5. Arranges faculty, student, and alumni social activities
6. Extends greetings and expressions of sympathy as appropriate
7. Assists in new faculty orientation

3.4.2.6 Anna Vaughn School of Nursing Policy and Handbook Committee

The Anna Vaughn School of Nursing Policy and Handbook Committee consists of faculty members selected by the college dean. The Dean of the College of Health Sciences assigns the chair of the committee. The Anna Vaughn School of Nursing Policy and Handbook Committee manages the following responsibilities.

1. Reviews and recommends revisions to the *Faculty and Administration Handbook*, the *Anna Vaughn School of Nursing Faculty Handbook* and the *Anna Vaughn School of Nursing Student Handbook* on an annual basis
2. Assesses policy needs in light of evolving practices in nursing and education
3. Recommends policy changes to the Anna Vaughn School of Nursing through the Dean of the College of-Health Sciences
4. Assists in new faculty orientation

3.4.2.7 College of Health Sciences Grievance Committee

The College of Health Sciences Grievance Committee consists of faculty members selected by the college dean. The Dean of the College of Health Sciences assigns the chair of the committee. The College of Health Sciences Grievance Committee performs the functions outlined in the section titled "Grievance and Conflict Resolution Procedure" in Chapter 2 of this handbook

3.4.3 College Policies

The College of Health Sciences adheres to all University policies, as recorded in the section titled "Policies and Procedures" in Chapter 2 of this handbook. The following policies are in addition to the University policies and apply specifically to the College of Health Sciences.

3.4.3.1 Definition of Terminal Degree in College of Health Sciences

A terminal degree is an earned doctorate from a regionally and/or professionally accredited institution in an area appropriate to the instructional assignment.

3.4.3.2 Full-Time Teaching Load in College of Health Sciences

The normal full-time teaching load of an undergraduate faculty member is from 12 to 15 load hours per semester. These load hours are equated with 20-25 contact hours. The normal full-time teaching load is 24-25 credit hours per academic year (fall and spring semesters). Extra compensation begins at 26 hours per academic year (fall and spring semesters). Generally, advisement time, class preparation time, course coordination duties, and office hours do not earn load credit; such duties are responsibilities of all faculty members.

3.4.3.3 Office Hours for College of Health Sciences Faculty

Faculty members are expected to post and maintain a schedule that provides a minimum of 5 office hours per week distributed with at least one hour per day during four days of the week unless precluded by clinical schedule with approval of the college dean. Times posted must be convenient

for students. Faculty members need to be available in their offices for walk-in traffic or phone calls during scheduled office hours. Nursing faculty members meet with students for consultation at clinical sites up to two days a week.

3.4.3.4 Additional Responsibilities for Nursing Adjunct Faculty Members

In addition to the responsibilities listed in this handbook for adjunct faculty members, the Anna Vaughn School of Nursing includes the following.

1. Reporting to course coordinator
2. Maintaining office hours for student conferences with a minimum of one hour per week.
3. Facilitating an educational process directed toward the achievement of the course objectives
4. Supervising students' clinical and simulated laboratory practice may include lecture presentations
5. Completing assignments as delegated by course coordinator on time and in the correct format
6. Supporting an implementation of the course plan as outlined in syllabus
7. Providing clinical supervision for groups of approximately 8 to 12 students per group with pre and post-conference
8. Participating in ongoing student evaluation
9. Grading written work
10. Writing clinical evaluations
11. Holding individual conferences with students at mid-term and end-of-course
12. Keeping clinical agency personnel informed as to objectives for student assignments.
13. Arranging for personal student orientations with assigned clinical agency
14. Attending all team meetings and bringing concerns regarding course and students
15. Utilizes ORU e-mail for all ORU business with students and teaching team members
16. Refraining from carpooling to clinical with students
17. Exemplifying nursing care for the whole person
18. Carrying individual malpractice insurance is strongly recommended
19. Tutoring “for pay” in a course is not allowed while serving as a faculty member in a specific course

3.4.3.5 Promotion Criteria Specific to College of Health Sciences

The College of Health Sciences Promotion Committee defines *Professional Activities* as discussed in chapter 2 of this handbook to be activities associated with the generation, synthesis, translation, application, and dissemination of knowledge that aims to improve health and transform health care. The college dean will work to create a balance within the college of faculty with an emphasis in each of the areas of teaching excellence, professional activities, and University and community service and advisement based on faculty gifts and strengths. In addition to the minimum criteria required for promotion as indicated in chapter 2 of this handbook, the College of Health Sciences requires faculty members to meet the following criteria to be eligible for promotion.

Promotion from Assistant Professor to Associate Professor

Requires the applicant to meet the following requirements.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member’s area of emphasis.

Scholarship and Professional Activities

Requires the applicant to participate in three or more professional activities as preapproved by the college dean with at least one activity from each of the following categories: scholarship of discovery, scholarship of practice, and scholarship of teaching. Examples of appropriate activities include, but are not limited to, the listings below derived from the American Association of Colleges of Nursing’s position statement, “Defining Scholarship for Academic Nursing.”

Scholarship of Discovery
- Generates new knowledge based on systematic evaluation of informed nursing practice and publishes findings in peer-reviewed journals
- Develops innovative scientific approaches that inform practice and advance healthcare delivery methods and presents findings at conferences
- Guides inter-professional and leadership teams based on area of expertise to improve health and transform health care
- Additional activities as listed in the AACN's position statement

Scholarship of Practice
- Secures competitive funding to support innovations in practice
- Analyzes big data or conducts policy analysis at the community, state, national, or international level
- Develops clinical guidelines, innovations, and new program initiatives
- Additional activities as listed in the AACN's position statement

Scholarship of Teaching
- Redesigns or develops educational systems to effectively prepare students as practitioners, researchers, and educators of the future
- Incorporates and evaluates the use of instructional technology in nursing education
- Leads the design of inter-professional education that enhances collaborative practice and/or policy development to improve health outcomes
- Additional activities as listed in the AACN's position statement

University and community service and advisement

Requires three activities in the following areas:
- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of graduate research

Promotion from Associate Professor to Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to participate in (since the last promotion) four or more professional activities as preapproved by the college dean with at least one activity from each of the following categories: scholarship of discovery, scholarship of practice, and scholarship of teaching. Examples of appropriate activities include, but are not limited to, the listings below derived from the American Association of Colleges of Nursing's position statement, "Defining Scholarship for Academic Nursing."

Scholarship of Discovery

- Generates new knowledge based on systematic evaluation of informed nursing practice and publishes findings in peer-reviewed journals
- Develops innovative scientific approaches that inform practice and advance healthcare delivery methods and presents findings at conferences
- Guides inter-professional and leadership teams based on area of expertise to improve health and transform health care
- Additional activities as listed in the AACN's position statement

Scholarship of Practice

- Secures competitive funding to support innovations in practice
- Analyzes big data or conducts policy analysis at the community, state, national, or international level
- Develops clinical guidelines, innovations, and new program initiatives
- Additional activities as listed in the AACN's position statement

Scholarship of Teaching

- Redesigns or develops educational systems to effectively prepare students as practitioners, researchers, and educators of the future
- Incorporates and evaluates the use of instructional technology in nursing education
- Leads the design of inter-professional education that enhances collaborative practice and/or policy development to improve health outcomes
- Additional activities as listed in the AACN's position statement

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of graduate research

Promotion from Professor to Senior Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to participate in (since the last promotion) five or more professional activities as preapproved by the college dean with at least one activity from each of the following categories: scholarship of discovery, scholarship of practice, and scholarship of teaching. Examples of appropriate activities include, but are not limited to, the listings below derived from the American Association of Colleges of Nursing's position statement, "Defining Scholarship for Academic Nursing."

Scholarship of Discovery
- Generates new knowledge based on systematic evaluation of informed nursing practice and publishes findings in peer-reviewed journals
- Develops innovative scientific approaches that inform practice and advance healthcare delivery methods and presents findings at conferences
- Guides inter-professional and leadership teams based on area of expertise to improve health and transform health care
- Additional activities as listed in the AACN's position statement

Scholarship of Practice
- Secures competitive funding to support innovations in practice
- Analyzes big data or conducts policy analysis at the community, state, national, or international level
- Develops clinical guidelines, innovations, and new program initiatives
- Additional activities as listed in the AACN's position statement

Scholarship of Teaching
- Redesigns or develops educational systems to effectively prepare students as practitioners, researchers, and educators of the future
- Incorporates and evaluates the use of instructional technology in nursing education
- Leads the design of inter-professional education that enhances collaborative practice and/or policy development to improve health outcomes
- Additional activities as listed in the AACN's position statement

University and community service and advisement

Requires three activities in the following areas:
- College service: Presentations, Committees, Sponsorships; Chair
- University service: Presentations, Committees, Sponsorships
- Community service: Presentations, Committees, Sponsorships
- Discipline-specific professional service: Presentations, Committees, Sponsorships
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of graduate research

3.4.3.6 Senior Professor Review Requirements in the College of Health Sciences

During the Senior Professor Review, the College of Health Sciences requires Senior Professors to provide evidence (since the last review) of two professional activities as preapproved by the college dean. These must include activities from the categories of scholarship of discovery, scholarship of practice, and scholarship of teaching. Examples of appropriate activities include, but are not limited to, the listings found in the American Association of Colleges of Nursing's position statement, "Defining Scholarship for Academic Nursing."

3.5 COLLEGE OF SCIENCE AND ENGINEERING

3.5.1 Administrative Structure

3.5.1.1 Dean

In leading the College of Science and Engineering, the college dean performs the following functions.

1. Administers the academic programs in the college as approved by the Board of Trustees and authorized by the President and the Provost/Chief Academic Officer
2. Oversees undergraduate departments and maintains a smooth flow of work and activity
3. Serves as the Chair of the College of Science and Engineering to facilitate the organization of the college faculty and provide leadership
4. Is actively involved with guest lecturing, panel presentations, team teaching, and other activities equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer
5. Promotes communication among students, parents, faculty, staff, chairs, and the public
6. Develops, implements, and assesses academic programs, activities, policies, and procedures
7. Coordinates the curricula of the various departments within the college
8. Approves syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
9. Oversees academic program assessment
10. Determines faculty needs and, with the aid of the department chairs, recruits faculty members and endorses faculty members recommended by current faculty for appointment and promotions
11. Is responsible for leadership in matters of conduct, spiritual growth, and professional growth of college faculty members
12. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
13. Encourages interdisciplinary activities (cross-pollination)
14. Communicates the priorities of the College of Science and Engineering to the Provost/Chief Academic Officer
15. Assembles, approves, justifies, and manages the budgets of the college and its departments
16. Reviews and approves student petitions
17. Meets with students to address personal academic issues
18. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
19. Ensures accreditation of various programs in the college
20. Promotes faculty research activities
21. Organizes and leads summer workshops for chairs
22. Oversees faculty discipline and grievance procedures
23. Oversees the production and/or revision of the College of Science and Engineering's publications, including the college's sections of the University catalog and the *Faculty and Administration Handbook*
24. Reports to the Provost/Chief Academic Officer

3.5.1.2 Chairs

In leading the College of Science and Engineering, the chairs perform the following functions.

Departments

1. Promote communication among students, parents, faculty, and staff at the department level
2. Assist the college dean in the selection, supervision, and classification of faculty members
3. Administer the academic program
4. Teach regularly scheduled courses for a minimum total of 9 credit hours per semester
5. Are responsible for maintaining good working environments
6. Recommend curricula modifications

7. Propose assignments to the college dean after consultation with the persons involved
8. Receive for approval purchase requisitions, work orders, and all other requisitions made by faculty and staff members
9. Complete paper work for hiring and terminating department employees
10. Are responsible for program assessment
11. Submit syllabi for all scheduled courses to the college dean according to published deadlines
12. Review and submit textbook orders to the college dean according to published deadlines
13. Provide for appropriate advisement of students
14. Maintain up-to-date inventories of supplies and equipment
15. Prepare and manage annual budgets
16. Prepare periodic status reports for the college dean
17. Prepare the schedule of class offerings for the fall and spring semesters
18. Oversee the production and/or revision of the department's publications, including the department's sections of the University catalog and the *Faculty and Administration Handbook*
19. Report to the Dean of the College of Science and Engineering

School of Engineering

1. Serves as the chair for the School of Engineering
2. Serves as coordinator of the ABET accreditation process
3. Reviews and submits syllabi to the college dean for scheduled school courses
4. Teaches regularly scheduled courses for a minimum total of 6 credit hours per semester
5. Reviews and submits textbook orders to the college dean for scheduled school courses
6. Assists the college dean in completing paper work for hiring and terminating school employees
7. Prepares and manages the annual budget for the School of Engineering
8. Assists the college dean with program assessment
9. Is responsible for coordinating advisement of departmental majors and minors
11. Coordinates records, statistics, and documentation of the Engineering programs for HLC and ABET accreditations in conjunction with the college dean
12. Reports to the Dean of the College of Science and Engineering

3.5.2 Committees

3.5.2.1 College of Science and Engineering

The College of Science and Engineering consists of all regular faculty members in the college. The Dean of the College of Science and Engineering serves as chair of the college. The College of Science and Engineering manages the following responsibilities.

1. Receives monthly reports from the following
    i. Dean of the College of Science and Engineering
    ii. Chair of the Science and Engineering Professional Development Committee
    iii. Chair of the Science and Engineering Promotion Committee
    iv. Chair of the Science and Engineering Grievance Committee, when appropriate
2. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
3. Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
4. Sets faculty service expectations and requirements
5. Coordinates course schedules among departments and approves department-specific course schedules
6. Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, departmental program compliance with appropriate federal regulations, accrediting standards, and other quality control measures

7. Approves curriculum changes (excluding general education) that affect the College of Science and Engineering and have been assigned a proposal number on the Curriculum Change Proposal cover page
8. Forwards all approved curriculum changes to the Provost/Chief Academic Officer
9. Communicates the following procedures for curriculum change with faculty members of the College of Science and Engineering
    a. The person originating a curriculum change completes the Curriculum Change Proposal cover page and attaches necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).
    b. The cover page receives the necessary signatures (e.g., college dean and Registrar's Office) and a proposal number before being submitting to the originator's department.
    c. If approved by the department, the curriculum change is submitted to the Dean of the College of Science and Engineering.
    d. If the curriculum change only affects one department, the Dean of the College of Science and Engineering approves and forwards the curriculum change to the Provost/Chief Academic Officer.
    e. If the curriculum change affects multiple departments, the College of Science and Engineering must approve the curriculum change before the college dean approves and forwards the curriculum change to the Provost/Chief Academic Officer.
    f. Following approval by the Provost/Chief Academic Officer (with Academic Council and University Faculty approval, when required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.5.2.2 Science and Engineering Curriculum Committee

The Science and Engineering Curriculum Committee consists of faculty members from the College of Science and Engineering assigned by the college dean for a term of two years. The Dean of the College of Science and Engineering assigns the chair of the committee. The Science and Engineering Curriculum Committee manages the following responsibilities.

1. Reviews curriculum change proposals submitted by college faculty members
2. Monitors the progress of curriculum change proposals throughout the process
3. Works in conjunction with the college dean and the Provost/Chief Academic Officer to develop up-to-date, relevant academic programs in response to market trends and faculty expertise.

3.5.2.3 Science and Engineering Program Assessment Committee

The Science and Engineering Program Assessment Committee consists of faculty members from the College of Science and Engineering assigned by the college dean for a term of two years. The Dean of the College of Science and Engineering assigns the chair of the committee. The Science and Engineering Curriculum Committee manages the following responsibilities.

1. Reviews annual program review reports submitted by the college school and departments
2. Tracks program changes initiated by faculty members in response to assessment data
3. Monitors the college program-level outcomes and assessment process with a specific review of assessment documentation (program outcomes, curriculum map, and assessment rubrics) for new programs approved by the college school or departments

3.5.2.4 Science and Engineering Promotion Committee

The Science and Engineering Promotion Committee consists of faculty members from the College of Science and Engineering assigned by the college dean for a term of two years and one faculty member from outside the College of Science and Engineering chosen by the committee. The Dean of the College of Science and Engineering assigns the chair of the committee, who must be a full-professor. The Science and Engineering Promotion Committee manages the following responsibilities.

1. Coordinates the process of promotion in rank, including working with the Teaching Excellence Office in evaluating applicants

2. Evaluates and recommends faculty members for promotion with appropriate rationale to the college dean
3. Promotes teaching excellence in faculty instruction

3.5.2.5 Science and Engineering Grievance Committee

The Science and Engineering Grievance Committee consists of faculty members from the College of Science and Engineering assigned by the college dean for a term of one year. The Dean of the College of Science and Engineering assigns the chair of the committee. The Science and Engineering Grievance Committee manages the following responsibilities.

1. Investigates assigned issues related to the college faculty and makes recommendations to the college dean concerning the resolution of the issue
2. Performs the functions outlined in the section titled "Grievance and Conflict Resolution Procedure" in Chapter 2 of this handbook.

3.5.3 College Policies

The College of Science and Engineering adheres to all University policies, as recorded in the section titled "Policies and Procedures" in Chapter 2 of this handbook. The following policies are in addition to the University policies and apply specifically to the College of Science and Engineering.

3.5.3.1 Definition of Terminal Degree in College of Science and Engineering

The College of Science and Engineering recognizes an earned doctorate from a regionally and/or professionally accredited institution in an area appropriate to the instructional assignment as a terminal degree.

3.5.3.2 Full-Time Teaching Load in College of Science and Engineering

The normal full-time teaching load is 24-25 credit hours per academic year (fall and spring semesters). Extra compensation begins at 26 hours. Generally, advisement time, class preparation time, course coordination duties, and office hours do not earn load credit; such duties are responsibilities of all faculty members.

3.5.3.3 Office Hours for College of Science and Engineering Regular Faculty

Regular faculty members are expected to post and maintain a schedule that provides a minimum of 7½ office hours per week distributed with at least one hour per academic day for the purpose of advising and/or consulting with students. Times scheduled must be convenient for students. Regular faculty members need to be available in their offices for walk-in traffic or phone calls during scheduled office hours.

3.5.3.4 Promotion Criteria Specific to College of Science and Engineering

In addition to the minimum criteria required for promotion as indicated in chapter 2 of this handbook, the College of Science and Engineering requires faculty members to meet the following criteria to be eligible for promotion. The college dean will work to create a balance within the college with an emphasis in each of the areas of teaching excellence, professional activities, and University and community service and advisement based on faculty gifts and strengths.

Promotion from Assistant Professor to Associate Professor

Requires the applicant to meet the following requirements.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to have three or more professional activities as preapproved by the college dean. These activities must include two or more juried publication(s) and one or more presentation(s) at regional or above juried conferences for a total of three professional activities.

- A secured grant or submitted patent qualifies as a juried publication.
- Other outstanding academic activities can replace one or more of the required presentations, including but not limited to active leadership roles in professional organizations; facilitating student research with student presentations at regional or above professional conferences; engaging student groups in collaborative professional or competitive experiences external to the University; and hosting regional or above professional conferences at the University.

University and community service and advisement

Requires three activities from the following areas:

- College service: Presentations, Committees; Chair
- University service: Presentations, Committees
- Community service: Presentations, Committees
- Discipline-specific professional service: Presentations, Committees

And must include

- Advisement: provides evidence of successfully advising undergraduate students

Promotion from Associate Professor to Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to have (since the last promotion) four or more professional activities as preapproved by the college dean. These activities must include three or more juried publication(s) and one or more presentation(s) at regional or above juried conferences for a total of four professional activities.

- A secured grant or submitted patent qualifies as a juried publication.
- Other outstanding academic activities can replace one or more of the required presentations, including but not limited to active leadership roles in professional organizations; facilitating student research with student presentations at regional or above professional conferences; engaging student groups in collaborative professional or competitive experiences external to the University; and hosting regional or above professional conferences at the University.

University and community service and advisement

Requires three activities from the following areas:

- College service: Presentations, Committees; Chair
- University service: Presentations, Committees
- Community service: Presentations, Committees
- Discipline-specific professional service: Presentations, Committees

And must include
- Advisement: provides evidence of successfully advising undergraduate students

Promotion from Professor to Senior Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a minimum demonstration of continual growth in the three required domains of Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy; requirements for growth in additional domains may be adjusted based on faculty member's area of emphasis.

Scholarship and Professional Activities

Requires the applicant to have (since the last promotion) five or more professional activities as preapproved by the college dean. These activities must include three or more juried publication(s) and two or more presentation(s) at regional or above juried conferences for a total of five professional activities.
- A secured grant or submitted patent qualifies as a juried publication.
- Other outstanding academic activities can replace one or more of the required presentations, including but not limited to active leadership roles in professional organizations; facilitating student research with student presentations at regional or above professional conferences; engaging student groups in collaborative professional or competitive experiences external to the University; and hosting regional or above professional conferences at the University.

University and community service and advisement

Requires three activities in the following areas:
- College service: Presentations, Committees; Chair
- University service: Presentations, Committees
- Community service: Presentations, Committees
- Discipline-specific professional service: Presentations, Committees

And must include
- Advisement: provides evidence of successfully advising undergraduate students

3.5.3.5 Senior Professor Review Requirements in the College of Science and Engineering

The Senior Professor Professional Review requires Senior Professors to meet the following requirements since the previous review or last promotion.

Teaching Excellence

Requires a demonstration of continual growth in the three required domains: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, but may be adjusted based on faculty area of emphasis.

Scholarship and Professional Activities

Requires evidence (since the last review) of three professional activities as preapproved by the college dean. These must include one or more publication(s) and may include two or more presentation(s) at regional or above juried conferences for a total of three professional activities.
- A secured grant or submitted patent qualify as a juried publication.
- Other outstanding academic activities can replace one or more of the presentations, including but not limited to active leadership roles in professional organizations; facilitating student research with student presentations at regional or above professional conferences; engaging student groups in collaborative professional or competitive experiences external to the University; and hosting regional or above professional conferences at the University.

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees; Chair
- University service: Presentations, Committees
- Community service: Presentations, Committees
- Discipline-specific professional service: Presentations, Committees

And must include

- Advisement: provides evidence of successfully advising undergraduate students

3.6 COLLEGE OF THEOLOGY AND MINISTRY

3.6.1 Administrative Structure

3.6.1.1 Dean

In leading the College of Theology and Ministry, the college dean performs the following functions.

1. Administers the College of Theology and Ministry as approved by the Board of Trustees and authorized by the President and the Provost/Chief Academic Officer
2. Serves as the Chair of the College of Theology and Ministry to facilitate the organization of the college faculty and provide leadership
3. Is responsible for achieving and maintaining accreditation of all programs and positive relationships with certifying and accrediting agencies and for operating within the framework of policies and standards established by the accreditors
4. Is actively involved with guest lecturing, panel presentations, team teaching, and other activities equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer
5. Seeks and maintains mutually beneficial relationships among students, faculty, staff, and administration as well as with parents, church bodies, academic associations, educational institutions, and the public
6. Determines faculty needs and, with the aid of the associate dean and department chair, recruits faculty members and endorses faculty members recommended by current faculty for appointment and promotions
7. Reviews and approves paper work for hiring and terminating department employees
8. Is responsible for leadership in matters of conduct, spiritual growth, and professional growth of college faculty members
9. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
10. Encourages interdisciplinary activities
11. Communicates the priorities of the College of Theology and Ministry to the Provost/Chief Academic Officer
12. Oversees academic program assessment
13. Assembles, approves, and justifies the budgets of the college
14. Reviews and approves student petitions
15. Meets with students to address personal academic issue.
16. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
17. Promotes faculty research activities
18. Oversees faculty discipline and grievance procedures
19. Supervises and facilitates the College of Theology and Ministry' continuing education program
20. Supervises the personnel, funds, facilities, and equipment in the College of Theology and Ministry
21. Is responsible for establishing the atmosphere and ethos in which quality theological education occurs
22. Oversees the production and/or revision of the College of Theology and Ministry' publications, including the college's sections of the University catalog and the *Faculty and Administration Handbook*
23. Serves as an ex-officio member of all college committees
24. Reports to the Provost/Chief Academic Officer

3.6.1.2 Associate Dean

In assisting the college dean in leading the College of Theology and Ministry, the associate dean performs the following functions.

1. Is the chief academic administrator of the College of Theology and Ministry
2. Administers the academic program of the Graduate School of Theology and Ministry at all levels including class and examination scheduling, classroom assignments, academic advisement/orientation for both faculty and students, and the application and regulation of academic rules and policies
3. Teaches regularly scheduled courses for a minimum total of 3 credit hours per semester and may apply up to 3 credit hours of summer teaching toward a minimum 6-credit hour annual total
4. Supervises (with close consultation with the college dean) the development, administration, and evaluation of the curriculum
5. Coordinates the preparation of the schedule of class offerings
6. Oversees academic program assessment
7. Serves as chair of the Graduate School of Theology and Ministry Curriculum Committee and the Undergraduate Theology and Ministry Curriculum Committee
8. Prepares the catalog and related academic literature
9. Approves syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
10. Oversees the production and/or revision of the College of Theology and Ministry' publications, including the college's sections of the University catalog
11. Reports to the Dean of the College of Theology and Ministry

3.6.1.3 Assistant Dean

In assisting the college dean in leading the School of Counseling, the assistant dean performs the following functions.

1. Administers the academic program of the School of Counseling at all levels including class and examination scheduling, classroom assignments, academic advisement/orientation for both faculty and students, and the application and regulation of academic rules and policies
2. Teaches regularly scheduled courses for a minimum total of 3 credit hours per semester and may apply up to 3 credit hours of summer teaching toward a minimum 6-credit hour annual total
3. Supervises (with close consultation with the college dean) the development, administration, and evaluation of the curriculum
4. Coordinates the preparation of the schedule of class offerings
5. Oversees academic program assessment
6. Serves as chair of the School of Counseling Curriculum Committee
7. Prepares the catalog and related academic literature
8. Approves syllabi for all scheduled courses and submits them to the syllabi webpage according to published deadlines
9. Reports to the Associate Dean of the College of Theology and Ministry

3.6.1.4 Undergraduate Department Chair

In leading the undergraduate department, the chair performs the following functions.

1. Promotes communication among students, parents, faculty, and staff at the department level
2. Assists the college dean in the selection, supervision, and classification of faculty members
3. Administers the undergraduate academic program
4. Teaches regularly scheduled courses for a minimum total of 9 credit hours per semester
5. Is responsible for maintaining a good working environment
6. Recommends curricula modifications
7. Proposes faculty assignments to the college dean after consultation with the persons involved
8. Receives for approval purchase requisitions, work orders, and all other requisitions made by faculty and staff members
9. Completes paper work for hiring and terminating department employees

10. Is responsible for program assessment
11. Submits syllabi for all scheduled courses to the college dean according to published deadlines
12. Reviews and submits textbook orders to the college dean according to published deadlines
13. Provides for appropriate advisement of students
14. Maintains up-to-date inventories of supplies and equipment
15. Presents periodic status reports to the college dean
16. Oversees the production and/or revision of department publications, including the department's sections of the University catalog and the *Faculty and Administration Handbook*
17. Reports to the Dean of the College of Theology and Ministry

3.6.1.5 Directors

In assisting to lead the College of Theology and Ministry, the directors perform the following functions.

Director of the Doctor of Ministry Program

1. Administers the Doctor of Ministry program
2. Supervises the recruitment and admission of candidates for doctoral programs
3. Coordinates with the Dean and Associate Dean of the College of Theology and Ministry the faculty assignments in the doctoral program
4. Coordinates with the Dean and Associate Dean of the College of Theology and Ministry the scheduling of doctoral seminars and workshops
5. Serves on the Theology and Ministry Financial Aid Committee
6. Reports to the Dean of the College of Theology and Ministry

Director of Student Affairs and Placement

1. Monitors student lifestyle and advises students concerning personal issues
2. Assigns a faculty advisor to each new student
3. Monitors chapel attendance
4. Serves as faculty advisor to the college's student advisory council and supervises activities presented by the council, such as banquets and retreats
5. Plans the annual Career Day Seminar
6. Provides career counseling for students, helping them discover ministry gifts, giving vocational direction, assisting in writing resumes, and teaching interview skills
7. Hosts potential employers who visit the campus
8. Provides assistance to alumni who are seeking positions
9. Publishes current information concerning employment opportunities, especially those dealing with church, parachurch, missions, and counseling positions
10. Reports to the Dean of the College of Theology and Ministry

Director of Field Education

1. Supervises field education program for students in residential and modular programs
2. Cultivates and develops appropriate sites for church and community field education
3. Oversees, trains, and supports on-site and faculty supervisors
4. Oversees academic program assessment
5. Reports to the Dean of the College of Theology and Ministry

Director of Assessment

1. Supervises the assessment process for all degree programs
2. Manages all aspects of program assessment
3. Reports to the Dean of the College of Theology and Ministry

Director of Modular and Distance Education Programs

1. Provides administrative oversight to the modular and distance education programs
2. Coordinates with the Dean and Associate Dean of the College of Theology and Ministry to assign faculty members to modular/distance education classes
3. Reports to the Dean of the College of Theology and Ministry

3.6.2 Committees

3.6.2.1 College of Theology and Ministry

The College of Theology and Ministry consists of all regular faculty members in the college. The Dean of the College of Theology and Ministry serves as chair of the college. The College of Theology and Ministry manages the following responsibilities.

1. Receives monthly reports from the following
   a. Dean of the College of Theology and Ministry
   b. Associate Dean of the College of Theology and Ministry
   c. Chair of the Undergraduate Department of the College of Theology and Ministry
   d. Chair of the Theology and Ministry Promotion Committee
   e. Chair of the Theology and Ministry Grievance Committee, when appropriate
2. Sets faculty scholarly expectations and requirements, such as research, relevant inquiry, peer-reviewed publications, and creative works
3. Recommends faculty appointments, promotion, and awards to the Provost/Chief Academic Officer
4. Sets faculty service expectations and requirements
5. Coordinates course schedules among departments and approves department-specific course schedules
6. Oversees, in conjunction with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, departmental program compliance with appropriate federal regulations, accrediting standards, and other quality control measures
7. Approves appropriate college-based changes consistent with university academic outcomes
8. Recommends appropriate proposals to Academic Council

3.6.2.2 Theology and Ministry Promotion Committee

The Theology and Ministry Promotion Committee consists of all faculty members in the College of Theology and Ministry and one faculty member from outside the College of Theology and Ministry chosen by the committee. The members of the committee select the chair of the committee, who must be a full-professor. The Theology and Ministry Promotion Committee manages the following responsibilities.

1. Promotes standards of excellence in faculty instruction
2. Coordinates the process of promotion in rank, including working with the Dean and Associate Dean of the College of Theology and Ministry in evaluating classroom performance of applicants
3. Evaluates and recommends for promotion with appropriate rationale to the college dean
4. Identifies opportunities for continued training

3.6.2.3 Theology and Ministry Grievance Committee

The Theology and Ministry Grievance Committee consists of college faculty members selected by the College of Theology and Ministry. The members of the committee select the chair of the committee. The Theology and Ministry Grievance Committee performs the functions outlined in the section titled "Grievance and Conflict Resolution Procedure" in Chapter 2 of this handbook.

3.6.2.4 Graduate Theology and Ministry Faculty Committee

The Graduate Theology and Ministry Faculty Committee consists of all regular faculty members in the Graduate School of Theology and Ministry. The Dean of the College of Theology and Ministry serves as the chair of the committee. The Graduate Theology and Ministry Faculty Committee serves

as the primary advisory body on academic matters related to the Graduate School of Theology and Ministry.

3.6.2.5 Graduate Theology and Ministry Academic Policy Committee

The Graduate Theology and Ministry Academic Policy Committee consists of the Associate Dean of the College of Theology and Ministry and additional college faculty members assigned by the college dean. The Associate Dean of the College of Theology and Ministry serves as the chair of the committee. The Graduate Theology and Ministry Faculty Committee recommends policies and procedures concerning academic matters, such as guidelines for directed studies, to the college.

3.6.2.6 Graduate Theology and Ministry Curriculum Committee

The Graduate Theology and Ministry Curriculum Committee consists of the Associate Dean of the College of Theology and Ministry, the program directors, the academic area coordinators, and a student assigned by the Dean of the College of Theology and Ministry. The Associate Dean of the College of Theology and Ministry serves as chair of the college. The Graduate Theology and Ministry Curriculum Committee manages the following responsibilities.

1. Maintains constant evaluation of the curriculum in the Graduate School of Theology and Ministry
2. Accepts for consideration curriculum change proposals that affect the Graduate School of Theology and Ministry and have been assigned a proposal number. The Curriculum Change Proposal form must be used. Curriculum proposals are required for the following.
    a. New courses and programs
    b. Additions and/or deletions (including course reactivation) of courses, programs, degrees, cognates, and concentrations
    c. Substantial changes in majors, minors, cognates, and concentrations. Substantial changes include but are not limited to the number of hours required.
    d. Changes in course numbers, credit hours, and/or grade mode (e.g., pass/fail to grade)
    e. Substantial changes in course content for existing courses. A name change that is not accompanied by course content changes or a grade mode change needs only the college dean's approval.
3. Presents recommendations for curriculum change proposals to the Graduate Theology and Ministry Faculty Committee
5. Approves all *ad hoc* courses by the same procedure as courses submitted for permanent approval except they need not be submitted to the Graduate Theology and Ministry Faculty Committee. *Ad hoc* courses can be approved for only one academic year (fall, spring, and summer terms) at a time and for only two academic years (fall, spring, and summer terms) total. *Ad hoc* courses are not listed in the University catalog.
6. Communicates the following procedures for curriculum change proposals with the faculty members in the Graduate School of Theology and Ministry.
    a. The person initiating a change completes the Curriculum Change Proposal form and includes necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).
    b. The proposal receives the necessary signatures (e.g., chair, college dean, and Provost/Chief Academic Officer) and proposal number before being submitted to the appropriate curriculum committee.
    c. The Graduate Theology and Ministry Curriculum Committee meets to vote on the proposed curriculum change.
    d. If approved, the proposal goes before the Graduate Theology and Ministry Faculty Committee for a vote.
    e. If approved, the proposal receives a signature from the Dean of the College of Theology and Ministry.
    f. The Dean of the College of Theology and Ministry forwards the proposal to the Provost/Chief Academic Officer. If a curriculum change potentially affects another graduate school, the matter is brought before the Academic Council and University Faculty as needed for approval.

g. Following final approval, the proposal is forwarded to the Registrar's Office, that forwards a copy to each of the following people: the originator, the Associate Dean of the College of Theology and Ministry, Dean of the College of Theology and Ministry, Provost/Chief Academic Officer, Coordinator of International Students, Dean of the University Library, and Library Faculty Facilitator. (Note: The curriculum change becomes effective with the next catalog.)

3.6.2.7 Graduate Theology and Ministry Assessment Committee

The Graduate Theology and Ministry Assessment Committee consists of the Director of Assessment and additional college faculty members assigned by the college dean. The Director of Assessment serves as the chair of the committee. The Graduate Theology and Ministry Assessment Committee assists the Director of Assessment on matters relating to the assessment of students.

3.6.2.8 Graduate Theology and Ministry Admissions/Recruitment Committee

The Graduate Theology and Ministry Admissions/Recruitment Committee consists of the Dean of the College of Theology and Ministry, Associate Dean of the College of Theology and Ministry, Director of the Doctor of Ministry Program, the Director of Modular and Distance Education, and area coordinators. The Dean of the College of Theology and Ministry serves as the chair of the committee. The Graduate Theology and Ministry Admissions/Recruitment Committee manages the following responsibilities.

1. Develops and reviews admission policies and procedures for the graduate programs
2. Is responsible for the acceptance or non-acceptance of candidates for admission into the graduate programs
3. Conducts interviews with prospective students when necessary
4. Establishes deadlines for application and notification of students regarding acceptance

3.6.2.9 Graduate Theology and Ministry Administrative Committee

The Graduate Theology and Ministry Administrative Committee consists of the Dean of the College of Theology and Ministry, Associate Dean of the College of Theology and Ministry, Director of the Doctor of Ministry Program, Director of Student Affairs and Placement, Director of Field Education, Director of Assessment, and others assigned by the college dean. The Dean of the College of Theology and Ministry serves as the chair of the committee. The Graduate Theology and Ministry Administrative Committee evaluates and makes recommendations regarding college operation.

3.6.2.10 Committee on the Theology Library/Holy Spirit Research Center

The Committee on the Theology Library/Holy Spirit Research Center consists of the Theology Librarian, Director of the Holy Spirit Research Center, and others assigned by the college dean, including a student representative. The Dean of the College of Theology and Ministry assigns the chair of the committee. The Committee on the Theology Library/Holy Spirit Research Center manages the following responsibilities.

1. Advises the theology librarian and the Director of the Holy Spirit Research Center regarding the acquisition and arrangement of materials, the utilization of the facilities by theology students, and the general operation of the theological library facilities
2. Analyzes areas of need, interprets policies to students and faculty, and serves as liaison between the library and the learning community—as pertaining to theology holdings and services

3.6.2.11 Doctor of Ministry Committee

The Doctor of Ministry Committee consists of the Director of the Doctor of Ministry Program and others assigned by the Dean of the College of Theology and Ministry. The Director of the Doctor of Ministry Program serves as the chair of the committee. The Doctor of Ministry Committee advises the Director of the Doctor of Ministry Program on matters relating to the Doctor of Ministry program.

3.6.2.12 Theology and Ministry Financial Aid Committee

The Theology and Ministry Financial Aid Committee consists of the Dean of the College of Theology and Ministry, Associate Dean of the College of Theology and Ministry, the Director of the Doctor of Ministry Program, a financial aid advisor, and others assigned by the college dean. The Dean of the College of Theology and Ministry serves as the chair of the committee. The Theology and Ministry Financial Aid Committee manages the following responsibilities.

1. Recommends financial aid budget requests
2. Apportions financial aid among students in the college

3.6.2.13 ATS Standards Committee

The ATS Standards Committee consists of the Dean of the College of Theology and Ministry, Associate Dean of the College of Theology and Ministry, College of Theology and Ministry faculty members as assigned by the college dean, and student representatives. The Dean of the College of Theology and Ministry serves as the chair of the committee. The ATS Standards Committee assures compliance with ATS accrediting standards.

3.6.2.14 Theology and Ministry Modular and Distance Education Committee

The Theology and Ministry Modular and Distance Education Committee consists of the Director of Modular and Distance Education Programs and others assigned by the college dean. The Director of Modular and Distance Education Programs serves as the chair of the committee. The Theology and Ministry Modular and Distance Education Committee manages the following responsibilities.

1. Explores the possibility of course offerings through modular/distance settings
2. Acts as an approval agent
3. Develops and reviews plans for modular and distance education programs
4. Advises the Director of Modular and Distance Education Programs

3.6.2.15 Theology and Ministry Field Education Committee

The Theology and Ministry Field Education Committee consists of the Director of Field Education and others assigned by the college dean. The Director of Field Education serves as the chair of the committee. The Theology and Ministry Field Education Committee manages the following responsibilities.

1. Oversees practicum and intern courses and advises the Director of Field Education in matters pertaining to supervised ministry experiences required to complete the M.A. and M.Div. degrees
2. Serves as a liaison to the internship and practicum programs in the counseling area

3.6.2.16 Theology and Ministry Student Grievance Committee

The Theology and Ministry Student Grievance Committee consists of the Director of Student Affairs and Placement and faculty members assigned by the college dean. The Director of Student Affairs and Placement serves as the chair of the committee. The Theology and Ministry Student Grievance Committee manages the following responsibilities.

1. Oversees the development of policies regarding student grievance issues
2. Promotes public awareness of student grievance procedures
3. Acts upon grievances submitted by students

3.6.2.17 Theology and Ministry Student Council

The Theology and Ministry Student Council consists of the Director of Student Affairs and Placement and all of the members of the Graduate Theology Student Assembly. The Director of Student Affairs and Placement serves as the chair of the council. The Theology and Ministry Student Council plans and implements events and experiences designed to enhance fellowship and spiritual formation.

3.6.2.18 Theology and Ministry Student Ministries

The Theology and Ministry Student Ministries consists of the Director of Student Affairs and Placement and college faculty members assigned by the Dean of the College of Theology and Ministry. The Director of Student Affairs and Placement serves as the chair of the committee. The Theology and Ministry Student Ministries plans and implements ministry opportunities for seminarians.

3.6.2.19 Undergraduate Theology and Ministry Faculty Committee

The Undergraduate Theology and Ministry Faculty Committee consists of all regular faculty members in the Undergraduate Department of the College of Theology and Ministry. The Chair of the Undergraduate Department serves as the Chair of the committee. The Undergraduate Theology and Ministry Faculty Committee serves as the primary advisory body on academic matters in the Undergraduate Department of the College of Theology and Ministry.

3.6.2.20 Undergraduate Theology and Ministry Curriculum Committee

The Undergraduate Theology and Ministry Curriculum Committee consists of all regular undergraduate faculty members in the College of Theology and Ministry. The Chair of the Undergraduate Department in the College of Theology and Ministry serves as Chair of the committee. The Undergraduate Theology and Ministry Curriculum Committee manages the following responsibilities.

1. Maintains constant evaluation of the curriculum in the undergraduate department of the College of Theology and Ministry.
2. Accepts for consideration curriculum change proposals (excluding general education) that affect the undergraduate department of the College of Theology and Ministry and have been assigned a proposal number. The Curriculum Change Proposal form must be used. Curriculum proposals are required for the following:
    a. Additions and/or deletions (including course reactivation) of courses, programs, degrees, majors, minors, cognates, and concentrations.
    b. Substantial changes in majors, minors, cognates, and concentrations. Substantial changes include but are not limited to the number of hours required.
    c. Changes in course numbers, credit hours, and/or grade mode (e.g., pass/fail to grade).
    d. Substantial changes in course content for existing courses. A name change that is not accompanied by course content changes or a grade mode change needs only the college dean's approval.
3. Recommends appropriate curriculum change proposals to the College of Theology and Ministry.
4. Forwards all college-approved curriculum changes to the Provost/Chief Academic Officer. If a student, program, or cross-listed course outside of a college is affected by any of the changes then that change must be approved by the Academic Council.
5. Approves all *ad hoc* courses by the same procedure as courses submitted for permanent approval except they need not be submitted to the entire college. *Ad hoc* courses can be approved for only one academic year (fall, spring, and summer terms) at a time and for only two academic years (fall, spring, and summer terms) total. *Ad hoc* courses are not listed in the University catalog.
6. Communicates the following procedures for curriculum change with the faculty members in the undergraduate department of the College of Theology and Ministry.
    a. The person initiating a change completes the Curriculum Change Proposal form and includes necessary supplemental documents (e.g., degree plan sheet, syllabus, course description).
    b. The proposal receives the necessary signatures (e.g., chair, college dean, and Provost/Chief Academic Officer) and proposal number before being submitted to the appropriate curriculum committee.
    c. The Undergraduate Theology and Ministry Curriculum Committee meets to vote on the proposed curriculum change.
    d. If approved, the proposal goes before the Undergraduate College of Theology and Ministry Faculty Committee for a vote.

e. If approved, the proposal receives a signature from the Dean of the College of Theology and Ministry.
f. The Dean of the College of Theology and Ministry forwards the proposal to the Provost/Chief Academic Officer; if a student, program, or cross-listed course outside of the college is affected by the proposal then the proposal must be approved by the Academic Council.
g. Following final approval, the proposal is forwarded to the Registrar's Office, that forwards a copy to each of the following people: the originator, Chair of the Undergraduate Department of the College of Theology and Ministry, Dean of the College of Theology and Ministry, Provost/Chief Academic Officer, Coordinator of International Students, and Dean of the University Library. (Note: The curriculum change becomes effective with the next catalog.)

3.6.2.21 Undergraduate Theology and Ministry Assessment Committee

The Undergraduate Theology and Ministry Assessment Committee consists of the Director of Assessment and additional college faculty members assigned by the college dean. The Director of Assessment serves as the chair of the committee. The Undergraduate Theology and Ministry Assessment Committee assists the Director of Assessment on matters relating to the assessment of students.

3.6.2.22 Undergraduate Theology and Ministry Admissions/Recruitment Committee

The Undergraduate Theology and Ministry Admissions/Recruitment Committee consists of the Chair of the Undergraduate Department of the College of Theology and Ministry, Director of Admissions, and others assigned by the chair. The Chair of the Undergraduate Department of the College of Theology and Ministry serves as the chair of the committee. The Undergraduate Theology and Ministry Admissions/Recruitment Committee manages the following responsibilities.

1. Develops and reviews admission policies and procedures for the undergraduate department
2. Works with the Student Outreach and Admissions office to help in recruitment for the Undergraduate Department of the College of Theology and Ministry
3. Conducts interviews with prospective students when necessary
4. Supervises travel and organization of department recruitment outreaches

3.6.2.23 Theology and Ministry Public Relations Committee

The Theology and Ministry Public Relations Committee consists of the Chair of the Undergraduate Department of the College of Theology and Ministry, Director of Admissions, and others assigned by the chair. The Chair of the Undergraduate Department of the College of Theology and Ministry serves as the chair of the committee. The Theology and Ministry Public Relations Committee manages the following responsibilities.

1. Supervises the development of promotional materials used to promote the department.
2. Works with the college dean and the Office of the President in community outreach.

3.6.3 College Policies

The College of Theology and Ministry adheres to all University policies, as recorded in the section titled "Policies and Procedures" in Chapter 2 of this handbook. The following policies are in addition to the University policies and apply specifically to the College of Theology and Ministry.

3.6.3.1 Definition of Terminal Degree in College of Theology and Ministry

A terminal degree is an earned doctorate from a regionally and/or professionally accredited institution in a theological discipline or in an area appropriate to the instructional assignment.

3.6.3.2 Full-Time Teaching Load in College of Theology and Ministry

The normal full-time teaching load is 24-25 credit hours per academic year (fall and spring semesters) for undergraduate faculty members; extra compensation begins at 26 hours. The normal

full-time teaching load is 18 credit hours per academic year (fall and spring semesters) for graduate faculty members; extra compensation begins at 20 hours. Generally, advisement time, class preparation time, course coordination duties, and office hours do not earn load credit; such duties are responsibilities of all faculty members.

3.6.3.3 Office Hours for College of Theology and Ministry Faculty

Faculty members are expected to post and maintain a schedule that provides a minimum of 7½ office hours per week distributed with at least one hour per academic day for the purpose of advising and/or consulting with students. Times scheduled must be convenient for students. These hours are to be posted on the professor's door and adhered to strictly. Faculty members are expected to be available to students at other times by appointment. Beyond class time and office hours posted for advisement, full-time faculty members are expected to be on duty at the University, being involved in mentoring, committee work, chapel services, and other on-campus duties.

3.6.3.4 Promotion Criteria Specific to College of Theology and Ministry

In addition to the minimum criteria required for promotion as indicated in chapter 2 of this handbook, the College of Theology and Ministry requires faculty members to meet the following criteria to be eligible for promotion. Although each of the three areas would receive an equal attention, the college may adjust the weighting based on the individual's gifting and the college's need.

Promotion from Assistant Professor to Associate Professor

Requires the applicant to meet the following requirements.

Teaching Excellence

Requires a demonstration of continual growth in the three required domains: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, but may be adjusted based on faculty area of emphasis.

Professional Activities and Scholarship

The College defines Professional Activities as discussed in chapter 2 of this handbook to be activities associated with the development and distribution of new knowledge and meaningful engagement of students in research in the various fields associated with the College of Theology and Ministry.

The candidate is requires a total of 10 points from this category (of which 7 points should come from the "Scholarly Publications"). For the Graduate Faculty, a total of 15 points are required from this category (of which 10 points should come from the "Scholarly Publications"). Examples include, but are not limited, to the following.

<u>Scholarly Publications</u>

- Monograph (single author)—10 points
- Monograph (co-author)—8 points
- Monograph (multiple authors)—7 points
- Juried full-length publication (article or book chapter)—5 points
- Edited volume—4 points
- Complete an approved research project (quantitative or qualitative)—5 points
- Publish a book review—1 point

<u>Professional Activities</u>

- Conference presentation, e.g. SBL, ETS, SPS, WTS, ACA, AAMFT, CAPS—4 points

- Professional presentation, e.g. conduct an approved continuing education workshop for licensed professional therapists, provide an endorsed training seminar for clergy and/or other ministerial professionals—3 points
- Secure a grant to support research and/or a project related to the College of Theology and Ministry—3 points
- Earn a specialized credential, e.g. CPE supervisor, certification in a counseling approach/technique (e.g. EMDR, CBT, Gottman Method)—2 points
- Serve as editor or guest editor for an academic journal—2 points per volume
- Serve as a reviewer for an academic journal—1 point per review

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service:
  - Serve in a university committee
  - Serve in the accreditation process
- Community service:
  - Become endorsed/qualified by your professional organization to serve in a supervisory/leadership capacity, e.g. Presbyter/Bishop, Licensed Supervisor (LPC, LMFT, LADC)
  - Engage in approved continuing education to enhance/maintain professional credentials, e.g. ordination, state licensure
  - Demonstrate active involvement in relevant professional organizations as defined by active memberships; attendance at local, regional, and/or national conferences; presentations at local, regional, and/or national conferences; or service on boards/committees
  - Demonstrate active involvement in the community and beyond through activities, including but not limited to presentations at local churches; mission's outreach/conferences; non-profit organizations; consultation; advocacy; service on professional, community, and/or ministry boards and committees.
  - Leads a professional or academic body as an executive members.
- Discipline-specific professional service: Serve as a program chair for a professional conference
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of Ph.D. dissertation or Doctor of Ministry (D.Min.) Ministry Research Project (MRP) and/or graduate thesis or Undergraduate Writing Project

Promotion from Associate Professor to Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a demonstration of continual growth in the three required domains: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, but may be adjusted based on faculty area of emphasis.

Professional Activities and Scholarship

The College defines Professional Activities as discussed in chapter 2 of this handbook to be activities associated with the development and distribution of new knowledge and meaningful engagement of students in research in the various fields associated with the College of Theology and Ministry.

The candidate is requires a total of 12 points from this category (of which 9 points should come from the "Scholarly Publications"). For the Graduate Faculty, a total of 18 points are required from this category (of which 15 points should come from the "Scholarly Publications"). Examples include, but are not limited, to the following.

Scholarly Publications

- Monograph (single author)—10 points
- Monograph (co-author)—8 points
- Monograph (multiple authors)—7 points
- Juried full-length publication (article or book chapter)—5 points
- Edited volume—4 points
- Complete an approved research project (quantitative or qualitative)—5 points
- Publish a book review—1 point

Professional Activities

- Conference presentation, e.g. SBL, ETS, SPS, WTS, ACA, AAMFT, CAPS—4 points
- Professional presentation, e.g. conduct an approved continuing education workshop for licensed professional therapists, provide an endorsed training seminar for clergy and/or other ministerial professionals—3 points
- Secure a grant to support research and/or a project related to the College of Theology and Ministry—3 points
- Earn a specialized credential, e.g. CPE supervisor, certification in a counseling approach/technique (e.g. EMDR, CBT, Gottman Method)—2 points
- Serve as editor or guest editor for an academic journal—2 points per volume
- Serve as a reviewer for an academic journal—1 point per review

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service:
  - Serve in a university committee
  - Serve in the accreditation process
- Community service:
  - Become endorsed/qualified by your professional organization to serve in a supervisory/leadership capacity, e.g. Presbyter/Bishop, Licensed Supervisor (LPC, LMFT, LADC)
  - Engage in approved continuing education to enhance/maintain professional credentials, e.g. ordination, state licensure
  - Demonstrate active involvement in relevant professional organizations as defined by active memberships; attendance at local, regional, and/or national conferences; presentations at local, regional, and/or national conferences; or service on boards/committees
  - Demonstrate active involvement in the community and beyond through activities, including but not limited to presentations at local churches; mission's outreach/conferences; non-profit organizations; consultation; advocacy; service on professional, community, and/or ministry boards and committees.
  - Leads a professional or academic body as an executive members.
- Discipline-specific professional service: Serve as a program chair for a professional conference
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of PhD dissertation or D.Min. MRP and/or graduate thesis or Undergraduate Writing Project

Promotion from Professor to Senior Professor

Requires the applicant to meet the following requirements since the previous promotion.

Teaching Excellence

Requires a demonstration of continual growth in the three required domains: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, but may be adjusted based on faculty area of emphasis.

Professional Activities and Scholarship

The College defines Professional Activities as discussed in chapter 2 of this handbook to be activities associated with the development and distribution of new knowledge and meaningful engagement of students in research in the various fields associated with the College of Theology and Ministry.

The candidate is requires a total of 15 points from this category (of which 12 points should come from the "Scholarly Publications"). For the Graduate Faculty, a total of 20 points are required from this category (of which 17 points should come from the "Scholarly Publications"). Examples include, but are not limited, to the following.

Scholarly Publications

- Monograph (single author)—10 points
- Monograph (co-author)—8 points
- Monograph (multiple authors)—7 points
- Juried full-length publication (article or book chapter)—5 points
- Edited volume—4 points
- Complete an approved research project (quantitative or qualitative)—5 points
- Publish a book review—1 point

Professional Activities

- Conference presentation, e.g. SBL, ETS, SPS, WTS, ACA, AAMFT, CAPS—4 points
- Professional presentation, e.g. conduct an approved continuing education workshop for licensed professional therapists, provide an endorsed training seminar for clergy and/or other ministerial professionals—3 points
- Secure a grant to support research and/or a project related to the College of Theology and Ministry—3 points
- Earn a specialized credential, e.g. CPE supervisor, certification in a counseling approach/technique (e.g. EMDR, CBT, Gottman Method)—2 points
- Serve as editor or guest editor for an academic journal—2 points per volume
- Serve as a reviewer for an academic journal—1 point per review

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service:
  - Serve in a university committee
  - Serve in the accreditation process
- Community service:
  - Become endorsed/qualified by your professional organization to serve in a supervisory/leadership capacity, e.g. Presbyter/Bishop, Licensed Supervisor (LPC, LMFT, LADC)
  - Engage in approved continuing education to enhance/maintain professional credentials, e.g. ordination, state licensure
  - Demonstrate active involvement in relevant professional organizations as defined by active memberships; attendance at local, regional, and/or national conferences; presentations at local, regional, and/or national conferences; or service on boards/committees
  - Demonstrate active involvement in the community and beyond through activities, including but not limited to presentations at local churches; mission's outreach/conferences; non-profit

organizations; consultation; advocacy; service on professional, community, and/or ministry boards and committees.
    - Leads a professional or academic body as an executive members.
- Discipline-specific professional service: Serve as a program chair for a professional conference
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of PhD dissertation or D.Min. MRP and/or graduate thesis or Undergraduate Writing Project

Senior Professor Professional Review

The regular third-year review of the Senior Professor will use the following criteria since the previous review or last promotion.

Teaching Excellence

Requires a demonstration of continual growth in the three required domains: Instructional Strategies, Feedback and Assessment, and Inclusive Pedagogy, but may be adjusted based on faculty area of emphasis.

Professional Activities and Scholarship

The College defines Professional Activities as discussed in chapter 2 of this handbook to be activities associated with the development and distribution of new knowledge and meaningful engagement of students in research in the various fields associated with the College of Theology and Ministry.

The candidate is requires a total of 7 points from this category (of which 5 points should come from the "Scholarly Publications"). For the Graduate Faculty, a total of 10 points are required from this category (of which 7 points should come from the "Scholarly Publications"). Examples include, but are not limited, to the following.

<u>Scholarly Publications</u>

- Monograph (single author)—10 points
- Monograph (co-author)—8 points
- Monograph (multiple authors)—7 points
- Juried full-length publication (article or book chapter)—5 points
- Edited volume—4 points
- Complete an approved research project (quantitative or qualitative)—5 points
- Publish a book review—1 point

Professional Activities

- Conference presentation, e.g. SBL, ETS, SPS, WTS, ACA, AAMFT, CAPS—4 points
- Professional presentation, e.g. conduct an approved continuing education workshop for licensed professional therapists, provide an endorsed training seminar for clergy and/or other ministerial professionals—3 points
- Secure a grant to support research and/or a project related to the College of Theology and Ministry—3 points
- Earn a specialized credential, e.g. CPE supervisor, certification in a counseling approach/technique (e.g. EMDR, CBT, Gottman Method)—2 points
- Serve as editor or guest editor for an academic journal—2 points per volume
- Serve as a reviewer for an academic journal—1 point per review

University and community service and advisement

Requires three activities in the following areas:

- College service: Presentations, Committees, Sponsorships; Chair
- University service:

  - Serve in a university committee
  - Serve in the accreditation process
- Community service:
  - Become endorsed/qualified by your professional organization to serve in a supervisory/leadership capacity, e.g. Presbyter/Bishop, Licensed Supervisor (LPC, LMFT, LADC)
  - Engage in approved continuing education to enhance/maintain professional credentials, e.g. ordination, state licensure
  - Demonstrate active involvement in relevant professional organizations as defined by active memberships; attendance at local, regional, and/or national conferences; presentations at local, regional, and/or national conferences; or service on boards/committees
  - Demonstrate active involvement in the community and beyond through activities, including but not limited to presentations at local churches; mission's outreach/conferences; non-profit organizations; consultation; advocacy; service on professional, community, and/or ministry boards and committees.
  - Leads a professional or academic body as an executive members.
- Discipline-specific professional service: Serve as a program chair for a professional conference
- Advisement: provides evidence of successful advising of undergraduate students and/or successful supervision of PhD dissertation or D.Min. MRP and/or graduate thesis or Undergraduate Writing Project

3.7 UNIVERSITY LIBRARY

3.7.1 Administrative Structure

Led by a dean and staffed in part by University faculty, the University Library functions as a college of the University.

3.7.1.1 Dean

In leading the University Library, the dean performs the following functions.

1. Administers the library and the University archives
2. Determines the library college resource needs in consultation with the college deans
3. Determines the library college personnel needs, recruits faculty members, and endorses faculty members recommended by current faculty for appointment and promotion
4. Assembles and justifies the library college budget
5. Seeks and maintains mutually beneficial relationships on campus among students, faculty, staff, and administration
6. Is responsible for leadership in matters of character, conduct, spiritual growth, and professional growth of the library college faculty members
7. Directs strategic planning for the library college, including recommending the adoption of new programs and the elimination of outdated programs
8. Encourages interdisciplinary activities (cross-pollination)
9. Communicates achievements, challenges, and priorities of the library college to the Provost/Chief Academic Officer
10. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
11. Promotes research activities among the library college faculty members
12. Oversees the library college faculty discipline and grievance procedures
13. Supervises the personnel, funds, facilities, and equipment
14. Is responsible for establishing the atmosphere and ethos in which a quality library operates and quality education occurs
15. Reports to the Provost/Chief Academic Officer

3.7.1.2 Assistant Library Directors

In assisting the dean in leading the library college, the assistant directors perform the following functions.

1. Assist the dean in preparing the budget
2. Determine personnel needs for areas of supervision
3. Cooperate with and support the other library college directors and all other library faculty
4. Submit regular status reports to the dean
5. Protect confidentiality by appropriately handling sensitive materials
6. Assist the dean to project growth needs and establish priorities
7. Oversee and coordinate library functions and services in respective areas
8. Report to the Dean of the University Library

3.7.2 Policies

The library college adheres to all University policies, as recorded in the section titled “Policies and Procedures” in Chapter 2 of this handbook. The following policy is in addition to the University policies and applies specifically to the library college.

3.7.2.1 Definition of Terminal Degree in the University Library

In the University Library, the terminal professional degree is an American Library Association-accredited master's degree in Library Science or its equivalent in the appropriate area (e.g., library, educational media).

3.7.3 Faculty

Faculty members in the University Library typically have the dual responsibility of possessing knowledge of the library profession and subject competency. Professional knowledge is competency in the theory of librarianship, library operational procedures, and the research process. Subject competency is knowledge of another academic discipline and is obtained through continuing education toward a second master's degree, a doctoral degree, or their equivalents.

3.7.3.1 Faculty Ranks in the University Library

The potential ranks and the minimum requirements for faculty members in the library college are as follows.

Instructor

1. A minimum of a Bachelor degree from an accredited institution with 18 graduate hours in a library science-related field or nationally recognized academic professional accomplishments
2. Experience related to academic library work fitting the position

Lecturer

1. An ALA-accredited MLIS or equivalent degree or a master's degree in a subject fitting the library's needs
2. Demonstrated potential for a successful career in academic librarianship

Assistant Professor

1. An ALA-accredited MLIS or equivalent degree, plus a second master's degree in an area pertinent to the position, or equivalent exceptional academic professional accomplishments
2. A minimum of 3 years of experience with significant accomplishments in an academic library

Associate Professor

1. An earned, accredited doctorate in a subject pertinent to the position
2. A minimum of 5 years of full-time faculty-equivalent service experience in an academic library, with demonstrated excellence in each or nearly all of these: teaching, librarianship, scholarship, professional activities, and university service

Professor

1. An earned, accredited doctorate in a subject pertinent to the position
2. A minimum of 10 years of full-time faculty-equivalent service in an academic library, with demonstrated excellence in each or nearly all of these: teaching, librarianship, scholarship, professional activities, and university service

Senior Professor

1. An earned, accredited doctorate in a subject pertinent to the position
2. A minimum of 15 years of full-time faculty-equivalent service in an academic library, with demonstrated excellence in each or nearly all of these: teaching, librarianship, scholarship, professional activities, and university service

3.7.3.2 Professional Activities and Service in the University Library

Library Faculty should demonstrate accomplishments in scholarly and professional activities and University and community service. Evidence for each domain is provided by the applicant and will

be judged for its academic and professional quality and significance. Activities that qualify for points to be applied to the rubric in 3.7.3.3 include, but are not limited to, the following.

Scholarly Activities (2 points each unless indicated otherwise)
- Publish a book (3 points) or book chapter, not self-published
- Publish a scholarly article in peer-reviewed journals
- Complete a doctorate degree relevant to the position held (3 points)
- Publish a book review in a peer-reviewed journal (1 point)
- Presentation at a national conference, workshops or symposia (1-2 points)
- Develop and compile bibliographies or other bibliographic aids for publication or to support professional meetings and programs (1 point)
- Serve in an editorial role in scholarly publications such as books, journals, open access initiatives, and other library-based publishing initiatives (1 point)
- Notable professional accomplishments recognized or utilized outside the University
- Write and receive grant for the Library

Professional Activities (1 point each)
- Hold memberships and actively participate in professional societies such as American Library Association, Association for Christian Librarians, and Association for Library Collection & Technical Services Cataloging & Classification Librarians throughout the time in rank
- Engage in research in librarianship through needs assessments, collection use studies, trends studies, surveys, or measurement studies the benefit the Library
- Professional development in library work through completing continuing education courses, webinars, workshops, attending academic conferences or earning advanced degrees
- Create, develop, curate, publicize and special exhibits and programs that promote learning
- Contribute to development of professional or technical standards, either within the Library or the library profession as a whole (Publishing a scholarly article about such accomplishments is also counted toward a publishing activity.)
- Initiate and implement new ideas, programs, technology, library services, or alternative approaches to library services, procedures, or uses of space
- Identify appropriate funding sources, develop ideas that match funding source interests
- Receive honors, awards, or other professional recognition in the profession or from the University, etc.
- Contribute specialized research to university committees and taskforces
- Other professional achievements which could include, but are not limited to, creative works in subject specialties, bibliographic aids and finding aids, cataloging and technical services accomplishments, collaborative scholarship with other departments, notable specialized research library guides, contributing content to accreditation documents for university departments, introducing new learning technologies, and other significant achievements

University and Community Service (1 point each)
- Hold memberships and actively participate in professional societies such as American Library Association, Association for Christian Librarians, and Association for Library Collection & Technical Services Cataloging & Classification Librarians throughout the time in rank
- Engage in research in librarianship through needs assessments, collection use studies, trends studies, surveys, or measurement studies the benefit the Library

3.7.3.3 Promotion Points Rubric for Scholarly, Professional, Service Activities

Library promotion is based on a minimum number of points required from a combination of scholarly and professional activities and University and community service. The number of points in

each category may vary from applicant to applicant, based on accomplishments, as long as each category is represented and the minimum point requirement is met.

Promotion in Rank	*Minimum Points Required*	*Scholarly Goal*	*Professional Goal*	*Service Goal*
Lecturer to Assistant Professor	5	1-2	2-4	1-2
Assistant Professor to Associate Professor	10	2-3	3-6	2-3
Associate Professor to Professor	12	3-4	4-7	2-3
Professor to Senior Professor	15	4-6	5-8	2-3

3.7.3.4 University Library Promotion Committee

The University Library Promotion Committee consists of two or more peer library faculty members and one or more faculty members from outside the University Library to be appointed to the committee by the Dean of the University Library. The dean also appoints the chair of the committee. The University Library Promotion Committee is responsible for the following:

- Coordinating the process of promotion in rank, including working with the dean in considering the applications of all applicants
- Evaluating the criteria and evidence of the faculty application and providing a report of the findings to the dean.
- Maintaining the highest standards of library professionalism and evaluation of the promotion criteria.

3.8 ONLINE AND LIFELONG LEARNING

3.8.1 Administrative Structure

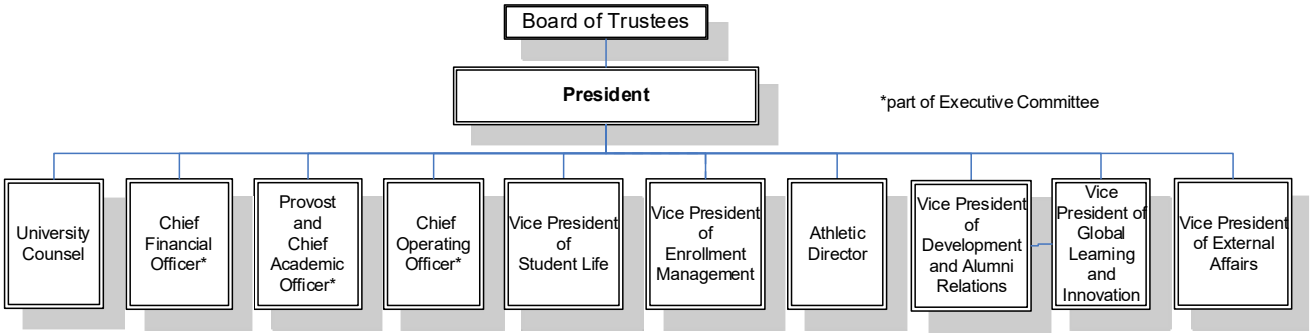
3.8.1.1 Assistant Dean of Online and Lifelong Learning

In leading Online and Lifelong Learning, the Assistant Dean performs the following functions.

1. Administers Online and Lifelong Learning programs, including adult education and special programs, as approved by the Board of Trustees and authorized by the President and the Provost/Chief Academic Officer
2. Promotes communication among students, parents, faculty, staff, and chairs
3. Coordinates with the various departments and colleges within the University in offering courses and programs
4. Contracts for academic services to support Online and Lifelong Learning programs from University faculty members when available and otherwise from external sources
5. Administers the use of facilities and equipment that support Online and Lifelong Learning and its programs
6. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
7. Supervises the development of the curricula for instructional programs into appropriate formats and course schedules
8. Supervises online adjunct faculty members selected and classified by the department appropriate to the faculty members' teaching responsibility
9. Communicates the priorities of Online and Lifelong Learning to the Provost/Chief Academic Officer
10. Assembles, approves, and justifies the budgets of Online and Lifelong Learning and its programs
11. Reviews and approves student petitions
12. Meets with students to address personal academic issues
13. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
14. Consults appropriate agencies, organizations, or publications to keep abreast of trends in the field of distance education
15. Oversees the production and/or revision of Online and Lifelong Learning publications, including appropriate sections of the University catalog and the *Faculty and Administration Handbook*
16. Reports to the Provost/Chief Academic Officer

Chapter 4—ADMINISTRATION

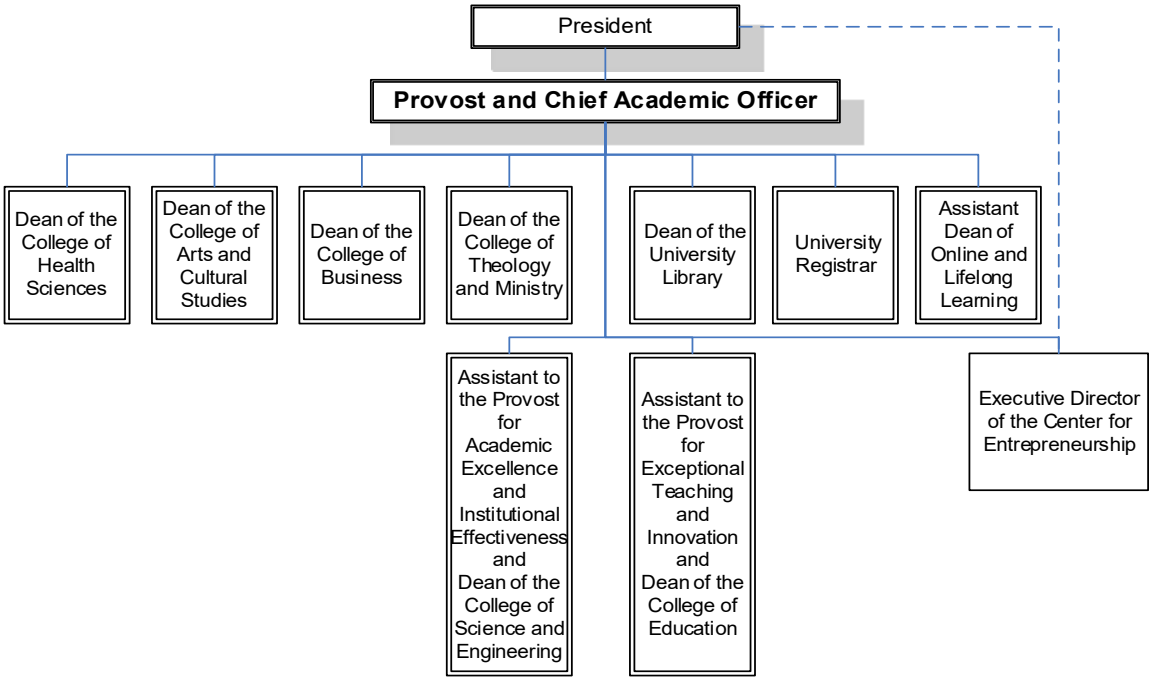
4.1 ADMINISTRATIVE PERSONNEL



4.1.1 President

The President serves at the pleasure of the Board of Trustees for such term, compensation, and conditions of employment, as the Board determines. The President is the chief executive officer of the University and the chief advisor to and executive agent of the Board of Trustees. The President's authority is vested through the Board of Trustees. The President is responsible for the following functions.

1. Hiring, in consultation with the Board, the Provost/Chief Academic Officer, all vice presidents, and all associate vice presidents
2. Implementing all Board policies while keeping the Board informed on appropriate matters, and consulting with the Board in a timely fashion on matters appropriate to its policy-making and fiduciary functions
3. Serving as the key spokesperson for the University
4. Executing all documents on behalf of the University and the Board of Trustees consistent with board policies and the best interests of the University
5. Serving as an ex-officio member of all Board of Trustees committees except the audit committee
6. Maintaining effective direction and organization of the faculty while regarded as a member of the faculty with voting privileges
7. Representing the faculty and other employees of the University in meetings of the Board of Trustees and its committees



4.1.2 Provost/Chief Academic Officer

The Provost/Chief Academic Officer has authority and responsibilities as determined by the President in consultation with the Board of Trustees. As such, the Provost/Chief Academic Officer is the chief academic officer, serves on the Executive Committee and the President's Cabinet, reports to the President, and is responsible for the following areas.

1. Academic Affairs
2. Curriculum - focused on Holy Spirit-empowered content and delivery
3. Instructional budgets
4. Faculty appointment
5. Faculty development – enhancing spiritual and academic integrity
6. Distance learning
7. Accreditation
8. Academic grievances and policy exceptions
9. University Library
10. University Registrar
11. Institutional Effectiveness
12. Student Success
13. Assessment
14. University catalog
15. Policies and procedures relating to areas of responsibilities

4.1.2.1 Assistant to the Provost for Exceptional Teaching and Innovation

The Assistant to the Provost for Exceptional Teaching and Innovation assists the Provost by providing information and guidance concerning faculty development. The Assistant to the Provost for Exceptional Teaching and Innovation performs the following functions.

1. Directs the Academy for Exceptional and Effective Teaching
2. Promotes teaching effectiveness and faculty mentoring activities
3. Advances new teaching and learning initiatives
4. Fosters excellence in teaching, learning, and faculty scholarship
5. Facilitates assessment of academic programs

6. Oversees the faculty hiring process
7. Facilitates the visiting scholar process
8. Equips and trains new faculty members
9. Assists to strengthen a learning-centered campus culture that values and rewards teaching
10. Works with academic programs to develop required external accreditation reports
11. Reports to the Provost/Chief Academic Officer

4.1.2.2 Assistant to the Provost for Academic Excellence and Institutional Effectiveness

The Assistant to the Provost for Academic Excellence and Institutional Effectiveness assists the Provost/Chief Academic Officer by providing accurate and reliable analyses of academic data in response to internal and external requests. The Assistant to the Provost for Academic Excellence and Institutional Effectiveness performs the following functions.

1. Administers state and international authorization of university academic activities
2. Constructs and maintains databases necessary to respond to surveys, studies, and compliance forms from governmental and accrediting agencies
3. Plans and produces accurate reports and publications of academic data
4. Coordinates state, federal (IPEDS), and other external reporting
5. Serves as the HLC Liaison
6. Oversees HLC and external program accreditation reporting
7. Facilitates authorization of additional locations with HLC and state governments
8. Provides information, counsel, and technical assistance to internal constituent groups to assist with planning and research projects
9. Oversees annual and five-year academic program review process
10. Serves as the Vice Chair on the Committee for Research and Institutional Effectiveness
11. Reports to the Provost/Chief Academic Officer

4.1.2.3 Academic Deans

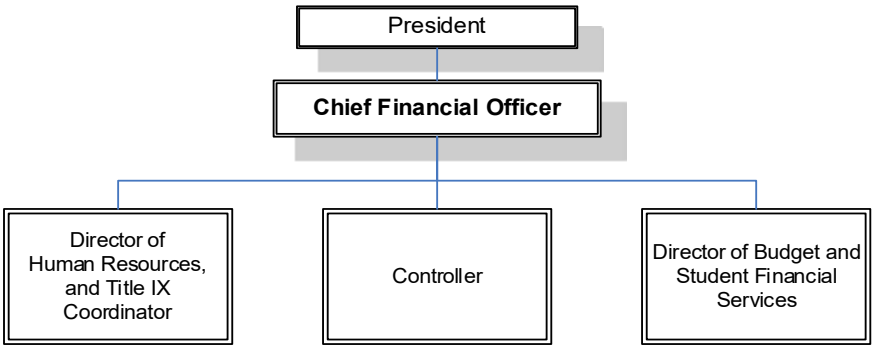
The following academic positions report to the Provost/Chief Academic Officer. Their job descriptions appear in chapter 3, titled "Colleges and Academic Services."

1. Assistant Dean of Online and Lifelong Learning
2. Dean of the College of Arts and Cultural Studies
3. Dean of the College of Business
4. Dean of the College of Education
5. Dean of the College of Health Sciences
6. Dean of the College of Science and Engineering
7. Dean of the College of Theology and Ministry
8. Dean of the University Library

4.1.2.4 University Registrar

The University Registrar performs the following functions.

1. Is responsible for maintaining complete academic records for all colleges of the University
2. Oversees registration procedures
3. Oversees the reporting of grades to students and parents
4. Prepares the University's academic calendar and schedules final examinations
5. Prepares the list of students on academic and HPE probation and/or subject to suspension
6. Certifies students for academic eligibility to participate in various University activities
7. Certifies eligibility of students for graduation, awards, and honors
8. Reports to the Provost/Chief Academic Officer



4.1.3 Chief Financial Officer

The Chief Financial Officer serves on the Executive Committee and the President's Cabinet, reports to the President, and is responsible for the following areas.

1. Administrative Affairs
2. Human Resources
3. Accounting
4. Budgeting
5. Treasury

4.1.3.1 Controller

The Controller performs the following functions.

1. Develops, analyzes, and interprets statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization
2. Assists in the development of the University's financial policies, accounting practices, maintenance of fiscal records, and preparation of financial reports
3. Oversees the Payroll Department, Tax Department, Financial Reporting, Auxiliary, Restricted, Contribution, Grant, and General Accounting
4. Reports to the Chief Financial Officer

4.1.3.2 Director of Budget and Student Financial Services

The director performs the following functions.

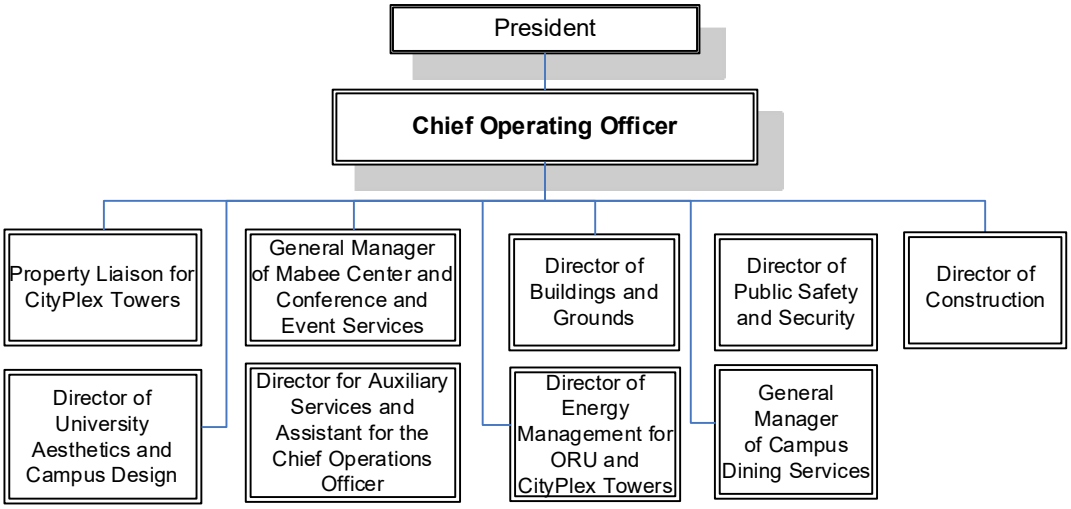
1. Directs and oversees the compilation and preparation of the University's annual operating budget submissions
2. Participates in short and long-range fiscal planning and goal setting for the University and strategic planning projects with University-wide implications
3. Directs the design, implementation, and support of budget management and reporting systems, and related policies and processes used to formulate the University-wide annual operating budget
4. Supervises the operations of Student Accounts, Student Loans, Collections and Student Employment ensuring compliance with all state and federal regulations
5. Directs the activities and provides oversight to both the Treasury department and University investments
6. Reports to the Chief Financial Officer

4.1.3.3 Director of Human Resources and Title IX Coordinator

The director performs the following functions.

1. Receives, as the federally identified official, all Title IX complaints for the University

2. Oversees University compliance with federal laws surrounding Title IX of the Education Amendments of 1972, Campus Sexual Violence Elimination Act (SaVE), the Violence Against Women's Act (VAWA), and the Clery Act
3. Receives and resolves all complaints submitted to http://www.oru.edu/complaint
4. Works with the Office of the Provost in resolving faculty complaints
5. Works with the Student Life office in resolving student complaints
6. Oversees all insurance renewals, claims, and records
7. Oversees all employee hiring
8. Oversees all health benefit programs
9. Manages employee relations, discipline, and terminations
10. Chairs the Retirement Committee
11. Chairs the ADA Committee
12. Reports to the Chief Financial Officer



4.1.4 Chief Operating Officer

The Chief Operating Officer serves on the Executive Committee and the President's Cabinet, reports to the President, and is responsible for the following areas.

1. CityPlex Towers operations and management
2. Conference and Event Services including Mabee Center Operations, Campus Event Services, Storage and Inventory, Conferences, Summer Camps, Armand Hammer Alumni Student Center, and Global Learning Center
3. Public Safety and Security including Motor Pool
4. Auxiliary Services including Copy, Print, and Mail Services, Shipping and Receiving, Eagle Card Center, Student Health Services, Telephone Center, Vending, Laundry, and University Bookstore
5. Campus Facilities including Buildings and Grounds, and Construction Management
6. University Aesthetics and Campus Design
7. Energy Management services for CityPlex Towers and ORU campus
8. Dining Services including the resident dining, retail, concessions, and catering
9. Construction Management

4.1.4.1 General Manager of Mabee Center and Conference and Event Services

The general manager performs the following functions.

1. Acts as the initial contact for leasing of Mabee Center and other commercial spaces
2. Prepares bookings and contracts for events
3. Oversees billing and contracting for events at the Mabee Center
4. Creates marketing and advertising to increase ticket sales and rentals of commercial spaces
5. Manages media, retail and promotions for events
6. Oversees the Aerobics Center, Armand Hammer Alumni-Student Center, and Global Learning Center building operations
7. Oversees the operations of the J.L. Johnson Stadium, Case Soccer Complex, Skyline 60, Howard Auditorium, ONEOK Sports Complex, and the Bernis Duke Tennis Center
8. Oversees contracts for weddings, summer camps, and conferences
9. Maintains schedule and master calendar for Mabee Center and the University
10. Oversees billing and contracting for events at the Mabee Center and the University
11. Reports to the Chief Operating Officer

4.1.4.2 Director of Public Safety and Security

The director performs the following functions.

1. Ensures the security and safety of the University community

2. Establishes and enforces safety and security guidelines
3. Oversees the assets and operations of the Transportation Department and Motor Pool
4. Facilitates preparation for and responses to emergencies
5. Directs the University's parking operations through management of parking administration which includes enforcement of the University's and/or State parking regulations, assuring compliance with the Americans with Disabilities Act regulations
6. Informs students, faculty members, and staff about safety policies and services through publication of periodic bulletins, presentations on crime, loss prevention, parking, and traffic control and development of appropriate communication and public relations activities
7. Reports to the Chief Operating Officer

4.1.4.3 Director for Auxiliary Services and Assistant for the Chief Operating Officer

The director performs the following functions.

1. Oversees all Auxiliary Service departments, including the Eagle Card Center, Telephone Center, Student Health, University Bookstore, Copy, Print, and Mail Services, Laundry, and Vending, to coordinate the managers and staff to work as a team to provide proactive, efficient support services
2. Develops overall plans, sets goals and deadlines, as well as develops procedures to direct and improve Auxiliary Services
3. Creates, analyzes, and reviews marketing strategies for the various Auxiliary Services departments in an effort to maximize service and revenue
4. Analyzes, negotiates, and reviews the University Bookstore contract, Exela Technologies contract, CSC Laundry, and the Pepsi and Imperial vending contracts
5. Directs the budget process for all Auxiliary Service operations including assisting the managers with the preparation and submission of budgets for several cost centers and assisting the Chief Operating Officer with budget responsibilities for all of campus operations
6. Ensures proper processing of all paperwork flowing through campus operations and Auxiliary Services
7. Handles all issues not requiring the Chief Operating Officer's personal attention
8. Assists with special events and projects as directed
9. Reports to the Chief Operating Officer

4.1.4.4 Director of Buildings and Grounds

The director performs the following functions.

1. Surveys and establishes the building systems required to ensure their safe and economical operations
2. Manages the Chief Mechanic, Chief Engineer and other staff to create an efficient operation and maintenance of building systems
3. Reports to the Chief Operating Officer

4.1.4.5 Director of Energy Management for ORU and CityPlex Towers

The director performs the following functions.

1. Coordinates and directs the direct energy management and conservation programs for ORU and CityPlex Towers
2. Reports to the Chief Operating Officer

4.1.4.6 General Manager of Campus Dining Services

The general manager performs the following functions.

1. Directs daily food operations for quality and safety standards
2. Oversees retailing dining, resident dining, and catering
3. Oversees the Director of Operations, Retail Manager, Catering Manager, and other staff to ensure efficient day-to-day operations
4. Reports to the Chief Operating Officer

4.1.4.7 Property Liaison for CityPlex Towers

The property liaison performs the following functions.

1. Surveys and establishes the building systems required to ensure the safe and economical operations of CityPlex Towers.
2. Manages the Chief Mechanic, Chief Engineer and other staff to create an efficient operation and maintenance of building systems
3. Reports to the Chief Operating Officer

4.1.4.8 Director of University Aesthetics and Campus Design

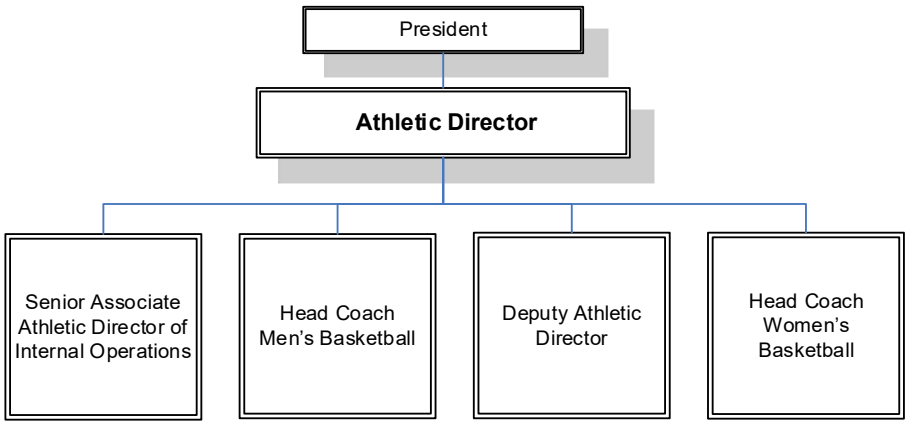
The Director of University Aesthetics and Campus Design performs the following functions.

1. Oversees the building aesthetics for all structures on the ORU campus
2. Oversees design of new structures and remodel projects on campus
3. Provides design oversight of all designs including interior architecture, finishes and furniture selection
4. Helps define the University Design and Construction Standards in order to ensure construction projects are delivered with consistency, quality control protocols, and maintenance and operation purposes
5. Serves as the Lead Designer of ORU small projects
6. Reports to the Chief Operating Officer

4.1.4.9 Director of Construction

The Director of Construction performs the following functions.

1. Oversees the University's construction projects including new, renovations, facility upgrades and expansion related types of projects
2. Implements the University's direct general contracting of small projects including renovations and critical infrastructure projects
3. Oversees all aspects of the building processes and key milestones including pre-construction, construction, and closeout phases
4. Provides project management of critical projects at CityPlex
5. Works closely with the project stakeholders including the contractors, design team, department heads, and user groups to ensure the projects finish on time and on budget
6. Works with the Teams to define the program objectives, various scopes of work, budget, schedules to ensure ORU's project goals are met and/or exceeded
7. Reviews and approves prior to processing all construction projects' financials including change orders, contractor payment applications, budgetary allowance expenditures and Owner-purchased furnishings and equipment
8. Oversees the University's direct procurement of key project items such as furniture, fixtures, audio visual/IT equipment, and critical utility infrastructure
9. Leads the ORU Construction and Design Department's efforts in providing quality assurance and quality control oversight
10. Helps define the University Design and Construction Standards in order to ensure construction projects are delivered with consistency, quality control protocols, and maintenance and operation purposes
11. Reports to the Chief Operating Officer



4.1.5 Athletic Director

The Athletic Director serves on the President's Cabinet, reports to the President, oversees the coaching staff, and is responsible for the operation of the Intercollegiate Athletic Program including the following areas.

1. Business administration and travel
2. NCAA and conference rules compliance
3. Marketing, fundraising, and radio and television broadcasts
4. Media relations and sports information
5. Sports medicine
6. Strength and conditioning
7. Academics and life skills
8. Coaching of the 16 NCAA Division I sports
9. Golden Eagle Club

4.1.5.1 Senior Associate Athletic Director of Internal Operations

The associate athletic director performs the following functions.

1. Is responsible for management of the financial, operational, and personnel affairs of the Athletic Department
2. Is responsible for the overall management of the NCAA Compliance program
3. Oversees specific sports programs
4. Reports to the Athletic Director

4.1.5.2 Deputy Athletic Director

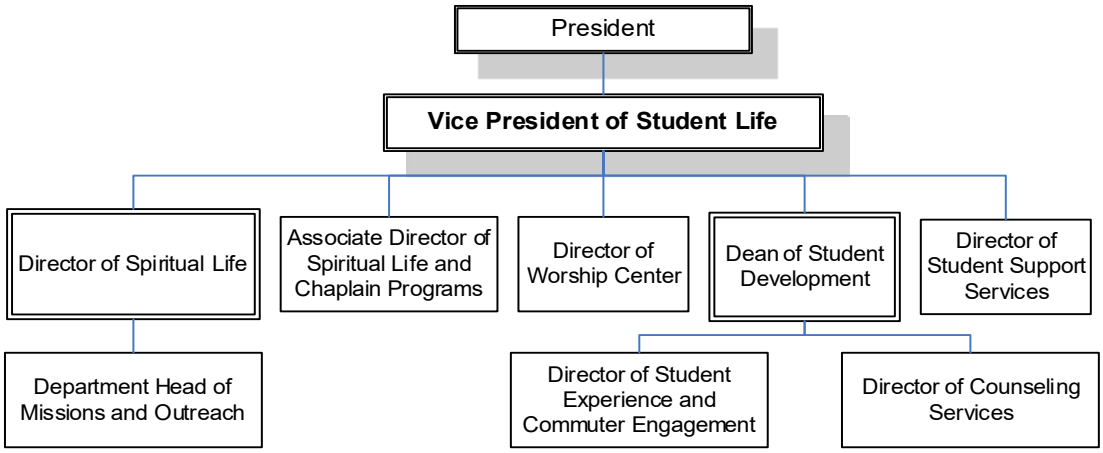
The deputy athletic director performs the following functions.

1. Serves as the director of marketing
2. Oversees the sports licensing program
3. Is responsible for the development and implementation of marketing, promotions, and donor programs for the Athletic Department
4. Develops and coordinates fundraising events and opportunities
5. Serves as the executive director of the Golden Eagle Club
6. Reports to the Athletic Director

4.1.5.3 Head Coaches

The men's and women's basketball head coaches perform the following functions.

1. Manage and administer all phases of the assigned varsity intercollegiate sports program
2. Actively coach players and supervise assistant coaches
3. Report to the Athletic Director or appropriate Associate Athletic Director as assigned



4.1.6 Vice President of Student Life

The Vice President of Student Life serves on the President's Cabinet, directs the day-to-day operations of the Student Life Department, and performs the following tasks.

1. Provides leadership for the Student Life staff in the planning and execution of the programs of Spiritual Formation, Student Development, Worship, and Student Support Services
2. Coordinates with the Dean of Spiritual Formation to oversee the student body's conduct and growth, assisting students to take responsibility for their actions as well as their moral and spiritual development

4.1.6.1 Director of Spiritual Life

The Director of Spiritual Life coordinates spiritual development activities for students. The director performs the following functions.

1. Provides leadership for the Spiritual Life staff in the areas of discipleship, leadership development, pastoral care, and events focused on of spiritual growth of students
2. Serves as the Co-director of the Chaplain Program along with the Associate Director of Spiritual Life
3. Coordinates with the ORU Worship Center in supervision of the ORU Prayer Movement
4. Responsible for the planning and directing of ORU's annual Summer Camp (Emerge Leadership Experience) along with the Associate Director of Spiritual Life, the Vice President of Student Life, and the Vice President of Enrollment
5. Supervises the Male Chaplain Coordinator
6. Reports to the Vice President of Student Life

Department Head of Missions and Outreach

The department head performs the following functions.

1. Is responsible for the daily administration and operation of Missions and Outreach
2. Oversees the Missions and Outreach program events, trips, and student engagement functions
3. Reports to the Director of Spiritual Life and Chaplain Programs

4.1.6.2 Associate Director of Spiritual Life and Chaplain Program

The associate director performs the following functions.

1. Serves as the Co-director of the Chaplain Program along with the Director of Spiritual Life
2. Coordinates with the Office of the President for the planning and production of all Chapel services
3. Oversees all administrative realities of the Prayer Tower
4. Responsible for the planning and directing of ORU's annual Summer Camp (Emerge Leadership Experience) along with the Director of Spiritual Life, the Vice President of Student Life, and the Vice President of Enrollment

5. Oversees the Female Chaplain Coordinator
6. Reports to the Vice President of Student Life

4.1.6.3 Director of the Worship Center

The director performs the following functions.

1. Provides leadership, pastoral care, and training for all students and staff members involved in the Worship Center
2. Responsible for the administration of the Worship Center, and the planning and directing of all Worship Center events
3. Coordinates worship for all ORU special events, including Campus Worship and After Chapel Worship
4. Oversees Prayer Movement in all administration, planning, training, and directing
5. Oversees Souls A'Fire in all special events, travel, and training of members
6. Oversees the ORU Worship team in all special events, travel, and training of members
7. Responsible for ORU Worship artist's administration, album and single releases, touring, interviewing, music videos, and artist public relations
8. Coordinates with the President's Office for Chapel worship and President's Office events
9. Reports to the Vice President of Student Life

4.1.6.4 Dean of Student Development

The dean performs the following functions.

1. Provides leadership for and addresses the needs of undergraduate students
2. Assists students achieve their potential through support, encouragement, and requiring daily accountability
3. Supervises the Resident Hall directors and Resident Advisor Leadership program
4. Reports to the Vice President of Student Life

Director of Student Experience and Commuter Engagement

The director performs the following functions.

1. Coordinates first-year student experiences including new student orientation
2. Works with Student Association and Intramurals in planning and implementing events
3. Serves as a contact person, resource, communication liaison and advocate for the diverse commuter student population.
4. Seeks to promote a thriving commuter student community, creating an atmosphere of support and relational connectivity, while actively connecting the student to the life of ORU.
5. Reports to the Dean of Student Development

Director of Counseling Services

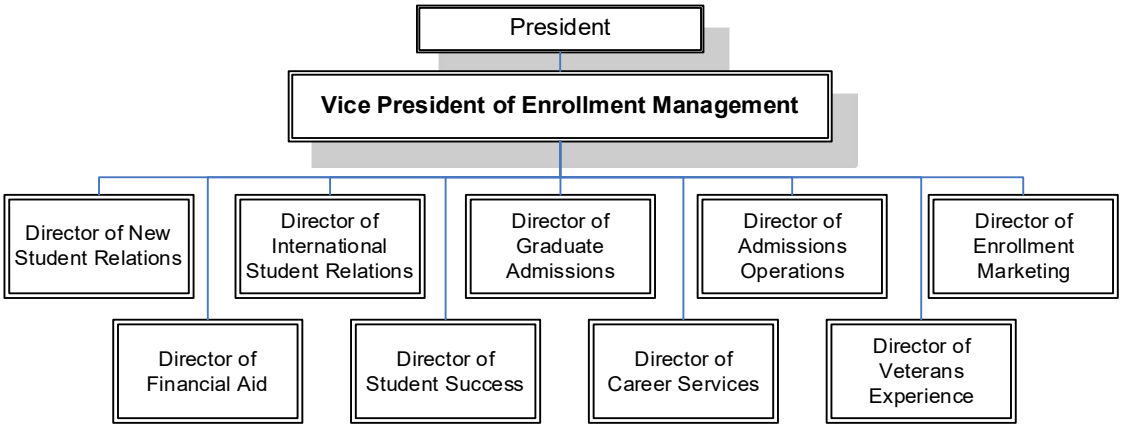
The director performs the following functions.

1. Provides enrolled students with professional counseling services
2. Oversees staff of licensed counselors
3. Reports to the Dean of Student Development

4.1.6.5 Director of Student Support Services

The director performs the following functions.

1. Follows ADA guidelines in providing for student needs for accommodations
2. Oversees rooms for academic testing accommodations
3. Holds training sessions for faculty to help with academic issues regarding student accommodations
4. Reports to the Vice President of Student Life



4.1.7 Vice President of Enrollment Management

The Vice President of Enrollment Management executes enrollment strategies in support of the University's goals, serves on the President's Cabinet, reports to the President, and oversees the following areas.

1. New Student Relations
2. International Student Relations (includes the International Student Center)
3. Graduate Admissions
4. Admissions Operations
5. Admissions Marketing
6. Financial Aid
7. Student Success
8. Career Services
9. Veterans Experience

4.1.7.1 Director of New Student Relations

The director performs the following functions.

1. Recruits new domestic students
2. Directs all recruitment and enrollment aspects from first touchpoint through lead, application, admission, enrollment, and matriculation processes
3. Reviews staff performance against key metrics and holds staff accountable for prompt, professional communication to meet clear and measurable goals
4. Directs the New Student Relations team to ensure consistent and productive outreach engagement with prospective students and their families
5. Is responsible for informing operational strategy and decisions based on perceived needs and providing feedback from the prospective student market to achieve enrollment goals
6. Collaborates with all divisions of the University in an effort to effectively recruit students
7. Reports to the Vice President of Enrollment Management

4.1.7.2 Director of International Student Relations

The director performs the following functions.

1. Recruits new international students
2. Directs all recruitment and enrollment aspects from first touchpoint through lead, application, admission, enrollment, and matriculation processes
3. Reviews staff performance against key metrics and holds staff accountable for prompt, professional communication to meet clear and measurable goals

4. Provides essential services to international students
5. Contributes meaningfully to the growth of the international student population and the number of nations represented in the student body
6. Assesses the needs of international students and aligns the services and direction of the International Student Center with the practical needs of students
7. Develops programs and experiences that enhance the experience of international students
8. Anticipates the needs of incoming international students and prepares for their successful acclimation to the University
9. Ensures that students from diverse cultures and nations have the best opportunity possible to be educated while ORU
10. Serves as a liaison to the academic administration and faculty as well as the Student Life staff to foster the academic and co-curricular success and persistence of international students
11. Ensures that the events and activities of the International Student Center accomplish the objectives of the University
12. Meets regularly with international students and serves as a point of contact to them and their families
13. Reports to the Vice President of Enrollment Management

4.1.7.3 Director of Graduate Admissions

The director performs the following functions.

1. Recruits first-time graduate students and retains returning graduate students, both domestic and international
2. Directs all graduate recruitment and enrollment aspects from first touchpoint through lead, application, admission, enrollment, and matriculation processes
3. Reviews staff performance against key metrics and holds staff accountable for prompt, professional communication to meet clear and measurable goals
4. Directs the Graduate Admissions team to ensure consistent and productive outreach engagement with prospective, applied, and admitted students
5. Is responsible for informing operational strategy and decisions based on perceived needs and providing feedback from the prospective student market to achieve recruitment and enrollment goals
6. Collaborates with all divisions of the University in an effort to effectively recruit students
7. Reports to the Vice President of Enrollment Management

4.1.7.4 Director of Admissions Operations

The director performs the following functions.

1. Upholds the admissions standards set forth by the faculty across cohorts in support of ORU's enrollment goals while maintaining the efficacy of the process by reviewing each candidate for admission
2. Guides the development, deployment, and implementation of system initiatives and necessary operations that provide infrastructure for recruitment and retention purposes across all cohorts (undergraduate, graduate, online, and international)
3. Oversees Advantage program promotion and recruitment efforts working with Academics to explore various models to serve prospective high school students in order to convert them into full-time students upon graduation
4. Analyzes internal and external data and translates results into actionable insights that enhance the efficacy and efficiency of ORU recruitment and retention initiatives
5. Reports to the Vice President of Enrollment Management

4.1.7.5 Director of Enrollment Marketing

The director performs the following functions:

1. Guides the development, deployment, and implementation of communication initiatives that provide engagement for recruitment and retention purposes across all cohorts (undergraduate, graduate, and international)

2. Works with External Affairs to help inform and uphold the ORU brand and outcomes so they are well-presented throughout provided communication and the overall objectives of the engagement are known, tracked, and accomplished
3. Oversees Event programming and promotional efforts for the purpose of recruitment while working closely with various departments to facilitate
4. Analyzes internal and external sources and translates results into actionable insights that enhance the efficacy and efficiency of ORU recruitment and retention communication initiatives
5. Reports to the Vice President of Enrollment Management

4.1.7.6 Director of Financial Aid

The director performs the following functions.

1. Administers the institutional aid programs of the University
2. Administers the University's participation in Title IV funding programs
3. Administers state grants and other external aid sources
4. Ensures the equitable distribution of aid to students
5. Oversees financial aid awards for all students to ensure eligibility based on enrollment status each semester, working to help them meet all financial aid requirements to complete registration
6. Prepares necessary reports on the expenditure of financial aid funds
7. Ensures compliance with institutional guidelines and external regulations
8. Reports to the Vice President of Enrollment Management

4.1.7.7 Director of Student Success

The director performs the following functions.

1. Works to maximize retention and minimize attrition of residential undergraduate students through proactive support and outreach mediation efforts
2. Directs the efforts of staff, student coaches, and student workers to contact residential students and encourage them to persist and complete degrees while developing relationships with new students and assist them with navigating the systems of the University
3. Develops, implements, and updates strategies that support the persistence and graduation rate goals
4. Leads intentional outreach to first year students
5. Promotes summer school, three-year degree programs, and fast track graduate programs to help students accomplish their goals, persist, and graduate
6. Partners with faculty to connect and engage with students not attending classes or thriving in their academic programs
7. Partners with Academics, Student Life, and other divisions of the University on matters essential to students and their parents to improve retention
8. Reports to the Vice President of Enrollment Management

4.1.7.8 Director of Career Services

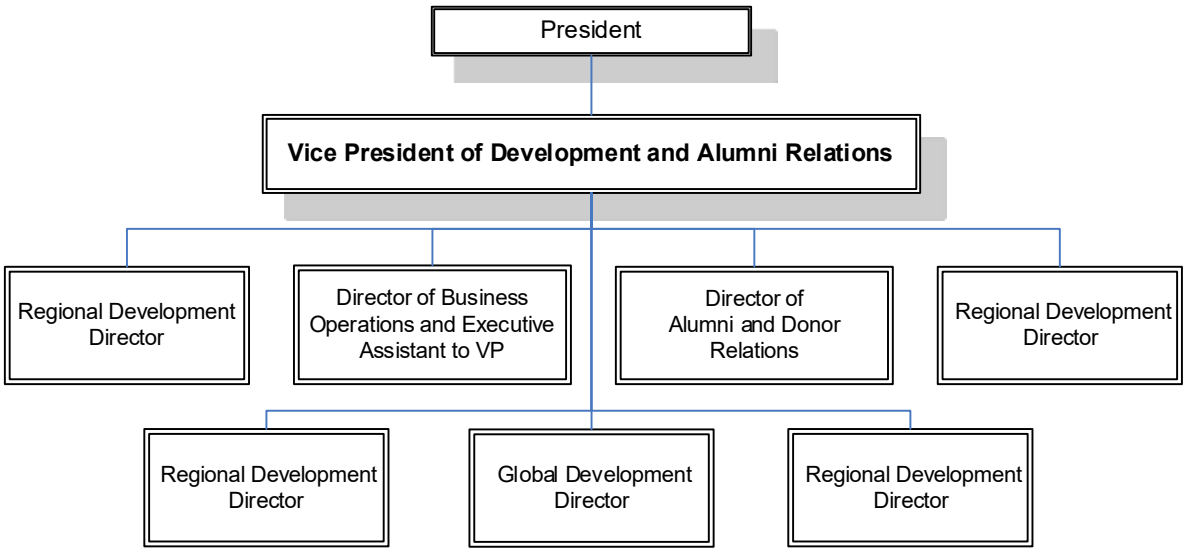
The director performs the following functions.

1. Administers and interprets vocational interest inventories
2. Provides career advising expertise to students and alumni regarding the job-search process, interviewing, resume, and cover letter writing, and all other facets of career planning
3. Conducts workshops, seminars, and other presentations to students, faculty, employers, and alumni groups
4. Manages the University's online job board, resume books, and employer contact database
5. Develops and maintains employer outreach programs to increase the number and quality of employers, job, and internship opportunities for students across all colleges
6. Plans and implements job fairs, on-campus, and virtual recruiting events
7. Oversees the collection and interpretation of post-graduate and real-world experience data
8. Reports to the Vice President of Enrollment Management

4.1.7.9 Director of Veterans Experience

The director performs the following functions:

1. Spearheads military student recruitment and retention initiatives while leading the ORU Veterans Experience Office
2. Determines the success of each military student's acceptance to the University by assessing the students' academic, psychological, emotional, and spiritual readiness honors their service, and maps their path to goal achievement, while remaining a singular point of contact for them through their graduation and securing of employment
3. Provides the necessary scaffolding on which military students will thrive at ORU, assisting them in connecting with fellow students, faculty members, and each other
4. Develops a Community of Interest within local Army and Air National Guard recruiting offices and United States Army, Air Force, Navy, Marine Corps, and Coast Guard Reserves to identify recruitment opportunities for those service-members pursuing undergraduate and graduate degrees
5. Develops and maintains an engagement strategy for ORU leaders to reach out and correspond with equivalent counterparts
6. Provides spiritual, emotional, and motivational support to ORU students and graduates who are mobilized or deployed, and serves as a coordinator for current faculty and alumni to provide opportunities for Enterprise-outreach to these service-members
7. Develops a campaign plan to contact, coordinate, and establish footprints in military installations and military educational programs that provide opportunities for undergraduate and graduate degrees for active duty and reserve component service-members
8. Strengthens the presentation of features and benefits to ORU students of service in the Army and Air Force ROTC
9. Reports to the Vice President of Enrollment Management



4.1.8 Vice President of Development and Alumni Relations

The Vice President of Development and Alumni Relations serves on the President's Cabinet, reports to the President, and is responsible for the following areas.

1. Development
2. Communications
3. Alumni and Donor Relations

4.1.8.1 Director of Business Operations and Executive Assistant to VP

The director performs the following functions.

1. Reports to the Vice President of Development and Alumni Relations
2. Manages development and University fundraising
3. Provides oversight, in conjunction with VP, and direction to all regional directors
4. Provides oversight of all operational, fiscal and personnel functions in Development and Alumni Relations
5. Direct and facilitate non-liquid gifts and donor funded scholarships
6. Coordinate and project manage all communications projects
7. Provides executive level assistance to the Vice President of Development and Alumni Relations
8. Reports to the Vice President of Development and Alumni Relations

4.1.8.2 Director of Alumni and Donor Relations

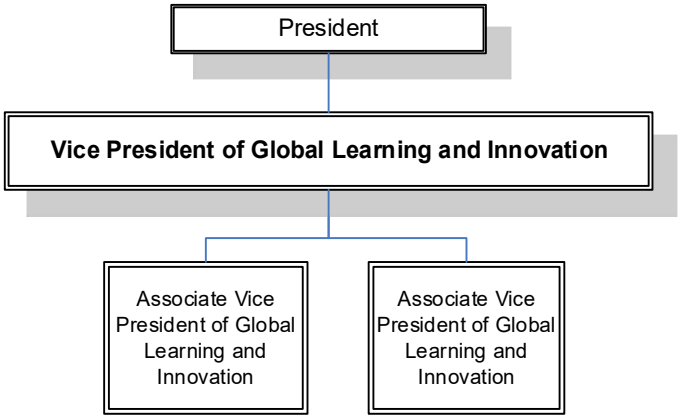
The director performs the following functions.

1. Organizes alumni and donor engagement and stewardship
2. Facilitates / Organizes all aspects of alumni and donor event management
3. Promotes interaction and recognition of donors through events and activities
4. Serves as a liaison between internal support services and external vendors
5. Reports to the Vice President of Development and Alumni Relations

4.1.8.3 Regional and Global Development Directors

The director performs the following functions.

1. Act as the primary contact in the donor relationship
2. Develop strategic funding requests based on short, intermediate, and long-term funding goals of the organization; caseload consisting of major donors/high net worth individuals
3. Work to achieve fundraising goals
4. Develop personalized comprehensive communication plans with the goal of moving donors into and along the giving continuum
5. Develop and manage an effective system for tracking and cultivating donors and prospects via organizational databases, including reporting all communication and results
6. Report to the Vice President of Development and Alumni Relations



4.1.9 Vice President of Global Learning and Innovation

The Vice President of Global Learning and Innovation serves on the President's Cabinet, reports to the President, and is responsible for the following areas.

1. Information Technology and Innovation
2. Advertising for and Acquisition of Online Students
3. ORU Bible Institute

4.1.9.1 Associate Vice President of Global Learning and Innovation

The Associate Vice President of Global Learning and Innovation performs the following functions.

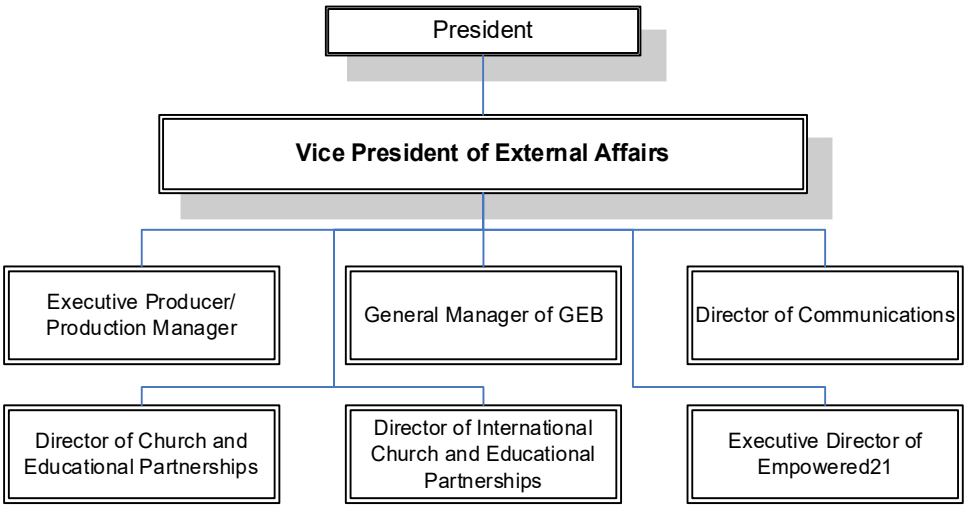
1. Provides strategic leadership of technology throughout campus to meet University goals
2. Ensures academic technology needs and environments are provided by maintaining contact and communication with all academic deans
3. Oversees system analysis, programming, computer operations, networks, and University computers
4. Maintains continuous control of all reporting areas through management reports and direct supervision
5. Confers with and advises subordinates regarding administrative policies and procedures, technical direction, and priorities
6. Is responsible for all personnel, administrative, and information technology-related problems
7. Is responsible for overall effectiveness and completion of goals for Information Technology activities
8. Is responsible for budget development and administration and for development and implementation of Information Technology policies, objectives, and long-range strategies
9. Reports to the Vice President of Global Learning and Innovation

4.1.9.2 Associate Vice President of Global Learning and Innovation

The Associate Vice President of Global Learning and Innovation performs the following functions.

1. Is responsible for the recruitment and retention of online learners
2. Directs all operational aspects of the online recruitment of online students from first touchpoint through application, admission, enrollment, matriculation, and retention through graduation
3. Hires, develops, coaches and trains staff to represent the ORU ethos to prospective online students and cultivate relationships with them
4. Reviews staff performance against key metrics and holds staff accountable for prompt, professional communication to meet clear and measurable goals
5. Analyzes and determines needs for marketing and advertisement, providing input for the Admissions communication team, External Affairs, and third parties as appropriate to develop a comprehensive marketing plan, advertising, personalized communication, and recruitment communication for online learners

6. Collaborates with all divisions of the University to best serve the needs of prospective online learners
7. Partners with the academic administration of online learning to help ensure the quality of the online learners' experience
8. Reports to the Vice President of Global Learning and Innovation



4.1.10 Vice President of External Affairs

The Vice President of External Affairs serves on the President's Cabinet, reports to the President, and is responsible for the following areas.

1. Provides oversight to advertising, social media, University branding, graphic design, and website
2. Provides oversight to University Media Productions and Production Services
3. Provides oversight to ORU Press
4. Provides oversight to the Golden Eagle Broadcasting (GEB) network
5. Provides oversight to educational partnerships with local ministries and church-based institutions
6. Develops relationships with pastors locally, nationally, and globally to foster connections with the University including educational partnerships and recruiting possibilities
7. Represents ORU and Empowered 21 in conferences, consultations, and similar settings as requested
8. Serves Empowered21 as requested by the President

4.1.10.1 Executive Producer/Production Manager

The executive producer and production manager performs the following functions

1. Produces chapel TV Broadcasts for livestreaming, international TV broadcasts, and all video production within chapel services
2. Provides necessary videos to support on campus and online recruitment including TV and social media commercials and short stories
3. Produces segments, campus updates, commercials, news releases and as needed requests to help keep ORU on the forefront of social media advertising
4. Supports with videos for and/or about our alumni and videos needed for fundraising objectives
5. Provides as needed video productions for various on campus and international speaking requests of the president and the Board of Trustees
6. Produces, scripts, shoots, and edits World Impact TV broadcast shot on campus and around the world
7. Provides video production support at various worldwide events as well as produce promos and podcast to support Empowered21
8. Oversees the Production Services team to provide AV support for most venues on campus including ORU events and guest events in the Mabee Center, as well as large venue classrooms
9. Reports to the Vice President of External Affairs

4.1.10.2 General Manager of GEB

The general manager performs the following functions

1. Oversees all programming, sales, marketing, operations, and brand management of the GEB network and KGEB TV-53 Tulsa
2. Supervises GEB personnel
3. Develops and manages budgets and promotions
4. Is responsible for the production of ORU's national television network and full-power commercial TV station
5. Reports to the Vice President of External Affairs

4.1.10.3 Director of Communications

The director performs the following functions

1. Oversee the mangement of all University, Alumni, Parents, and E21 social media excluding Enrollment Management channels
2. Creates graphics, newsletters, posters, interior and exterior signage, design, Chapel elements, advertising and cards for all University departments except for Athletics, Alumni, and Enrollment Management
3. Provides photography services for events, promotions, and portraits for all departments
4. Manages, updates, and designs the University website and drbillywilsonbooks.com, and trains staff and faculty on Omni and MachForm web platforms
5. Assists in the creation and distribution of public relations stories and releases for both social media and web platforms as well as internal email announcements for the University
6. Reports to the Vice President of External Affairs

4.1.10.4 Executive Director of Empowered21

The executive director performs the following functions

1. Oversees the day-to-day ministry operations of the Empowered21 network
2. Builds the Empowered21 network globally in 14 regions
3. Plans and executes the annual meetings for the Empowered21 global council and E21 workgroups, and oversees E21 Global Events
4. Reports to the Vice President of External Affairs

4.1.10.5 Director of Church and Educational Partnerships

The director performs the following functions

1. Coordinates the establishment of new ORU Educational Partners
2. Cultivates and maintains the relationships with ORU Educational Partners, resourcing the partners with the means for promoting the Educational Partner Agreement's educational benefits to their staff, churches, and ministries
3. Oversees the vetting, establishment, and growth of new ORU Course Locations and ORU Additional Locations, ensuring their quality and compliance with State, Federal, and HLC regulations.
4. Reports to the Vice President of External Affairs

4.1.10.6 Director of International Church and Educational Partnerships

The director performs the following functions

1. Expands and maintains the international partnerships for the globalization of ORU aligned with the ORU vision and mission
2. Identifies partner contributions and strengths to achieve the University's goals
3. Engages and collaborates with international partners and the University's internal departments to create and coordinate educational collaborations, projects, professional development, exchanges, and degree programs
4. Promotes ORU as a premier Spirit-empowered global University on every continent in Spirit-filled churches, institutions, and private international Christian schools
5. Reports to the Vice President of External Affairs

4.2 ADMINISTRATIVE POLICIES AND PROCEDURES

For the purposes of the policies in this section, "administrator" is defined to be any member of the President's Cabinet, and all academic deans.

All policies that appear in the "Policies and Procedures" section of chapter 2 titled "Faculty" apply to administrators unless superseded by a policy in this chapter. When faculty policies call for approval by or reporting to chairs or deans, administrators should substitute their direct supervisor. It is understood that administrators do not work under contract; therefore, references to contracts in the faculty chapter should be disregarded when applied to administrators.

4.2.1 Move from a Faculty Position to an Administrative Position

When a person vacates a regular faculty position to accept a full-time administrative position, the following apply.

1. The person shall serve for such a time and have such authority and responsibility as the President shall determine in consultation with the Board of Trustees.
2. The person's faculty rank is preserved and time accrual toward promotion continues creating an opportunity to apply for promotion.

4.2.2 Academic Dean

Academic deans are appointed by the President in consultation with the Provost/Chief Academic Officer. While all academic deans supervise academic processes, the position of "college dean" defines an academic dean with supervisory responsibilities concerning a specific college.

4.2.2.1 Selection of Academic Dean (revised 11/2015)

The following is the procedure for selecting an academic dean when an opening is anticipated.

1. If the open academic dean position will not be affiliated with a college, the Provost/Chief Academic Officer establishes a process for the selection of the dean. The President appoints the academic dean in consultation with the Provost/Chief Academic Officer.
2. When a position of college or library dean is open, the Provost/Chief Academic Officer appoints a college dean from a different college to serve as Chair of the Dean Selection Committee, and the Chair of the Dean Selection Committee, working with the Provost/Chief Academic Officer, assigns three faculty members from within the college requiring a dean and one staff member representing the University at large (preferably a vice president) to complete the committee and follow the selection process as indicated in this section.
3. Based on a list of qualifications for the position provided by the Provost/Chief Academic Officer, the Dean Selection Committee reviews the needs of the college and recommends additional requirements, when necessary. In conjunction with the Provost/Chief Academic Officer, the committee develops an assessment rubric, selects a recruitment strategy, and determines a timeline for the acceptance of applications and interviews.
4. Following the receipt of applications, the committee reviews the applications and selects a determined number of applicants to invite for interviews.
5. Following formal interviews with the committee, invited applicants are provided opportunities to meet students, faculty members, chairs, other academic deans, the Provost/Chief Academic Officer, and the President.
6. Faculty members who meet with the applicants will be invited to provide the committee with feedback.
7. Based on the interviews and feedback provided, the committee will determine a ranking order for the applicants and will recommend an applicant to the Provost/Chief Academic Officer.
8. After conferring with any department chairs, academic deans, the President, and others as appropriate, the Provost/Chief Academic Officer will recommend an applicant to the President.
9. The President will appoint an academic dean.

4.2.2.2 Responsibilities to faculty and students while serving as a college dean

The minimum responsibilities of a college dean include the following.

- A college dean shall be actively involved in guest lecturing, panel presentations, and team teaching, etc. equal to three credit hours a year or equivalent service determined by the Provost/Chief Academic Officer.
- Each college dean shall be evaluated annually by the Provost/Chief Academic Officer based on input from the faculty that they serve as college dean.

4.2.2.3 Status of Academic Dean (revised 11/2021)

The following policies specify the status of an academic dean as a faculty member with special standing.

1. **Classification of the role of Academic Dean**

The faculty rank of an academic dean is determined by the following.

a. An academic dean is the chair of a specific college or area of service, serving at the pleasure of the President, with preserved faculty status and rank.
b. An academic dean hired from outside the University shall be assigned a faculty rank based on academic qualifications.

2. **Leaving the office of Academic Dean**

When an academic dean whose service in that role is concluded for reasons other than for the "For Cause" grounds for termination set forth in Section 2.2.11.1, the individual has the following options.

a. An academic dean who served as a professor at the University prior to becoming an academic dean and desires to stay at the University may return to a faculty position, if one is available. The department/college should make a concerted effort to accommodate the academic dean. If the position is not feasible, the academic dean's employment with the University shall be concluded, and the academic dean shall be offered a severance agreement option, which includes at least one-year's compensation at the academic dean's current salary from the date of termination.
b. If the academic dean is granted sabbatical leave and/or offered an adjunct position in anticipation of a full time position, this period should continue to be accrued toward advancement in rank.
c. An academic dean who has not previously served as a professor at the university shall conclude employment with the University, and the academic dean shall be offered a severance agreement option, which includes at least one year's compensation at the academic dean's salary from the date of termination.

An academic dean terminated "For Cause," shall have the rights to appeal the termination decision as set forth in Section 2.2.11.1.

3. **Faculty prerogatives of Academic Dean**

Faculty prerogatives of the academic dean include the following.

a. The academic dean's faculty rank is preserved and time accrual toward promotion continues, creating an opportunity to apply for promotion in faculty rank.
b. Time accrual toward sabbatical leave continues developing eligibility to apply for sabbatical when the person returns to a regular faculty position.

4.2.3 Associate Academic Dean

Associate academic deans are appointed by the Provost in consultation with the appropriate academic dean.

4.2.3.1 Responsibilities to faculty and students while serving as an associate academic dean

Each associate academic dean shall be evaluated annually by the appropriate academic dean based on input from the faculty that they serve.

4.2.3.2 Status of Academic Dean (revised 4/2023)

The following policies specify the status of an associate academic dean as a faculty member with special standing.

1. **Classification of the role of Associate Academic Dean**

The faculty rank of an associate academic dean is determined by the following.

a. An associate academic dean supports a specific college or area of service, serving at the pleasure of the President, with preserved faculty status and rank.
b. An associate academic dean hired from outside the University shall be assigned a faculty rank based on academic qualifications.

2. **Leaving the office of Academic Dean**

When an associate academic dean whose service in that role is concluded for reasons other than for the "For Cause" grounds for termination set forth in Section 2.2.11.1, the individual has the following options.

a. An associate academic dean who served as a professor at the University prior to becoming an associate academic dean and desires to stay at the University may return to a faculty position, if one is available. The department/college should make a concerted effort to accommodate the associate academic dean. If the position is not feasible, the associate academic dean's employment with the University shall be concluded, and the associate academic dean shall be offered a severance agreement option, which includes at least one-year's compensation at the associate academic dean's current salary from the date of termination.
b. If the associate academic dean is granted sabbatical leave and/or offered an adjunct position in anticipation of a full time position, this period should continue to be accrued toward advancement in rank.
c. An associate academic dean who has not previously served as a professor at the university shall conclude employment with the University, and the associate academic dean shall be offered a severance agreement option, which includes at least one-year's compensation at the associate academic dean's salary from the date of termination.

An associate academic dean terminated "For Cause," shall have the rights to appeal the termination decision as set forth in Section 2.2.11.1.

3. **Faculty prerogatives of Associate Academic Dean**

Faculty prerogatives of the associate academic dean include the following.

a. The associate academic dean's faculty rank is preserved and time accrual toward promotion continues, creating an opportunity to apply for promotion in faculty rank.
b. Time accrual toward sabbatical leave continues developing eligibility to apply for sabbatical when the person returns to a regular faculty position.

4.2.4 Responsibilities

An administrator has many responsibilities to the University, students, faculty, and administration. Responsibilities include the following.

4.2.4.1 Spiritual and Ethical

1. All administrators attend chapels.
2. All academic deans attend selected faculty or University-wide meetings.
3. Each year all administrators sign and support the Honor Code Pledge.
4. Administrators shall not use professional relationships with students or faculty members or use institutional facilities or privileges to further personal private gain. They shall accept no gratuities, gifts, or favors that might impair professional judgment.
5. Administrators shall not use, directly or indirectly, the prestige and/or influence of the University in their personal affairs. For an administrator to act for or on behalf of the University without prior

approval is prohibited. The use of the University's name, letterhead, or influence on behalf of any private individual member of the University community is strictly prohibited.
6. Administrators must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software.

4.2.4.2 Professional

1. Administrators shall attend University, college, and departmental meetings associated with their jobs.
2. Administrators shall participate in commencement exercises.
3. Administrators should hold membership and participate in professional organizations and attend professional conferences associated with their positions.
4. Administrators shall remain current in their areas.
5. Administrators shall complete and submit paper work in a timely fashion.
6. Administrators need to show courtesy to colleagues by promptly responding to phone calls, emails, and memos.
7. Administrators should encourage correct use of the English language, and they should be exemplary in their use of the English language.
8. Administrators who are unable to fulfill their responsibilities must notify their immediate supervisors in advance, if possible.

4.2.4.3 Miscellaneous

1. Administrators should engage in a healthy lifestyle that includes an aerobics exercise program.
2. Administrators should be familiar with University documents relating to their assignments, including the catalog and this handbook.
3. Administrators shall be collegial (e.g., supporting colleagues and University functions).

4.2.5 Absences

4.2.5.1 Holidays

Refer to the Employee Handbook for additional information.

4.2.5.2 Paid Time Off

Administrators accrue paid time off. Refer to the Employee Handbook for additional information.

4.2.6 Extra Employment and Obligations

Administrators shall not engage in activities that may prevent them from fulfilling their full professional responsibilities to the University or that in any way represent a conflict of interest with the goals of the University. Specifically excluded are the occasional consulting, speaking engagements, or church-related activities typical of Oral Roberts University administrators.

4.2.7 Personnel Files

Personnel files for academic deans are maintained by the Office of the Provost/Chief Academic Officer. Personnel files for other administrators are maintained by the Human Resources Department unless the administrators have held faculty status, in which case, the personnel files are maintained by the Office of the Provost/Chief Academic Officer.

4.2.8 Professional Development

4.2.8.1 Tuition Assistance, Reimbursement, and Waiver

The information for regular faculty members that appears in the sections titled "Tuition Benefit Programs at ORU" and "Tuition Assistance for Family Members" applies to administrators.

4.2.8.2 Faculty Connections

Administrators participate in annual Faculty Connections activities during the academic year.

4.2.9 Resignation

It is customary for any administrator intending to terminate employment at the University or change status within the University to notify in writing a direct superior at least two weeks in advance. However, because of the nature of academic employment, professionalism dictates that all administrators—especially those directly involved in the instructional process—time resignations to coincide with the academic semester.

4.3 ADMINISTRATIVE COMMITTEES

4.3.1 Executive Committee

The Executive Committee consists of the President, Provost/Chief Academic Officer, Chief Financial Officer, and the Vice President and Chief Operations Officer. The President serves as the chair of the committee. The Executive Committee manages the following responsibilities.

1. Meets frequently to consider matters that cross administrative lines and/or that affect the University as a whole
2. Reviews all major expenditures, budgets, and personnel requests
3. Coordinates all University policy development
4. Creates and reviews long-range planning

4.3.2 President's Cabinet

The President's Cabinet consists of the President, Provost/Chief Academic Officer, Chief Financial Officer, Vice President and Chief Operations Officer, Athletic Director, Vice President of Student Life, Vice President of Enrollment Management, Vice President of Development and Alumni Relations, Vice President of External Affairs, and University Counsel. The President serves as the chair of the cabinet. The President's Cabinet manages the following responsibilities.

1. Meets when requested by the President to consider assigned matters that cross administrative lines and/or that affect the University as a whole
2. Makes recommendations to the President on all assigned matters

4.3.3 University Planning Council

The University Planning Council (UPC) under the operation of the Office of the President is a collaborative governance committee for Oral Roberts University's future strategic planning. The University Planning Council will make recommendations to both the President's Cabinet and the Board of Trustees, with strategic action steps related to the master plan, overall strategic direction, and strategic planning process. The University Planning Council consists of select members of the University administration, Board of Trustees, and the University faculty. The President serves as the chair of the council. The University Planning Council manages the following responsibilities.

1. Requires invited members to serve for a yearly term
2. Meets when requested by the President as a collaborative governance committee for University future strategic planning
3. Makes recommendations to the President's Cabinet and Board of Trustees on strategic action steps related to the master plan, overall strategic direction, and strategic planning process

4.3.4 Deans Council

The Deans Council consists of the Provost/Chief Academic Officer, the academic deans, the Dean of Spiritual Formation, the Dean of Student Development, the Dean of Men, and the Dean of Women. The Provost/Chief Academic Officer serves as the chair of the council. The Deans Council manages the following responsibilities.

1. Disseminates information to the Chairs Council
2. Coordinates academic matters among the University's colleges
3. Makes recommendations to the Provost/Chief Academic Officer on all assigned matters

4.3.5 Chairs Council

The Chairs Council consists of the chairs of the various academic departments and representatives from other areas of the University. An Academic Dean assigned by the Provost/Chief Academic Officer serves as the chair of the council. The Chairs Council manages the following responsibilities.

1. Meets on a regular basis to consider intercollegiate matters
2. Acts upon items referred to it by the Deans Council
3. Makes recommendations to the Provost/Chief Academic Officer on all assigned matters

4.3.6 Research and Institutional Effectiveness Committee

The Research and Institutional Effectiveness Committee consists of the Provost/Chief Academic Officer, the Chief Information Officer, the Vice President of Enrollment Management, Chief Operations Officer, University Registrar, the Assistant to the Provost for Academic Excellence and Institutional Effectiveness. The Provost/Chief Academic Officer serves as the chair of the committee with the Assistant to the Provost for Academic Excellence and Institutional Effectiveness as Vice Chair. The Research and Institutional Effectiveness Committee manages the following responsibilities.

1. Enhances University improvements
2. Recommends University improvement protocols
3. Informs the President and President's Cabinet of progress toward institutional effectiveness

4.3.7 Multiethnic and Intercultural Relations Committee

The Multiethnic and Intercultural Relations Committee consists of the Dean of Spiritual Formation, Dean of Student Development, and several representatives from Academics. The Dean of Spiritual Formation serves as the chair of the committee. The Multiethnic and Intercultural Relations Committee manages the following responsibilities.

1. Promotes events to increase awareness of ethnic and cultural diversity
2. Coordinates efforts to integrate diversity into educational experiences
3. Participates in the development of centers for community involvement with diversity on-campus

4.3.8 Navigation Committee

The Navigation Committee consists of the Vice President of Enrollment Management, Director of University Relations and Communications, Executive Director of Admissions, representatives from Academics, and two web programmers. The Director of University Relations and Communications serves as the chair of the committee. The Navigation Committee manages the following responsibilities.

1. Reviews and authorizes functionality, navigation, and content changes to the University homepage and website
2. Reviews and authorizes recommended changes regarding departmental web pages
3. Encourages and assists the University community in internet development
4. Implements the search engine optimization research
5. Tracks and records web traffic
6. Reviews and approves videos throughout website

4.3.10 University Safety Committee

The University Safety Committee consists of the Director of Public Safety and Security and members of the University as assigned by the Provost/Chief Academic Officer. The Director of Public Safety and Security serves as the chair of the committee. The University Safety Committee is responsible for ensuring a safe and hazard free workplace for students and employees of the University.

4.3.11 Institutional Review Board

The Institutional Review Board consists of no fewer than five members assigned by the Provost/Chief Academic Officer. The Provost/Chief Academic Officer assigns the chair of the review board. The Institutional Review Board manages the following responsibilities.

1. Is mandated by federal law
2. Is familiar with all pertinent federal regulations and all University policies and procedures as contained in the "Guidelines to the Use of Human Subjects in Research" (the latest edition)
3. Is responsible for assuring that the rights of human subjects involved in research are protected

4.3.12 Intellectual Property Committee

The Intellectual Property Committee consists of an assigned member of the Board of Trustees, the Chief Information Officer, a staff member assigned by the President, and two faculty members assigned by the President upon recommendation from the Provost/Chief Academic Officer. The assigned member of the Board of Trustees serves as the chair of the committee. The Chief Information Officer is designated as secretary. Vacancies occurring on the committee shall be filled by the same process and with persons from the same employment status as the former member. The Intellectual Property Committee manages the following responsibilities.

1. Develops and recommends policy relating to intellectual property to the Board of Trustees
2. Hears and addresses issues regarding ownership of intellectual property
3. Promulgates guidelines and procedures for the implementation of the IP Policy, as listed in Appendix E
4. Reviews all disclosures submitted by author(s)
5. Reviews as appropriate, agreements on intellectual property matters that may be entered into as a prerequisite to the University participation in a sponsored project or receipt of a grant or contract
6. Administers the intellectual property interests of the University in a manner consistent with the IP Policy.

4.3.13 Scholarship of Teaching and Learning for Christians in Higher Education Editorial Board

The Scholarship of Teaching and Learning for Christians in Higher Education (SoTL-CHEd) Editorial Board regularly publishes an online journal promoting faculty research in the scholarship of teaching and learning. The Editorial Board consists of the General Editor and one co-editor from every college. The General Editor serves as chair of the Editorial Board. The Editorial Board manages the following responsibilities.

1. Oversees the maintenance of the journal website.
2. Participates in the submission, reviewing, and publication process for the journal
3. Promotes the journal among Council for Christian Colleges and Universities (CCCU) schools

General Editor

1. Serves as liaison with University Risk Management to ensure the protection of journal copyrights
2. Assesses journal policies and procedures to ensure the project's success
3. Reports to the Provost/Chief Academic Officer

4.3.14 Institutional Improvement Committee

The Institutional Improvement Committee consists of the Assistant to the Provost for Academic Excellence and Institutional Effectiveness, the Director of Compliance from the athletic program, the Provost/Chief Academic Officer, the Vice President of Enrollment Management, the Vice President of Student Life, and representatives from every college. The Assistant to the Provost for Academic Excellence and Institutional Effectiveness serves as the chair of the committee. The Institutional Improvement Committee manages the following responsibilities.

1. Oversees University assessment and improvement

2. Assists nonacademic departments in assessment and evaluation activities
3. Informs the University community of the progress in the assessment program and the effectiveness of assessment efforts

APPENDIX A—Summary of Regular Faculty Appointment Procedures

Regular Faculty Position Procedures

To Create a New Faculty Position
• Chair/Academic Dean sends "Request to Create a New Faculty Position" form to Faculty Hiring Coordinator who submits to Provost/Chief Academic Officer
• Provost/Chief Academic Officer and President
• President approves and creates an open faculty position

To Fill an Existing Faculty Position
• Chair/Academic Dean sends "Request to Fill an Existing Faculty Position" form to Faculty Hiring Coordinator who submits to Provost/Chief Academic Officer
• Provost/Chief Academic Officer and President approve request and open an existing faculty position

Procedures to Fill an Open Regular Faculty Position

Note: The Board of Trustees has final approval and appoints all regular faculty members.

Procedure	Responsible Entity	Form, Document, or Action
1. Prepare search plan.	Chair/ Academic Dean and Faculty Hiring Coordinator	Communicate with Human Resources
2. Determine application deadline.	Chair/Collegeean	Communicate with Human Resources
3. Assign search committee.	Academic Dean	Contact Assigned Search Committee Members
4. Process documents and acknowledge receipt of each application.	Chair of Search Committee	Letter acknowledging receipt of application
5. Evaluate pool.	Search Committee	Faculty Appointment Evaluation form
6. Begin selection process by reviewing faculty applications and checking references.	Search Committee	Faculty Appointment Evaluation form
7. Conduct preliminary interview.	Search Committee	Interview Questions
8. Conduct on-site interviews.	Search Committee, Academic Dean, and Provost/Chief Academic Officer, President	Interview Questions
9. Review search committee recommendations.	Academic Dean, Provost/Chief Academic Officer, and President	Faculty Appointment Evaluation form, summaries, and hiring file
10. Recommend candidate to Academic Affairs Committee of Board of Trustees.	Provost/Chief Academic Officer	Recommendation to Academic Affairs Committee of Board of Trustees
11. Approve to appoint candidate.	Board of Trustees	Memo granting approval to make conditional offer
12. Make conditional offer.	Chair	Letter of conditional offer of academic employment
13. Conduct background check.	Academic Dean	Communicate with Human Resources
14. Present contract to candidate.	Chair	Formal Contract

APPENDIX B—Faculty Appointment Evaluation Form

Approved January 2009

An interactive version of this form is available online at
http://www.oru.edu/pdfs/faculty-and-staff/faculty/resources/faculty_appointment_evaluation_form.pdf

ORU MAKE NO LITTLE PLANS HERE

Faculty Appointment Evaluation Form

Name of Applicant_____

College _____

Department _____

Position Advertised _____

Degrees Earned _____

Postdoctoral Experience Yes No
Higher Education Teaching Experience Yes No
If yes, then number of years _____

Evaluation of Faculty Applicant
A. Evaluation of faculty applicant based on the application

1. Does the applicant meet criteria as posted in the advertised faculty position?
Yes No
If not, what criteria are not met?

2. Does the applicant reflect spiritual and lifestyle criteria expected of faculty members?
Yes No
If not, what criteria are not met?

B. Evaluation of faculty applicant based on the applicant's written theological statement

1. Indicate the applicant's strengths.

2. Indicate any weaknesses.

C. Evaluation of faculty applicant based on the applicant's interview
1. Applicant's knowledge of content required for the faculty position

2. Applicant's interpersonal skills (social interaction), communication abilities, etc.

3. Applicant's teaching skills

4. Applicant's personality and character

5. Applicant's view about ORU

6. Applicant's strength of commitment to Christian tenets

7. Consistency between written theological statement and interview answers

D. Evaluation of faculty applicant based on the comments from the three references (from letters of recommendations or phone/email communication)

Name of Reference
1_____

Comments

Name of Reference
2_____

Comments

Name of Reference
3_____

Comments

E. Overall evaluation of faculty applicant:
1. Summary Comments

2. Overall Impression

Superior Excellent Strong Capable Weak Very Weak

3. Recommendation

Hire Hold for further consideration Remove from consideration

_____ _____
Search Committee Chair (signature) Date

Search Committee Members signatures

APPENDIX C—Interview Questions

Revised April 2013

INTERVIEW QUESTIONS

These questions are to be posted on the Human Resources web pages
so applicants can ponder them before they are asked to answer them during an interview.

These are questions suggested for the potential faculty member's interview (section C of the "Faculty Appointment Evaluation Form" from selected applicants in order to learn more about the applicant's beliefs and spiritual fit. Of course, the department chair and search committee members can ask questions that follow up on answers an applicant has given in the written answers, which would have already been submitted before the interview stage. Each ORU college and department knows the academic qualifications needed for its specific needs and situations, and those should be left to them to decide. It is the University-wide Spirit-empowered Christian element addressed in the institutional documents that these questions address.

1. Describe your journey of faith.
2. What in your view are the Biblical requirements for spiritual leadership?
3. How do you participate in the spiritual life within your community?
4. In what ways are you active in ministry?
5. How do you live out your faith in a way that exemplifies God's love toward us and would encourage others to seek God?
6. How do you view your work as a vocation--a call from and a duty to God?
7. How do you integrate your Christian worldview with your academic discipline?
8. Explain how you bring your faith into the classroom?
9. How can you promote spiritual formation in the lives of your students?
10. The ORU mission statement talks about a "whole person" education incorporating spirit, mind, and body. How can you help promote a whole person education for your students?
11. It is through the trials of life that one demonstrates and gives witness to their true core beliefs. For example, Christians can experience suffering, tough challenges in life, and prayers that go unanswered. A person can believe in healing and yet not have experienced a full or complete healing for many years. In such cases, how can we explain God's omnipotence with such difficult situations? Many of our students go through rough times while at ORU, so how can we help them strengthen their faith during life's challenges?
12. Another ORU core value states that "We believe that all people have been created in the image of God and deserve to be respected." As a Christian university that has a wide ethnic diversity, ORU believes "unity in diversity" is an important factor. How might you model a life that shows you believe that "all people have been created in the image of God and deserve to be respected"?
13. One of ORU's core values is "excellence with integrity," which says, "We strive to operate with, and instill in our students, excellence with integrity in all personal, academic, professional, and corporate endeavors." How can you model this to your students?
14. Hypothetically, if there were no University policy regarding cheating or plagiarism, how would you deal with such an incident in your classroom?
15. What are your views on homosexuality and on unmarried couples living together?
16. Part of ORU's Founding Vision recounts God's commission to Oral Roberts to "Raise up your students to hear My voice, to go where My light is dim, where My voice is heard small, and My healing power is not known, even to the uttermost bounds of the earth." In what ways do you think ORU can help graduate students who make a difference for Christ?
17. Describe one way in which God has used you to positively influence another person spiritually.
18. Describe a time when you had to trust God and walk by faith or when you sought God's guidance for a decision.

APPENDIX D—Copyright Compliance Policy

Revised January 2012

I. STATEMENT OF COMPLIANCE.

Oral Roberts University ("ORU") operates in compliance with the Copyright Act (Title 17 of the United States Code) which grants copyright holders some exclusive rights to uses of their works. ORU directs faculty, staff, and students to comply with the Copyright Act and provides, through this policy, information and clarification on the restrictions imposed by copyright law on the use of creative works, as well as the exceptions for uses permitted under the Fair Use Clause.

Copyright is designed to promote science and the arts by protecting the rights of the creator(s) of new works to reproduce, adapt, publish, perform, and display these works. These exclusive rights are limited by the concept of "fair use" which allows the use of copyrighted works "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" (U.S. Code Title 7 section 107).

II. PROTECTION OF COPYRIGHTS.

Any original creative work that is fixed in a tangible form is protected by copyright. These include:

- Literary works;
- Musical works;
- Dramatic works;
- Pantomimes and choreographic works;
- Pictorial, graphic, and sculptural works;
- Motion pictures and other audiovisual works;
- Sound recordings; or
- Architectural works.

Although it was once required for works published in the United States to include a notice of copyright, protection is now automatic. Copyright is in effect the moment a work is fixed in any tangible form (including print and audio/visual/digital recordings). No copyright symbol is required for a work to be protected by copyright. The copyright holder is generally the Author(s) of the work, but copyright can be transferred to an employer or any other individual(s) or institution(s), which is usually the case in a "work for hire."

Copyright is in effect for a limited term which varies according to the date of creation or publication. This reference table, *When U.S. Works Pass into the Public Domain,* was prepared by Dr. Laura Gasaway at the University of North Carolina and is also available and updated online (http://www.unc.edu/~unclng/public-d.htm):

DATE OF WORK	PROTECTED FROM	TERM
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years[1](or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation[2]
Published before 1923	In public domain	None
Published from 1923-63	When published with notice[3]	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964-77	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-178, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047 whichever is greater

1 Term of joint works is measured by life of the longest-lived author.
2 Works for hire, anonymous and pseudonymous works also have this term. 17 U.S.C. § 302(c).
3 Under the 1909 Act, works published without notice went into the public domain upon publication. Works published without notice between 1-1-78 and 3-1-89, effective date of the Berne Convention Implementation Act, retained copyright only if efforts to correct the accidental omission of notice was made within five years, such as by placing notice on unsold copies. 17 U.S.C. § 405. (Notes courtesy of Professor Tom Field, Franklin Pierce Law Center and Laura Gasaway).

Materials for which the copyright has expired are in the public domain. Materials produced by the U.S. federal government are also in the public domain, although copyright restrictions may apply to government materials published by independent vendors. Materials in the public domain are free of copyright restrictions. See the Stanford University Libraries page on The Public Domain for more information. For information on music in the public domain, visit www.pdinfo.com.

III. FAIR USE OF COPYRIGHTED WORKS.

Copyright Law imposes certain limitations on the exclusive rights of the copyright holder. The following text is from a section known as the *Fair Use Clause:*

> Notwithstanding the provisions of sections 106 and 106a, the fair use of a copyrighted work, including such use by reproduction in copies or phonographic records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

A. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
B. the nature of the copyrighted work;
C. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
D. the effect of the use upon the potential market for or value of the copyrighted work.

In general:

A. Use of a work for educational purposes by non-profit, accredited educational institutions weighs toward fair use, whereas use for commercial purposes weighs against fair use.
B. Commentary, criticism, and "transformative" uses (incorporating parts of a work into a new, original presentation) weigh for fair use, whereas reproduction of a work as it was originally created weighs against.
C. Course packs are generally not allowed, but an instructor could distribute copies of a personal commentary on or criticism of a copyrighted work, including portions of that work for reference, provided the restrictions on amount, substantiality, and impact on marketability are honored.
D. The use of creative works such as fiction novels, paintings, plays, music, movies and other forms of artistic expression, including materials that are as of yet unpublished, weighs against fair use. Use of factual information from nonfiction articles or books weighs for fair use.
E. In general, using less of a work weighs more favorably toward fair use. However, in some cases, the entire work may be necessary to the use.
F. Market effect includes the impact of the loss of sales and/or licensed usage. Uses that prevent sales weigh heavily against fair use. Copying and distributing portions of a book, for instance, that students would otherwise be expected to buy is not allowable under the Fair Use Clause. Uses that are allowed for classroom instruction under the Fair Use Clause might require permissions and licensing if used for other purposes, such as a book published for the commercial market.

ORU students, faculty and staff are directed to the guidelines listed below for help in utilizing the provisions of the Fair Use Clause. These have been developed to help users determine how much and for what purpose another's work may be used under the provisions of the Fair Use Clause without seeking permissions and paying royalties:

A. The Agreement on Guidelines for Classroom Copying in Not-for-profit Educational Institutions with respect to books and periodicals* developed by an Ad Hoc Committee to establish specific *minimum* quantities for copies (visual and sound) allowed by Fair Use and submitted to the House Judiciary Subcommittee on March 19, 1976;
B. Guidelines for Educational Uses of Music *;
C. Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes*;
D. ALA Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use posted on the website of The Coalition for Networked Information;
E. Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community posted on the website of The Coalition for Networked Information;

F. Library and Classroom Use of Copyrighted Videotapes and Computer Software by Mary Hutchings Reed and Debra Stanek, American Library Association, 1986, archived on the website of The International Federation of Library Associations (IFLA); and
G. Fair Use Guidelines for Educational Multimedia, produced by the Educational Multimedia Fair Use Guidelines Development Committee, 1996, and included in the University of Texas Copyright Crash Course.

*These guidelines are included in Circular 21-Reproduction of Copyrighted Works by Educators and Librarians issued by the United States Copyright Office and are provided in the Appendix.

IV. DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA).

The DMCA, Title II, Section 512(c)(3) was enacted in 1998. In accordance with its provisions to limit the liability of non-profit institutions of higher education for copyright infringement committed by their faculty or students, allegations of copyright infringement by users of the ORU network will be investigated. Any users of the ORU network determined to have infringed the copyrights of others will be subject to disciplinary action, including immediate termination of online access, employment and/or enrollment. Copyright holders who believe ORU users are infringing their copyrights should send notification to:

DMCA Compliance Officer
Oral Roberts University
7777 South Lewis Avenue
Tulsa, OK 74171
Phone (918) 495-7138

V. TEACH ACT.

The Technology, Education and Copyright Harmonization Act of 2002 is an amendment to Section 110(2) of the Copyright Act. It facilitates distance education by allowing for the display and transmission of copyrighted materials such as movies, music, text, and images via broadcasting, the Internet, or classroom management systems, provided:

A. the institution is a non-profit accredited educational institution;
B. the Online class is actively supervised by a faculty member or instructor;
C. the material used is relevant to a lesson in the class and comparable to what would be used in the classroom;
D. the material is obtained legally;
E. material created and marketed for online instruction is properly purchased or licensed;
F. analog materials are digitized only if no digital copy free of technical protections is available;
G. the use is consistent with the provisions of the Fair Use Clause;
H. access to the material is restricted to students enrolled in the class;
I. reasonable measures are in place to prevent retention and further dissemination of copyrighted materials;
J. notice of copyright is provided, e.g., “The materials on this course site may be copyrighted and are for use only by students enrolled in the course for purposes related to the course. They may not be retained or further disseminated”;
K. there is no interference with the copyright holder's technological measures to prevent retention and dissemination; and

L. the institution has a policy of copyright compliance that is disseminated to its faculty, staff and students.

VI. CHAPEL.

ORU uses Christian Copyright Licensing International for copyright clearances for music and lyrics copied or projected for chapel or other worship services. Public Performance as a part of religious services is explicitly allowed under copyright law.

Agreement on Guidelines for Classroom Copying in Not-for-profit Educational Institutions with Respect to books and Periodicals

I. SINGLE COPYING FOR TEACHERS.

A single copy may be made of any of the following by or for a teacher upon individual request for scholarly research or use in teaching or preparation to teach a class:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay or short poem, whether or not from a collective work; and
D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. MULTIPLE COPIES FOR CLASSROOM USE.

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

A. The copying meets the tests of brevity and spontaneity as defined below;
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright.

III. DEFINITIONS.

Brevity

A. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
B. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. [Each of the numerical limits stated in "A" and "B" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
C. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
D. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "B" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

Spontaneity

A. The copying is at the instance and inspiration of the individual teacher, and

B. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

A. The copying of the material is for only one course in the school in which the copies are made.
B. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
C. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "B" and "C" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

IV. PROHIBITIONS AS TO I AND /I ABOVE.

Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.
C. Copying shall not:
    1. substitute for the purchase of books, publishers' reprints or periodicals;
    2. be directed by higher authority;
    1. be repeated with respect to the same item by the same teacher from term to term.
    2. No charge shall be made to the student beyond the actual cost of the photocopying.

V. GUIDELINES FOR EDUCATIONAL USES OF MUSIC.

a. Permissible Uses
    1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
    2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than ten (10) percent of the whole work. The number of copies shall not exceed one (1) copy per pupil.
    3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
    4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

b. Prohibitions
   1. Copying to create or replace or substitute for anthologies, compilations or collective works.
   2. Copying of or from works intended to he "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
   3. Copying for the purpose of performance, except as in A(l) above.
   4. Copying for the purpose of substituting for the purchase of music, except as in A(l) and A(2) above.
   5. Copying without inclusion of the copyright notice which appears on the printed copy.

VI. GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES.

A. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.

B. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

C. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days-not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions-within the forty-five (45) calendar day retention period.

D. Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

E. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

F. After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

G. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

APPENDIX E—Intellectual Property Policy

Revised January 2012

I. PREAMBLE

Oral Roberts University ("ORU") recognizes and encourages the publication of scholarly works and advancement of technology and engineering as an integral part of its educational mission. ORU adopts this Intellectual Property Policy ("IP Policy") to encourage creation of artistic work, for the disclosure of discoveries and inventions, and in order to reward such activity. This IP Policy defines the scope of Intellectual Property created and utilized by ORU employees and students, establishes ownership and rights of discoverer(s), creator(s), inventor(s) and author(s) of Intellectual property (collectively, "Authors") and provides the framework to administer the IP Policy.

II. POLICY APPLICATION

This IP Policy applies to the following (collectively, "Covered Persons"): all individuals holding any form of employment or appointment at ORU (with or without compensation), any person who has student status, or any person or entity using or employing ORU facilities or resources (excluding libraries). Covered Persons include faculty, professional and non-professional staff, fellows, undergraduate and graduate students, persons with adjunct appointments, and visiting professors.

The provisions of this IP Policy are a part of and are incorporated by reference into any contractual relationship of ORU with any Covered Person and s hall be conditions of employment, appointment, enrollment, and use of ORU facilities or resources (excluding libraries). Covered Persons shall execute any and all documents ORU deems reasonably necessary to evidence such ownership, meet its legal obligations and effect Intellectual Property protection. ORU administrators are encouraged to take appropriate measures to inform all individuals associated with ORU of this IP Policy and its provisions.

Intellectual Property agreements executed by or on behalf of ORU shall be governed by the IP Policy in existence as of the effective date of the agreement. Neither this IP Policy nor any amendment thereto shall decrease the Author's share of royalties/income received under any Intellectual Property agreement executed before Board approval or amendment. No Author's salary from ORU will be diminished by the amount of royalty or income due him/her under the provisions of this IP Policy.

III. UNIVERSITY COMMITTEE ON INTELLECTUAL PROPERTY

The University Committee on Intellectual Property ("UCIP") is hereby established and will have primary responsibility for administration and application of this IP Policy including to:

A. Develop and recommend policy relating to Intellectual Property, including any amendment to this IP Policy for review and approval by the Board;

B. Hear and address issues regarding ownership of Intellectual Property;

C. Promulgate guidelines and procedures as may be necessary for the implementation of this IP Policy;

D. Review all disclosures submitted by Author(s);

E. Review as appropriate, agreements on Intellectual Property matters that may be entered into as a prerequisite to ORU participation in a sponsored project or receipt of a grant or contract; and

F. Administer the Intellectual Property interests of ORU in a manner consistent with this IP Policy.

The UCIP shall be composed of:

A. A Chair, appointed by the Board of Trustees;

B. The Chief Information and/or Technology Officer of ORU, who acts as the Secretary of the Committee;

C. A Staff Representative, appointed by the President; and

D. Two Faculty Members, appointed by the President upon recommendation from the Provost/Chief Academic Officer.

ORU Legal Counsel may serve and advise the UCIP in an advisory, non-voting capacity.

Terms of appointment to the UCIP shall be as follows:

Appointed Position	**Term After IP Policy Adoption**	**Term for Each Following Subsequent Appointment**
Chair	Three (3) years	Three (3) years
Chief IT Officer	While Employed in Position	While Employed in Position
Staff Appointment	One (1) Year	Three (3) Years
Faculty Appointment #1	Two (2) Years	Three (3) Years
Faculty Appointment #2	Three (3) Years	Three (3) Years

IV. DEFINITIONS

A. *Intellectual Property* for purposes of this IP Policy refers to inventions, discoveries, Patents, patentable processes or items, patent applications, scientific or technological developments, Copyrights, trade secrets, Trademarks, and know-how.

B. *Copyright* refers to the rights in original works of literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, or audiovisual authorship. A Copyright is automatically secured when the work is created or "fixed" in a tangible medium of expression. Copyright owners have the sole right to reproduce the original works of authorship. No publication or registration or other action in the Copyright Office is required to secure Copyright; however, it is ORU's

policy that all works in which ORU owns a Copyright be disclosed to the UCIP for a determination of whether it is appropriate to obtain registration.[1]

C. *Patent* refers to rights granted to registrants for new, useful, and non-obvious processes, machines, manufactured articles, or composition of matter, or useful improvements thereof. Patent rights are obtained by filing an application to register the Patent with the United States Patent and Trademark Office. Patent owners generally have the right to exclude others from making, using or selling the patented item during the term of the patent registration.

D. *Trademark* refers to any word, name, symbol, device, or any combination of such used to identify the source of goods or services and distinguish such from the goods and services of others. Trademark rights arise upon use of the Trademark with the associate goods and services. While registration is not required, registering a Trademark with the United States Patent and Trademark provides protection throughout the United States.

E. *Substantial Use* of ORU resources shall mean use of ORU facilities, equipment, and personnel beyond that which is nominal or incidental. Substantial Use of ORU resources occurs when creation of Intellectual Property in question requires use of ORU resources beyond those allocated and incidental to individuals in support of assigned responsibilities and activities within their respective departments or colleges.

V. GENERAL OWNERSHIP POLICY

Except as otherwise expressly set forth in this IP Policy, ORU shall retain all right, title, and interest in and to all Intellectual Property created with the Substantial Use of ORU resources.[2]

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[1] Copyrightable materials include but are not limited to literary works such as books, journal articles, tests, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals; lectures, musical or dramatic compositions, unpublished scripts, computer programs, CD-ROMs, maps, blueprints, textual materials, pictures, graphics, sculptures, art works, motion pictures, videos, films, filmstrips, charts, transparencies, and other visual aids, live video and audio broadcasts, programmed instructional material; research notes, research data reports, and research notebooks, and other works produced in university environment.

[2] Examples of Substantial Use include:

A. Extended use of time and energy by the developer(s) in creation or promotion of a work which results in a reduction in the levels of teaching, scholarship, or other assigned university activities, and the developer's (s') anticipated instructional load in these areas is at a level significantly lower than normal; anticipated instructional load in these areas is at a level significantly lower than normal;

VI. PATENTS

All Patents and patentable processes or items which are obtained or developed by any Covered Persons, either in the course and/or scope of employment for ORU or through the Substantial Use of facilities or funds provided by or through ORU shall be owned by and be the property of ORU. In the event a Covered Person obtains or develops a Patent or patentable process or item outside the course of and/or scope of employment and using no ORU facilities, equipment, or supplies, or if using such reimburses ORU for this use in accordance with a prior written agreement with ORU and in accordance with ORU policy, title to such discoveries or inventions shall remain with the respective Covered Person, provided the UCIP determines that the Patent or patentable process or item was obtained or developed under these conditions.

VII. TRADEMARKS

ORU benefits from public recognition of its Trademarks. ORU's Trademarks give ORU a unifying look, which is critical to establishing a visual presence and identifies with the quality of ORU's programs, products, and services. ORU is required by law to control its Trademarks and without proper control, ORU risks losing its exclusive rights to its Trademarks. Use of Trademarks by external entities is managed by the UCIP. Prior to use, ORU's Trademarks must be licensed to the user pursuant to a written agreement approved by the UCIP. Suppliers of products to ORU bearing any ORU Trademark must also be pursuant to a license, which is generally the non-exclusive right to use the Trademark for a specific purpose. ORU owns all right, title and interest to all Trademarks used with any goods or services provided by ORU. Any cash revenues received in exchange for the commercial use or sale of such ORU's Trademarks shall be retained by ORU.

VIII. COPYRIGHT

All Copyright shall remain with the Author(s) of the work unless the work is: 1.) specifically assigned or commissioned by ORU; 2.) subject to non-ORU contractual or legal obligations; or 3.) a "work made for hire" as that term is defined by U.S. Copyright Law.

A. Scholarly/Aesthetic Works. In keeping with traditional academic practice, ownership of Copyright to works of artistry or scholarship in the Author's professional field (such as textbooks, course materials, scholarly papers and articles, software and other computer materials) when they are works of artistry or scholarship, novels, poems, paintings, musical compositions or other such works of artistic imagination produced by ORU Covered Persons who have a general obligation to produce such works where the specific choice, content, course, and direction of the effort is determined by the Covered

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B. Greater than customary or nominal use of ORU facilities such as laboratories, studios, equipment, production facilities, or specialized computing resources in direct support of development of the work in question; and

C. Extraordinary ORU funding in support of the work's creation, publication, manufacture, or production.

Person without direct assignment or supervision by ORU, shall reside in the Author and the works shall not be deemed "works made for hire" under this IP Policy unless they are also sponsored/contracted works or specifically assigned by ORU. The general obligation of faculty to produce scholarly works does not constitute a specific assignment. For works owned by the Author(s), upon request by ORU, the Author(s) will grant ORU an irrevocable non-exclusive, free-of-cost, world-wide right and license to exercise all Copyright rights in and to the work (except the right to commercially display, use, perform, or distribute copies of the work) unless to do so would impair the ability of the Author(s) to have the work published or distributed.

B. Personal Works. Ownership of Copyright to works prepared outside the course and scope of ORU employment and without the Substantial Use of ORU resources and equipment, facilities, services or funds (regardless of source) administered by and/or under the control of ORU shall reside with the Author(s).

C. Sponsored Works. Ownership of Copyright to works produced by or through ORU in the performance of a written agreement between ORU and a third-party sponsor shall be governed in accordance with the term of the agreement. If the agreement is silent in that regard, ownership shall be governed by the provisions of this IP Policy.

D. Commissioned Works. Ownership of Copyright to works produced for ORU by persons not employed by ORU or by Covered Persons outside their regular ORU employment "commissioned works" normally shall reside with ORU. In all cases, Copyright ownership shall be specified in a written form approved by the UCIP and signed by the parties. Any commissioned work agreement which provides for ownership by any party other than ORU shall also provide, to the fullest extent possible, that ORU will have an irrevocable, free-of-cost, non-exclusive, world-wide license to exercise all Copyright in and to the work (except the right to commercially display, use, perform or distribute copies of the work), unless to do so would impair the ability of the Author(s) to commercially or professionally exploit the work.

E. Substantial Use. Except as otherwise provided in this IP Policy or in a separate written agreement, the Author shall own all Copyright to works made in the course and scope of their employment, including works made with Substantial Use of ORU resources and equipment. The Author shall reimburse ORU the fair and reasonable expense of and charges for ORU resources and equipment. Upon request by ORU, the Author(s) will grant ORU an irrevocable non-exclusive, free-of-cost, world-wide right and license to exercise all Copyright rights in and to the work (except the right to commercially display, use, perform, or distribute copies of the work), unless to do so would impair the ability of the Author(s) to have the work published or distributed.

F. Student Works. Ownership of Copyright to works produced by Covered Persons enrolled as students without the use of ORU funds (other than Student Financial Aid), that are produced outside any ORU employment and are not sponsored

or commissioned works, shall reside with the Author(s). Provided however, in all cases a student's graduate thesis or dissertation shall be deemed a student work under this IP Policy but as a condition of enrollment and awarding a degree, ORU reserves an irrevocable, non-exclusive, free-of-cost and world-wide right to reproduce in any media and distribute to the public, on a non-commercial basis, copies of said thesis and dissertations, unless to do so would impair the ability of the Author(s) to commercially or professionally exploit the work.

IX. REVENUE

Subject to any written agreement between the parties, all revenue, income, monies, equity and other things of value (collectively, "Revenue") received by ORU from the licensing, sale, or commercialization of ORU Intellectual Property, will be distributed among the Author(s), his/her/their primary department(s) and college, in accordance with the following formula:

A. 25% of Revenue to the Author(s) (as submitted on the Disclosure Form);

B. The remaining 75% of Revenue to reimburse ORU for all costs and expenses that it has or shall incur in connection with the Intellectual Property including, but not limited to, filings, prosecution, maintenance and defense;

C. After all initial and ongoing costs and expenses have been recouped by ORU; the 75% of Revenue otherwise attributable to ORU shall be distributed as follows:

1. an additional 35% to Author(s);

2. 10% to the Growth Fund established to promote and encourage development of Intellectual Property of ORU;

3. 20% to ORU General Operating Fund (unrestricted); and

4. 10% to the college, department or division of the Author(s);

In the event the Revenue from any one Intellectual Property, or group of related Intellectual Properties, exceeds $250,000.00 in any calendar year or $1,000,000.00 in the aggregate, UCIP will activate an administrative review of that Intellectual Property. UCIP shall have the discretion to evaluate and recommend to the President reallocation of ORU's share of the Revenue in excess of the $250,000.00/$1,000,000.00 thresholds; however the rights of the Author(s) to receive their share of Revenue shall not be reduced. The President shall make a recommendation and report to the Board regarding any reallocation of such Revenue.

The right to receive such Revenue shall be extended to the Author(s) in the event that the Author(s) are no longer a Covered Person. Such right shall also accrue to the estate of the Author(s). Author(s) and/or their successors or assigns shall have the responsibility to provide the UCIP with all the necessary information to make payments to the appropriate

parties. Failure to keep ORU so informed shall permit ORU to hold all Revenue to such parties for a reasonable time for allow for the legal beneficiaries to make claim. In the event a timely claim is not submitted, the Revenue shall revert to ORU.

When there are two or more Author(s), each shall share equally in the Revenue unless all Author(s) agree to a different distribution pursuant to a signed agreement filed with the UCIP. No distribution of Revenue will be made until this issue is resolved by the Author(s) or their successors in interest.

The Author(s) and his/her college shall be paid their share of the Revenue upon receipt by ORU and will be furnished with a statement of revenue derived from the commercialization of the Intellectual Property at the time of payment. In the event of any litigation, actual or imminent, regarding the Intellectual Property, ORU may withhold distribution pending resolution of the particular matter. ORU does not act as a fiduciary for any person relating to consideration received under the terms of this IP Policy.

X. ADMINSTRATION

A. Growth Fund. The UCIP shall be authorized to make distributions from the "Growth Fund" to be used to stimulate general Intellectual Property development and research at ORU. This Growth Fund will be administered under guidelines consistent with the missions of ORU.

B. Disclosure Form. It is the responsibility of Covered Persons to report all Intellectual Property they may develop during their term of employment or registration as a student to the UCIP by filing a Disclosure Form. Such Disclosure Form shall provide sufficient information so that the UCIP, in conjunction with others, can determine among other things, ownership rights, registration obligations, and value/use by ORU. Covered Persons having rights as Author(s) prior to employment at ORU shall notify the UCIP of such Intellectual Property so that ownership to any further development of that same Intellectual Property at ORU may be established, by written agreement.

C. Release to the Author(s). In the event ORU has made an official determination not to commercially develop ORU Intellectual Property, Author(s) of the ORU owned Intellectual Property may seek transfer of such Intellectual Property to him/her by making a written request to the UCIP. If the release is approved, ORU may transfer the Intellectual Property, by written agreement, to the Author(s) to the extent consistent with any applicable third-party agreement or law. Such transfer shall be subject to an irrevocable, non-exclusive, free-of-cost and world-wide license to exercise all rights with regard to the Intellectual Property except the right to publicly distribute copies for commercial purposes or such other conditions as may be agreed upon in writing between the Author(s).

D. Protection. ORU owned Intellectual Property shall be protected by placing the following applicable statutory notice on all uses or copies thereof:

1. For Copyright, "Copyright [insert year created, and name of owner]", *e.g.*

"Copyright 2011, Oral Roberts University";

2. For pending Patents, "Patent Pending";

3. For registered Patents, "Patent No.[insert patent registration number]"; or

4. For a Trademark, placement of an ® symbol following a registered Trademark, *e.g.* ORU®, or placement of a ™ symbol following an unregistered Trademark.

E. License. ORU may assign or license its Intellectual Property to third parties pursuant to commercially reasonable terms. ORU shall share royalty revenue derived from such assignment or license (excepting commissioned works and sponsored research funding) which it receives through Intellectual Property with the Author(s).

APPENDIX F—College Level Committees

COLLEGE-LEVEL COMMITTEES

Each college in the University is organized in a manner that best serves the academic content assigned to it.

College of Arts and Cultural Studies

The committees in the College of Arts and Cultural Studies follow. Complete descriptions of the committees and their duties can be found in the section titled "College of Arts and Cultural Studies" in chapter 3 of this handbook.

College of Arts and Cultural Studies
- Arts and Cultural Studies Professional Development Committee
- Arts and Cultural Studies Promotion Committee
- Arts and Cultural Studies Grievance Committee

College of Business

The committees in the College of Business follow. Complete descriptions of the committees and their duties can be found in the section titled "College of Business" in chapter 3 of this handbook.

College of Business
- Business Curriculum Committee
- Business Policy Committee
- Business Grievance Committee

College of Education

The committees in the College of Education follow. Complete descriptions of the committees and their duties can be found in the section titled "College of Education" in chapter 3 of this handbook.

College of Education
- Education Professional Development Committee
- Education Promotion and Sabbatical Committee
- Education Assessment and Accreditation Committee
- Education Research Committee
- Education Professional Community Review Task Force
- Education Scholarships, Honors, and Awards Committee
- Undergraduate Education Department
- Graduate Education Department

College of Health Sciences

The committees in the College of Health Sciences follow. Complete descriptions of the committees and their duties can be found in the section titled "College of Health Sciences" in chapter 3 of this handbook.

College of Health Sciences
- Administrative Council
- Admissions, Progression, Graduation, and Awards Committee
- Faculty Enrichment Committee
- Grievance Committee

Anna Vaughn School of Nursing
- Policy and Handbook Committee

College of Science and Engineering

The committees in the College of Science and Engineering follow. Complete descriptions of the committees and their duties can be found in the section titled "College of Science and Engineering" in chapter 3 of this handbook.

College of Science and Engineering
Science and Engineering Professional Development Committee
Science and Engineering Promotion Committee
Science and Engineering Grievance Committee

College of Theology and Ministry

The committees in the College of Theology and Ministry follow. Complete descriptions of the committees and their duties can be found in the section titled "College of Theology and Ministry" in chapter 3 of this handbook.

College of Theology and Ministry
Theology and Ministry Promotion Committee
Theology and Ministry Grievance Committee
Graduate Theology and Ministry Faculty Assembly
Graduate Theology and Ministry Academic Policy Committee
Graduate Theology and Ministry Curriculum Committee
Graduate Theology and Ministry Assessment Committee
Graduate Theology and Ministry Admissions/Recruitment Committee
Theology and Ministry Administrative Committee
Committee on Theology Library/Holy Spirit Research Center
Doctor of Ministry Committee
Theology and Ministry Financial Aid Committee
ATS Standards Committee
Theology and Ministry Modular and Distance Education Committee
Theology and Ministry Field Education Committee
Theology and Ministry Student Grievance Committee
Theology and Ministry Student Council
Theology and Ministry Student Ministries
Undergraduate Theology and Ministry Faculty Assembly
Undergraduate Theology and Ministry Curriculum Committee
Undergraduate Theology and Ministry Assessment Committee
Undergraduate Theology and Ministry Admissions/Recruitment Committee

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