

Recommended *Faculty and Administration Handbook* revisions

Board of Trustees requested changes for the 2017-2018 revised version.

No changes recommended by a specific College

No changes recommended by Academic Council

No changes recommended by the University Faculty

Changes recommended by administration

1. Pg. 18 Extend Emeritus Faculty privileges to include tuition and housing discount to dependents of emeritus faculty members (2.1.2.10)
2. Pg. 54 New policy on faculty members' ability to request "Cell Phone Numbers of Students" (2.2.6)
3. Pg. 126 Changes to the organizational structure in the Office of the Provost/Chief Academic Officer (4.1.2)
4. Pg. 129 Changes to the organizational structure in the Office of the Chief Financial Officer (4.1.3)
5. Pg. 132 Changes to the organizational structure in the Office of the Chief Operating Officer (4.1.4.2)
6. Pg. 137 Changes to the organizational structure in the Office of the Vice President of Student Life (4.1.7)
7. Pg. 138 Changes to the organizational structure in the Office of the Vice President of Enrollment Management (4.1.8)
8. Pg. 141 Changes to the organizational structure in the Office of the Vice President of Development and Alumni Relations (4.1.9)

Changes implemented directly by the Board of Trustees

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Faculty and Administration Handbook

Oral Roberts University

For Academic Year 2017-2018
(revised)

Recommended to the Board of Trustees
November 14, 2017

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 [Appendix G](#))

The information in this handbook is to be reviewed periodically by the faculty, 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.

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Chapter 1—COMMITMENTS

1.1 FOUNDING VISION

The vision of Oral Roberts University is a message heard from God by Oral Roberts: "Build Me a university. Build it on My-authority, and on the Holy Spirit. 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 build Holy Spirit-empowered leaders through whole person education to impact the world with God's healing.

1.3 CORE VALUES

Christian Distinctiveness: We are a God-centered university that upholds a Christian worldview with a charismatic 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 leaders who are spiritually alive, intellectually alert, physically disciplined, and socially adept.

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, which encourages 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 the evaluation of student expression of University learning outcomes as demonstrated through accompanying proficiencies and capacities.

Spiritually alive Biblical knowledge; sensitivity to the Holy Spirit; evangelistic capability; ethical behavior

Intellectually alert critical thinking; information literacy; global and historical perspectives; aesthetic appreciation; intellectual creativity

Physically disciplined healthy lifestyle; physically active lifestyle

Socially adept communication skills; interpersonal skills; appreciation of cultural and linguistic differences; responsible citizenship; leadership capacity

Professionally competent ... discipline-specific proficiencies

1.6 PURPOSES ACCORDING TO UNIVERSITY BYLAWS

As stated in the Amended and Restated Bylaws of Oral Roberts University as of November 12, 2015, “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 Charismatic dimension of the Holy Spirit. The expression of the gifts and fruit of the Holy Spirit is to be 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 ever 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 and mankind and of the universe in which we live. Dedicated to the realization of truth as it is totally embodied in Christ and to the achievement of one’s potential life capacity, the University seeks to graduate an integrated person who is spiritually alive, intellectually alert, physically disciplined in His work on earth, and living at all times in expectancy of the Second Coming of Christ.”

1.7 FACULTY PROFESSIONAL GROWTH AND DEVELOPMENT

It is imperative that all members of the Oral Roberts University community understand that at a Christian university, 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.

1.8 STUDENT LEARNING AND ASSESSMENT

1.8.1 Student Learning Emphasis

To ensure that an ORU education fulfills the stated mission and core values, the University has a comprehensive assessment system that focuses on student learning. Class attendance is mandatory but does not sufficiently ensure that effective student learning is taking place. 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 each of 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?* ORU 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. ORU 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 ORU 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.

1.8.1.1 Evaluation by Students

The Student Opinion Survey (SOS) is an instrument designed to allow students to evaluate instructor performance and provide input for course improvement. Student Opinion Surveys are also used in promotion and tenure evaluations. Students evaluate courses and subsequent to the end of the instructional period results are available to faculty members and college deans.

1.8.1.2 Definition of Student Learning Outcomes

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

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

Spiritually Alive

Students will grow in their relationship with Jesus Christ and their sensitivity to the Holy Spirit, expand their Biblical knowledge, and develop the ability to approach life from a Christian worldview so that they can act ethically in any situation and evangelize their world of influence.

Proficiencies/Capacities

1. **Biblical knowledge**—The ability to interpret the Scriptures accurately in order to arrive at principles that serve as guidelines for living a Spirit-filled life.
2. **Sensitivity to the Holy Spirit**—A maturing process of growing in wisdom to do the right things in accordance to God's will and to expect the Spirit's direct leading in response to one's asking and receiving.
3. **Evangelistic capability**—The ability to share the Gospel of Jesus Christ intentionally as led by the Holy Spirit.

4. Ethical behavior—The ability to recognize potential ethical dilemmas and make morally correct choices based on knowledge of professional codes of ethics, the ethical dimensions of professional practice, and the Word of God.

Intellectually Alert

Students will expand their capacity to gather, retain, and apply knowledge and truth, using analytical problem-solving, critical thinking, and decision-making skills that they can utilize in their professional and personal lives. They will also develop global perspectives, including an appreciation for artistic expression in various historical and cultural settings.

Proficiencies/Capacities

1. Critical thinking—The ability to integrate knowledge in order to identify and weigh possible responses to different situations and to process information—both analytically and critically—so as to determine the validity of different, competing claims.
2. Information literacy—The ability to access, evaluate, and use information, as well as to determine which sources to consult.
3. Global and historical perspectives—The capacity to adapt to an international understanding in an increasingly interdependent global community and to understand how current situations relate to events of the past.
4. Aesthetic appreciation—The ability to understand and appreciate various forms of artistic expression.
5. Intellectual creativity—The ability to develop flexible thinking patterns and to process information analytically in a manner that results in the creation of new forms and structures

Physically Disciplined

Students will develop an active awareness of the importance of living a balanced, healthy, and physically disciplined lifestyle.

Proficiencies/Capacities

1. Healthy lifestyle—An intentional way of living that promotes the positive development of the mind, spirit, and body through the practice of physical exercise and proper nutritional habits required for healthy growth.
2. Physically disciplined lifestyle—A planned active lifestyle that includes a variety of physical activities designed to enhance physical fitness and decrease the risk of developing degenerative diseases by following the principles of conditioning.

Socially Adept

Students will develop the skills to communicate effectively in both spoken and written language and to interact within diverse cultures, professions, and social settings. They will gain an understanding of their obligations as service-oriented leaders who can make a positive impact on society—locally, nationally, and internationally.

Proficiencies/Capacities

1. Communication skills—The ability to communicate effectively in both written and spoken forms at appropriate cultural, educational, economic, social, and maturity levels.
2. Interpersonal skills—The ability to create unique shared meaning with others by engaging in voluntary, ongoing, interdependent interactions that involve meaningful interpretations of verbal and nonverbal behaviors.
3. Appreciation of cultural and linguistic differences—Awareness, sensitivity, and respect for the beliefs, social forms, language, and traits of different ethnic, religious, or social groups.
4. Responsible citizenship—Adopting a lifestyle of servant leadership that demonstrates God’s love to one’s world of influence through such actions as engaging in service to church and community, caring for the environment, and promoting family values, social justice, and economic empowerment.

5. Leadership capacity—The ability to effect change within various group settings by influencing and motivating others to accomplish a vision through communicating and carrying out key decisions.

Professionally Competent

These outcomes and their related proficiencies/capacities are discipline-specific. Each academic major program identifies appropriate outcomes with associated proficiencies/capacities.

1.8.1.3 Program Review

Students learn best in programs specifically designed with student learning in mind. Every ORU academic program is reviewed once during every ten-year period. The Program Review Panel, convened by the Dean of Institutional Effectiveness, reviews all ORU 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.

In the first year of a program review, the academic responsible for the program conducts a self-study. In the second year, members of the Program Review Panel conduct a site visit, and a third party from a similar program at another University analyzes the self-study. In the third year, program heads respond to the suggestions of the site-visit team and third-party reviewer by submitting an action plan.

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.

1.8.2 Whole Person Assessment

The primary system for the assessment of student learning outcomes at ORU is called Whole Person Assessment. The primary assessment tool used for this purpose is ePortfolio (electronic portfolio). Every undergraduate student constructs at least two assessment ePortfolios: one for general education and one for every major. Every graduate student maintains only a major ePortfolio. The general education portfolio is designed specifically to address the proficiencies/capacities of the first four learning outcomes described in the previous section. The ePortfolio in the major is intended to enable measurement of the extent to which students achieve specific learning outcomes defined by their academic departments. In addition to providing evidence of student growth, the Whole Person Assessment process provides feedback for student reflection for self-improvement as well as valuable information for University program improvement.

Both types of assessment ePortfolios contain pieces of evidence called “artifacts” that are intended to document student learning. 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 Whole Person Assessment (GEN 099) introduces students to ORU’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 their electronic portfolios and go through a simple but secure process of submitting their portfolios electronically to faculty members for assessment. Once notified through e-mail that work needs to be assessed, faculty members log on to a secure web location to access students' artifacts and rubrics created to assess the artifacts.

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. All rubrics are contained in either the general education handbook or department/college handbooks.

An introduction to [ORU student learning outcomes](#) and complete information regarding the [ORU Whole Person Assessment](#) system can be found on the ORU Website.

1.8.3 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 ORU. The staff advises students in selecting courses for their first semester at ORU, 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 freshman year.

1.9 STUDENT RESOURCES

The Student Resources Office, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, assures that no qualified individual with a disability will be denied reasonable accommodations in modification of policies, practices, and procedures. The Student Resources Office offers reasonable accommodations to clients based upon their individual needs. Accommodations offered to clients as services through this office include the following:

- Alternative testing.
- Textbooks on tape.
- Adaptive HPE.
- Interpretation for the deaf.
- Note-taking and transcriptions.
- Text enlargements.
- Counseling on disability issues.
- Parking and access services.
- Academic adjustments.

- Additional accommodations (deemed reasonable).

These accommodations are based on need, not desire. Students who meet one or more of the following criteria and provide appropriate documentation qualify for services: (1) has a physical or mental impairment that substantially limits a major life activity, (2) has a record or history of such impairment, or (3) is regarded as having such impairment. All services are intended to allow clients full access to the programs and campus and are not intended to give the client an unfair advantage over other students.

1.10 OUTREACH MINISTRIES

To help students fulfill the ORU mission and learning outcomes, students are encouraged to go on mission trips to help carry out ORU's vision "to go into every person's world," and annually 325-350 students go on missions. Besides providing ORU 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 College 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](#).

1.11 THE HONOR CODE PLEDGE

All faculty members sign the same Honor Code Pledge that students sign. By signing the pledge, faculty members affirm the lifestyle described in the pledge. Full-time 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 the 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, 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-filled Christians, faculty members demonstrate or develop a lifestyle founded upon the Word of God; seek a personal communication with God through the prayer language (praying in the Spirit) in a manner described in 1 Corinthians 14:14-15; and pursue a personal wholeness and harmony of mind, body, and spirit, as exemplified by Jesus Christ of Nazareth. The faculty member who has not released his or her prayer language must affirm an openness to this experience.

Faculty members in the University hold regular, adjunct, or other academic positions. All 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 positions are approved by the Board of Trustees while other non-tenure track positions are approved by the President.

2.1.1.1 Regular Positions

Instructor: Master's degree from an accredited institution with at least 18 graduate hours in the academic area of assignment or appropriate experience. Non-tenure track.

Assistant Professor: Doctorate or terminal degree from an accredited institution appropriate to the instructional assignment. Tenure track for faculty members with terminal degrees.

Associate Professor: Doctorate or terminal degree from an accredited institution appropriate to the instructional assignment, a minimum of four years of full-time teaching experience or acceptable equivalent, and scholarly publications or acceptable equivalent. Tenure track.

Professor: Doctorate or terminal degree from an accredited institution appropriate to the instructional assignment, a minimum of seven years of full-time teaching experience or acceptable equivalent, and scholarly publications or acceptable equivalent. Tenure track.

2.1.1.2 Adjunct Positions

Adjunct faculty members are hired on a temporary track to teach less than a full load at any given time. Adjunct faculty members typically teach reduced course loads compared to regular faculty. Adjunct faculty members are hired to fulfill specific university needs. Non-tenure track.

2.1.1.3 Other Academic Positions

Professional-in-Residence: 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, dean, Provost/Chief Academic Officer, and President) prior to the appointment. Non-tenure track.

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. This position must be approved by the Board of Trustees.

Visiting Professor: 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. Terms and conditions of employment must be agreed upon in writing by all parties involved (chair, dean, Provost/Chief Academic Officer, and President) prior to the appointment. Non-tenure track.

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, dean, Provost/Chief Academic Officer, and President) prior to the appointment. Non-tenure track.

2.1.2 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 healing ministry founded upon the fullness of the Holy Spirit. As educators, faculty members demonstrate a high level of expertise in their disciplines and communicate it skillfully to students.

2.1.2.1 ORU's Commitment to Professional Development and Diversity

Among the most important factors in recruiting is presenting Oral Roberts University as a good place to work. ORU offers opportunities for culturally diverse employees and provides means for faculty development, and some potential candidates may be more likely to select the University if they realize these multiple opportunities. Applicants should be made aware of ORU's opportunities for continuing educational enhancement and for professional development and promotion.

A key priority for ORU is to enhance the diversity of the community. To fulfill the academic mission, as well as to ensure meeting the educational needs of ORU's constituencies, Oral Roberts University must persist in its efforts 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 ORU 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 anyone just because of her or his demographic characteristics but because the individual is immanently qualified for the position. Broadening the base of qualified candidates considered will, over time, increase diversity among the faculty, especially in tenure-track positions. Consequently, a national search is used to fill most tenure-track positions.

2.1.2.2 Regular Appointments

Regular faculty appointments are full-time, and regular faculty members are eligible for benefits as defined in the benefits section of this handbook. Faculty members with regular appointments 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 the Honor Code Pledge.

2.1.2.3 Adjunct Appointments

The term “adjunct” may be used in conjunction with the ranks listed above but are non-tenure track.

1. Adjunct faculty members typically teach less than a full load.
2. Adjunct faculty are expected to support and exemplify the Honor Code Pledge when on campus, with the students, or representing the University and are to adhere to all other University, college, and departmental policies. No adjunct positions are tenure track.
3. NOTE: Graduate teaching assistants are not included as adjuncts; instead they are defined as students currently enrolled in graduate programs but hired to assist with specific courses for a limited number of semesters.

2.1.2.4 Other Academic Appointments

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

2.1.2.5 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 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 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 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 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 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 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](#).

2.1.2.6 Procedure to Fill Regular Full-time 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 dean. The dean edits the form and submits the final version to the Faculty Hiring Coordinator for posting on various hiring websites, including ORU’s Human Resource page.
2. The 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 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 dean needs to make certain the open position is adequately 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 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 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 appoints a search committee for each full-time (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 member who has tenure fulfills three 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. A tenured faculty member.
 - e. One of the following representatives from outside the discipline:
 - (1) A faculty member from another discipline.
 - (2) A member of the Board of Trustees.
 - f. 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, 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, 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 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 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 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, the Human Resources Office, and the Director of Faculty Excellence of the newly hired 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 ORU 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 hired faculty member to secure official transcripts for all educational institutions listed on their application and curriculum vitae. All official transcripts must be sent to Institutional Effectiveness 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.

2.1.2.7 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 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 tenured faculty member recommended by the 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.

2.1.2.8 Procedure to Fill Adjunct Faculty Positions

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

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

2. The department chair or 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 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 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. 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 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 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 the Online dean 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 the Office of Institutional Effectiveness, 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 Center for Faculty Excellence, 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 Center for Faculty Excellence, 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.

2.1.2.9 Procedure to Fill Other Academic Faculty Positions

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

2.1.2.10 Emeritus Status

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. After notifying administration of an intention to retire, any regular or administrative faculty member who fulfills the following conditions may be eligible for consideration of emeritus status:

1. Has typically served at least 15 years as a regular full-time faculty member at ORU
2. Has demonstrated loyal commitment to the superordinate goals of ORU
3. Has made distinguished contribution to the University
4. Has made distinguished contribution to the academic profession

Upon announcing their retirement, faculty members who have served a minimum of 15 years of service may be awarded emeritus status through the process outlined here:

1. The department chair asks the retiring faculty member if he or she would like to be considered for emeritus status.
2. If the faculty member would like to be considered, the full-time faculty members in the department vote whether or not to recommend emeritus status. A simple majority is needed for approval.
3. If the faculty member is recommended, the department chair forwards the department’s recommendation with his or her endorsement to the college.
4. The college votes whether or not to approve eligible retiring faculty members for emeritus status.
5. The college dean forwards the results of the college vote to the Academic Council.
6. The Academic Council votes whether or not to approve retiring faculty members for emeritus status.
7. The Provost/Chief Academic Officer, as Chair of the Academic Council, forwards the results of the vote to the President by March 1.
8. With approval of the President, the Provost/Chief Academic Officer submits the recommended faculty member(s) to the Academic Affairs Committee of the Board of Trustees, which acts upon the recommendations.
9. 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

An emeritus faculty member may return to teach under an adjunct appointment at the rank that the faculty member had before retirement.

2.1.2.11 Reappointment

Whenever possible, on or before February 15 of each year, each full-time regular faculty member shall be notified in writing concerning reappointment for the following year. On or before March 1, each faculty member shall notify the Provost/Chief Academic Officer whether the conditions of reappointment 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.

2.1.3 Payroll

ORU full-time 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.

2.1.4 Pay Scale

ORU publishes a pay scale annually for all full-time 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 and can be raised by tenured status or being contractually assigned to an endowed or graduate school. 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 and G, and five years each at H, I, and J. K is the highest step. 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												

2.1.5 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.

2.1.5.1 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.

2.1.5.2 Mission for Faculty Development

The Oral Roberts University faculty development program aids faculty members in their pursuit of excellence in teaching, provides continued professional vitality through research, fosters the creative arts and investigative sciences, contributes to the service of the University and the greater community, and encourages growth as Christian scholars.

2.1.5.3 The Center for Faculty Excellence

The Director of the Center for Faculty Excellence coordinates University-wide faculty development efforts and serves the faculty development needs of the specific colleges, University committees, and individual faculty members.

The goals of the Center for Faculty Excellence include the following:

1. Promoting teaching effectiveness and faculty mentoring activities.
2. Advancing new teaching and learning initiatives.
3. Fostering excellence in teaching, learning, and faculty scholarship.
4. Encouraging professional involvement in community activities.
5. Equipping and training new faculty members.
6. Strengthening a learning-centered campus culture that values and rewards teaching.
7. Assisting faculty members in the promotion, tenure, and sabbatical processes.

2.1.5.4 Alumni Awards for Faculty Professionalism

To publically 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

2.1.5.5 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.

2.1.5.6 Professional Development Reports

Every year, full-time faculty members report on professional development activities according to college-specific protocols. The reports are reviewed by college deans as part of the faculty evaluation process.

2.1.5.7 Intramural Grants

ORU offers competitive, peer-reviewed, intramural grants intended to fund a variety of research, scholarly, and creative activities. The Academic Council Awards Committee accepts proposals for intramural grant funds from full-time, ranked faculty members. The Awards Committee then assesses these proposals in light of the potential benefits to their respective fields; their potential for attracting extramural funding; the availability of University funding; and their promotion of the University's goals, programs, and commitments. Following approval by the Awards Committee, the Provost/Chief Academic Officer manages the dispersal of funds.

Eligibility

Applicants must be full-time faculty members on continuing appointments. Applications submitted by faculty members who have received previous intramural grants will not be considered until an acceptable final report on the active work has been received. Proposals will be evaluated based on the following criteria.

- Have significant artistic, theological, educational &/or scientific merit
- Initiate a new research direction for the principal investigator
- Build or strengthen cross-disciplinary research partnerships

Faculty compensation, major equipment, and travel not directly related to project research (e.g. conference travel) cannot be funded by intramural seed grants. The types of budget items that may be funded include the following.

- Travel for research purposes (transportation, food, and lodging) subject to ORU travel advisories and restrictions as determined by Risk Management
- Word processing, computerized data processing, and computer software
- Materials and supplies essential to project
- Minor equipment (Equipment not considered "consumable" remains the property of the university.)
- Other research expenses such as stipends or incentives
- Student, secretarial, and clerical assistance
- Publication, duplication, and dissemination.
- Evaluator assistance (internal and external) and other consultant services.

Procedure

To request funding, an applicant must submit a complete application to the Awards Committee for consideration. Application forms with detailed instructions are available [online](#) on the Faculty & Staff webpage under Interactive Forms. A complete application will contain the following.

1. A completed route sheet with required signatures
2. A one-page summary of the proposal using language understood by members of the academic community outside of the applicant's specialty and discipline
3. A detailed description of the proposal (no more than 5 pages) that includes the following.
 - a. The purpose of the project
 - b. Project procedural steps

- c. A review of current literature
- d. A realistic time schedule for completion of the project
- e. A plan for evaluation
- f. A plan for dissemination of project results
- 4. A plan (no more than 2 pages) for attracting extramural funding following success of project
- 5. A detailed description of facilities and arrangements available for success of project
- 6. Academic credentials (curriculum vitae) for every professional working on the project
- 7. An itemized budget sheet with corresponding justification for each item
- 8. A completed Intellectual Property document
- 9. Other appropriate authorizations where appropriate including but not limited to authorization from the Institutional Review Board, Institutional Animal Care and Use Committee, or Institute for Laboratory Animal Research

Timeline

To ensure full consideration, each applicant must adhere to the following timeline.

- | | |
|-----------|--|
| August | Applicant submits proposal to the Assistant Director of Development Operations and Sponsored Programs for review on compliance with respect to applicable authorization policies such as Institutional Review Board, Institutional Animal Care and Use Committee, or Institute for Laboratory Animal Research, Human Resources, and Risk Management, among others. The Assistant Director of Development Operations and Sponsored Programs is responsible for making suggestions to the applicant and writing a brief advisory letter to the Awards Committee to be submitted with the proposal. Revisions can be made by the applicant prior to submission to the Awards Committee. |
| September | Applicant submits the final proposal with required documentation in electronic form to the chair of the Awards Committee, who forwards them to the committee members. |
| October | <p>The Awards Committee reviews the proposal and makes a decision concerning the appropriate level of funding selected from the following outcomes.</p> <ul style="list-style-type: none"> • Fully fund • Partially fund • Refer to another funding body • Deny funding |

Following the completion of grant award process, the chair of the Awards Committee informs the Provost/Chief Academic Officer and the grant recipients of the grants funded with notification of the approved budget items and the total dollar amount awarded for each grant. The chair also announces the grants awarded during the University Faculty meeting following the grant approvals.

If the grants funded do not deplete all available research funds, an additional call for proposals may be initiated with a revised timeline. The chair of the Awards Committee will communicate the revised timeline and availability of funds to all faculty members by email and by voicemail to maintain impartiality.

Accountability

Each faculty member who receives an intramural grant through the Awards Committee must submit a final report to the Awards Committee. This report is due 90 days after the project completion date as determined by the applicant's proposal. Extensions must be requested in writing prior to the expected completion date and may be granted under extenuating circumstances. In addition, each applicant may be asked to make a presentation to various faculty groups during the academic year following the completion of the project.

2.1.5.8 Professional Travel

Annually, when available, funds distributed by individual colleges facilitate undergraduate 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 ORU by attendance at such meetings. Applicants may seek funding for either. Any individual initiating a funding request must do so using the application posted on the [Faculty Development Pages](#). 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 ORU, and further uses of the presentation (if there was such a presentation).

2.1.5.9 Tulsa County Professional Development Consortium (The Eighth Floor)

ORU is a founding member of the Tulsa County Professional Development Consortium, commonly referred to as [the Eighth Floor](#). Through the Consortium, teachers are educated in the art and science of integrating technology into the classroom and using effective instructional strategies. The Eighth Floor provides professional development training and short-term (two to six hours) technology courses on special topics such as using PhotoShop, designing Web lessons, cutting edge technology, and researching on the Internet. Courses also address legal issues and classroom integration strategies. All ORU faculty members are encouraged to take some of the training courses to enhance their teaching (<http://www.eighthfloor.org/class.html>). Faculty members wanting to enroll need to register through the Center for Faculty Excellence. Faculty members who register but neglect to attend without giving adequate cancellation notice must pay for the classes missed.

2.1.5.10 Tuition Benefit Programs at ORU

Undergraduate Qualified Tuition Reduction Program

For undergraduate courses taken at ORU, full-time and part-time faculty members, spouses, and eligible dependents (including married children) under age 24 are eligible for tuition reduction. Details concerning the Undergraduate Qualified Tuition Reduction Program are available in the [ORU Employee Handbook](#).

Application for tuition benefits through this program, required every semester, is available through [VISION](#).

Educational Assistance Plan

For courses taken outside of ORU or graduate courses taken at ORU, full-time and part-time faculty members are eligible for tuition reduction. Details concerning the Educational Assistance Plan are available in the [ORU Employee Handbook](#).

Full-time faculty members wishing to complete terminal degrees in their major teaching areas or disciplines may apply for reimbursement or waiver of tuition for graduate course work leading to the degree. The University also reimburses faculty members for tuition for course work requested by the administration that is directly related to the faculty member's teaching assignment. The faculty member's program is to be reviewed for renewal each year.

Before faculty members enroll in courses through this plan for which they intend to seek reimbursement, they should prepare, in memo form, a plan of study listing the courses they plan to take, the University at which they plan to enroll, and the cost of tuition. This memo should be sent to (1) the department chair, (2) the college dean, and (3) the Provost/Chief Academic Officer. Upon receiving approval of the plan, the faculty member should enroll in the course(s) requested. Upon completion of the course(s), the faculty member should submit the Professional Curriculum Application form along with the grade report (must be a grade of "B" or better) and a billing statement from the University attached to the application. All three items are necessary for reimbursement. If the faculty member fails to complete one full academic year (fall and spring semesters) of service to the University after the course work has been taken, he or she is expected to

repay any monies paid by the University for tuition. A reduction in force, non-renewal of contracts, or a move to part-time status at the University's direction does not constitute grounds for reimbursement to the University.

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 ORU, for example to meet licensure, accreditation, or continuing education requirements, limited departmental funding is available. Details concerning the benefits program called the Professional Development Plan are available in the [ORU Employee Handbook](#).

Application for tuition benefits through this program, required every semester, is available through [VISION](#).

Faculty Commitment to Teaching

Any University faculty member who receives from Oral Roberts University tuition assistance up to \$15,000 (and for any portions above) for a doctoral degree from Oral Roberts University through either the Educational Assistance Plan or the Professional Development Plan or a graduate degree from an institution other than Oral Roberts University through either of the aforementioned plans commits to returning after his or her graduation to the University faculty for at least one academic year (consecutive fall and spring semesters, in that order) and an additional academic year for every additional \$15,000 (and for any portions above) in tuition assistance paid by the University. For example, a faculty member receiving \$15,100 of tuition assistance commits to teach for two years while a faculty member receiving \$30,100 of tuition assistance commits to teach for three years.

Any University faculty member who receives tuition assistance through these programs but does not complete or withdraws from the academic program commits to returning to teach for at least one academic year (consecutive fall and spring semesters, in that order) and an additional academic year for every additional \$15,000 (and portions above) in tuition assistance paid by the University. For example, a faculty member withdrawing from a program after receiving \$2,000 of tuition assistance commits to teach for one year.

Total Amount of Assistance	Academic Years of Commitment
Up to and including \$15,000	1 year
\$15,001 - \$30,000	2 years
\$30,001 - \$45,000	3 years
\$45,001 - \$60,000	4 years

If prior to teaching for the committed time period the faculty member leaves the University, is terminated, or status is changed from full-time to part-time for any reason (other than non-renewal of contract or a reduction in force undertaken by Oral Roberts University), the faculty member is required to refund to Oral Roberts University all monies provided under the Educational Assistance Plan or the Professional Development Plan. The [ORU Employee Handbook](#) contains additional information.

2.1.5.11 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 ORU. 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 ORU mission.

2.1.5.12 Faculty Chapel

All faculty members are provided opportunities to grow spiritually through the faculty chapel program, which meets on fifth Mondays during the academic year from 11:00 a.m. to 12:30 p.m. Chapels include music, sermons, lessons, and special programs, such as student or faculty presentations. The program is directed by the Faculty Life Committee.

2.1.5.13 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.

2.1.6 Promotion

The University awards promotions for quality teaching, scholarship, and service thereby demonstrating the University's standards of excellence and affirming the reputation of its faculty. Promotions are to be earned, and the University takes seriously its responsibility to ensure its standards. Promotions are awarded through a faculty-engaged promotion process.

2.1.6.1 Prerequisites for Promotion in Rank

A faculty member who satisfies all of the following prerequisites is eligible to apply for promotion at ORU:

1. Has participated in college-specific professional development activities.
2. Is not applying for tenure or sabbatical while applying for promotion.
3. Has met the following in rank criteria:

From Lecturer to Instructor: Promotion from lecturer to instructor is automatic upon completion of a Master's degree.

From Instructor to Assistant Professor: Promotion from instructor to assistant professor is automatic upon completion of a terminal degree appropriate to the teaching assignment.

From Assistant Professor to Associate Professor: Promotion from assistant professor to associate professor is based on evaluation of professional activity as listed in the [Promotion Criteria and Evidence](#) section and performed following appointment as assistant professor. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee. Applications for promotion may be considered after a faculty member has served at least three years in the rank of assistant professor. A letter of intent to apply must be submitted by March 1 of the academic year prior to application.

From Associate Professor to Professor: Promotion from associate professor to professor is based on evaluation of professional activity as listed in the [Promotion Criteria and Evidence](#)

section and performed following appointment as associate professor. Applicants must meet the promotion criteria to the satisfaction of the college promotion committee. Applications for promotion may be considered after a faculty member has served at least three years in the rank of associate professor. A letter of intent to apply must be submitted by March 1 of the academic year prior to application.

2.1.6.2 Promotion Criteria and Evidence

Advancement in rank is based upon one's professional expertise and stature in the academic community, both within the University and among one's colleagues outside the University. Therefore, those criteria pertaining to one's professional activities—scholarship, instruction and advisement, and involvement in professional organizations (items 2-4)—are given special emphasis in considering the applicant for promotion.

1. Spiritual Commitments

A. Criteria

1. Confesses to be a born again person who subscribes to historic Trinitarian Christianity (professing the unity of Father, Son, and Holy Spirit in making available redemption, life in the Spirit, and eternal life to be received by personal confession of faith)
2. Demonstrates gifts of the Spirit and exhibits an ethical lifestyle consistent with the fruit of the Spirit
3. Manifests or actively seeks the release of the prayer language ("Actively seeks" means an integrity that demonstrates openness in which the person has a genuine desire for this experience.)

B. Evidence

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

1. An account of the applicant's salvation experience and how the Lordship of Jesus Christ has been evident in his or her life
2. A description of how the fruit of the Spirit (Galatians 5:22-26) has been manifested in his or her life
3. A description of how gifts of the Spirit (I Corinthians 12:4-31) have been manifested in his or her life
4. An account of how the applicant received or is actively seeking his or her personal prayer language of the Spirit
5. Examples of how the applicant has been involved in mission work and/or charitable service and has assisted others with their salvation, personal prayer language of the Spirit, and/or Christian walk

2. Scholarship

A. Criteria

1. Quality—refereed publications, refereed presentations delivered at professional meetings, and juried creative works
2. Significance—recognized in the discipline and applicant is a significant contributor to the work
3. Research-based scholarship (as defined in the discipline)
4. Creative works developed or performed since the last promotion

B. Evidence

The applicant must include a brief summary of scholastic achievements since the last promotion as well as links to his or her curriculum vita and the published works, pictures, programs, bulletins, presentations, or similar documents that have been scanned and inserted into the appendices. The applicant for the rank of associate professor must provide evidence of a continuing effort and achievement in research, performance, publication, or presentation of papers. The applicant for the rank of professor must provide evidence of achievement

(above and beyond that presented for associate rank) in research, performance, publication, or presentation of papers, including at least one significant creative achievement for peer evaluation.

1. Quality—refereed publications, refereed presentations delivered at professional meetings, and juried creative works
2. Significance—recognized in the discipline and research-based (as defined in the discipline)
3. Quantity—completed since last promotion and sufficient to justify advancement
4. Partial or principal contributor—significant contributor to the work

3. Professional Activities

A. Criteria

1. Participates in professional organization(s) through membership, attendance, or service
2. Serves the community (civic organizations, church)
3. Advanced study
4. Receives honors, awards, and grants (local, state, national, international)

B. Evidence

The applicant must include a summary of awards, participation in professional organizations, and/or community service with links to other items (e.g., citations, newspaper clippings, and proof of membership and active participation in professional organizations) that have been scanned and inserted as appendices.

4. Instruction and Advisement

A. Criteria

1. Mastery of subject with up-to-date course content; standard knowledge; and advanced, updated knowledge
2. Creativity in improving courses (including use of technology, rubrics, creative and active learning methods, and student feedback)
3. Integration of faith and learning throughout course content
4. Advisement of students

B. Evidence

The applicant must include a “Personal Reflection on Faith and Learning Integration” (normally fewer than three pages) that addresses the following items.

1. An explanation or description of the applicant’s philosophy and practice in creating a learning environment that enhances student spiritual formation that includes integration of faith and learning in the classroom
2. An analysis of student feedback and a link to the results from the last two semesters of the applicant’s student opinion surveys with a signed statement that the applicant has complied with required written procedures for administering the student opinion survey
3. Evidence of faculty development efforts (e.g., continuing education and workshops) with references to evaluations submitted by faculty members who observed the applicant’s teaching
4. Evidence of contributions of the applicant to the department and/or curriculum development and pedagogy
5. A description of applicant’s student advisement activities

5. University Service and Relationship

A. Criteria

1. Agrees with and is supportive of the vision and mission of Oral Roberts University.
2. Committed to serving the University (e.g., department, college, and University committees; task forces; assignments; projects; and student advisement)
3. Cooperative as demonstrated by recommendations of University colleagues

4. Positive attitude and maturity

B. Evidence

The applicant must include a “Personal Reflection on ORU Vision and Mission” (normally one page) that addresses the following items.

1. A summary of applicant’s committee work and roles in faculty governance that has contributed to the fulfillment of vision and mission
2. An analysis of any service-oriented activities with links to any supporting documents
3. An analysis of feedback from performance reviews that address cooperation in professional activities

2.1.6.3 Application for Promotion

The promotion application should be submitted in the format prescribed in the Promotion and Tenure Workshop presented by the Center for Faculty Excellence and organized around five parts containing (1) a title page; (2) a table of contents; (3) narrative evidence of competency in the five promotion criteria, no more than 12 pages in length; (4) a narrative summary of the results of the two most recent semesters of student observation survey (SOS) data; and (5) a curriculum vitae. 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. The appendices must contain the raw data from the last two semesters of student opinion survey (SOS) data. Colleges vary on required formatting for the appendices. The Center for Faculty Excellence can provide specific details.

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.

2.1.6.4 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.

March 1	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 Director of the Center for Faculty Excellence.
Mid-March	(1) The Director of the Center for Faculty Excellence offers a required Promotion and Tenure Workshop on how to prepare an application. (2) The applicant attends the Promotion and Tenure Workshop on preparing an application; the workshop is a required part of the application process.
March 15	(1) 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 and the Director of the Center for Faculty Excellence. (2) The college dean identifies three classroom evaluators in consultation with the college promotion committee chair. (3) The college promotion committee chair forwards the names of the classroom evaluators to the applicant’s department chair, the Director of the Center for Faculty Excellence. Classroom evaluations take place in April or August.
April 15	(1) The applicant selects two department colleagues, approved by the college dean, who will, in addition to the applicant’s department chair, each complete a Peer Rating Form concerning the applicant. The names of these colleagues are conveyed to the college dean and to the Director of the Center for Faculty Excellence. If the

applicant is a department chair, the college dean assigns a senior faculty member to complete a Peer Rating Form. Peer Rating Forms are due in August.

(2) The applicant requests a letter of recommendation from the chair of an ORU committee (ad hoc or permanent) on which the applicant has served and submits it to the college dean, the college promotion committee chair, and the Director of the Center for Faculty Excellence.

- July 15
- (1) The applicant prepares an application according to the guidelines presented during the required Promotion and Tenure Workshop.
 - (2) The applicant submits two versions of the application, one with appendices and one without appendices. Both versions should include a title page and a table of contents.
 - (3) The Director of the Center for Faculty Excellence reviews both versions for appropriate formatting.
- July 31
- When necessary, the Director of the Center for Faculty Excellence returns the application to the applicant for revision.
- August 15
- (1) The applicant revises the application according to the advice from the Director of the Center for Faculty Excellence.
 - (2) The applicant submits the revised copy in prescribed format, according to the workshop instructions, along with appropriate appendices, to the college dean and the Director of the Center for Faculty Excellence.
- August 31
- (1) The applicant's college promotion committee chair submits three confidential Peer Rating Forms to the Director of the Center for Faculty Excellence, one completed by the appropriate department chair and two by department colleagues previously selected by the applicant and approved by the college promotion committee chair. If the applicant is a department chair, the college dean assigns a senior faculty member to complete the Peer Rating Form.
 - (2) Three classroom evaluators submit completed Professional Evaluation Forms to the college promotion committee chair, having observed the applicant in the classroom.
 - (3) The college promotion committee chair submits the Professional Evaluation Forms to the Director of the Center for Faculty Excellence.
 - (4) The Director of the Center for Faculty Excellence compiles the applicant's Professional Evaluation Forms, Peer Rating Forms, and the application with appendices, and makes the compilation available to the college promotion committee chair.
- September 21
- (1) The college promotion committee reviews the application with appendices provided to the college promotion committee chair by the Director of the Center for Faculty Excellence.
 - (2) The college promotion committee chair submits the committee's recommendations to the college dean and the Director of the Center for Faculty Excellence.
 - (3) The Director of the Center for Faculty Excellence retains the application and appendices until after the Board of Trustees' decision has been made.
- October 1
- (1) The college dean notifies the applicant regarding the college promotion committee's recommendations.
 - (2) The college dean reviews the application, adds comments regarding the applicant's fitness for promotion (critique/endorsement), and forwards the

application to the Provost/Chief Academic Officer and the Director of the Center for Faculty Excellence.

October 15

The Provost/Chief Academic Officer reviews the application, adds comments regarding the applicant's fitness for promotion (critique/endorsement), and forwards the application to the President.

November 1

The President reviews the application, adds comments regarding the applicant's fitness for promotion (critique/endorsement), and forwards the application to the Board of Trustees.

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.

(2) The Board of Trustees communicates its decision to the President. The determination of whether to grant a promotion 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 and the Director of the Center for Faculty Excellence of the Board of Trustees' decision.

If awarded, the promotion becomes effective the fall semester of the academic year following the year of application.

2.1.7 Resignation

It is customary for any faculty member, either tenured or non-tenured, 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 non-tenured faculty member to sign and return the faculty contract within the designated period constitutes an official resignation from the University.

2.1.8 Faculty Voluntary Transition Plan

The Faculty Voluntary Transition Plan ("FVTP") is available to Qualifying Faculty Members of ORU as an opportunity for career and life transition. Qualifying Faculty Members, in lieu of entering into a full time Faculty Contract for the upcoming academic term, can instead elect *either* a:

1. Reduced Load by phasing out their duties systematically over three academic years;
or
2. Lump Sum Payment by resigning from employment with ORU upon conclusion of their current Faculty Contract and receive a Lump Sum Payment based upon the number of full years of continuous service at ORU.

2.1.8.1 FVTP Participant Definitions

1. Faculty Member means ORU personnel whose regular 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 ORU as professor, associate professor, assistant professor or instructor.

2. Eligible Contract is either a Regular or Tenured ORU Faculty Contract 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 full-time Faculty Member at ORU are equal to at least “70” as of the Election Period. “Actively employed” means being actively at work at ORU 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.
4. Election Period is November 1st to December 31st of each academic year.

2.1.8.2 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
1 st Academic Year After FVTP Election	Full Time	3/4 load	75% of Salary	Full Benefits
2 nd Academic Year After FVTP Election (select <i>either</i> the Full Time <i>or</i> the Part Time option)	Full Time	3/4 load	75% of Salary	Full Benefits
	Part Time	1/2 load	55% of Salary	No Benefits
3 rd Academic Year After FVTP Election	Part Time	1/2 load	55% of Salary	No Benefits

2. Lump Sum Payment Option

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”). The Transition Pay,

less applicable withholdings and deductions, will be paid by ORU 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 ORU Employee Retirement Plan nor is the Transition Pay compensation for purposes of calculating ORU'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.

2.1.8.3 FVTP Application Process

All applications for participation in the FVTP are available through the office of the Provost and must be submitted during the Election Period by the Qualifying Faculty Member to the Department Chair. Applications are subject to the approval of the Dean of the College and the Provost and are subject to yearly budget restrictions. While ORU will endeavor to accommodate the desire of a Qualifying Faculty Member to participate in the FVTP, ORU 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.

2.1.8.4 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, ORU 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 ORU.
5. Qualifying Faculty Members will be required, as a condition of participation in the FVTP, to execute a Transition and Release Agreement with ORU (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 ORU 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.

2.1.9 Responsibilities

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

2.1.9.1 Spiritual and Ethical

1. Chapel attendance is required of all full-time faculty members. Chapels are held for the benefit of faculty as well as students.
2. All full-time faculty members are expected to attend all special faculty or University -wide meetings. They are also expected to attend faculty chapels.

3. All faculty members sign and support the Honor Code Pledge. Full-time 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.

2.1.9.2 Class-Related

1. Office hours are to be posted and adhered to for student consultation.
 - a. Every full-time faculty member needs to schedule and keep at least 7½ hours in his or her office 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 freshmen and sophomore-level 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 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 University, 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 and must conform to the published schedule.
6. Midterm and final grades for each course are to be submitted to the Registrar, 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.
7. Faculty members should make safeguarding exams a high priority. Identical examinations should not be given in subsequent semesters.
8. No field trip, convocation, or other activity that conflicts with classes is to be scheduled without approval of the college dean.
9. If a faculty member leaves the employment of the University, all student records shall be deposited in the department files.
10. 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.

11. Faculty members are expected to participate in ePortfolio activities related to their assigned classes, including assignment and rubric development, timely artifact assessment, and course/program improvement.

2.1.9.3 Professional

1. All full-time faculty members shall attend University, college, and departmental meetings.
2. All full-time faculty members need to be willing to serve on University-wide, college, and/or department committees.
3. All full-time faculty members need to assist in the registration process.
4. Full-time faculty members are expected to share advisement duties within the department, including duties pertaining to the students' ePortfolios.
5. All full-time faculty members are expected to participate in commencement exercises.
6. All full-time faculty members should engage in scholarly activity (e.g., research, publication, performance), hold membership and participate in professional organizations, and attend professional conferences.
7. Each full-time faculty member shall report on professional development activities 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.
8. 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.
9. Faculty members need to show courtesy to colleagues by promptly responding to phone calls, emails, and memos.
10. Faculty members should encourage the correct use of the English language, and they should be exemplary in their use of the English language.
11. Members of the faculty who are unable to fulfill their responsibilities must notify their immediate supervisors in advance, if possible.

2.1.9.4 Miscellaneous

1. All full-time 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).

2.1.10 Services and Facilities

2.1.10.1 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.

2.1.10.2 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.

2.1.10.3 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.

2.1.10.4 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.

2.1.10.5 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.

2.1.10.6 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

2.1.10.7 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 ORU. A number of service centers are also available. Additional information is available from the [TTCU website](#).

2.1.10.8 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.

2.1.10.9 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.

2.1.10.10 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](#).

2.1.10.11 Information Technology

The Information Technology department sets up faculty accounts on the ORU 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.

2.1.10.12 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.

2.1.10.13 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.

2.1.10.14 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.

2.1.10.15 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 [ORU Employee Handbook](#).

2.1.10.16 Performances

The Communication, Arts, and Media Department presents a number of plays during the year. Full-time 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.

2.1.10.17 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.

2.1.11 Tenure

Tenured status is conferred upon faculty members who meet the criteria for tenure, are recommended for tenured status by current tenured faculty members in good standing, and are granted tenured status by a vote of the ORU Board of Trustees. The University annually offers to the tenured faculty member a three-year contract for employment in a full-time position on the faculty, unless tenured status has been or is terminated or suspended under the provisions of the section titled [“Termination Review and Reinstatement Procedure.”](#) Once tenured status becomes effective, tenured faculty members receive a one-level advancement on the full-time faculty salary scale and, when available, parking privileges in the executive parking lot.

2.1.11.1 Responsibilities of University Tenured Faculty

In addition to being academically and professionally active, tenured faculty members exemplify the ORU lifestyle and publicly affirm their commitments to the University’s educational and spiritual goals by upholding the Founding Vision and University mission. They support the University, fellow faculty members, and the students by committing to the following.

2.1.11.2 Tenure Prerequisites

Faculty members who satisfy all of the following prerequisites are eligible to apply for tenure.

1. Are regular full-time associate professors or professors at ORU
2. Have completed at least six consecutive years of teaching full-time at ORU at the assistant level or above
3. Have submitted a letter of intent to apply by March 1 of the academic year prior to application
4. Have a terminal degree from an accredited institution that is appropriate to the teaching assignment
5. Are not applying for promotion or sabbatical while applying for tenure

2.1.11.3 Tenure Criteria and Evidence

To support ORU’s mission, faculty members applying for tenure must provide evidence, as part of the application, that the following six criteria have been met. The criteria reflect the mission of Oral Roberts University—to build Holy Spirit-empowered leaders through whole person education to impact the world with God’s healing touch.

1. *Spiritual Commitments*

A. *Criteria*

1. Confesses to be a born again person who subscribes to historic Trinitarian Christianity (professing the unity of Father, Son, and Holy Spirit in making available redemption, life in the Spirit, and eternal life to be received by personal confession of faith)
2. Demonstrates gifts of the Spirit and exhibits an ethical lifestyle consistent with the fruit of the Spirit
3. Manifests or actively seeks the release of the prayer language. (“Actively seeks” means an integrity that demonstrates an openness in which the person has a genuine desire for this experience.)

B. *Evidence*

The applicant must include a brief “Personal Theological Reflection” written by the applicant (normally fewer than three pages) that addresses the following items.

1. An account of the applicant's salvation experience and how the Lordship of Jesus Christ has been evident in his or her life
2. A description of how the fruit of the Spirit (Galatians 5:22-26) has been manifested in his or her life
3. A description of how gifts of the Spirit (I Corinthians 12 4-31) have been manifested in his or her life
4. An account of how the applicant received or is actively seeking his or her personal prayer language of the Spirit
5. Examples of how the applicant has been involved in mission work and/or charitable service and has assisted others with salvation, the personal prayer language of the Spirit, and/or Christian walk
6. A list of doctrinal beliefs that the applicant regards as essential to his or her core Christian beliefs
7. An explanation of how the applicant positions himself or herself with regard to the distinctive charismatic emphases of the University

2. *Scholarship*

A. *Criteria*

1. Demonstrates current knowledge in discipline (review of literature, bibliography, workshop attendance, coursework completion)
2. Publishes in journals and books (refereed or significant as defined by discipline; editor, contributor, author; completed since last promotion)
3. Presents refereed papers or juried creative works as defined by the applicant's discipline

B. *Evidence*

The applicant must include a summary of scholastic achievements of the previous five years as well as links to significant published works, pictures, programs, bulletins, presentations, or similar documents that have been scanned and inserted into the appendices folder.

3. *Professional Activities*

A. *Criteria*

1. Participates in professional organizations through membership, attendance, and service
2. Serves the community (civic organizations, church)
3. Advanced study
4. Receives honors, awards, and grants (project director or co-investigator)

B. *Evidence*

The applicant must include a summary of awards, participation in professional organizations, and community service as well as links to other items (e.g., citations, newspaper clippings, and proof of membership and active participation in professional organizations) that have been scanned and inserted as appendices.

4. *Instruction and Advisement*

A. *Criteria*

1. Mastery of subject with up-to-date course content; standard knowledge; and advanced, updated knowledge
2. Creativity in improving courses (including use of technology, rubrics, creative and active learning methods, and student feedback)
3. Integration of faith and learning throughout course content
4. Advisement of students

B. *Evidence*

The applicant must include a "Personal Reflection on Faith and Learning Integration" (normally fewer than three pages) that addresses the following items.

1. An explanation or description of the applicant's philosophy and practice in creating a unity of faith and learning in the classroom
2. An analysis of student feedback and a link to the results from the last two semesters of the applicant's student opinion surveys with a signed statement that the applicant has complied with required written procedures for administering the student opinion survey
3. Evidence of faculty development efforts (e.g., continuing education and workshops) with references to evaluations submitted by faculty members who observed the applicant's teaching
4. Evidence of contributions of the applicant to the department and/or curriculum development and pedagogy
5. A description of applicant's student advisement activities

5. *University Service and Relationship*

A. *Criteria*

1. Agrees with and is supportive of the vision and mission of Oral Roberts University.
2. Committed to serving the University (e.g., department, college, and University committees; task forces; assignments; projects; and student advisement)
3. Cooperative as demonstrated by recommendations of University colleagues
4. Positive attitude and maturity

B. *Evidence*

The applicant must include a "Personal Reflection on ORU Vision and Mission" (normally one page) that addresses the following items.

1. A summary of applicant's committee work and roles in faculty governance that has contributed to the fulfillment of vision and mission
2. An analysis of any service-oriented activities with links to any supporting documents
3. An analysis of feedback from performance reviews that address cooperation in professional activities

6. *Physical Activity and Discipline*

A. *Criteria*

1. Lives in a healthy manner
2. Participates in on-going physical activity

B. *Evidence*

The applicant must include a description of the regular physical regimen and healthy eating program utilized to promote a healthy lifestyle. The description should include a log/record of physical activities or evidence of activity in a fitness or health center, such as an individualized fitness plan designed by the personal trainers available to faculty members in the ORU Aerobic Center.

2.1.11.4 Tenure Application

The tenure application should be submitted in the format prescribed in the required Promotion and Tenure Workshop and organized around five parts containing (1) a title page; (2) a table of contents; (3) narrative evidence of competency in the six tenure criteria, no more than 12 pages in length; (4) a narrative summary of the results of the two most recent semesters of student observation survey (SOS) data; and (5) a curriculum vitae. The name of the applicant, the phrase "tenure application", and college name should appear on the title page of the tenure application and in the file name.

Appendices contain additional supporting evidence of statements made in the application, such as published articles and images. The appendices must contain the raw data from the last two semesters of student opinion survey (SOS) data. Colleges vary on required formatting for the appendices. The Center for Faculty Excellence can provide specific details.

In addition to the tenure 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.

2.1.11.5 Tenure Application Procedure

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

- | | |
|-----------|---|
| March 1 | The applicant sends a letter of intent to apply for tenure to the appropriate department chair, with additional copies sent to the college dean, the college's tenured faculty chair, and the Director of the Center for Faculty Excellence. |
| Mid-March | (1) The Director of the Center for Faculty Excellence offers a required Promotion and Tenure Workshop on how to prepare an application.
(2) The applicant attends the Promotion and Tenure Workshop on preparing an application; the workshop is a required part of the application process. |
| March 15 | The college dean verifies the applicant's eligibility to apply for tenure, has an initial consultation with the applicant, and forwards the information to the applicant's department chair and the Director of the Center for Faculty Excellence. |
| April 15 | (1) The chair of the applicant's college's tenured faculty, in consultation with the college dean, selects three tenured faculty members from the college (both inside and outside the applicant's department) to each complete a Peer Review Form. Those names are submitted by the college's tenured faculty chair to the college dean and to the Director of the Center for Faculty Excellence. Peer Rating Forms are due to the Director of the Center for Faculty Excellence in August. Note: At the discretion of chair of the tenured faculty, all tenured faculty members within a college could be selected to submit Peer Review Forms. If a college lacks the necessary number of tenured faculty members, the remaining tenured faculty members are selected from other ORU colleges.
(2) The chair of the college's tenured faculty also decides which two of the three selected tenured faculty members, in addition to the college's tenured faculty chair, will also observe and evaluate the applicant in the classroom. These names are conveyed to the college dean and to the Director of the Center for Faculty Excellence by the college's tenured faculty chair. Classroom evaluations may take place in April or August. |
| July 15 | (1) The applicant prepares an application according to the guidelines presented during the required Promotion and Tenure Workshop.
(2) The applicant submits two versions of the application, one with appendices and one without appendices. Both versions should include a title page and a table of contents.
(3) The Director of the Center for Faculty Excellence reviews both versions for appropriate formatting. |
| July 31 | When necessary, the Director of the Center for Faculty Excellence returns the application to the applicant for revision. |
| August 15 | (1) The applicant revises the application according to the advice from the Director of the Center for Faculty Excellence. |

(2) The applicant submits the revised copy in prescribed format according to the required workshop instructions along with appropriate appendices to the college dean and the Director of the Center for Faculty Excellence.

- August 31
- (1) The applicant's college tenure committee chair submits three confidential Peer Rating Forms to the Director of the Center for Faculty Excellence, as completed by the previously identified tenured faculty members.
 - (2) The chair of the college's tenured faculty, college dean, and two of the college's tenured faculty members evaluate the applicant using the Professional Evaluation Form, having observed the applicant in the classroom.
 - (3) The college tenure committee chair submits the Professional Evaluation Forms to the Director of the Center for Faculty Excellence.
 - (4) The Director of the Center for Faculty Excellence compiles the applicant's Professional Evaluation Forms, Peer Rating Forms, and application with appendices, and makes the compilation available to the chair of the college's tenured faculty.
- September 15
- (1) The chair of the college's tenured faculty calls the college's tenured faculty members to meet, discuss, and vote on whether or not the particular college endorses tenure. A 75% affirmative vote of the tenured faculty members in the particular college is required for an applicant to be endorsed by the college.
 - (2) The chair of the college's tenured faculty reports the voting results (affirmative or not) to the college dean and the applicant. -The chair forwards the results and application without appendices of the approved applicant to the chair of the University Tenured Faculty. Any applicant not receiving enough votes from the college's tenured faculty to be recommended to the University Tenured Faculty is given a written copy of the reasons for denial by the chair of the college's tenured faculty. The applicant may appeal the decision by following the procedure outlined in the section titled "[Grievance and Conflict Resolution Procedure](#)" in this handbook.
- September 21
- (1) The Chair of the University Tenured Faculty appoints an evaluation committee composed of one tenured representative in good standing from each college.
 - (2) The Chair of the University Tenured Faculty schedules a spiritual fit interview to be conducted by the evaluation committee.
 - (3) The Chair of the University Tenured Faculty makes the application available to members of the University Tenured Faculty.
 - (4) The University Tenured Faculty meets with the applicant for a spiritual interview. The interview is open to all tenured faculty members; however, only the evaluation committee members vote on spiritual fit.
 - (5) The University Tenured Faculty evaluation committee votes on whether or not to endorse the applicant. A 75% affirmative vote on the spiritual fitness of the applicant is required to be endorsed for tenure by the evaluation committee.
 - (6) The University Tenured Faculty evaluation committee forwards the results of the vote and any comments to the Chair of the University Tenured Faculty.
- September 30
- (1) The Chair of the University Tenured Faculty schedules and moderates a meeting of all University tenured faculty members to discuss the evaluation committee's assessment of the spiritual fit interview of the applicant. A 75% affirmative vote of the University Tenured Faculty is required for an applicant to be endorsed for tenure by the University Tenured Faculty.
 - (2) The Chair of the University Tenured Faculty communicates the results of the vote in writing, to the college dean, the appropriate department chair, the applicant,

and the Director of the Center for Faculty Excellence. Any applicant not receiving enough votes from the University Tenured Faculty to be endorsed for tenure is given a written copy of the reasons for denial by the Chair of the University Tenured Faculty. The applicant may appeal the decision by following the procedure outlined in the section titled “[Grievance and Conflict Resolution Procedure](#)” in this handbook.

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| October 1 | <p>(1) The Chair of the University Tenured Faculty forwards a written list of applicants recommended for tenure, along with the appropriate applications, to the Provost/Chief Academic Officer and the Director of the Center for Faculty Excellence.</p> <p>(2) The Director of the Center for Faculty Excellence retains the application and appendices until after the Board of Trustees’ decision has been made.</p> |
| October 15 | The Provost/Chief Academic Officer reviews the application, adds comments regarding candidate’s fitness for tenure (critique/endorsement), and forwards the application to the President. |
| November 1 | The President reviews the application, adds comments regarding candidate’s fitness for tenure (critique/endorsement), and forwards the application to the Board of Trustees. |
| November Trustees Meeting | <p>(1) The Board of Trustees makes a decision concerning granting of tenured status and conveys the decision to the President.</p> <p>(2) The President notifies the Provost/Chief Academic Officer, who notifies the Chair of the University Tenured Faculty regarding the results of the Board of Trustees’ decision.</p> |
| December 15 | The Chair of the University Tenured Faculty communicates the Board of Trustees’ decision to the applicant and to the Director of the Center for Faculty Excellence. |

Tenured status is not granted automatically upon satisfaction of the eligibility requirements, but must be conferred by the Board of Trustees. Tenured status becomes effective the following fall semester.

2.1.11.6 Termination Review and Reinstatement Procedure

Employment and tenured status, once conferred, shall continue, except in the following cases:

1. Termination of Tenure and/or Employment Due to Faculty Changes.
 - a. Upon resignation or voluntary termination of full-time employment by a tenured faculty member, tenured status shall automatically terminate along with any contractual obligations.
 - b. Upon death of the faculty member.
 - c. Incapacitation or disability that renders the individual incapable of performing the essential functions of his or her job for a period exceeding six months.
2. Termination of Tenured Status and/or Employment Due to University Changes—changes in faculty teaching load, University programs, and/or financial situations.
 - a. Causes for Termination of Tenured Status.
 - (1) Under extraordinary circumstances due to financial exigencies, the Board of Trustees may terminate employment or three-year contracts by notifying the affected faculty members of its actions.
 - (2) If the program in which a tenured faculty member teaches does not have enough students (FTEs) to justify the employment of the current number of full-time tenured faculty members, those with the most time in tenure are given preference.

- b. Possibilities for Reinstatement of Tenured Status and/or Employment.
 - (1) For causes #1 and #2 in part a., efforts shall be made to reassign the tenured faculty member to another position (teaching or non-teaching) on campus.
 - (2) In the event that the University finds it necessary to release faculty members, non-tenured faculty members in the affected department/college may be terminated first.
- 3. Termination of Tenured Status Due to Unsatisfactory Performance.
 - a. Causes for Termination of Tenured Status.

If the faculty member's department chair, college dean, or the Provost/Chief Academic Officer during the college's existing faculty contract renewal process determines that a tenured faculty member's performance (level of competence appropriate for tenured faculty and/or fulfillment of faculty duties) merits further review, a process to review tenured status and/or employment may be initiated based on the following reasons:

 - (1) Failure to maintain a level of competence appropriate for tenured faculty. Competence is demonstrated by classroom performance and teaching ability; keeping abreast of current scholarly research in the faculty member's field; updating one's academic skills; and continuing to conduct scholarly research, writing, and creative work.
 - (2) Failure to fulfill faculty duties as listed in the faculty member's contract and/or the *Faculty and Administration Handbook*. Fulfilling faculty duties is demonstrated by cooperating with University practices (e.g., ePortfolio, grades, chapel, and meetings); participation in professional activities; service to the University, completion of reasonable faculty duties, as assigned; and adherence to conditions and stipulations in the faculty contract, including refusal to sign a contract within the allotted time period.
 - b. Procedure for Review and Possible Reinstatement of Tenured Status.

In the event that a review is initiated for failure to maintain a level of competence appropriate for tenured faculty and/or to fulfill faculty duties, a University Grievance Committee (composed of the tenured faculty member's department chair and college dean, a tenured faculty member appointed by the chair of the University Tenured Faculty, and a tenured faculty member chosen by the faculty member under review) will serve as the review committee. The committee is responsible for the following tasks:

 - (1) Giving the tenured faculty member a written statement clearly explaining the concerns regarding competence or faculty duties under question.
 - (2) Meeting with the faculty member to discuss the written statement explaining the concerns. This meeting must take place within 14 days of the faculty member's receiving the written statement.
 - (3) Establishing a list of behavioral objectives and time frame that must be met in order for the tenured faculty member to return to a *reasonable level of competence* and/or fulfillment of faculty duties.
 - (4) Mentoring the faculty member during the time of remediation and restoration.
 - (5) Determining whether or not to recommend to the Provost/Chief Academic Officer a suspension of tenured status with pay during the review process.
 - (6) Reviewing the progress of the faculty member at the end of the period given for remediation and restoration and evaluating whether or not the faculty member has returned to a *reasonable* level of competency and/or fulfillment of faculty duties.
 - (7) Recommending to the Provost/Chief Academic Officer that the faculty member (a) be returned to tenured status if it was suspended, (b) be declared as restored to acceptable competence and/or fulfillment of faculty duties, (c) be given additional time, or (d) be permanently removed from tenured status.
 - (8) Receiving the Provost/Chief Academic Officer's decision to respond to the recommendation or to refer it to the President.
- 4. Termination of Employment and Tenured Status Due to Misconduct.
 - a. Causes for Termination of Employment and Tenured Status.

- (1) Intransigent actions or expressions that are substantially in opposition to or inconsistent with the mission of the University.
 - (2) Conduct involving moral turpitude or the conviction or plea of no contest to a felony.
 - (3) Gross violation of the Honor Code.
 - (4) Gross insubordination or substantial failure to conform to and comply with policies of the University or the particular department or college of the faculty member as stated in the *Faculty and Administration Handbook*.
- b. Procedure for Review and Possible Reinstatement.
- In the event that misconduct is suspected, the following process applies.
- (1) Complaints against a tenured faculty member must be initiated through the administration of the University, and the tenured faculty member in question shall be afforded a prompt hearing with the administration (Provost/Chief Academic Officer and college dean) and the chair of the University Tenured Faculty.
 - (2) If the Provost/Chief Academic Officer, college dean, and the chair of the University Tenured Faculty come to general agreement that there has been possible misconduct, the administration and chair of the University Tenured Faculty conduct an investigation of the alleged misconduct and make a determination of fact. During the investigation, the faculty member's tenured status and/or employment may be suspended with pay at the discretion of the Provost/Chief Academic Officer.
 - (3) If the Provost/Chief Academic Officer determines that there is no cause for terminating the tenured faculty member, then the faculty member is reinstated.
 - (4) If the Provost/Chief Academic Officer determines that there is probable cause for terminating the tenured faculty member, then the results of the investigation are forwarded to the President, who determines whether or not there is cause for terminating the tenured faculty member, and he or she may dismiss the faculty member in one of the following ways:
 - (a) By not renewing the three-year contract and allowing the current contract to expire at the end of its three-year term. If a new contract for employment as a full-time faculty member is not offered on or before February 15 of the final year of the contract, then the faculty member shall be considered to be dismissed as of the end of the current contract and may, no later than 14 calendar days following March 1, initiate the grievance procedure titled "[Grievance and Conflict Resolution Procedure](#)." The faculty member may continue to teach during the remainder of the current contract.
 - (b) By beginning dismissal procedures against the faculty member before the expiration of his or her current contract. The procedure and time frame of the dismissal are determined by the Provost/Chief Academic Officer and Director of Human Resources. In the event of any such dismissal, the faculty member shall be apprised of the grounds for dismissal by letter.

2.1.12 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 produce students who are equipped spiritually, mentally, physically, and socially to go into every person's world. In addition, academic counseling, service on various committees, keeping regular office hours, and assisting in pre-registration and registration are among a full-time faculty member's duties. Comprehensive student advisement, as assigned by the department chair, is the responsibility of every full-time 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.

2.1.12.1 Additional Compensation Opportunities

Any nine-month, full-time 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 dean must be consulted concerning the additional assignment. No nine-month, full-time 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, full-time 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, full-time 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 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.

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 full-time 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 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.

2.1.12.2 Summer School (Undergraduate Faculty) Load

Nine-month, full-time and adjunct faculty members may teach during all four summer sessions of an academic summer for a combined total of 13 load hours. An exception at the discretion of a college dean may allow for faculty members to teach an additional 3 load hours for a maximum combined total of 16 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 four summer sessions.

2.1.12.3 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 ORU mission. Many of the ORU 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 Absences and Leaves

2.2.1.1 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 making a recommendation to the Board of Trustees that a leave be granted.

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 his or her 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 his or her 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 of 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 his or her portion of the group insurance premiums and to contact the Benefits Department for information regarding eligible benefits and premium payments. Vacation days are not accrued 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.
2. A letter of intent to apply must be submitted by March 1 of the academic year prior to application.

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.

March 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 and to the Director of the Center for Faculty Excellence.
Mid-March	(1) The Director of the Center for Faculty Excellence offers a required Sabbatical Workshop on how to prepare a sabbatical application. (2) The applicant attends the Sabbatical Workshop on preparing a sabbatical application; the workshop is a required part of the sabbatical application process.
March 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 and to the Director of the Center for Faculty Excellence.
July 15	(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 and the Director of the Center for Faculty Excellence. • 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. (4) The applicant submits the sabbatical application, including a title page and a table of contents, to the Director of the Center for Faculty Excellence to be reviewed for format.
July 31	When necessary, the Director of the Center for Faculty Excellence returns the application to the applicant for revision.
August 15	(1) The applicant revises the application according to the advice from the Director of the Center for Faculty Excellence. (2) The applicant submits the revised copy in prescribed format, according to the required workshop instructions, along with the appropriate appendices, to the college dean and the Director of the Center for Faculty Excellence.
August 31	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 and the Director of the Center for Faculty Excellence.
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 and the Director of the Center for Faculty Excellence 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 his or her 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.

2.2.1.2 Vacations and 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 and vacations for faculty members on nine-month contracts must conform to the University academic calendar, unless otherwise approved by the administration. Performance for faculty members on 12-month contracts shall be continuous and shall not correspond to the academic calendar. Such faculty members shall be entitled to twenty (20) working days as vacation during the twelve (12) month term and to such official holidays as designated by the University. In order for vacation to be paid, the vacation days must be taken during the twelve (12) months. The right to use or be paid for vacation does not extend beyond the twelve (12) month term and any unused vacation cannot be accumulated or carried over to any subsequent term.

2.2.1.3 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 his or her 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 vacation or personal illness time 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 his or her intention 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 his or her 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.

2.2.1.4 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 his or her intention 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.

2.2.1.5 Sick Leave

Faculty members accrue one day of sick leave per contract month, with a maximum limit of 20 days. Sick leave is accrued for only the months covered by the contract. It is available for any personal illness or accident making it difficult for the faculty member to perform duties. ORU reserves the right to require acceptable evidence of illness or injury/disability before allowing sick pay benefits.

2.2.1.6 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](#).

2.2.1.7 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](#).

2.2.1.8 Critical Illness Leave

If a full-time faculty member has a member of his or her 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.

2.2.1.9 Funeral Leave

If a faculty member has a death in his or her 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.

2.2.1.10 Military Leave

ORU 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](#).

2.2.1.11 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 ORU 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 from his or her position. More information is in the section titled “[Political Campaign-Related Activities](#)” later in this chapter.

2.2.1.12 Jury Duty

It is the civic responsibility of all ORU 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 ORU’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](#).

2.2.1.13 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.

2.2.2 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 ORU 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. Freshmen, especially first semester freshmen, 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 freshman receives can greatly affect his or her success at the University level.
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.

2.2.3 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 ORU 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—spiritually, intellectually, physically, and socially—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: the Creator Father, the Lordship of His Son, and the guidance of the Holy Spirit. The charismatic (gifts of the Spirit) dimension is actively and clearly affirmed.

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 fairly present major scholarly and theological positions. 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 at all times 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 his or her 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.

2.2.4 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 vice presidents and 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.

2.2.5 Benefits

2.2.5.1 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](#).

2.2.5.2 Employee Benefit Programs

The employee benefit programs available to eligible faculty members of Oral Roberts University are briefly described in this handbook. Full-time 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 ORU Library.

2.2.5.3 Employee Assistance Plan

When personal problems become overwhelming, professional assistance is needed. It is available to full-time and part-time faculty members through the Employee Assistance Program (EAP). EAP provides confidential assessment and referral for the faculty member and his or her 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.

2.2.5.4 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 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](#).

2.2.6 Cell Phone Numbers of Students

Faculty members have the option to request student phone numbers to facilitate academic engagement and instructional activities. Faculty members need to inform students of the following options: (1) students may choose to provide faculty members their cell phone numbers on request; (2) students have the right to withhold their numbers on a case-by-case basis; or (3) students may choose to opt out of sharing their phone numbers and other directory information completely. If students choose to withhold their phone numbers or opt out, they may request to receive any information provided by faculty members to student cell phones via University email from the faculty members or by any other method agreed on between the faculty members and students. For classroom and group projects, faculty members are encouraged to use an application or other interface that does not reveal student phone numbers to the professor or other students.

2.2.7 Confidentiality of Information

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

2.2.7.1 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, ORU 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 his or her 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 his or her 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

ORU 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. ORU 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. ORU 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 his or her 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 his or her child.

No present or former Oral Roberts University employee shall disclose or use, without an appropriate authorization, any information acquired by him or her in the course of his or her 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.

2.2.7.2 Confidentiality and Proprietary Policy

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

2.2.8 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](#).

2.2.9 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. ORU strictly prohibits any form of discrimination of another employee or student based on his or her 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 tenure, 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.

2.2.10 Dismissal

A faculty member may be dismissed from employment for failing to perform the contract of employment or on any of the following grounds.

1. Failure to maintain a high degree of competence. Competence is demonstrated by classroom performance, teaching ability, scholarly research, and writing.

2. Failure to perform reasonable faculty duties as 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 of the University, including failure to abide by the ORU 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 or the commission of a state or federal felony. Reference the appropriate section in the [ORU Employee Handbook](#); Section II-D may directly apply.
5. Failure to conform to or comply with administrative policies as defined in this handbook, the [ORU Employee Handbook](#), or in the particular department or college of the faculty member

Dismissal of a faculty member before his or her contract expiration shall be by action of the President upon recommendation of the Provost/Chief Academic Officer. In the event of any such dismissal, the faculty member shall be apprised of the grounds for dismissal by letter. Any faculty member electing to appeal the action may institute the [Grievance and Conflict Resolution Procedure](#) found in this handbook.

2.2.11 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.

2.2.11.1 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 his or her 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.

2.2.11.2 Red Flag Behavior Reporting System

[Red Flag](#) gives the ORU 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 his or her 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.

2.2.12 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.

2.2.12.1 Faculty

The following guidelines are based on specific recommendations from the ORU 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.

2.2.12.2 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.

2.2.13 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. More information on this policy, including the use of prescription drugs, is available in the [ORU Employee Handbook](#).

2.2.14 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](#).

2.2.15 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.

2.2.16 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.

2.2.16.1 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.

2.2.16.2 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.

2.2.17 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 full-time and part-time teaching faculty and teaching assistants, including those teaching on campus and online.

The Office of Institutional Effectiveness 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 Office of Institutional Effectiveness 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 Provost/Chief Academic Officer’s office. Updated curriculum vitae are maintained online and are web-accessible.

The Office of Institutional Effectiveness utilizes the database to provide accurate and timely information to various accrediting agencies, federal and state agencies, and/or college departments. The appropriate dean is notified should any discrepancies or deficiencies be discovered. If there are discrepancies or deficiencies, the 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 dean works with the department chair to acquire the documents required for the credentialing process.

If a transcript is unclear, the Dean of Institutional Effectiveness will contact the institution producing the transcript, request that the institution provide information regarding the transcript or courses in question, and place the documentation received in the faculty member's file. 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, exceptional alternative qualifications will need to be documented. 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, which the instructor brings to the University—these should be clearly tied to the specific courses to be taught and should establish beyond doubt that the instructor is qualified to teach the specific courses to which she or he is to be assigned.

It is acceptable to teach in a field outside of one's formal graduate degree provided that the individual has eighteen (18) graduate hours in the discipline being taught. Official transcripts are required for verification of this required credential. It is the responsibility of the prospective faculty member to provide the University with all of the documentation needed to verify her or his credentials. This documentation includes, but is not limited to, a current curriculum vita, official transcripts (indicating terminal degree and/or other appropriate transcripts), copies of appropriate licenses or certifications, and the verification of work related to teaching experience as needed. The cost to obtain official transcripts and copies of licenses and certifications is borne by the prospective faculty member. 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 Office of Institutional Effectiveness 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 Dean of Institutional Effectiveness, who will verify authenticity and file the documents and then forward copies to the Chair or 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 ORU Office of Institutional Effectiveness or 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 Registrar, and the Dean of Institutional Effectiveness. 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 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 Dean of Institutional Effectiveness 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 her or his assignment. 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.

2.2.18 Grievance and Conflict Resolution Procedure

The purpose of this procedure is to provide an avenue of discussion for faculty and administration 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.

2.2.18.1 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, promotion in rank, advancement within rank, tenure, termination, dismissal, 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.
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.

2.2.18.2 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. The grievant meets with the respondent and dean of the appropriate college. (This step is taken only if the respondent and 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, and what resolution is being requested. If the grievant is a faculty member, the complaint should be submitted to the appropriate dean. Should the 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 dean reviews and renders a decision concerning the grievance which has been submitted in writing by the grievant. The 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 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 request in writing to the Provost/Chief Academic Officer within seven (7) days to have a faculty advocate and a hearing by a University grievance committee. A hearing by a University grievance committee may not be requested if the grievance has already been addressed by a college grievance committee.
5. If requested, the faculty advocate, who must be a tenured faculty member, may be of the grievant's own choosing. The primary purpose of the faculty advocate is to represent the grievant to the administration and more particularly to the University grievance committee. After receiving a written request, the Provost/Chief Academic Officer in consultation with the grievant and respondent has ten (10) days in which to form a University grievance committee. The University grievance committee shall consist of five tenured faculty members. They shall be chosen as follows:
 - i. two (2) of the grievant's choosing
 - ii. two (2) of the respondent's choosing
 - iii. one chosen by the four (4) members selected in (i) and (ii).

The Provost/Chief Academic Officer, in establishing the committee, shall arrange for the five members to select one of themselves to be the chair of the committee. The faculty advocate who may not be a member of the committee should not be involved in the meetings of the committee except when invited to be present to represent the grievant to the committee. The University grievance committee has thirty-five (35) days to study the grievance (gather facts, hear the grievant, faculty advocate, respondent, dean, appropriate committees, etc.) and make a written recommendation to the President.
6. Within 21 days of receiving a written complaint, appeal, or recommendation from a University grievance committee, the President shall (a) 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. If no appeal is requested, the President's decision shall stand.

7. If the grievant elects to appeal the decision of the President, the grievant may request a hearing before the Board of Trustees at the next regularly scheduled meeting of the Trustees. This request must be submitted in writing to the chair of the Board of Trustees within seven (7) days after receipt of the decision of the President. The decision of the Board of Trustees is final, and the decision of the Trustees is to be given in writing to the grievant.

2.2.19 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. 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.

2.2.20 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](#).

2.2.21 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](#).

2.2.22 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)

2.2.22.1 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 ORU 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

2.2.22.2 Confidential Nominations

Any member of the ORU 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 that his or her name has been put forward. 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

2.2.22.3 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.

2.2.23 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 vacation pay payable to the faculty member.

2.2.24 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.

2.2.25 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.

2.2.26 Networks and Computer Policy

ORU 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.

2.2.27 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](#).

2.2.28 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, tenure, and/or promotion
3. Personal data information (e.g., W-4, address)
4. Records of personnel actions such as appointment, change of status, tenure, 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

2.2.28.1 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 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.

2.2.28.2 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.

2.2.28.3 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.

2.2.29 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.

2.2.30 Policies Appearing on All Syllabi

The following University policies are deemed important enough to be stated on every syllabus.

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty members at Oral Roberts University 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. By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, college, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

2.2.31 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, ORU 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 his or her 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.

2.2.32 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.

2.2.33 Probation and Suspension of Students

2.2.33.1 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 ORU 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.

2.2.33.2 Health and Physical Education Standards

Every student is required to make satisfactory progress toward physical fitness. ORU wants its graduates to be mentally alert, spiritually alive, physically disciplined, and socially adept. For this reason, all undergraduate students taking a minimum of 12 hours, exclusive of correspondence courses, are required to enroll in and pass an HPE activity course each semester. Students may enroll in any one HPE activity course only 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 ORU'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.

2.2.33.3 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 office of the appropriate 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.

2.2.34 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.

2.2.35 Safety

2.2.35.1 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.

2.2.35.2 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 ORU 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](#).

2.2.35.3 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.

2.2.35.4 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.

2.2.35.5 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 ORU) should be considered by 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 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.

2.2.36 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.

2.2.36.1 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.

2.2.36.2 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.

2.2.37 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 ORU 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.

2.2.38 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.

2.2.38.1 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.

2.2.38.2 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](#).

2.2.39 Vendor-Employee Ethics

It is ORU 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 Office of 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 University Technical Editor
- 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, tenure, 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, tenure, and awards to the Provost/Chief Academic Officer

- Coordinates course schedules among departments and approves department-specific course schedules
- Oversees, in conjunction with the Office of 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 Learning Resources, 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 Dean of Institutional Effectiveness, the Registrar, the University Technical Editor, the Chair of the General Education Curriculum Committee, and a representative from each of the following: Center for Faculty Excellence, 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 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 Dean with a recommendation for a suitable alternate. The 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 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 full-time status including the President, the Provost/Chief Academic Officer, all college deans, the Dean of Online and Lifelong Learning, the Dean of Learning Resources, the Dean of Institutional Research and Effectiveness, 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 ORU. 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 appointed by the President in consultation with the Provost/Chief Academic Officer and Deans. Membership includes a representative from each College, one representative from the University Library, and one representative from the Dean's Academic Council. The current Chair of the Tenured Faculty will automatically be a member. Except for the Tenured Faculty Chair who is elected annually, 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.

University Tenured Faculty

The University Tenured Faculty consists of all faculty members who have tenured status. One tenured faculty member is selected by the tenured faculty members to serve as Chair. The University Tenured Faculty manages the following responsibilities.

1. Assessing the fitness of candidates applying for tenure as indicated in the tenure application procedure
2. Participating in other tenured procedures
3. Serving as a consultative group to the President

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

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. The Registrar and the University Technical Editor serve as non-voting members. By special action, the membership of the General Education Curriculum Committee shall remain intact for the academic years 2015-16, 2016-17, and 2017-18, with the regular replacement of one half of the membership reinitiating in 2018-19. 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

Coordinator of General Education

1. Chairs the General Education Curriculum Committee
2. Facilitates the collection, coordination, and review of ePortfolio artifacts, submissions, rubrics, and evaluations
3. Plans the annual General Education Workshop
4. Reports to the Dean of Institutional Effectiveness

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 ORU who are eligible to enter the Honors Program after their freshman 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 ORU 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

Networking Coordinator of the Honors Program

1. Maintains communication between the Honors Program and outside honors entities including the National Collegiate Honors Council (NCHC) and Great Plains Honors Council (GPHC)
2. Facilitates the participation of Honors Program students in honors conferences
3. Communicates with the Study Abroad Coordinator concerning Honors Program students seeking to study abroad for honors credit.

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, the Director of the Center for Faculty Excellence, the Dean of Institutional Effectiveness, faculty members appointed 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.

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 appoint *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 (revised 8/1/15)

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 departments 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 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 assessment, including ePortfolio
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 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 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 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 Department Chairs

In leading the departments in the College of Arts and Cultural Studies, the chairs perform the following functions within their 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 nine (9) credit hours per semester
5. Are responsible for maintaining good working environments
6. Recommend curricula modifications
7. Propose assignments to the 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 ePortfolio implementation
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 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 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, tenure, 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 Office of 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 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, University Technical Editor, and Registrar) 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 Arts and Cultural Studies.
- d. If the curriculum change only affects one department, 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 departments, the College of Arts and Cultural Studies must approve the curriculum change before the 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 approval, if 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 appointed by the college dean for a term of one year. The Dean of the College of Arts and Cultural Studies appoints 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 appointed by the college dean for a term of one year. The Dean of the College of Arts and Cultural Studies appoints 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 Tenured Faculty

The Arts and Cultural Studies Tenured Faculty consists of all tenured faculty members whose full-time contractual assignment is in the College of Arts and Cultural Studies. The Arts and Cultural Studies Tenured Faculty members select a chair to coordinate the assessment of candidates applying for tenure as indicated in the section titled “[Tenure](#)” in Chapter 2 of this handbook.

3.1.2.7 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 appointed by the college dean for a term of one year. The Dean of the College of Arts and Cultural Studies appoints 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 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.

3.2 COLLEGE OF BUSINESS

3.2.1 Administrative Structure

3.2.1.1 Dean

In leading the College of Business, the 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, academic assessment, including ePortfolio
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. Is responsible for ePortfolio implementation
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 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. Is responsible for ePortfolio implementation
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 full-time 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, tenure, 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 Office of 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, University Technical Editor, and Registrar) 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 approval, if 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 appoints 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 appoints 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 Tenured Faculty

The Business Tenured Faculty consists of all tenured faculty members whose full-time contractual assignment is in the College of Business. The Business Tenured Faculty members select a chair to coordinate the assessment of candidates applying for tenure as indicated in the section titled “[Tenure](#)” in Chapter 2 of this handbook.

3.2.2.5 Business Grievance Committee

The Business Grievance Committee consists of faculty members from the College of Business appointed by the college dean for a term of one year. The Dean of the College of Business appoints 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 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

3.2.3 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 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 ORU 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 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.

3.3 COLLEGE OF EDUCATION

3.3.1 Administrative Structure

3.3.1.1 Dean

In leading the College of Education, the 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 dean with academic assessment, including ePortfolio
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 dean
11. Coordinates records, statistics, and documentation of undergraduate education programs for state, HLC, and CAEP accreditations in conjunction with the 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 dean in completing paper work for hiring and terminating department employees
7. Assists the dean with academic assessment, including ePortfolio
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 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 full-time 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, Sabbatical, and Tenure 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, tenure, 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 Office of 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, University Technical Editor, and Registrar) 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 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 approval, if 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 appoints 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, Sabbatical, and Tenure Committee

The Faculty Promotion, Sabbatical, and Tenure Committee consists of the tenured faculty members in the College of Education. The committee selects a Chair, who must be a tenured, full-professor. The Education Promotion, Sabbatical, and Tenure Committee manages the following responsibilities.

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

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 the ePortfolio
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 ePortfolio handbooks
14. Develops a transition schedule for implementing the revised ePortfolio
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 researchs 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 ORU 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 full-time 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 full-time 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 his or her 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. 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 to Associate Professor

- 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 for a total of **three** scholarly activities.
- A secured grant can replace one of the duplicated scholarly activities.

Promotion from Associate to Professor

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

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.
- The Committee defines “*Scholarship within the Discipline*” as applying to the body of knowledge in the field of education.
- 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 both the promotion and tenure 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 Ed.D. 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 Ed.D. exit surveys will be included as a required document of the promotion, tenure, and sabbatical application packet.

3.3.3.5 Promotion Evidence Specific to Graduate School of Education

Applicants for promotion, tenure, or sabbatical from Graduate School of Education faculty will include the following in any promotion, tenure, 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 Ed.D. exit surveys in which the applicant participated as a committee chair or member.
- Include survey information from every Ed.D. candidate who defended and in whose dissertations the applicant participated as a chair since the time of the applicant's last promotion.

3.4 ANNA VAUGHN COLLEGE OF NURSING

3.4.1 Administrative Structure

3.4.1.1 Dean

In leading the Anna Vaughn College of Nursing, the dean performs the following functions.

1. Administers the undergraduate program in the college as approved by the Board of Trustees and authorized by the President and Provost/Chief Academic Officer
2. Serves as the Chair of the College of Nursing to facilitate the organization of the college faculty and provide leadership
3. 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
4. Assures that the mission, philosophy, and objectives of the College of Nursing are consistent with the University mission and purpose
5. Fosters an educational environment that supports spiritual growth and academic excellence
6. Is responsible for leadership in matters of conduct, spiritual growth, and professional growth of all Anna Vaughn College of Nursing faculty and staff members
7. Prepares and administers a budget that is cost-effective and cost-accountable
8. Recruits and recommends qualified faculty for appointment, promotion, tenure, and retention
9. Supports continuous quality improvement and innovation in the nursing program
10. Supervises the development of the nursing curriculum
11. Develops, implements, and assesses the academic program, 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 academic assessment, including implementation of ePortfolio
14. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
15. Encourages interdisciplinary activities (cross-pollination)
16. Reviews and approves student petitions
17. Meets with students to address personal academic issues
18. Oversees faculty discipline and grievance procedures
19. Administers the use of facilities and equipment within the College of Nursing.
20. Oversees the production and/or revision of the College of Nursing'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 Nursing
22. Accountable to University administration, faculty, students and external regulatory and accrediting agencies
23. Establish 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 Administrative Coordinators

Directly accountable to the Dean of the College of Nursing, Administrative Coordinators 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 nursing 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 nursing program 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
- h. Serving as members of the Administrative Council

3.1.4.3 Coordinators

Directly accountable to the Administrative Coordinators, the Coordinators have the authority and responsibility for administration 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 nursing 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 Nursing

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

- 1. Receives monthly reports from the following
 - a. Dean of the College of Nursing
 - b. Chair of the Nursing Learning Resources Committee
 - c. Chair of the Nursing Admissions, Progression, Graduation, and Awards Committee
 - d. Chair of the Nursing Faculty Enrichment Committee
 - e. Chair of the Nursing Policy 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, tenure, 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 Office of 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. Serves as an advisory body to the Administrative Council and the Dean of the College of Nursing
11. Approves curriculum changes (excluding general education) that affect the College of Nursing and have been assigned a proposal number on the Curriculum Change Proposal cover page
12. Forwards all approved curriculum changes to the Provost/Chief Academic Officer
13. Communicates the following procedures for curriculum change with faculty members of the College of Nursing
 - 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, University Technical Editor, and Registrar) and a proposal number before being submitting to the College of Nursing.
 - c. If approved by the college, the curriculum change is submitted to the Dean of the College of Nursing 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 approval, if required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.4.2.2 Nursing Administrative Council

The Nursing Administrative Council consists of the College of Nursing Administrative Coordinators and the Dean of the College of Nursing. The Dean of the College of Nursing serves as chair of the council. The Nursing Administrative Council manages the following responsibilities.

1. Functions as a strategic planning and leadership group for the College of Nursing
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 Nursing in University-wide and community activities

3.4.2.3 Nursing Learning Resources Committee

The Nursing Learning Resources Committee consists of faculty members selected by the college dean. The Dean of the College of Nursing appoints the chair of the committee. The Nursing Learning Resources Committee manages the following responsibilities.

1. Identifies gaps in library and college holdings
2. Recommends new library and college acquisitions
3. Recommends removal of outdated materials
4. Works with the librarians on solving user problems
5. Monitors acquisitions for expansion of computer resources such as videos and simulated laboratory equipment

3.4.2.4 Nursing Admissions, Progression, Graduation, and Awards Committee

The Nursing Admissions, Progression, Graduation, and Awards Committee consists of faculty members selected by the college dean. The Dean of the College of Nursing appoints the chair of the committee. The Nursing 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 Nursing honors
4. Coordinates the development and administration of the semi-annual dosage and solution proficiency exam
5. Advises the college dean on decisions related to student progression in the nursing program

3.4.2.5 Nursing Faculty Enrichment Committee

The Nursing Faculty Enrichment Committee consists of faculty members selected by the college dean. The Dean of the College of Nursing appoints the chair of the committee. The Nursing Faculty Enrichment Committee manages the following responsibilities.

1. Coordinates faculty continuing education activities
2. Coordinates with external groups providing continuing education for local and regional communities
3. Mobilizes resources to enhance the quality of continuing education
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 Nursing Policy and Handbook Committee

The Nursing Policy and Handbook Committee consists of faculty members selected by the college dean. The Dean of the College of Nursing appoints the chair of the committee. The Nursing Policy and Handbook Committee manages the following responsibilities.

1. Reviews and recommends revision to the Faculty and Administration Handbook and the College of Nursing student handbook
2. Assesses policy needs in light of evolving practices in nursing and education
3. Recommends policy changes to the Dean of the College of Nursing
4. Assists in new faculty orientation

3.4.2.7 Nursing Tenured Faculty

The Nursing Tenured Faculty consists of all tenured faculty members whose full-time contractual assignment is in the College of Nursing. The Nursing Tenured Faculty members select a chair to coordinate the assessment of candidates applying for tenure as indicated in the section titled “[Tenure](#)” in Chapter 2 of this handbook.

3.4.2.8 Nursing Grievance Committee

The Nursing Grievance Committee consists of faculty members selected by the college dean. The Dean of the College of Nursing appoints the chair of the committee. The Undergraduate Education 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 Anna Vaughn College of Nursing 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 Nursing.

3.4.3.1 Definition of Terminal Degree in College of Nursing

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 Nursing

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 Nursing 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 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 College 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

3.5 COLLEGE OF SCIENCE AND ENGINEERING

3.5.1 Administrative Structure

3.5.1.1 Dean

In leading the College of Science and Engineering, the 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 assessment, including ePortfolio
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 Department Chairs

In leading the departments in the College of Science and Engineering, the chairs perform the following functions within their 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 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 ePortfolio implementation
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 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

3.5.2 Committees

3.5.2.1 College of Science and Engineering

The College of Science and Engineering consists of all full-time 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, tenure, 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 Office of 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, University Technical Editor, and Registrar) 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 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 approval, if required), the curriculum change becomes effective on the date indicated on the Curriculum Change Proposal cover page.

3.5.2.4 Science and Engineering Professional Development Committee

The Science and Engineering Professional Development Committee consists of faculty members from the College of Science and Engineering appointed by the college dean for a term of one year. The Dean of the College of Science and Engineering appoints the chair of the committee. The Science and Engineering 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.

3.5.2.5 Science and Engineering Promotion Committee

The Science and Engineering Promotion Committee consists of faculty members from the College of Science and Engineering appointed by the college dean for a term of one year. The Dean of the College of Science and Engineering appoints 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 college dean in evaluating classroom performance of applicants
2. Evaluates and recommends for promotion with appropriate rationale to the college dean
3. Promotes standards of excellence in faculty instruction

3.5.2.6 Science and Engineering Tenured Faculty

The Science and Engineering Tenured Faculty consists of all tenured faculty members whose full-time contractual assignment is in the College of Science and Engineering. The Science and Engineering Tenured Faculty members select a chair to coordinate the assessment of candidates applying for tenure as indicated in the section titled “[Tenure](#)” in Chapter 2 of this handbook.

3.5.2.7 Science and Engineering Grievance Committee

The Science and Engineering Grievance Committee consists of faculty members from the College of Science and Engineering appointed by the college dean for a term of one year. The Dean of the College of Science and Engineering appoints 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 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.

3.5.3.3 Office Hours for College of Science and Engineering 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.

3.6 COLLEGE OF THEOLOGY AND MINISTRY

3.6.1 Administrative Structure

3.6.1.1 Dean

In leading the College of Theology and Ministry, the 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 assessment, including ePortfolio
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 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 assessment, including implementation of ePortfolio
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's 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 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 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 ePortfolio implementation
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 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

3.6.1.4 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 ePortfolio 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 the ePortfolio
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 full-time 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 and Tenure 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, tenure, 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 Office of 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 and Tenure Committee

The Theology and Ministry Promotion and Tenure Committee consists of all tenured faculty members in the College of Theology and Ministry. The members of the committee select the chair of the committee, who must be a tenured, full-professor. The Theology and Ministry Promotion and Tenure 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 full-time 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 appointed 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 appointed 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, University Technical Editor, 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 for approval.
 - g. Following final approval, the proposal is forwarded to the Registrar, who 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 Learning Resources, Library Faculty Facilitator, and University Technical Editor. (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 appointed 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 appointed 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 appointed by the college dean, including a student representative. The Dean of the College of Theology and Ministry appoints 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 appointed 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 appointed 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 appointed by the 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 appointed 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 appointed 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 appointed by the 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 appointed 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 full-time 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 full-time 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, University Technical Editor, 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, who 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, Dean of Learning Resources, and University Technical Editor. (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 appointed 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 appointed 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 appointed 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.

3.7 UNIVERSITY LIBRARY

2.7.1 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, promotion, and tenure
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 a master’s degree 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 the following.

Instructor

1. Appropriate master's degree from an American Library Association-accredited library school
2. Experience desired but not required
3. Potential for a successful career in learning resources
4. All other available data evaluated

Assistant Professor

1. Appropriate master's degree from an accredited institution
2. Continuing education and/or graduate work toward a second master's degree and/or doctorate (usually 18 or more semester hours)
3. A minimum of three years of active quality service in an academic learning resource area
4. Fulfillment of three criteria from designated list titled "Achievement Criteria for Appointment or Promotion in the University Library" later in this chapter
5. Satisfactory performance in present or most recent professional position
6. All other available data evaluated

Associate Professor

1. Appropriate master's degree from an American Library Association-accredited library school
2. A second master's degree or its equivalent
3. Appropriate length (four years) and quality of service as an assistant professor
4. Fulfillment of six criteria from the designated list titled "[Achievement Criteria for Appointment or Promotion in the University Library](#)" later in this chapter
5. Satisfactory performance in present or most recent professional position
6. All other available data evaluated

Professor

1. Appropriate master's degree from an American Library Association-accredited library school
2. A doctorate in an approved area, or on rare occasions, exceptional academic credentials and experience in lieu of the doctoral degree
3. Appropriate length (four years) and quality of service as an associate professor
4. Major achievements worthy of national recognition in (1) performance of professional duties, (2) contributions to librarianship in the form of either (a) public and/or institutional service, or (b) professional activity or creative endeavor (e.g., publishing and/or production)
5. All other available data evaluated

3.7.3.2 Promotion in Rank in the University Library

Advancement to a higher rank requires development and demonstrated ability. A position of responsibility or length of service does not automatically result in advancement. Advancement is based on professional proficiency and effectiveness as assessed through regular, on-going review and appraisal by peers and the dean.

The primary consideration for promotion to all levels is the list of evaluation criteria in the section titled “Evaluation Criteria and Evidence for Promotion in the University Library.” When awarded, the promotion becomes effective the fall semester of the academic year following the year of application.

The University Library process for promotion adheres to the University policy (as recorded in the section titled “[Promotion](#)” in Chapter 2 of this handbook) with three modifications.

1. In section titled “[Promotion Criteria and Evidence](#),” the second criterion (Scholarship with the discipline) should be replaced by the criterion “Effective fulfillment of duties listed in the job description.” Effective fulfillment of duties listed in the job description includes communication with students and faculty, a professional attitude, technical skills, accuracy, memory, thoroughness, punctuality, work organization, ability to give and follow instructions, quantity and quality of work, judgment, initiative, innovation, and readiness to assume responsibility.
2. When a faculty member is awarded a rank in the University Library that rank will not necessarily transfer should the faculty member receive an appointment in one of the academic programs.
3. The following are minimal requirements for applying for promotion to the ranks above instructor.

Assistant Professor

1. Complete a doctoral degree from an accredited institution in an approved area, or without a doctorate, the faculty member may exhibit progress in continuing education or graduate work on a second master’s degree or doctorate (usually 18 hours or more semester hours)
2. Complete four years of active quality service at the rank of instructor on the library college faculty at ORU
3. Fulfill three criteria from designated list titled “[Achievement Criteria for Appointment or Promotion](#)” later in this chapter
4. Exhibit satisfactory performance in present professional position
5. Exhibit good character, mature attitude, and professional integrity
6. Submit to the dean an intention to apply for promotion by March 15 of the academic year prior to application

Associate Professor

1. Complete a doctoral degree or second master’s degree (or its equivalent) in an approved area
2. Complete an appropriate length (four years) and quality of service as an assistant professor
3. Fulfill six criteria from the designated list titled “[Achievement Criteria for Appointment or Promotion](#)” later in this chapter
4. Exhibit satisfactory performance in present professional position
5. Exhibit good character, mature attitude, and professional integrity
6. Submit to the dean an intention to apply for promotion by March 15 of the academic year prior to application
7. Adhere to the published guidelines and deadlines

Professor

1. Possess a doctoral degree in an approved area or, on rare occasions, exceptional academic credentials, and experience in lieu of the doctoral degree
2. Complete an appropriate length (four years) and quality of service as an associate professor
3. Achieve national recognition in field through (1) performance of professional duties, (2) contributions to librarianship in the form of either (a) public and/or institutional service, or (b) professional activity or creative endeavor (e.g., publishing and/or production)
4. Exhibit excellent character and a high degree of professional integrity, maturity, and responsibility
5. Submit to the dean an intention to apply for promotion by March 15 of the academic year prior to application
6. Adhere to the published guidelines and deadlines

3.7.3.3 Achievement Criteria for Appointment or Promotion in the University Library

The following are criteria for appointment or promotion to assistant professor and associate professor. They are weighed in favor of professional competency. Exceptions to these criteria must be recommended by the Dean of the University Library and library faculty members who hold a rank equal to or above the rank being considered.

1. Fulfillment of an additional graduate degree beyond the first master's degree. (This criterion may be credited multiple times.)
2. Some combination of supervisor-approved study or research related to library needs (e.g., course work for credit or audit, workshops, or travel)
3. Professional competence demonstrated by excellent performance in carrying out high-level responsibilities (e.g., administer a program)
4. Consistent production of high-quality work
5. Research and publication of professional or scholarly works
6. Service in elected or appointed positions in professional or scholarly societies or distinguished participation in committee work
7. Creativity and imagination applied to the solution of library challenges, including anticipation of users' needs and initiative in meeting them
8. Exceptional language ability
9. Evidence of exceptional ability in relating the library and information literacy to the total educational process within the University setting

The following are possible criteria for appointment and promotion to assistant professor and associate professor.

1. Experience in fields other than learning resources (e.g., teaching, business)
2. Service to the non- University community-at-large

3.7.3.4 University Library Promotion Committee

The University Library Promotion Committee consists of faculty members from the University Library appointed by the college dean for a term of one year. At the discretion of the college dean, a faculty member from outside the University Library may be asked to serve a term on the committee. The Dean of the University Library appoints the chair of the committee. The University Library Promotion Committee manages the following responsibilities.

1. During the year of service, coordinates the process of promotion in rank, including working with the college dean in considering the applications of all applicants
2. Evaluates and recommends college faculty applicants for promotion with appropriate rationale to the college dean
3. Promotes high standards of library professionalism

3.7.3.5 Tenure in the University Library

The University Library adheres to the University policy concerning tenure (as recorded in the section titled "[Tenure](#)" in Chapter 2 of this handbook) with the following two amendments.

1. In the section titled "[Tenure Prerequisites](#)," the phrase "Have a terminal degree from an accredited institution that is appropriate to the teaching assignment" should be replaced by the phrase "Have a second master's degree (or its equivalent) or a doctorate from an accredited institution."
2. In the section titled "[Tenure Criteria and Evidence](#)," the third criterion (instruction) should be replaced by the criterion "Effective fulfillment of duties listed in the job description."

3.8 ONLINE AND LIFELONG LEARNING

3.8.1 Administrative Structure

3.8.1.1 Associate Vice President of Online and Lifelong Learning

In leading Online and Lifelong Learning, the Associate Vice President 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. Maintains a smooth flow of work and activity in overseeing the following
 - a. Online Campus
 - b. Summer School
 - c. Continuing Education
3. 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
4. Promotes communication among students, parents, faculty, staff, and chairs
5. Establishes and maintains mutually beneficial relationships with academic agencies, churches, denominational bodies, and educational institutions
6. Coordinates with the various departments and colleges within the University in offering courses and programs
7. Contracts for academic services to support Online and Lifelong Learning programs from University faculty members when available and otherwise from external sources
8. Administers the use of facilities and equipment that support Online and Lifelong Learning and its programs
9. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
10. Supervises the development of the curricula for instructional programs into appropriate formats and course schedules
11. Communicates the priorities of Online and Lifelong Learning to the Provost/Chief Academic Officer and the Vice President of Enrollment Management with reporting responsibilities to the President and President's Cabinet
12. Assembles, approves, and justifies the budgets of Online and Lifelong Learning and its programs
13. Reviews and approves student petitions
14. Meets with students to address personal academic issues
15. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
16. Consults appropriate agencies, organizations, or publications to keep abreast of trends in the field of distance education
17. 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*
18. Reports to the Provost/Chief Academic Officer and the Vice President of Enrollment Management with reporting responsibilities to the President and President's Cabinet

3.8.1.2 Assistant Dean of Online and Lifelong Learning

In leading Online and Lifelong Learning, the assistant dean/chair performs the following functions.

1. Promotes communication among students, parents, faculty, and staff
2. Assists the Associate Vice President in the supervision of online adjunct faculty members selected and classified by the department appropriate the the faculty members' teaching responsibility

3. Administers online academic programs
4. Is responsible for maintaining a good working environment
5. Recommends new academic programs and curricula modifications to departments as needed
6. Presents periodic status reports to the Associate Vice President
7. Oversees the production and/or revision of Online and Lifelong Learning publications, including Online's sections of the University catalog and the *Faculty and Administration Handbook*
8. Reports to the Associate Vice President of Online and Lifelong Learning

3.8.1.2 Coordinator of Bible Institute

In assisting the Associate Vice President of Online and Lifelong Learning, the coordinator performs the following functions.

1. Explores programming ideas for the certificate and diploma programs with deans, chairs, and faculty members
2. Coordinates the development and revision of administrative and promotional materials
3. Coordinates course development and revision to ensure consistency and academic integrity
4. Coordinates activity between appropriate service offices
5. Reports to the Associate Vice President of Online and Lifelong Learning

3.9 INSTITUTIONAL EFFECTIVENESS

3.9.1 Administrative Structure

3.9.1.1 Dean of Institutional Effectiveness

The Dean of Institutional Effectiveness assists decision makers by providing accurate and reliable analyses in response to internal and external requests. The dean performs the following functions.

1. Administers Registrar, State Authorization, and the Center for Israel and Middle East Studies
2. Constructs and maintains institutional databases necessary to respond to surveys, studies, and compliance forms from governmental and accrediting agencies
3. Plans and produces accurate reports and publications of interest and importance to the institution, including the University fact book
4. Coordinates state, federal (IPEDS), and other external reporting
5. Designs, conducts, and analyzes assessment survey results
6. Assists in the assessment of outcomes and institutional effectiveness and directs the Whole Person Assessment program
7. Provides information, counsel, and technical assistance to internal constituent groups to assist with planning and research projects
8. Participates in budget preparation and analysis
9. Chairs the Institutional Improvement and Student Learning Committee
10. Works to ensure that the integrity of the faculty hiring process is maintained
11. Reviews and approves student petitions
12. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
13. Oversees the production and/or revision of Institutional Effectiveness publications, including appropriate sections of the University catalog and the *Faculty and Administration Handbook*
14. Reports to the Provost/Chief Academic Officer

3.9.1.2 Registrar

The 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 Dean of Institutional Effectiveness

3.9.1.3 Director of State Authorization

The director performs the following functions.

1. Reviews federal and state-level distance education legal requirements and any related compliance requirements
2. Interprets legal regulations, regulatory agency statements, and accrediting agency requirements in order to determine their impact on policies, procedures, compliance, expenditures, and budget planning
3. Participates in risk analysis and decision-making process in regards to compliance
4. Submits paperwork required to obtain and maintain approval to operate in each state, including related budgetary requests
5. Serves as a liaison to various academic and administrative departments within ORU to ensure compliance with the various legal requirements
6. Reports to the Dean of Institutional Effectiveness

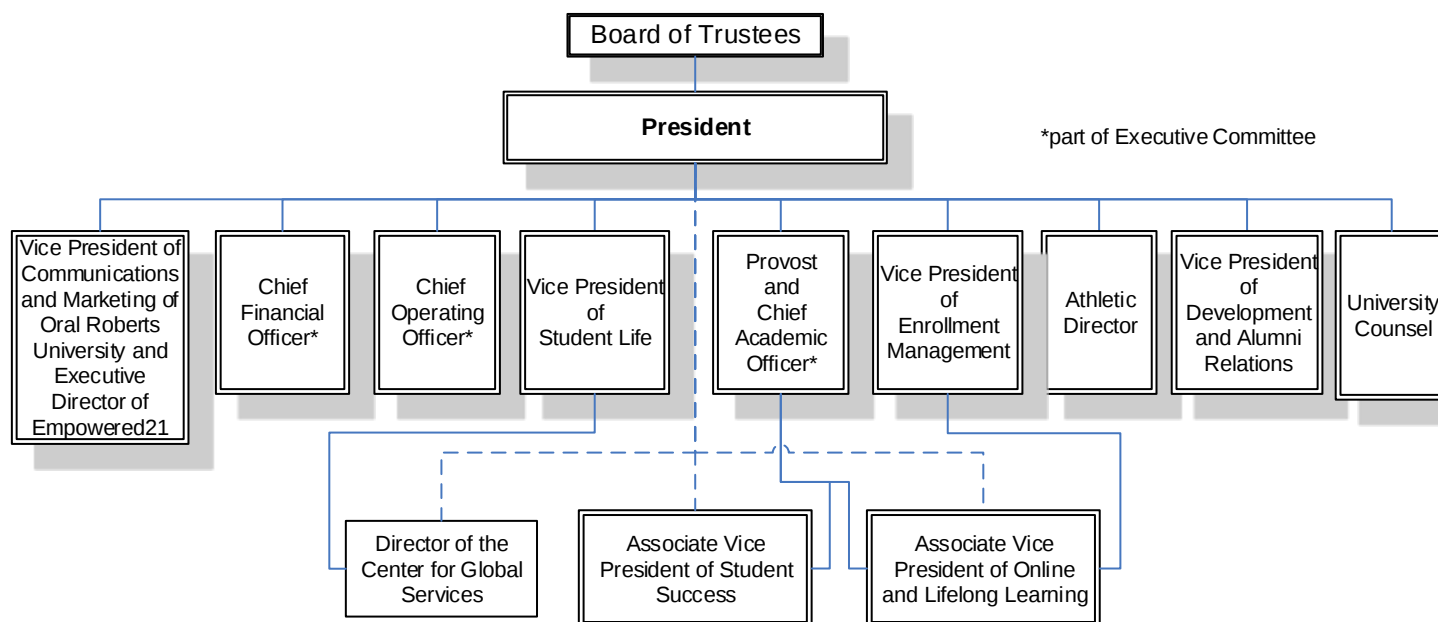
3.9.1.4 Director of the Center for Israel and Middle East Studies

The director performs the following functions.

1. Teaches one to two courses per semester to support the Center's programs
2. Oversees the operations of the Center, including personnel (e.g., hiring) and the Center's cost center for budget planning and management
3. Oversee the development of curriculum and programs for the Center such as majors and minors, degree programs, potential graduate programs, and the policy center
4. Identifies, establishes, and nurtures mutually-beneficial relationships with other academic institutions and organizations that are like-minded and share interests and desired outcomes in pursuit of the mission of the Center
5. Reports to the Dean of Institutional Effectiveness

Chapter 4—ADMINISTRATION

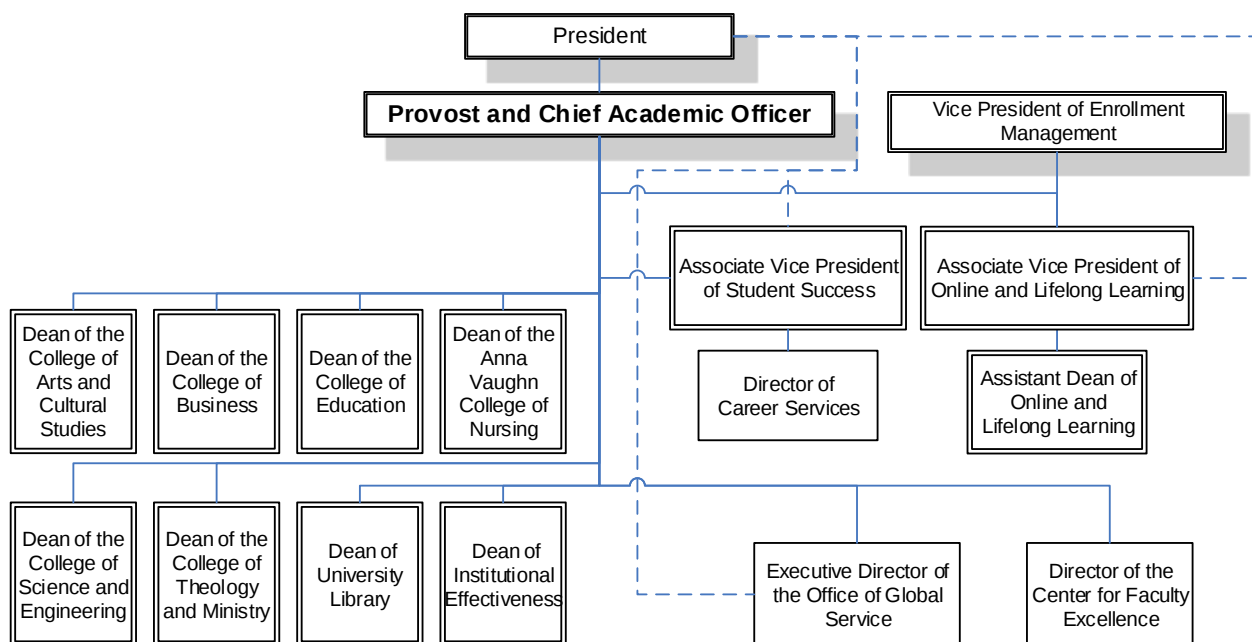
4.1 ADMINISTRATIVE PERSONNEL



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
3. Instructional budgets
4. Faculty appointments
5. Faculty development
6. Distance learning
7. Accreditation
8. Academic grievances and policy exceptions
9. University Library
10. 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 Associate Vice President of Student Success

The associate vice president performs the following functions.

1. Provides assistance and guidance to at-risk students
2. Provides daily comprehensive success coaching to students based on coaching requests initiated by a student, administrator, faculty, staff, or parent
3. Responsible for training, implementation, and ongoing promotion of retention
4. Educates the ORU community on matters essential to students and their parents to improve retention
5. Establishes relationships with parents of ORU students via events, phone contacts, and in-person contacts during visits or conferences

6. Reports to the Provost/Chief Academic Officer with reporting responsibilities to the President and President's Cabinet

Director of Career Services

The director performs the following functions.

1. Provides all new undergraduate students with an assessment of their individual strengths as a part of the Whole Person Assessment process
2. Provides students and alumni with significant opportunities to network with potential employers
3. Provides students and alumni with essential skills required to translate educational experience into career objectives
4. Provides students and alumni with the resources to develop professionally
5. Manages the University's online job board, resume books, and employer contact database
6. Facilitates employer recruiting relationships for the University and individual academic colleges as requested
7. Oversees the Student Work Study Program/Campus Employment to include all hiring processes and Human Resources compliance checks for the student workforce
8. Reports to the Associate Vice President of Student Success

4.1.8.1 Associate Vice President of Online and Lifelong Learning

In leading Online and Lifelong Learning, the associate vice president 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. Maintains a smooth flow of work and activity in overseeing the following
 - d. Online Campus
 - e. Summer School
 - f. Continuing Education
3. 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
4. Promotes communication among students, parents, faculty, staff, and chairs
5. Establishes and maintains mutually beneficial relationships with academic agencies, churches, denominational bodies, and educational institutions
6. Coordinates with the various departments and colleges within the University in offering courses and programs
7. Contracts for academic services to support Online and Lifelong Learning programs from University faculty members when available and otherwise from external sources
8. Administers the use of facilities and equipment that support Online and Lifelong Learning and its programs
9. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
10. Supervises the development of the curricula for instructional programs into appropriate formats and course schedules
11. Communicates the priorities of Online and Lifelong Learning to the Provost/Chief Academic Officer and the Vice President of Enrollment Management with reporting responsibilities to the President and President's Cabinet
12. Assembles, approves, and justifies the budgets of Online and Lifelong Learning and its programs
13. Reviews and approves student petitions
14. Meets with students to address personal academic issues
15. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members

16. Consults appropriate agencies, organizations, or publications to keep abreast of trends in the field of distance education
17. 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*
18. Reports to the Provost/Chief Academic Officer and the Vice President of Enrollment Management with reporting responsibilities to the President and President's Cabinet

4.1.2.2 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. Associate Vice President of Online and Lifelong Learning
2. Dean of the College of Arts and Cultural Studies
3. Dean of the College of Business and Distance Learning
4. Dean of the College of Education
5. Dean of the Anna Vaughn College of Nursing
6. Dean of the College of Science and Engineering
7. Dean of the College of Theology and Ministry
8. Dean of University Library
9. Dean of Institutional Effectiveness

4.1.2.3 Executive Director of the Office of Global Service

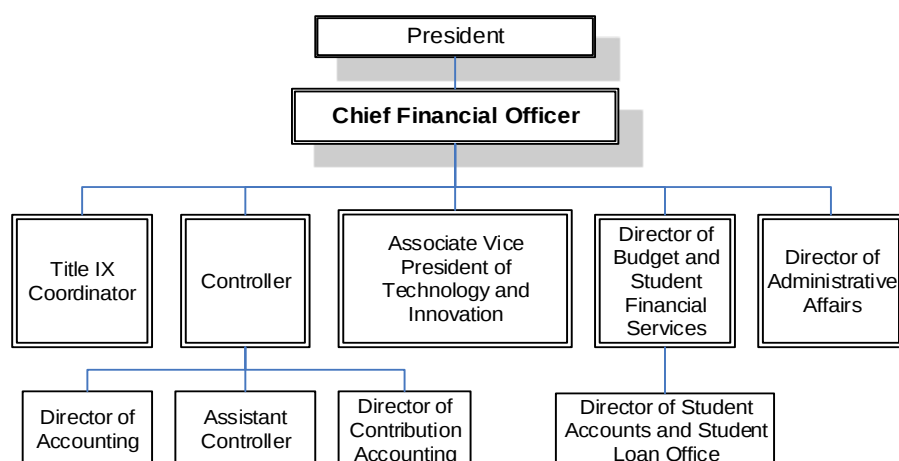
The Executive Director of the Office of Global Service assists faculty by providing information and guidance concerning global services. The executive director performs the following functions.

1. Promotes new international interdisciplinary teaching and learning opportunities
2. Fosters international relationships with organizations in partner countries
3. Develops interdisciplinary teams to address areas of concern in partner countries
4. Equips and trains faculty members to lead international teams
5. Reports to the Provost/Chief Academic Officer with reporting responsibilities to the President and President's Cabinet

4.1.2.4 Director of the Center for Faculty Excellence

The Director of the Center for Faculty Excellence assists faculty by providing information and guidance concerning faculty development. The director performs the following functions.

6. Promotes teaching effectiveness and faculty mentoring activities
7. Advances new teaching and learning initiatives
8. Fosters excellence in teaching, learning, and faculty scholarship
9. Encourages professional involvement in community activities
10. Equips and trains new faculty members
11. Assists to strengthen a learning-centered campus culture that values and rewards teaching
12. Assists faculty members in the promotion, tenure, and sabbatical processes
13. 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. Information technologies
3. Human resources
4. Accounting
5. Budgeting
6. Treasury

4.1.3.1 Associate Vice President of Technology and Innovation

The Associate Vice President of Technology and Innovation Chief Information Officer 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 on long-range plans, projects, and performance
- Reports to the Chief Financial Officer

4.1.3.2 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, Accounts Payable, Auxiliary Accounting, Restricted, **Contribution**, and General Accounting
4. Reports to the Chief Financial Officer

Assistant Controller

The Assistant Controller performs the following functions.

1. Oversees the financial reporting for the University
2. Assists the Controller in daily activities of the University
3. Reports to the Controller

Director of General Accounting

The director performs the following functions.

1. Applies accounting standards through ~~dual control of~~ accurate accounting, balancing to the general ledger, and ~~support auditing procedures~~
2. Oversees compliance and utilizes policy guidelines to assure that monies are spent in a reasonable, allocable, and allowable manner
3. Prepares financial reports, and invoicing
4. Reports to the Controller

Director of Contribution Accounting

The director performs the following functions.

1. Posts all donations received by the University in a timely and accurate manner
2. Prepares all gift-tax letters
3. Reports to the Controller

Director of Restricted Accounting

The director performs the following functions.

1. ~~Applies accounting standards through dual control of accurate accounting, balancing to the general ledger, and auditing procedures~~
2. ~~Oversees compliance and utilizes policy guidelines to assure that monies are spent in a reasonable, allocable, and allowable manner~~
3. ~~Reports to the Controller~~

[Note: The following executive director position changed to a manager position]

4.1.3.3 — Executive Director of Human Resources and Risk Management

The director performs the following functions.

1. ~~Develops and executes strategies for managing organizational change that will balance the expectations and needs of the university, its employees, and its students~~
2. ~~Ensures that all company policies, procedures, and activities comply with applicable laws and regulations~~
3. ~~Oversees the recruitment and hiring of all staff~~
4. ~~Administers career services and student employment~~
5. ~~Administers risk management and benefits~~
6. ~~Reports to the Chief Financial Officer~~

[Note: The following director position moved under the Associate Vice President of Student Success]

Director of Career Services

The director performs the following functions.

9. ~~Provides all new undergraduate students with an assessment of their individual strengths as a part of the Whole Person Assessment process~~
10. ~~Provides students and alumni with significant opportunities to network with potential employers~~
11. ~~Provides students and alumni with essential skills required to translate educational experience into career objectives~~
12. ~~Provides students and alumni with the resources to develop professionally~~

13. Manages the University's online job board, resume books, and employer contact database
14. Facilitates employer recruiting relationships for the University and individual academic colleges as requested
15. Oversees the Student Work Study Program/Campus Employment to include all hiring processes and Human Resources compliance checks for the student workforce
16. Reports to the Executive Director of Human Resources and Risk Management

4.1.3.3 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. Reviews operations of Student Accounts, Student Loans, and Collections ensuring compliance with all state and federal regulations
5. Reports to the Chief Financial Officer

Director of Student Accounts and Student Loans

The director performs the following functions.

1. Oversees administration of student accounts
2. Supervises administration of student loan programs
3. Reports to the Director of Budget and Student Financial Services

4.1.3.4 Director of Administrative Affairs

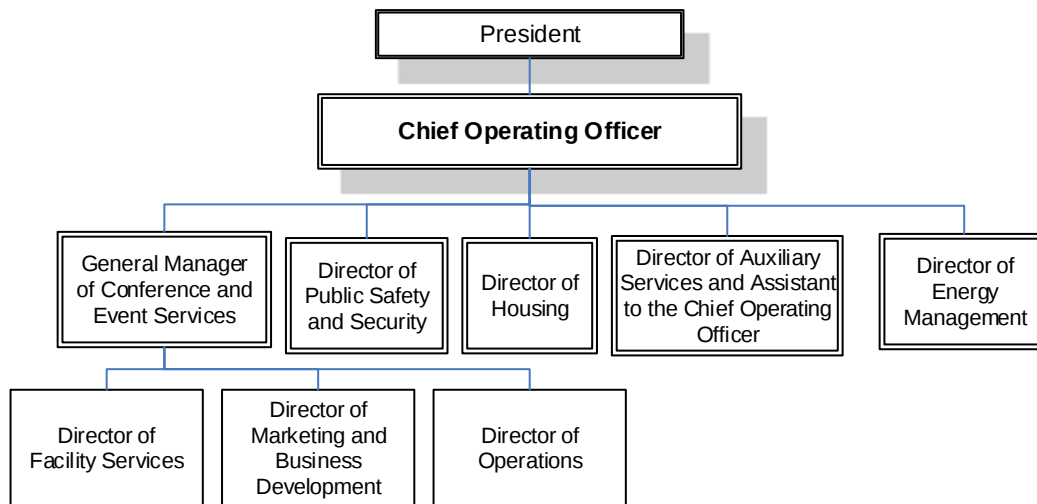
The director performs the following functions.

1. Assists in or orchestrates development of finance systems and processes
2. Develops and maintains report templates for central and end users
3. Acts as functional architect of the finance data warehouse
3. Assists in the assessment, selection, and development of reporting tools and distribution methods
4. Collaborates with IT personnel on finance system enhancements
5. Maintains security to the finance system and diagnoses and resolves control breaches
6. Maintains the chart of accounts
7. Diagnoses and resolves problems related to finance system processes and functionality in conjunction with IT support
8. Oversees Purchasing and Treasury
9. Reports to the Chief Financial Officer

4.1.3.5 Title IX Coordinator

The coordinator 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 all complaints submitted to <http://www.oru.edu/complaint>
4. Works with the Human Resources department and the Office of the Provost in resolving faculty complaints
5. 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. Conference and Event Services including Mabee Center Operations, Facility Services, Calendar Office, Campus Event Services, Storage and Inventory, Audio Visual Services, Aerobics Center, Armand Hammer Alumni-Student Center, Conferences, and Summer Camps
2. Public Safety and Security including Shipping and Receiving, and Motor Pool
3. Auxiliary Services including Printing Services (Reprographics), Campus Post Office, Mail Center, Copy Services, Document Preparation Services, Eagle Card Center, Student Health Services, Telephone Center, University Store, Campus Dining, and ORU and CityPlex Vending
4. Buildings and Grounds

4.1.4.1 General Manager of 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. Maintains schedule and master calendar for Mabee Center
4. Oversees billing and contracting for events at the Mabee Center
5. Creates marketing and advertising to increase ticket sales and rentals of commercial spaces
6. Oversees the Armand Hammer Alumni-Student Center building operations
7. Reports to the Chief Operating Officer

Director of Facility Services

The director performs the following functions.

1. Schedules all campus activities and projects on the University master calendar
2. Coordinates use requests for academic and non-academic facilities
3. Negotiates contracts for weddings, summer camps, and conferences
4. Oversees summer camps and conference programs
5. Oversees the Aerobics Center Director
6. Reports to the General Manager of Conference and Event Services

Director of Marketing and Business Development

The director performs the following functions.

1. Manages media, retail, and promotions for events
2. Formulates, directs, and coordinates marketing activities to promote Conference and Event Services
3. Oversees box office scheduling assignments to ensure sufficient employee coverage
4. Reports to the General Manager of Conference and Event Services

Director of Operations

The director performs the following functions.

1. Manages events held in Conference and Event Services venues
2. Provides production design for events held in Conference and Event Services venues
3. Reports to the General Manager of Conference and Event Services

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

4.1.4.2 Director of Housing

The director performs the following functions.

1. Coordinates student housing including room requests and assignments
2. Schedules and manages student participants in the 24/7 Residence Hall Desk Security program
3. Reports to the Vice President of Student Life

4.1.4.3 Director for Auxiliary Services and Assistant to the Chief Operating Officer

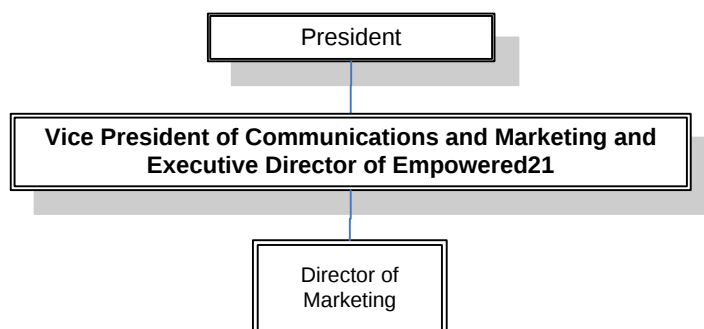
The director performs the following functions.

1. Oversees all Auxiliary Service departments, coordinating 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, Pitney Bowes, vending contracts, and the physician services contract for the Student Health department
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 assisting with special events and projects as directed
8. Reports to the Chief Operating Officer

4.1.4.4 Director of Energy Management

The operations manager performs the following functions.

1. Surveys and establishes the building systems required to ensure their safe and economical operation
2. Coordinates and directs the direct energy management and conservation programs
3. Manages the Chief Mechanic, Chief Engineer and other staff to create an efficient operation and maintenance of building systems
4. Reports to the Chief Operating Officer



4.1.5 Vice President of Communications and Marketing of Oral Roberts University and Executive Director of Empowered21

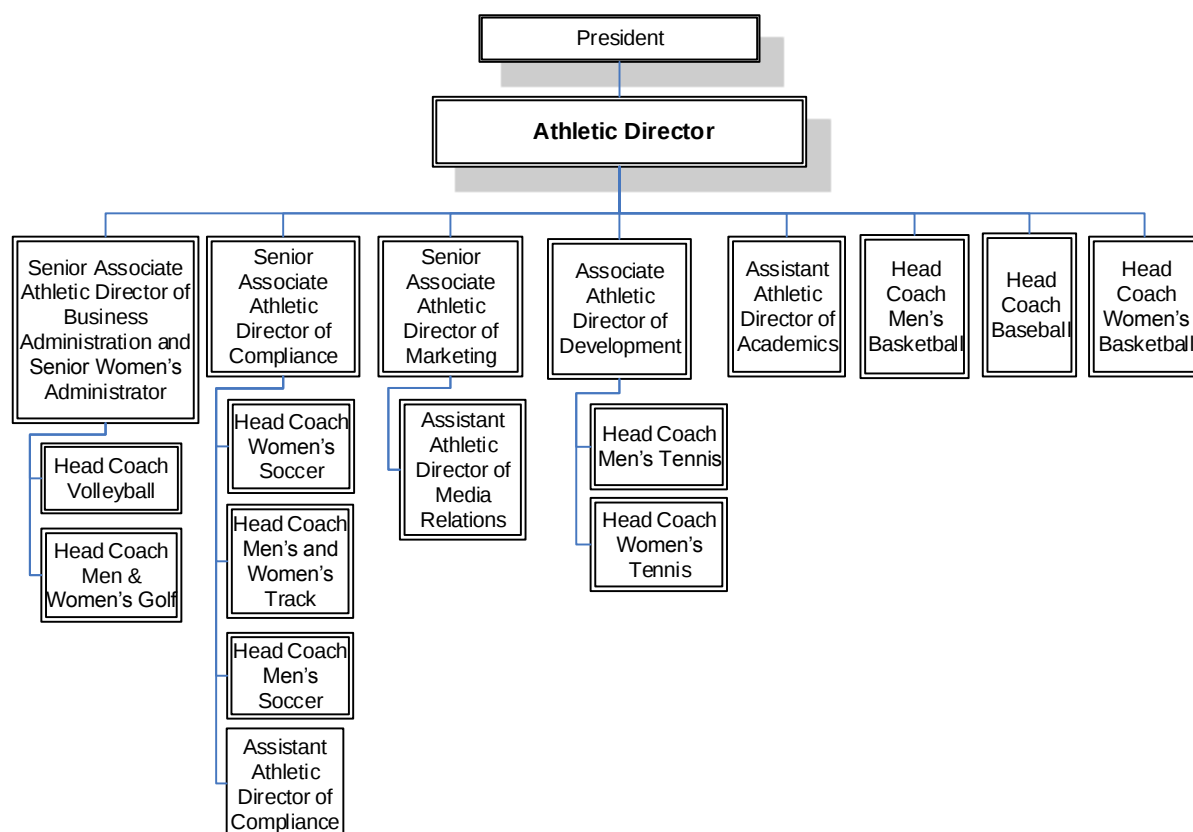
The Vice President of Communications and Marketing of Oral Roberts University and Executive Director of Empowered21 serves on the President's Cabinet, reports to the President, and is responsible for the following areas.

1. University Communications
2. Marketing
3. Empowered21
4. University Media Productions

4.1.5.1 Director of Marketing

The director performs the following functions.

1. Is responsible for establishing and implementing strategic and tactical marketing plans designed to build recruitment
2. Is responsible for the general design of the website, heading the Navigation Committee that makes decisions on what functionality is added to the existing website
3. Is responsible for all printed material used in recruitment of and communication with undergraduate and graduate students, coordinating all projects, assigning designers, and working with them through all phases: concept, design, approval, and printing
4. Coordinates requested video production, ensuring consistency in the general design of all videos officially produced by the University
5. Coordinates advertisements for graduate departments; coordinates with designers and directs advertising for Undergraduate Admissions
6. Coordinates visits with outside advertising firms to produce photographs of the University
7. Reports to the Vice President of Communications and Marketing of Oral Roberts University and Executive Director of Empowered21



4.1.6 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

4.1.6.1 Senior Associate Athletic Director of Business Administration and Senior Women's Administrator

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. Ensures representation of women's interests at campus, conference, and national levels
3. Oversees specific sports programs
4. Reports to the Athletic Director

4.1.6.2 Senior Associate Athletic Director of Compliance

The associate athletic director performs the following functions.

1. Is responsible for the overall management of the NCAA Compliance program
2. Ensures compliance with NCAA rules and regulations, communicates new legislation, and provides rule interpretations to coaches
3. Is responsible for reporting NCAA forms annually
4. Oversees event management and operations of specified sports programs
5. Reports to the Athletic Director

Assistant Athletic Director of Compliance

The director performs the following functions.

1. Assists with all National Letters of Intent and athletic scholarships
2. Assists with annual NCAA reporting and student athlete eligibility waivers
3. Reports to the Senior Associate Athletic Director of Compliance

4.1.6.3 Senior Associate Athletic Director of Marketing

The associate 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. Serves as the executive director of the Golden Eagle Club
5. Reports to the Athletic Director

Assistant Athletic Director of Media Relations

The assistant athletic director performs the following functions.

1. Is responsible for public relations and press box operations
2. Is responsible for media guides and publications
3. Maintains statistics for all sports
4. Reports to the Senior Associate Athletic Director of Marketing

4.1.6.4 Associate Athletic Director of Development

The associate athletic director performs the following functions.

1. Develops and coordinates fundraising events and opportunities
2. Oversees ticket sales and marketing of sporting events
3. Directs specified sports programs
4. Reports to the Athletic Director

4.1.6.5 Assistant Athletic Director of Academics

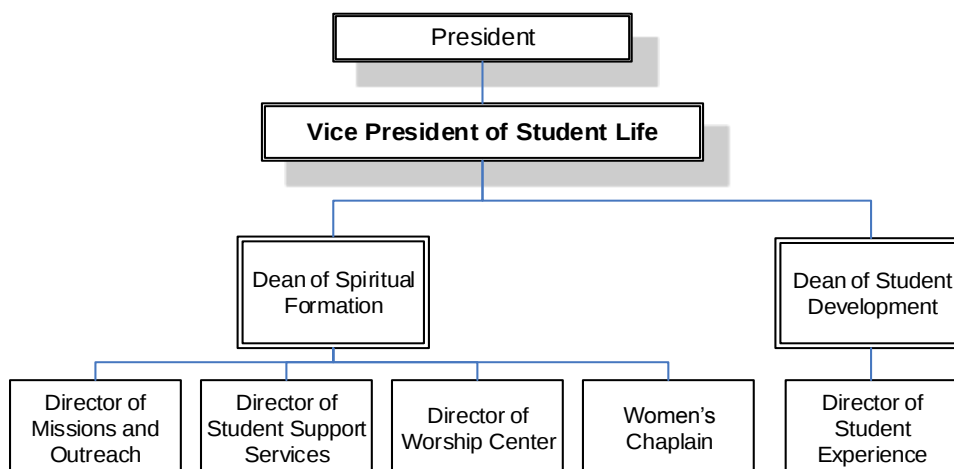
The assistant athletic director performs the following functions.

1. Is responsible for the administration of academic support, including tutors and study hall
2. Directs the NCAA CHAMPS Life Skills Program
3. Reports to the Athletic Director

4.1.6.6 Head Coaches

The following sports have head coaches: men's and women's basketball; baseball; volleyball; men's and women's tennis; men's and women's golf; men's and women's soccer; and men's and women's track; who all 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



4.1.7 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 and Student Development
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

4.1.7.1 Director of Student Resources

The director performs the following functions.

1. Coordinates services for students with disabilities
2. Creates schedules for new incoming students
3. Advises students in the Exploratory and the Bridge programs
4. Coordinates the Academic Peer Advisor program
5. Reports to the Vice President of Student Life

4.1.7.2 Director of Housing MOVED TO 4.1.4 Chief Operation Officer

The director performs the following functions.

1. Coordinates student housing including room requests and assignments
2. Schedules and manages student participants in the 24/7 Residence Hall Desk Security program
3. Reports to the Vice President of Student Life

4.1.7.3 Director of Student Leadership

The director performs the following functions.

1. Coordinates first-year student experiences including new student orientation
2. Coordinates senior-year student experience "Life After ORU"
3. Reports to the Vice President of Student Life

4.1.7.4 Director of the International Center

The director performs the following functions.

1. Coordinates international student experiences
2. Reports to the Vice President of Student Life

4.1.7.1 Dean of Spiritual Formation

The Dean of Spiritual Formation coordinates spiritual development activities for students. The dean performs the following functions.

1. Provides leadership for the Spiritual Formation staff in the areas of worldview, spiritual formation, spiritual nurture, spiritual warfare, discipleship, and evangelism
2. Coordinates with the Vice President of Student Life to oversee the conduct and spiritual development of students, assisting them to take responsibility for their actions
3. Reports to the Vice President of Student Life

Director of Missions and Outreach

The director performs the following functions.

1. Is responsible for the daily administration and operation of the Outreach Department
2. As requested by the President, assists in the execution of Chapel services, worship services, and other special events
3. Oversees the Missions Program and Community Outreach Program
4. Reports to the Dean of Spiritual Formation

Director of Student Support 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 Spiritual Formation

Director of the Worship Center

The director performs the following functions.

1. Is responsible for the administration of the Worship Center
2. Coordinates activities of the Worship Center
3. Reports to the Dean of Spiritual Formation

Women's Chaplain

The Women's Chaplain performs the following functions.

1. Responsible for promoting the spiritual health of female students
2. Responsible as co-director of the student Chaplain Leadership Program
3. Coordinates activities of the Prayer Tower
4. Supervises the student-led Prayer Movement
5. Reports to the Dean of Spiritual Formation

4.1.7.2 Dean of Student Development

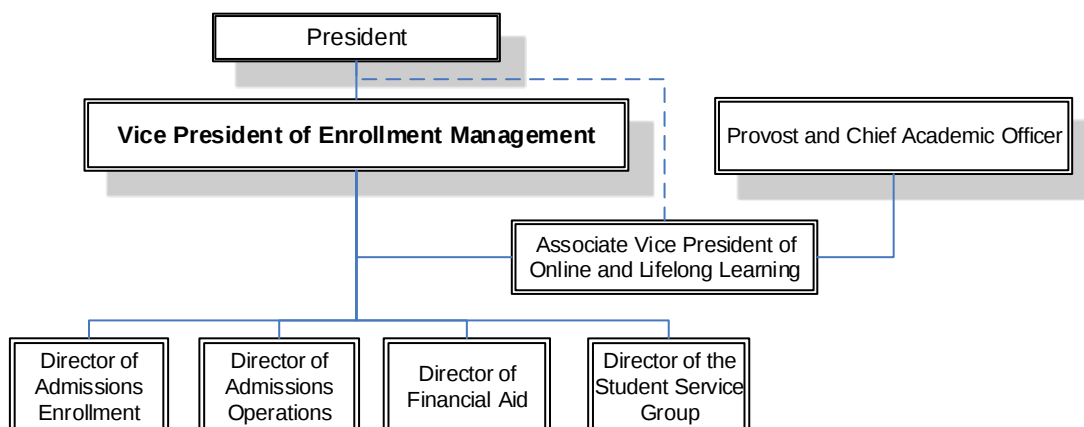
The dean performs the following functions.

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. Oversees residential services programs for student residence halls
4. Coordinates leadership for the athletic spirit program
5. Reports to the Vice President of Student Life

Director of Student Experience

The director performs the following functions.

1. Coordinates first-year student experiences including new student orientation
2. Coordinates senior-year student experience "Life After ORU"
3. Reports to the Dean of Student Development



4.1.8 Vice President of Enrollment Management

The Vice President of Enrollment Management serves on the President's Cabinet, reports to the President, and oversees the following areas.

1. Admissions Enrollment
2. Admissions Operations Processing
3. Enrollment policies and procedures
4. Financial Aid
5. International Admissions
6. International recruitment initiatives
7. Student Services Group

4.1.8.1 Associate Vice President of Online and Lifelong Learning

In leading Online and Lifelong Learning, the associate vice president performs the following functions.

19. 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
20. Maintains a smooth flow of work and activity in overseeing the following
 - g. Online Campus
 - h. Summer School
 - i. Continuing Education
21. 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
22. Promotes communication among students, parents, faculty, staff, and chairs
23. Establishes and maintains mutually beneficial relationships with academic agencies, churches, denominational bodies, and educational institutions
24. Coordinates with the various departments and colleges within the University in offering courses and programs
25. Contracts for academic services to support Online and Lifelong Learning programs from University faculty members when available and otherwise from external sources
26. Administers the use of facilities and equipment that support Online and Lifelong Learning and its programs

27. Directs strategic planning, including recommending new programs that should be adopted and current programs that should be eliminated
28. Supervises the development of the curricula for instructional programs into appropriate formats and course schedules
29. Communicates the priorities of Online and Lifelong Learning to the Provost/Chief Academic Officer and the Vice President of Enrollment Management with reporting responsibilities to the President and President's Cabinet
30. Assembles, approves, and justifies the budgets of Online and Lifelong Learning and its programs
31. Reviews and approves student petitions
32. Meets with students to address personal academic issues
33. Approves purchase requisitions, work orders, and other requisitions made by faculty and staff members
34. Consults appropriate agencies, organizations, or publications to keep abreast of trends in the field of distance education
35. 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*
36. Reports to the Vice President of Enrollment Management and the Provost/Chief Academic Officer with reporting responsibilities to the President and President's Cabinet

4.1.8.2 Director of Admissions Marketing

The director performs the following functions.

1. Ensures prospective students and families are informed of ORU programs, scholarships and financial aid opportunities, and important deadlines
2. Reports to the Vice President of Enrollment Management

4.1.8.2 Director of Admissions Enrollment

The director performs the following functions.

1. Is responsible for recruiting potential undergraduate students
2. Administers College Weekends and arranges other campus visitations, such as Eagle Day visits
3. Ensures prospective students and families are informed of ORU programs, scholarships, and financial aid opportunities, and important deadlines
4. Oversees admissions process for graduate, undergraduate, and distance international students.
5. Reports to the Vice President of Enrollment Management

4.1.8.3 Director of Admissions Operations

The director performs the following functions.

1. Administers College Weekends and arranges other campus visitations, such as Eagle Days visits
2. Oversees admissions process for graduate, undergraduate, and distance students.
3. Reports to the Vice President of Enrollment Management

4.1.8.4 Director of Financial Aid

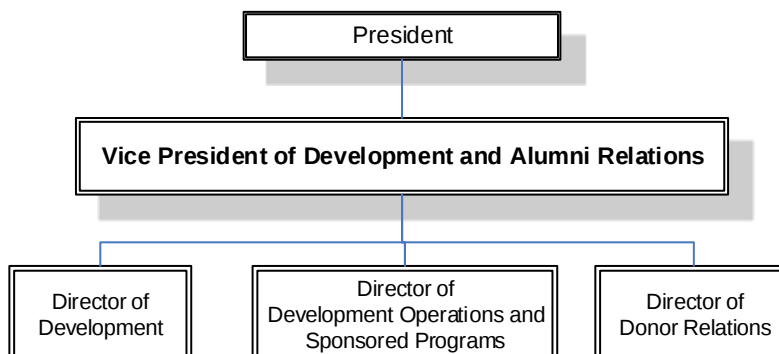
The director performs the following functions.

1. Administers both intramural and extramural financial aid monies for students from all colleges of the University
2. Prepares necessary reports on the expenditure of financial aid funds
3. Is responsible for operating various programs according to established guidelines.
4. Informs students regarding the financial aid process
5. Assists students in completing the financial aid application process in a timely manner
6. Provides customer service to students and their families
7. Reports to the Vice President of Enrollment Management

4.1.8.5 Director of the Student Service Group

The director performs the following functions.

1. Provides customer service to students and their families on behalf of Financial Aid and Student Accounts
2. Reports to the Vice President of Enrollment Management



4.1.9 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. Alumni Relations
3. Development Services
4. Sponsored Programs

4.1.9.1 Director of Development

The director performs the following functions.

1. Manages Annual Fund program
2. Manages development including major donor services
3. Provides supervision and direction to all regional directors
4. Directs fundraising efforts among all constituents
5. Serves as a liaison between churches, corporations, ministries, and Christian leaders and University departments and service providers
6. Oversees all aspects of planned giving
7. Reports to the Vice President of Development and Alumni Relations

4.1.9.1 Director of Alumni Relations

The director performs the following functions.

1. Plans and implements programs and events involving alumni
2. Directs fundraising efforts among alumni
3. Manages accounting, information systems, and donor research for the ORU Alumni Foundation
4. Coordinates activities of the boards of directors for Alumni Association and Alumni Foundation
5. Serves as a liaison between churches, ministries, and Christian leaders and University departments and service providers
6. Reports to the Vice President of Development and Alumni Relations

4.1.9.2 Director of Planned Giving

The director performs the following functions.

1. Manages Annual Fund program
2. Manages development including major donor services
3. Provides donor information to all related parties, including on-site staff, regional directors, and appropriate executive management

4. Reports to the Vice President of Development and Alumni Relations

4.1.9.2 Director of Development Operations and Sponsored Programs

The director performs the following functions.

1. Provides donor information and ensures the accuracy, efficiency, and timely interface of donor information with other development requirements for the Development Office
2. Provides advisement and training regarding grant proposals
3. Serves as a University liaison for grant activities
4. Reports to the Vice President of Development and Alumni Relations

4.1.9.3 Director of Donor Relations

The director performs the following functions.

1. Plans, coordinates and ensures all alumni and donor communications are implemented effectively and timely
2. Provides oversight to all events and constituent engagement activities
3. Reports to the Vice President of Development and Alumni Relations

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 Administrative Position

When a person vacates a full-time 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, appoints 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 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, 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.

1. 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.
2. 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 11/2015)

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

Upon termination from the position of academic dean for reasons other than moral failure or illegal activities, the person has the following options.

- a. The academic dean who served as a professor at the University prior to becoming 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 dean. If the position is not feasible, the dean shall be paid at least one year's compensation at his/her dean's salary from the date of termination.
- b. The academic dean who has been granted tenure has proven teaching excellence and as such should return to a teaching position at his/her faculty rank. The department/college should make a concerted effort to accommodate the dean. If the position is not feasible, the dean shall be paid severance based on his/her tenured status.
- c. 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 tenure and advancement in rank.
- d. The academic dean who has not previously served as a professor at the university shall be paid at least one year's compensation at his/her dean's salary from the date of termination.

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 full-time faculty position.
- c. The academic dean is not eligible to apply for tenure, but time accrual toward tenure continues. The academic dean may apply for tenure as faculty when the person returns to a full-time faculty position.
- d. A tenured faculty member who becomes an academic dean maintains his/her tenured faculty status; however, tenure is put into abeyance until the position of academic dean is vacated and the person returns to full-time faculty status.

4.2.3 Responsibilities

An administrator has many responsibilities to the University, students, faculty, and administration. Responsibilities include the following.

4.2.3.1 Spiritual and Ethical

1. All administrators attend chapels.
2. All academic deans attend faculty chapels. They also 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.

4.2.3.2 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.

4.2.3.3 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).

4.2.4 Absences

4.2.4.1 Vacations and Holidays

Vacation time for administrators does not generally correspond to the academic calendar. In recognition of the demands on their time, administrators are allowed 20 working days of leave during each calendar year in addition to official University holidays. Refer to the [Employee Handbook](#) for additional information.

4.2.4.2 Sick Leave

Sick leave is available for personal illness or injury to use upon completion of 90 calendar days. Sick leave accrues at five days of sick leave per year with a maximum of 20 days. Refer to the [Employee Handbook](#) for additional information.

4.2.5 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.

4.2.6 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.

4.2.7 Professional Development

4.2.7.1 Tulsa County Professional Development (The Eighth Floor)

All academic deans are eligible to attend training and classes at the Eighth Floor. In addition, special classes for administrators are offered from time to time.

4.2.7.2 Tuition Assistance, Reimbursement, and Waiver

The information for full-time faculty members that appears in the sections titled “[Tuition Benefit Programs at ORU](#)” and “[Tuition Assistance for Family Members](#)” applies to administrators.

4.2.7.3 Faculty Connections

Administrators participate in annual Faculty Connections activities during the academic year.

4.2.8 Resignation

It is customary for any administrator intending to terminate employment at the University or change status within the University to notify in writing his or her 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 Chief Operating 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, Chief Operating Officer, Vice President of Strategic Initiatives and Executive Director of Empowered21, Athletic Director, Vice President of Student Life, Vice President of Enrollment Management, Vice President of Development and Alumni Relations, 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 ORU administration, Board of Trustees, and ORU 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 appointed 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 Institutional Improvement and Student Learning Committee

The Institutional Improvement and Student Learning Committee consists of the Dean of Institutional Effectiveness, a representative from the General Education Committee, a student representative, the Director of Compliance from the athletic program, the Provost/Chief Academic Officer, the Vice President of Enrollment Management, and deans or faculty members from each of the six colleges. The Dean of Institutional Effectiveness serves as the chair of the committee. The Institutional Improvement and Student Learning Committee manages the following responsibilities.

1. Oversees University assessment and improvement
2. Assists colleges and departments in measuring student learning
3. Assists both academic and nonacademic departments in program assessment and evaluation activities, including the compilation of an assessment catalog
4. Studies ways to ensure that program improvements result in improved student learning
5. Informs the University community of the progress in the assessment program and the effectiveness of assessment efforts

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 Marketing, Director of Public Relations, Assistant Director for Admissions, representatives from Academics, and two web programmers. The Director of Marketing 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

4.3.9 Radiation Safety Committee

The Radiation Safety Committee consists of no fewer than five members appointed by the Provost/Chief Academic Officer. The committee must include an institutional financial officer and at least two former or currently certified radioactive isotope handlers or users. A member of the committee, who has been approved by the U.S. Nuclear Regulatory Commission and/or the Oklahoma Department of Environmental Quality Land Protection Division/Radiation Management Section and subsequently appointed by the Provost/Chief Academic Officer, serves as the chair of the committee. The Radiation Safety Committee manages the following responsibilities.

1. Is mandated by Oklahoma and federal laws and regulations
2. Is familiar with all pertinent Oklahoma Department of Environmental Quality and federal regulations and all University policies and procedures as contained in the "[Guidelines to the Use of Radioisotopes and Radionuclides](#)" (the latest edition)
3. Is responsible for assuring the safety of human subjects involved in receiving, handling, using, storing, or transporting any and all radioisotopes and/or radionuclides

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 appointed 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 appointed by the Provost/Chief Academic Officer. The Provost/Chief Academic Officer appoints 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 appointed member of the Board of Trustees, the Chief Information Officer, a staff member appointed by the President, and two faculty members appointed by the President upon recommendation from the Provost/Chief Academic Officer. The appointed 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 ORU participation in a sponsored project or receipt of a grant or contract
6. Administers the intellectual property interests of ORU 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

APPENDIX A—Summary of Faculty Appointment Procedures

Faculty Position Procedures

To Create a New Faculty Position	To Fill an Existing Faculty Position
Chair/Dean sends “Request to Create a New Faculty Position” form to Provost/Chief Academic Officer	Chair/Dean sends “Request to Fill an Existing Faculty Position” form to Provost/Chief Academic Officer
Provost/Chief Academic Officer and President recommend position to Academic Affairs Committee	Provost/Chief Academic Officer and President approve request and open an existing faculty position
Board of Trustees approves and creates an open faculty position	

Procedures to Fill an Open Faculty Position

Note: The Board of Trustees has final approval and appoints all faculty members.

Procedure	Responsible Entity	Form, Document, or Action
1. Prepare search plan.	Chair/Dean and Faculty Hiring Coordinator	Communicate with Human Resources
2. Determine application deadline.	Chair/Dean	Communicate with Human Resources
3. Appoint search committee.	Dean	Contact Appointed 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 background check.	Dean	Communicate with Human Resources
9. Conduct on-site interviews.	Search Committee, Dean, and Provost/Chief Academic Officer, President	Interview Questions
10. Review search committee recommendations.	Dean, Provost/Chief Academic Officer, and President	Faculty Appointment Evaluation form , summaries, and hiring file
11. Recommend candidate to Academic Affairs Committee of Board of Trustees.	Provost/Chief Academic Officer	Recommendation to Academic Affairs Committee of Board of Trustees
12. Approve to appoint candidate.	Board of Trustees	Memo granting approval to make conditional offer
13. Make conditional offer.	Dean	Letter of conditional offer of academic employment
14. Appoint candidate to position.	Board of Trustees	Letter of Appointment
15. Make arrangements with Finance Department, Human Resources, and Director of Faculty Development.	Provost/Chief Academic Officer	Appropriate forms or memos

APPENDIX B—Faculty Appointment Evaluation Form

Approved January 2009

An interactive version of this form is available online at
http://www.oru.edu/faculty_and_staff/faculty/fac_docs/faculty_appointment_evaluation_form.pdf



FACULTY APPOINTMENT EVALUATION FORM

Date _____

Position Advertised _____

Essential Qualifications and Experience _____

Preferred Qualifications and Experience _____

Name of Candidate _____

Degrees Earned _____

Postdoctoral Experience (a) yes/no (b) teaching/research (c) number of years _____

Department/College _____ / _____

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

8. Additional comments

D. Overall evaluation of faculty applicant:

1. Summary Comments

2. Overall Impression—Circle one.

Superior Excellent Strong Capable Weak Very Weak

3. Recommendation

Hire ____ Hold for further consideration ____ Remove from consideration ____

Other _____

Search Committee Chair (signature)

Date

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 Christian charismatic 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. How can you promote spiritual formation in the lives of your students?
16. What are your views on homosexuality and on unmarried couples living together?
17. 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?
18. Describe one way in which God has used you to positively influence another person spiritually.
19. 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 17 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/~uncclng/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	1-1-78, 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 his or her own 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 at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work; 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 be “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(1) above.
4. Copying for the purpose of substituting for the purchase of music, except as in A(1) 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 shall 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

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

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. ADMINISTRATION

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 Tenured Faculty
- 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 Tenured Faculty
- 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, Sabbatical, and Tenure 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 Nursing

The committees in the Anna Vaughn College of Nursing follow. Complete descriptions of the committees and their duties can be found in the section titled “[Anna Vaughn College of Nursing](#)” in chapter 3 of this handbook.

College of Nursing

- Undergraduate Nursing Council
- Nursing Learning Resources Committee
- Nursing Admissions, Progression, Graduation, and Awards Committee
- Nursing Tenured Faculty
- Nursing Grievance 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 Tenured Faculty
 - 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 and Tenure 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
 - Theology and Ministry Public Relations Committee

APPENDIX G—Bylaws of Oral Roberts University

**THIRD AMENDED AND RESTATED
BYLAWS
OF
ORAL ROBERTS UNIVERSITY**
Effective January 30, 2014

ARTICLE I.

Name and Offices

Section 1.1 Name. The name of this Corporation is Oral Roberts University (referred to herein as the "University"), an Oklahoma not for profit corporation.

Section 1.2. Offices. The registered office of University is located at 401 S. Boston, Suite 1100, Tulsa, Oklahoma. The University may establish such other offices and places of business as the Board of Trustees deems appropriate for the conduct of the University's affairs.

ARTICLE II.

Purposes of the University

Section 2.1. Purposes.

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 Charismatic dimension of the Holy Spirit. The expression of the gifts and fruit of the Holy Spirit is to be 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, the University seeks to synthesize, by means of interdisciplinary cross-pollination, the best traditions in liberal arts, professional, and graduate education with a Charismatic concern of the Holy Spirit himself to enable students to go into every man's world with God's healing power to help meet the totality of human need

Section 2.2. Restrictions. No portion of the income or other assets of the University shall ever inure to the benefit of any private individual or purpose, or to be used for carrying on propaganda or otherwise attempting to influence legislation for other than charitable, educational, religious, scientific, or literary purposes.

ARTICLE III.

Members

The members of the University shall consist of the members of the Board of Trustees then in office. Members shall have no power except in their capacity as Trustees or as otherwise required by Oklahoma law.

ARTICLE IV.

Board of Trustees

Section 4.1. Governing Body. The governing body of the University shall be the Board of Trustees (sometimes referred to herein as the "Board", and the individual members of the Board of Trustees are sometimes referred to herein as the "Trustees"). Except as may otherwise be provided herein, the Board of Trustees shall have and exercise all power and authority which may be given to and exercised by a board of directors of a for profit corporation under applicable law. The Board's ultimate authority is affirmed through its general, academic, and financial policymaking functions and its responsibility for the financial health and welfare of the University. The Board of Trustees shall exercise ultimate institutional authority as set forth in the University's Certificate of Incorporation, in these Bylaws, and in such other policy documents it deems to be appropriate.

Section 4.2. Number. The number of Trustees serving from time to time shall be not less than nine (9) nor more than thirty-three (33), as determined from time to time by the Trustees. In order to qualify for election as a Trustee, individuals must:

- i. acknowledge these core beliefs:
 - (1) The Bible is the expressed Word of God and is our final authority in all matters of faith and practice (II Timothy 3.16; Psalm 119.89-91; II Peter 1.20-21).
 - (2) God, all-loving Creator of the Heavens and the earth, eternally exists in three persons: Father, Son, and Holy Spirit (Genesis 1.1, 26; John 1.1-2; 4.24; Romans 1.19-20; Ephesians 4.5-6).

- (3) Jesus is the eternal and second person of the Trinity. Though fully Divine, He became fully human. He was born of the virgin Mary and lived a sinless life. He was crucified for crimes He didn't commit, and through His resurrection, freed all people from the power of sin and death. He will return again, ushering in the eternal Kingdom of God. All who respond to the work and teachings of Jesus by a personal belief that issues forth in personal obedience to Jesus and His teachings will live forever with Him (Matthew 1.18-25; John 1.1; 12.44-45; Romans 9.5; Hebrews 4.15; Ephesians 5.2; I Thessalonians 4.16-17).
 - (4) Salvation, a free gift from God, is God's desire for all humanity to be in right relationship with Him. In turning from a self-centered life and turning to God and accepting the work Christ accomplished in His death and resurrection, one receives new and eternal life (John 3.16-17; 14.6; Ephesians 2.8-10; I Timothy 2.4; I John 2.2).
- ii. acknowledge the University's spiritual commitments as set forth in the *Faculty and Administration Handbook*:
 - (1) Confesses to be a child of God, redeemed by the life, death, and resurrection of Jesus Christ who has sent the Comforter, the Holy Spirit, to abide within.
 - (2) Is open to releasing the prayer language of the indwelling Holy Spirit, as St. Paul did and taught in 1 Corinthians 14:14-15, when he said, "...I will pray with the Spirit, and I will pray with the understanding also," and is willing to assist others in this experience.
 - (3) Is manifesting the fruit of the Holy Spirit (Galatians 5:22-23, 25) and is desiring the gifts of the Holy Spirit (1 Corinthians 12:1-14) as an expression of love for all people in service through a community of faith and lay witness ministry in the world.
 - iii. demonstrate a commitment to and passion for the mission of the University; and
 - iv. possess sufficient knowledge, experience, and skills to help discharge the business, professional; and spiritual duties of the Board.

Section 4.3. Term of Service. Trustees shall each be elected for a three (3) year term. To the extent possible, Trustees shall serve staggered terms, so that each year, the term of approximately one-third of the Trustees shall expire. In order to provide for staggered terms, the initial Trustees shall be elected for staggered terms of one year, two years, and three years. The initial Trustees and their initial term of office are set forth on Exhibit A. Trustees shall be eligible for reelection to a maximum of three (3) consecutive terms. Any Trustee who ceases to serve as a Trustee for one full year shall then be eligible for

reelection. Trustee shall be elected annually by the existing Board of Trustees. A Trustee may vote for himself or herself to serve as Trustee.

Section 4.4. Removal of Trustees. Any Trustee may be removed from office at any time, with or without cause, by the affirmative vote of two-thirds or more of the whole Board. Any Trustee to be removed shall be entitled to notice of and an opportunity to be heard on the grounds for removal. Any Trustee who misses three (3) consecutive meetings of the Board of Trustees shall be considered for removal.

Section 4.5. Place of Meetings. Meetings of the Board of Trustees may be held at any place, within or outside the State of Oklahoma, as designated by the Board Chair or the President.

Section 4.6. Annual Meetings. The Board of Trustees shall have an annual meeting during each calendar year.

Section 4.7. Regular Meetings. Regular meetings of the Board of Trustees shall be held at such times as may be determined by the Board Chair or by the Board of Trustees. No notice shall be required for any regular meeting.

Section 4.8. Special Meetings. Special meetings of the Board of Trustees may be called by the Board Chair at any time and shall be called by the Board Chair upon the written request of at least one-third (1/3) of the Trustees. Notice of any special meeting shall be given to each Trustee not later than three (3) days before the day on which the meeting is to be held. Notice of any meeting of the Board of Trustees need not be given to any Trustee if that Trustee either signs a written waiver notice before or at the meeting or if the Trustee attends the meeting, except for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Section 4.9. Action Without Meeting. Any action required or permitted to be taken at any meeting of the Board of Trustees may be taken without a meeting if all Trustees consent to the action in writing.

Section 4.10. Presiding Officer and Secretary at Meetings. Each meeting of the Board of Trustees shall be presided over by the Board Chair, or in his or her absence, by the Vice Chair, and if neither is present then by such Trustee as shall be chosen at the meeting. The Secretary, or in his or her absence an Assistant Secretary, shall act as secretary of the meeting, or if no such officer is present, a secretary of the meeting shall be designated by the Board Chair presiding over the meeting.

Section 4.11. Quorum and Voting. A majority of the total number of Trustees present and having the right to vote shall constitute a quorum at any meeting. The vote of a majority of the Trustees in attendance at a meeting at which a quorum is present shall be the act of the Board of Trustees, except where these Bylaws expressly require a greater number of votes. Only Trustees with the right to vote are counted in determining both a quorum as well as the number of votes necessary for an act of the Board.

Section 4.12. Meeting by Telephone or Other Electronic Means. Members of the Board of Trustees or of any committee thereof may participate in a meeting of the Board of Trustees or of such committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can communicate with each other. Such participation shall constitute presence in person at such meeting.

Section 4.13. Compensation. Trustees shall not be compensated for their service as Trustees or as members of committees. However, Trustees may be reimbursed for reasonable and actual out-of-pocket expenses incurred by them related to the performance of their duties. Reimbursement of any such expenses shall be subject to the approval of the Board of Trustees.

Section 4.14. Resignations. Any Trustee, member of a committee or other officer may resign at any time by giving written notice thereof to the Board Chair or the President. Such resignation shall be effective at the time of its receipt unless a date certain is specified for it to take effect. Acceptance of any resignation shall not be necessary to make it effective.

Section 4.15. Filling of Vacancies. Any vacancy in the office of Trustee may be filled by the Board of Trustees. Any Trustee so chosen shall hold office for the remainder of the term of service associated with that office or until his or her successor shall be elected and qualified.

Section 4.16. Trustees Emeriti. A Trustee who in the opinion of the Board of Trustees has served with distinction for two or more terms may be elected by the Board as a Trustee Emeritus for a three (3) year term, and then may be reelected without limitation. Each Trustee Emeritus shall have the same rights and obligations as a Trustee, except that a Trustee Emeritus shall not have any voting rights and shall not be eligible to serve as an officer the Board or on any standing committee of the Board. A Trustee Emeritus shall not be counted as a member of the Board of Trustees in determining a quorum.

Section 4.17. Board of Reference and Advisory Boards. The Board of Trustees is authorized to establish one or more advisory boards and shall establish a Board of Reference. The Board of Trustees shall have the power to determine the qualifications for service on such boards and shall be responsible for appointing and removing members of such boards and their terms of office. The purpose of such boards is to provide for effective communication and informative exchange and service among the public, this University's stakeholders, and the University.

Section 4.18. Initial Election as Trustee. The initial election as Trustee confers on the individual all of the rights and responsibilities of a Trustee except for the right to vote on matters that constitute an act of either the Board or a Standing Committee of the Board. The right to vote on matters constituting of the Board and/or a Standing Committee of the Board shall be conferred on the newly elected Trustee as the commencement of their actual physical

attendance of a regular meeting of the Board as defined in Section 4.7 following their initial election.

ARTICLE V.

Powers and Duties of the Board of Trustees

Section 5.1. General Responsibility. The Board of Trustees shall have the ultimate powers and final responsibility for fulfilling the purpose of the University as stated in Article II, Section 2.1 of these Bylaws.

Section 5.2. Specific Powers and Responsibilities. In addition to the general powers and responsibilities of the Board of Trustees, the Board of Trustees shall have the authority to carry out all lawful functions that are permitted by these Bylaws or by the Certificate of Incorporation. This authority shall include but shall not be limited to the following:

(a) The Board shall determine and review periodically the University's compliance with its purposes and mission.

(b) The Board shall elect the President, who shall be the chief executive officer of the University, and set compensations and other appropriate conditions of employment. The President shall serve at the pleasure of the Board, and the Board shall support the President and regularly assess his or her performance.

(c) The Board shall ensure that sound institutional planning occurs, which shall establish specific goals for the University, with concrete ways in which such goals can be reached.

(d) Periodically, the Board shall review the educational programs of the University and may recommend and approve changes consistent with the mission of the University.

(e) The Board shall vote at the appropriate time or times the granting of degrees to degree candidates.

(f) The Board shall establish policies and procedures regarding salary schedules, appointment, promotion, tenure, dismissal, and retirement of faculty members.

(g) The Board shall approve the annual budget and annual tuition and fees, regularly monitor the financial condition of the University, and establish policy guidelines that affect all institutional assets, including investments, and the physical plant.

(h) The Board shall contribute financially to the fundraising goals of the University, participate actively in strategies to secure sources of support, and authorize University officers to accept gifts or bequests subject to Board policy guidelines.

(i) The Board shall authorize any need for debt financing and approve the securing of loans.

(j) The Board shall authorize the construction of new buildings, capitalization of deferred maintenance backlogs, and major renovations of existing buildings.

(k) The Board shall authorize the purchase, sale, and management of all land, buildings, and major equipment.

(1) The Board shall authorize officers or agents of the University to disburse funds and to accept gifts or bequests on behalf of the University.

(m) The Board shall serve actively as an advocate for the University in appropriate matters of policy in consultation with the President and other responsible parties as the Board shall determine.

(n) The Board shall periodically undertake or authorize assessments of the performance of the Board and its individual Trustees.

(o) The Board shall ensure that policies and procedures exist which meet the legal responsibilities of the University.

ARTICLE VI.

Committees of the Board of Trustees

Section 6.1. Executive Committee. The Board shall establish an Executive Committee.

(a) The President shall be a nonvoting member of Executive Committee. All other members of Executive Committee shall be Trustees. The Board Chair, Vice-Chair, Secretary, and Treasurer of the Board of Trustees shall be members of the Executive Committee along with the Chairperson of each standing committee. In addition, two other Trustees shall be elected by the Board to serve as at large members of the Executive Committee. The at large members of the Executive Committee shall serve for one year terms, and may be reelected without limits. The Executive Committee shall meet as often as necessary to carry out its business, but not less than three (3) times annually.

(b) The Executive Committee shall have delegated authority from the Board to advise and assist the President of the University to address routine business matters between regular Board meetings and to assist the Board Chair and the President in their joint responsibility to help the Board to function effectively and efficiently by suggesting Board meeting agenda items and periodically assessing the quality of committee work. The Executive Committee shall have delegated authority to act for the Board of Trustees on all matters except for the following, which shall be reserved for the Board: President selection and termination; Trustee and Board officer selection; changes to the Bylaws or Certificate of Incorporation; incurring of University indebtedness other than indebtedness in the ordinary course of business; sale of University assets or tangible property other than in the ordinary

course of business; adoption of the annual budget; and conferral of degrees. These Bylaws or this Board may from time to time reserve other powers exclusively for the Board of Trustees. In addition to its authority to take action on emergency matters that cannot or should not be deferred to the next scheduled meeting of the Board, the Executive Committee shall oversee the work of Board Standing Committees and other committees.

Section 6.2. Other Committees.

(a) The Board shall establish such standing committees and ad hoc committees as it deems appropriate to discharge its responsibilities. Each committee shall have a written statement of purpose, role, and scope as approved by the Board, and such rules of procedure or policy guidelines that it or the Board, as appropriate, shall approve. Each committee shall review such statements annually.

(b) The Executive Committee may also establish one or more ad hoc committees as it deems appropriate to assist the Executive Committee in discharging its responsibilities.

(c) The Chair of the Board of Trustees shall have the responsibility of appointing the chairs, vice chairs, and members of all Board committees except for the Executive Committee. All committee chairs and vice chairs shall be Trustees.

(d) Except for appointment to the Executive Committee, the appointment to any other committee shall be on an annual basis and shall not preclude service on any other committee during the term of the appointment, unless directed otherwise by the Executive Committee. The President of the University, with the consent of the Chair of the Board, may appoint a member of the administrative staff to serve as a liaison between a committee and the office of the President. Such liaison person shall assist the committee in the carrying out of its duties. Each committee shall meet regularly and report on its work and recommendations to the Board of Trustees, if appointed by the Board of Trustees, or to the Executive Committee, if appointed by the Executive Committee.

Section 6.3. Quorum and Voting.

(a) A quorum at a Committee meeting, including the Executive Committee, any and all standing committees and subcommittees shall be a majority of its voting members. A member shall be deemed present at a meeting of the Committee if that member participates in the meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. The attendance of non-voting Committee members and invited persons who are not Committee members at a Committee meeting shall not count toward the presence of a quorum.

(b) The vote of a majority of the members of the Committee in attendance at a meeting at which a quorum is present shall be the act of the Committee, except where the governing documents expressly require a greater number of votes. In addition, any action required or permitted to be taken at any meeting of the Committee may be taken

without a meeting upon the written consent of at least seventy-five percent (75%) of voting members of the Committee.

ARTICLE VII.

Officers of the University

Section 7.1. Generally. The officers of the University shall be the Chair, Vice Chair, Secretary, and Treasurer of the Board of Trustees, and the President and one or more Vice Presidents. All officers shall report to the Board of Trustees except for the Vice Presidents, who shall report to the President in consultation with the Board of Trustees. The Chair, Vice Chair, Secretary, and Treasurer shall be Trustees. The President shall be an ex-officio member of the Board of Trustees without power to vote, and his or her presence at meetings shall not be counted for quorum purposes. The other University Officers shall not be members of the Board. The Board may appoint one or more assistants to the Treasurer, the Secretary, and other such officers, as may be deemed necessary. These assistants to the officers may, but need not be, members of the Board of Trustees.

Section 7.2. Election of Officers Other than the President. All officers except the President shall be elected at the annual meeting of the Board of Trustees. They shall serve for the ensuing year and until their successors are elected and enter upon their duties. The Board may approve the appointment of other officers.

Section 7.3. Election of President. The Board of Trustees shall elect a President of the University to serve at the pleasure of the Board of Trustees. A two-thirds (2/3) vote of the Trustees present at a regularly constituted meeting shall be necessary to elect or to remove the President from office. In the event of a vacancy, the Board of Trustees, or its Executive Committee, shall appoint an acting President and a special search committee to submit nominations for candidates for the office.

Section 7.4. Removal of Officers. All officers of the Board of Trustees shall serve at the discretion of the Board and may be removed at any time by the affirmative vote of two-thirds of the Trustees present at a meeting of the Board of Trustees at which there is a quorum.

Section 7.5. Vacancies. A vacancy in any of the offices of the Board of Trustees may be filled at any meeting of the Board at which there is a quorum.

ARTICLE VIII.

Powers and Duties of the Officers of the University

Section 8.1. Chair and Vice Chair. The Chair shall preside at all meetings of the Board of Trustees and serve as Chair of the Executive Committee. The Chair shall have the right to vote on all questions, appoint committee chairs and vice chairs, determine the composition of all Board committees with the exception of the Executive Committee, and otherwise serve as spokesperson for the Board. He or she shall serve as ex-officio member of all standing committees of the Board, and have other duties as the Board may prescribe from time to time. In the absence of the Chair, the Vice Chair shall perform the duties of the office of the chair, including presiding at Board and Executive Committee meetings. In case of death, absence, or inability of the Chair to act, the Vice Chair shall discharge the duties of the Chair until such time as the Board elects a new Chair or until the Chair requests the ability to discharge his or her duties.

Section 8.2. Secretary and Assistant Secretary. The secretary shall ensure that the Board of Trustees is acting in accordance with these Bylaws and Bylaw amendments are promptly made as necessary, shall have custody of the seal of the University and shall attest to and affix said seal to such documents as required in the business of the University, that minutes of Board and Executive Committee meetings are accurate and promptly distributed to all Trustees, that meetings are properly scheduled and Trustees notified, and that Board policy statements and other official records are properly maintained. The Secretary shall perform other duties as prescribed from time to time by the Board and may be assisted in all duties by a staff person who shall be the assistant secretary and be designated by the President. Should the Secretary not be a resident of the State of Oklahoma the Chair of the Board of Trustees shall appoint a resident agent.

Section 8.3. Treasurer and Assistant Treasurer. The Treasurer shall serve as the key leader of the Board on all financial management policy matters. He or she may or may not serve as chair of the finance committee of the Board of Trustees. He or she shall ensure that all Trustees regularly receive appropriate and comprehensible financial statements from the administration of the University that include comparisons of revenues and expenditures with both the approved annual budget and the preceding fiscal year for the same time periods. The Treasurer shall ensure that other financial reports, including those for special or major Board-approved expenditures, University investments, and annual or special audits, are provided to all trustees in a timely manner for review and discussion as appropriate. He or she works closely with the chief financial officer of the University, the Board-approved auditor, and the investment and audit committees of the Board as appropriate or necessary. A staff person who shall be the assistant treasurer and be designated by the President may assist the treasurer in all duties.

Section 8.4. President of the University. The President serves at the pleasure of the Board of Trustees for such term, compensation, and conditions of employment, as the Board shall determine. The President is responsible for leading the University, and shall be the chief executive officer of the University and the chief advisor to and executive agent of the Board of Trustees. His or her authority is vested through the Board of Trustees and

includes responsibilities for all university educational and managerial affairs. The President is responsible for implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely fashion on matters appropriate to its policy-making and fiduciary functions, and serving as the key spokesperson for the University. He or she has the authority to execute all documents on behalf of the University and the Board of Trustees consistent with board policies and the best interests of the University. The President serves as an ex-officio member of all Board committees except the audit committee. The President shall be responsible for the effective direction and organization of the faculty, shall be regarded as a member of the faculty with vote, and shall represent the faculty, and other employees of the University, in meetings of the Board of Trustees and its committees. Should the President become disabled or cannot be reached during a school emergency (shooting, weather, etc.), the Provost shall perform the President's duties until the President is able to return to service or the Board of Trustees appoints an interim President.

Section 8.5. Provost, Vice Presidents, and Athletic Director. The appointment, terms and duration of service, as well as the authority and responsibilities of the Provost, the Vice Presidents (Executive, Senior and other) and the Athletic Director shall be determined by the President in consultation with the appropriate committee of the Board as designated by the Leadership Committee. The President shall be responsible for making assignments for service on the President's Cabinet and the Executive Council to the President.

Section 8.6. General Counsel. General Counsel shall report directly to the Board of Trustees. Acting consistent with this reporting structure, General Counsel shall provide legal counsel, advice and representation to the Board of Trustees as well as to the President, Administrative Officers, Faculty and staff on matters involving official University business and operation. General Counsel will be appointed annually by the Board of Trustees in consultation with the President.

ARTICLE IX.

The Faculty

Section 9.1. Faculty Membership. The faculty shall consist of the President and all members of the teaching and administrative staff who have received full faculty status by the process described in Article IX, Section 2, of these Bylaws.

Section 9.2. Faculty Appointments. Appointments to membership on the faculty shall be made under the authority of the Board of Trustees in accordance with procedures authorized by the Board and as described in the *Faculty and Administration Handbook*. Authority and faculty prerogatives are specified in the principles approved and published by the Board of Trustees in a *Faculty and Administration Handbook*.

Section 9.3. Faculty Jurisdiction. Responsibility for the instructional direction of programs shall be vested in the faculty, under the President. Subject to general University policy and regulations and to the powers vested in the President and in the Board, the faculty shall have jurisdiction over the educational program, including such matters as admission requirements, curricula, instruction, schedules, and degree requirements.

Section 9.4. Faculty Handbook. The Board of Trustees shall approve and authorize the implementation of a *Faculty and Administration Handbook* to be reviewed annually by the faculty and the Board. The *Faculty and Administration Handbook* shall set forth procedures and guidelines for all faculty prerogatives. The duties of the Provost/Chief Academic Officer and academic administrators shall be specified in the *Faculty and Administration Handbook*.

ARTICLE X.

Indemnification of Officers, Trustees, Employees and Agents

Section 10.1. Indemnification Other Than in Action by or in Right of the University. To the fullest extent and in the manner permitted by the laws of the State of Oklahoma and specifically as is permitted under Section 1031 of Title 18 of the Oklahoma Statutes or its successor or any other law which may hereafter be enacted granting to a corporation the powers of indemnification, the University shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, other than an action by or in the right of the University, by reason of the fact that such person is or was a Trustee, officer, employee, or agent of the University, or is or was serving at the request of the University as a Trustee, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such action, suit, or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the University, and with respect to any criminal action or proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the University, and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 10.2. Indemnification in Action by or in Right of the University. The University shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the University to procure a judgment in its favor by reason of the fact that he or she is or was a Trustee, officer, employee, or agent of the University, or is or was serving at the request of the University as a Trustee, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against expenses, including attorneys' fees, actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the University; except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to the University unless and only to the extent that the court in which such action or suit was brought shall determine

upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

Section 10.3. Further Indemnity. To the extent that a Trustee, officer, employee, or agent of the University has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Section 10.1 or 10.2 above, or in defense of any claim, issue, or matter therein, he or she shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him or her in connection therewith.

Section 10.4. Limitations on Indemnity. Any indemnification under the provisions of Section 10.1 or 10.2 above, unless ordered by a court, shall be made by the University only as authorized in the specific case upon a determination that indemnification of the Trustee, officer, employee, or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Section 10.1 or 10.2, as applicable. Such determination shall be made:

- (a) by a majority vote of the Board of Trustees who are not parties to the action, suit, or proceeding, even though less than a quorum;
- (b) by a committee of the Board of Trustees designated by a majority vote of Trustees, even though less than a quorum; or
- (c) if there are no such Trustees, or if such Trustees so direct, by independent legal counsel in a written opinion.

Section 10.5. Advance of Indemnification Expenses. Expenses incurred by an officer or Trustee in defending a civil or criminal action, suit or proceeding may be paid by the University in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of Trustees in the specific case upon receipt of an undertaking by or on behalf of such Trustee or officer to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the University as authorized by the provisions of this Section. Such expenses incurred by other employees and agents may be so paid upon such terms and conditions, if any, as the Board of Trustees deems appropriate.

Section 10.6. Other Indemnification. The indemnification herein provided shall not limit the University from providing any other indemnification permitted by law nor shall it be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, vote of members, or disinterested Trustees or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

Section 10.7. Insurance. The University may purchase and maintain insurance on behalf of any person who is or was a Trustee, Regent, Director, officer, employee, or agent

of the University, or is or was serving at the request of the University as a Trustee, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the University would have the power to indemnify him or her against such liability under these provisions.

Section 10.8. Other Entities. For the purposes of this Section, references to "the University" shall include, in addition to the resulting corporation, any constituent corporation (including any constituent of a constituent) absorbed in a consolidation or merger which, if its separate existence had continued, would have had power and authority to indemnify its Trustees, directors, officers, and employees, or agents so that any person who is or was a Trustee, director, officer, employee, or agent of such constituent corporation, or is or was serving at the request of such constituent corporation as a Trustee, director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Section with respect to the resulting or surviving corporation as he or she would have with respect to such constituent corporation if its separate existence had continued.

Section 10.9. Former Regents, Officers, Trustees, and Agents of the University. Nothing herein shall be deemed to eliminate any indemnification rights for which former Regents, officers, Trustees, and agents of the University were entitled under the prior Bylaws.

Section 10.10. Limitation. Notwithstanding any of the foregoing, to the extent that indemnification under this Article X would result in a prohibited transaction or an act of self-dealing under Section 4941 of the Internal Revenue Code of 1986, amended (the "Code"), such indemnification is prohibited.

ARTICLE XI.

The Students

Section 11.1. Enrollment. Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious academic study and who show promise of success in such an endeavor.

Section 11.2. Attendance Privilege. Attendance is a privilege and not a right. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject only to the fulfillment of their financial obligations to the University.

Section 11.3. Responsibilities and Rights. By applying for admission, and being accepted, each student agrees to be bound by the rules, policies, procedures, and administrative regulations, as they exist at the time of his or her admission, and as they may be changed, modified, or added to, during the time he or she is a student. By admission as a student, a person acquires the right to pursue the course of study to which he or she is admitted, under applicable policies, rules, and procedures.

Section 11.4. Conduct. Each student is expected to conduct himself or herself with dignity and with due respect for the rights of others, and in keeping with the principles and guidelines of *the Student Handbook*.

ARTICLE XII.

General Provisions

Section 12.1. Fiscal Year. The fiscal year of the University shall be determined by resolution of the Board of Trustees.

Section 12.2. Corporate Seal. The corporate seal shall be in such form as the Board of Trustees may from time to time prescribe and the same may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced.

Section 12.3. Severability. The invalidity or unenforceability of any provision hereof shall not affect the validity or enforceability of the remaining provisions hereof.

Section 12.4. Notices. This Section sets forth the exclusive manner in which notice may be given. Notice given hereunder may be given by personal delivery to the notice person, or by registered or certified mail, or by facsimile, or by overnight courier to the notice address of the notice person. A notice person's notice address shall be the address of that person as set forth on the books and records of the University, which notice address may be changed at any time by the notice person by giving notice to the University to change such notice address. Notice given to the University shall be given to the University's principal place of business to the attention of the President or Board Chair. Notice given by personal delivery shall be deemed made on the first business day following the date of actual delivery. Notice given by registered or certified mail, or by facsimile, or by overnight courier shall be deemed received on the first business day following the date of actual delivery. Any notice required to be given to any person who is deceased or disabled shall be deemed given if given to that person's personal representative, legal representative, executor, or other similar such successor in interest.

ARTICLE XIII.

Amendment of Bylaws

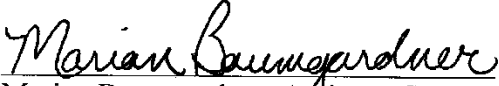
Section 13.1. General Amendments. These Bylaws may be made, altered, or repealed or new bylaws may be adopted at any meeting of the Board of Trustees by a majority vote of the whole Board.

Section 13.2. Unanimous Approval. The name of the University as set forth in Article I, Section 1.1, the purposes of the University as set forth in Article II, Section 2.1, the indemnification provision as set forth in Article X, Section 10.9 and this Section 13.2 shall not be altered, repealed, or amended, directly or indirectly, except upon approval by a vote of 100% of the whole Board of Trustees at each of three consecutive annual meetings of the Board.

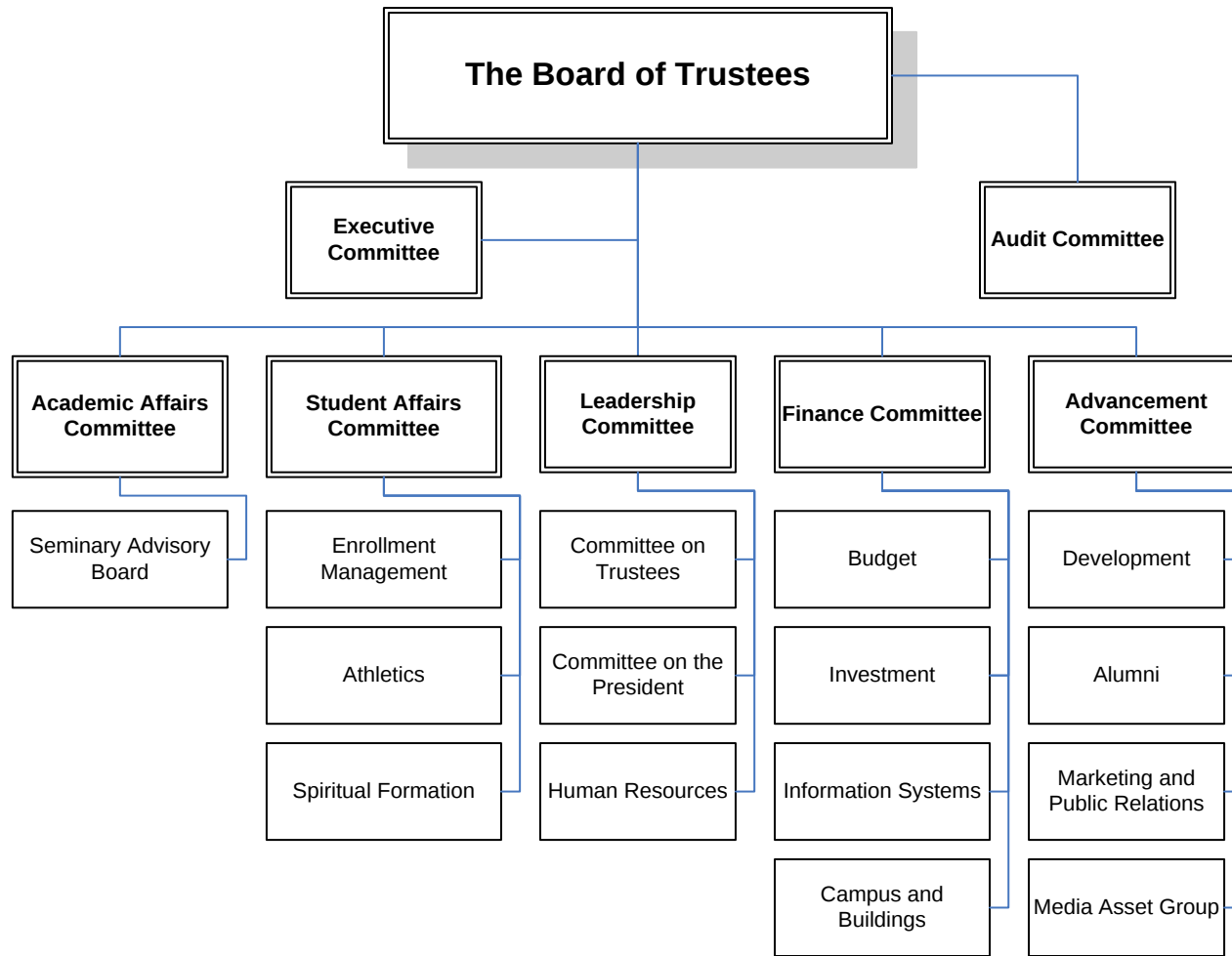
Section 13.3. Charitable Purpose. No amendment shall authorize the Board of Trustees or members of the University to conduct the affairs of the University in any manner or for any purpose contrary to the provisions of Section 501(c)(3) of the Code.

APPROVAL OF TRUSTEES

The foregoing Third Amended and Restated Bylaws were adopted by a majority vote of the Board of Trustees of the University to become effective on the 30th day of January, 2014.


Marian Baumgardner, Assistant Secretary

APPENDIX H—Organizational Chart for Board of Trustees



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