

General Faculty Policies and Procedures

This section describes general policies and procedures that relate to faculty. Campus-wide policies can be found on the official OSU-OKC Policy SharePoint site.

Commencement Exercises

In accordance with the student first philosophy, all regular full-time faculty members are **required** to attend commencement exercises. Faculty members are expected to be appropriately attired in academic regalia for this event.

Immediate Family Members Enrolled in Courses

In order to protect faculty from any perception of bias or favoritism, the institution requires special permission be obtained from the Vice President for Academic Affairs for individuals enrolling in courses taught by OSU-Oklahoma City faculty if the individual is an immediate family member of the faculty member teaching the course.

Faculty Appointment Letter

Before employment at OSU-Oklahoma City, each full-time faculty member will receive an appointment letter indicating, among other things, title of appointment, type of appointment, academic unit, term of appointment, salary, salary period, review and reappointment information. Faculty should not expect to receive a letter every year. If changes in conditions of appointment occur, the faculty member will receive a new appointment letter before the beginning of the next academic year.

Campus Committee Service

Shared governance in academic institutions assumes faculty involvement in committees that participate in the development and review of campus policies and procedures. Each full-time faculty member should expect to serve on at least two campus standing committees; in addition to programmatic duties and service on time-limited ad hoc or task force assignments. More information can be found in the Committee Handbook on the OSU-OKC Committee SharePoint site.

Faculty Evaluation, Retention and Promotion

Each faculty member is evaluated by students enrolled in OSU-Oklahoma City courses. A summary of these evaluations is shared with the department and division heads. Summaries are filed in the faculty member's RPT/CPTR folder.

In the spring of the academic year, each faculty member participates in the faculty appraisal process that uses the Faculty Evaluation Document (Appendix C). The appraisal is discussed in a conference with the department head/division head. Recommendations for retention, salary increases and/or promotions are made at this time. Salary increases and promotions are based on merit and reflect increased proficiency and productivity in teaching and service to the school. Within the limits of fiscal resources, every effort is made to maintain faculty compensation at levels that will attract and retain individuals of outstanding ability.

A prerequisite of a strong faculty is an active involvement in decisions affecting its own membership. Such active involvement is especially critical in appointments to and separations from the faculty. Accordingly, an OSU-Oklahoma City Reappointment, Promotion and Tenure Screening Committee will be formed annually composed of ten members as follows: five faculty members appointed by Faculty Senate, two department heads from different divisions selected by the Academic Division Head Council, one division head selected by the Academic Division Head Council, the previous Faculty Senate president for one year following the year as chair, and the current president of Faculty Senate who will serve as the Committee chairperson in a non-voting capacity.

Professional Development

To enhance teaching competence all faculty (full-time and part-time) are encouraged to be members of professional organizations and participate in meetings, workshops and seminar. Participation in these types of professional development activities will be considered both in faculty members' annual appraisals and in the Retention, Promotion and Tenure process.

Release Time

Faculty requesting release time should submit a written request to their division head, which includes the following: 1) a description of the project for which they are requesting release time, 2) an explanation why the project and the release time to complete it are necessary and 3) an approximate timeline for completion. If release time is approved, at the end of the semester the faculty member shall submit to their division head a summary report of results achieved as a result of the release time. All release time for faculty must have the approval of the Vice President for Academic Affairs.

Selection of Faculty

Openings for faculty positions are announced through newspapers and other publications. Each applicant submits a resume. At this time, references, experience and educational background are reviewed. A personal interview is arranged with selected applicants by the department/division head with the interview committee. Final selection of the applicant is recommended to the Vice President for Academic Affairs by the department/division head after having sought appropriate faculty counsel. (See Appendix B, Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University.)

Specified Outside Activities

The school supports the concept of reasonable teaching, consulting and other remunerative and non-remunerative outside activities on the part of the faculty and staff as a means of keeping abreast of the latest developments in one's specialty field. Teaching and consulting are permitted on an over-time basis provided the person continues to discharge in a responsible fashion the duties assigned by the department head and/or supervisor and provided such activity does not involve possible conflict of interest. To facilitate the efficient operation of the department, faculty and staff are required to inform their supervisor of all current consulting activities as they occur.

"Notice of Intent to Engage in a Professional Activity for Extra Compensation" (See Appendix D) is initiated by faculty members who plan to engage in outside activities. The deadlines for submission of the Notice are prior to August 15 for fall semester, prior to January 15 for spring semester, or within 14 days of accepting outside activities during the semester. Notifications are to be submitted to the department head, division head and Vice President for Academic Affairs for recordation. Note: Faculty who intend on engaging in outside activities for the entire academic year may submit one Notice for the academic year prior to the August 15 deadline.

Caution is given not to show any consulting for Oklahoma State Government if it is a state supported institution. No full-time state employees should be receiving more than 100% income from state funds without special permission. ([Oklahoma State University Policy and Procedures Letter 2-0111](#))

Teaching Load and Office Hours

Although there may be some variation, full-time faculty members are required to teach 15 credit hours per semester if courses are primarily lecture, or 12 credit hours per semester if most courses have scheduled laboratory. Additionally, some full-time faculty, due to release time, may have a reduced teaching load. This is in addition to other duties such as committee assignments, student advisement and other departmental responsibilities. The actual number of class sections, credit hours assigned, and course preparations will be handled on an individual basis.

Each faculty member is expected to establish, post, and maintain weekly office hours for class preparation and student advisement. Office hours should be scheduled at times convenient to both students and faculty, with the additional option of prearranged appointments for students when there is a schedule conflict. Full-time faculty will be required to post no less than 10 hours per week of availability for office hours. While faculty will not be held accountable for when and where they perform course preparation and maintenance responsibilities outside of posted office hours, they will be held accountable for discharging their duties as a professional, full-time faculty member of Oklahoma State University-Oklahoma City. Full-time faculty shall have a presence on campus or shall be involved in work-related activities four days per week.

Off-Campus Class Meetings

Any class or laboratory session, whether for credit or non-credit, that must meet at an off-campus location (30 miles or more from campus) must receive written permission from the department head, the division head, and the Vice President for Academic Affairs. If the travel is out-

of-state, the approval of the President must also be obtained.

The instructor must complete an insurance form for all students for any field trip for students to be covered by OSU-Oklahoma City's medical emergency insurance. If the insurance form is not completed prior to a field trip, the instructor will assume any and all liability incurred during the field trip. Insurance forms are available in the Office of Student Engagement or the division office. The form must be filed in the Office of Student Engagement before departure.

Student Academic Dishonesty or Misconduct

Academic dishonesty or misconduct, particularly plagiarism, is neither condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Student Rights and Responsibilities Code available in the student activities and campus life office, Student Center or an electronic version is available online at <https://osuokc.edu/sites/default/files/documents/academics/Academic-Dishonesty-or-Misconduct.pdf>.