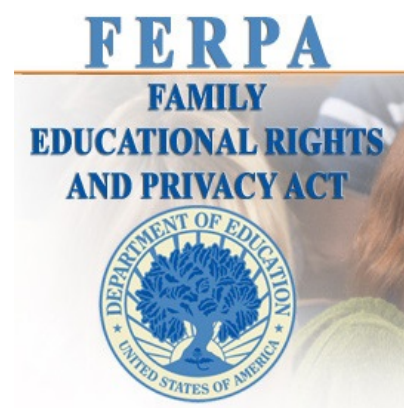


Student Records and the Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose any information other than directory information from the student's educational records without the written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted in the 1974 Act, and its 1988 revision.



In accordance with these regulations, grades are not to be posted or released to anyone other than the student. If any information is to be released about a student, it must be released through the Office of Admissions and Registrar Services. All requests from anyone outside our campus for information concerning students should be referred to the Office of Admissions and Registrar Services.

A written consent of the student is not required for OSU-Oklahoma City staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff and other professional level employees. At its discretion, the institution may provide directory information in accordance with the provisions of the Family Education Rights and Privacy act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received and participation in officially recognized activities and sports. Students who wish directory information be kept confidential must notify the Office of Admissions and Registrar Services in writing within the official course change period of each semester or session. Forms are available from the Office of Admissions and Registrar Services for this purpose.

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 D, Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University.](#))

Academic Rank

The academic ladder begins at Instructor and progresses to Assistant Professor, Associate Professor, and Professor. For detailed information, see the Guidelines for Faculty Appointment, Promotion and Tenure ([Appendix C](#)) and the Policy Statement to Govern Appointments, Tenure and Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, Paragraphs 1.2 through 1.7.7 in [Appendix D](#), Policy Statement to Govern Appointments, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University-Oklahoma City.

Appointment of Faculty

The faculty is composed of those individuals who have been granted an academic appointment in a department or who have been granted equivalent status. Faculty may be hired on a nine-month (academic year) basis or on a 12-month (fiscal year) basis. While all such persons are regarded as faculty members, there may be important differences between persons holding differing academic appointments, e.g. full-time, part-time or temporary appointments. These differences can affect one's opportunities to participate in faculty benefit programs and to be promoted.

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. See [Appendix E, last page](#), for a sample of the appointment letter.

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 folder. (See [Appendix E](#)).

In the spring of the academic year, each faculty member participates in the faculty appraisal process that uses the Faculty Evaluation Document (Appendix E). 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.

Cumulative (Post-Tenure) Review

In December 2007, the OSU A&M Board of Regents passed [OSU Policy & Procedure Letter No. 2-0109, "Cumulative Review of Tenured Faculty,"](#) which was designed to apply to OSU-Stillwater. OSU-Oklahoma City has modified that policy to meet the new evaluation criteria. See [Appendix G](#) for OSU-Oklahoma City Post-Tenure Review Policies and Procedures.

Salaries

Salary is based on education, rank and experience.

Full-time and part-time faculty members are paid on the last working day of each month of service. The number of monthly payments in a year depends upon individual faculty appointment and check disbursement plan. The faculty member may choose a nine-month, 10-month or 12-month disbursement plan depending upon the term of academic appointment.

Notice of payroll deposits will be forwarded electronically to the employee's designated email address. Direct deposit of payroll to a bank or distribution of pay through the State's Paycard system is mandatory for all employees. A "Payroll Authorization Agreement for Automatic Deposits" form must be completed. A voided bank check or direct deposit authorization form is required to initiate the action for direct deposit.

Questions regarding payroll should be directed to the Human Resources Office.

Faculty Parity

Beginning July 1999, a faculty parity schedule was instituted for full-time faculty. The parity schedule was developed by the Faculty Parity Committee and approved by Faculty Council at the November 19, 1998 meeting and the A&M Board of Regents meeting on February 26, 1999. The parity scale weighs experience, education and rank. (See [Appendix A, Faculty Parity Schedule](#))

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 the majority of courses have scheduled laboratory. Typically, this would include no more than 6-hours of online classes. 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.

Teaching Responsibilities

Faculty members have the professional responsibility to provide quality-learning experiences for the student. Faculty are expected to meet their classes at scheduled times. In cases of illness or any other emergency, the faculty will notify the department head so that appropriate action may be taken.

Lead Instructor/Team Leader Guidelines

Faculty members designated as lead instructors will be appointed for an entire academic year and be compensated at the equivalent of one (1) credit hour of adjunct pay each fall, spring and summer semester. Lead instructors will typically be full-time faculty members. All lead instructor assignments will be finalized by May 1 each year.

Each academic division will forward recommendations regarding the number and areas of assignment for lead instructors through established administrative channels (i.e. the department head, to the division head, to the Vice President of Academic Affairs, to the President). These recommendations will be:

1. submitted in priority order
2. data driven
3. based on the criteria listed below
 - 3.1.criteria for lead instructor recommendations
 - 3.2.number of students
 - 3.3.number of academic disciplines and/or areas

- 3.4.number of adjunct faculty
- 3.5.number of sections
- 3.6.programmatic responsibilities
- 3.7.special assignments

These recommendations would provide a cost-effective means of promoting academic excellence and integrity, as well as providing administrative support and supervision for adjunct faculty. These recommendations would also help address current issues involving equity, fairness and consistency in the assignment of lead instructor duties.

*Any deviations and/or exceptions to these guidelines must be approved by the Vice President for Academic Affairs.

Instructional Procedures

The academic semester is the standard academic calendar unit in the Oklahoma State System of Higher Education. The standard semester consists of a minimum of sixteen weeks, excluding enrollment, orientation and vacation time. All classes are expected to meet for the full sixteen weeks, and no college, academic department or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of the State Regents.

Course Syllabus

A course syllabus is required for every credit course taught at OSU-Oklahoma City, and is to be filed with both the appropriate department/division head and the Accreditation Archives email (accreditation@osuokc.edu) each semester the course is offered. It is necessary that students know what the course is about, evaluation methods, special requirements and general expectations. All course syllabi should follow the same format/guidelines. (See [Appendix H: Syllabus Guide](#)).

On the first day of class, the faculty member will distribute the course syllabus to each student and explain its contents. Syllabi for distance education classes will be shared with the student prior to class or at an orientation the student is required to attend.

Assignments

All class assignments should be listed on the course outline according to date and grade calculation. Policy for make-up or late class assignments should be stated in the grading procedures of the course syllabus. Class assignments, make up policy, and acceptance of late work should be approved by the lead instructor and follow any department policies already established. Copies of class assignments should be on file with the appropriate division.

Semester Dates

Instructors should include in the course syllabus the academic calendar of dates/events for the following: opening date of the semester, vacation/break dates, last date to drop/withdraw from a class, final exam dates (and time), and closing date. On the first day of class, the faculty member will distribute the course syllabus to each student and explain its contents. The syllabus should be formulated according to the guide in [Appendix H](#).

Examinations

Faculty determine types of examinations to be given in the class. An exam schedule should be part of the course syllabus and should be given to students the first class period. The individual instructor decides whether students will be permitted to take make up or special exams. Instructors are cautioned against setting policies or procedures that do not retain flexibility to allow for unusual situations.

During pre-finals week, all normal activities will continue; however, no assignment, test or examination accounting for more than five percent of the course grade may be given. This excludes make-up and laboratory examinations, out of class assignments (or projects) made prior to pre-finals week and independent study courses ([OSU Policies & Procedures Letter, 2-0210](#)). Oklahoma State Regents for Higher Education policy ([3.19.3](#)), states, *“those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.”*

Final exams are to be given at the designated time during [final exam week](#). Final exams for evening, Saturday, or Sunday classes will be administered during the final class meeting. Any deviation requires written permission of the division head. If a student has three or more final examinations on one day, requests may be made to the division head of the student's major to reschedule one of these examinations.

Evaluation of Instructor

Instructors will be evaluated by the students in each of their classes. The student instructional evaluation is to be completed between the 12th and 16th weeks of the fall and spring semesters and during the 6th through 8th weeks of the summer semester.

Students will receive an email notification from the Office of Institutional Effectiveness and Accreditation (evaluations@smartevals.com) during the evaluation period with instructions on how to access the secure Website and complete their evaluations online. Anonymity is maintained during the entire evaluation process, only aggregate scores are shared with instructors, department, and division heads after all final grades have been submitted. Typically, this is done at the start of the new semester.

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 for this event. Faculty can rent the proper attire, at no cost, from the OSU-Oklahoma City Bookstore in the early spring.

Committee Assignments

Shared governance in academic institutions assumes faculty involvement in the committees that participate in the development and review of campus policies and procedures. In addition to the Faculty Senate and Staff Council being a part of the committee development process, full-time faculty members are expected to actively participate in campus committees. Each full-time faculty person should expect to serve on at least two campus standing committees, in addition to programmatic duties and service on ad hoc projects, including task force assignments. Because the Faculty Senate is critical to the proper functioning of OSU-Oklahoma City, service on the Faculty Senate shall be counted as participation in one standing committee.

Administrative and professional employees will serve on certain committees as an integral part of their duties; in addition, these employees are also expected to serve on committee outside the scope of their responsibilities. Classified staff members are encouraged to serve on campus committees when feasible and when approved by their supervisor, but such service is not a requirement.

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.

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.

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 F](#)) is initiated prior to October 1 each year by faculty members who plan to engage in outside activities. Notifications are to be submitted to the department head, division head and Vice President for Academic Affairs for recordation.

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](#))

Student Attendance

Class attendance policies are based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. Students are held accountable for all work covered in a course despite valid reasons for absence from class. Students are expected to attend each class period. Additionally, some financial aid and other campus policies require students to show ongoing academic engagement, which is defined by the individual faculty member.

The policy statement on University academic format urges all faculty members "to provide students with a semester course plan showing the schedule of examinations and other course requirements." (See [OSU Policy & Procedures Letter 2-0207](#)) faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are expected to report cases of repeated absenteeism to the academic division head. Instructors are to report to the registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification.

To be properly enrolled in a class, the student must be listed on the official class roll. Those students not officially enrolled will not be allowed to attend class and should be referred to the student's advisor. No student will be enrolled in a class after the cut-off date published in the class schedule.

15-minute Rule

Per Faculty Senate Recommendation 11-8-12-APSA, approved by President Shirley Nov. 13, 2012, students should be advised that they are expected to wait 15 minutes for tardy instructors before assuming that class is cancelled.

Textbooks and Textbook Adoption

All textbooks are selected by the faculty and approved by the department/division head. The department head or designee is responsible for notifying the bookstore of textbook selections. The bookstore makes current book adoption forms available. Any materials or reference books the students are requested to buy will be noted on these forms along with the textbooks. Adoption deadlines are April 15 for Summer and Fall semesters and October 15 for Spring semesters.

If a question arises about faculty-authored textbooks, that question will be referred to an *ad hoc* committee organized by Academic Affairs. The function of this committee is to help mitigate any allegations of conflict-of-interest when faculty author required texts or other learning materials. The committee will examine all cases referred to it and decide only as to whether the text and/or instructional materials in question are appropriate and meet contemporary academic standards for use in college-level courses. (See [Appendix N: Instructional Materials Policy](#)).

Committee membership consists of one full-time faculty member from each of the six academic divisions plus alternates and the Vice President for Academic Affairs or his or her designee. When the committee meets to review for selection a faculty-authored text, the author of the text and no more than two individuals selected by the author may present to the committee the justification for the text to be required.