The UNIVERSITY of OKLAHOMA

Jeannine Rainbolt
College of Education

Policy Manual
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POLICY MANUAL¹

JEANNINE RAINBOLT COLLEGE OF EDUCATION
UNIVERSITY OF OKLAHOMA

INTRODUCTION

This manual is a description of the organization and policy structure of the Jeannine Rainbolt College of Education, henceforth referred to as the College, which is an administrative unit of the University of Oklahoma. It is a guide for administrative decision making and it includes policies that are currently applicable. Whenever possible, links to University documents are used to ensure contents of this manual are consistent with current University information and policies.

SECTION I: MISSION AND GOALS

In 1995, a College-wide retreat was held to revisit the mission and goals of the College. Commitment to that mission has been continuously reaffirmed and efforts made to implement its provisions. The Mission Statement is the official general context within which policies are established.

MISSION STATEMENT

The mission of the College is to promote inquiry that fosters democratic life and is fundamental to the interrelated activities of teaching, research and practice in the multidisciplinary fields of education.

COLLEGE GOALS

College goals and recommendations were adopted at the time the mission was approved. Revised goals for the College were established in the 1997 and 2000 Strategic Plans for the College. Enabling goals are set each year through the Administrative Council and faculty in the three departments. The following are the goals that the College of Education will pursue in the future. They reflect input from the three departments. The order in which these goals are listed does not imply priority.

1. Acquire additional space to effectively meet and accomplish the College's goals and strategic plan for the following:

¹ The official policy document for The University of Oklahoma is the Faculty Handbook, [http://www.ou.edu/provost/ouncfhb.pdf](http://www.ou.edu/provost/ouncfhb.pdf). Every effort has been made to see to it that the contents of this manual are consistent with that document. The Faculty Handbook should be used to supplement the information in this manual and if there should be any instances of conflict between what is stated in the Faculty Handbook and this manual, the Handbook is the final authority.
2. Increase the production and dissemination of research and scholarly activities that focus on knowledge and theory, improved practice, and policy in educational institutions.

3. Ensure continued high quality undergraduate and graduate programs that are consistent with current research related to professional preparation, and that enhance national recognition.

4. Increase diversity in the College's faculty, staff and students and to build upon multicultural/gender aspects of programs.

5. Enhance the faculty's technological expertise in learning and instruction.

6. Support, develop, and retain excellent faculty and increase the number from underrepresented groups in tenure-line positions.

7. Promote interdepartmental collaboration in teaching, research and service.

8. Maintain and improve relationships with alumni and community agencies.

SECTION II: ADMINISTRATIVE ORGANIZATION

The basic administrative unit is the College. The three sub-units within the College are the Departments of Instructional Leadership and Academic Curriculum, Educational Leadership and Policy Studies, and Educational Psychology. Much of the administrative authority and responsibility for operation of the College has been delegated to the departments.

The chief executive officer of the College is the Dean who is the Director of Teacher Education and of the Education Professions Division. Directly responsible to the Dean and located in the office complex are the Associate Dean for Professional Education and the Associate Dean for Graduate Studies and Research. The Undergraduate Advising office, Field Experiences, the Center for Educational Development and Research (CEDaR), the Counseling Psychology Clinic, the Curriculum Library, the Institute of Child Development, the Early Childhood Education Institute (ECEI), the Zarrow Center for Learning Enrichment, the Hardman Center for Children with Learning Differences, the John W. Renner Science Education Center and the K-20 Center for Educational and Community Renewal (CECR) are also part of the Dean’s responsibility.

The chief administrative official in each department is the Department Chair. Within the guidelines of University and College policies, faculty and staff assigned to the departments are administratively responsible to their respective department chairpersons.

AUTHORITY AND RESPONSIBILITY OF THE COLLEGE AND ITS DEAN
The Dean has administrative, leadership, and organizational responsibility for the College and its administrative sub-units. She/he represents the College in relations with University Regents, the President, the Senior Vice President and Provost, other colleges, and other administrative officers of the University. She/he is responsible for carrying out the policies of the University as well as for preparation, submission, and implementation of the College budget. The Dean is also the Director of Teacher Education. The Dean’s responsibilities are presented below.

(a) Administrative Duties. The Dean is responsible for carrying out the policies of the University and for executing such roles as the College faculty may from time to time adopt. She/he is responsible for the preparation and submission of the budget for the College and for its implementation when approved. The Dean makes recommendations through the Provost to the President for the appointment, promotion, tenure, dismissal, retirement and other personnel policies pertaining to faculty members in the College, taking into consideration approved guidelines. These recommendations are made in consultation with members of the units affected. Other responsibilities as outlined in the Faculty Handbook (section 2.8.1D) include:

1. Representing the College whenever appropriate.
2. Providing leadership in the organization, operation, development, and evaluation of the instructional, research/creative activity, and service programs appropriate to the College and consistent with University and College strategic planning.
3. Setting priorities for College-level alumni development and fund-raising activities, and assisting the College and its separate units with implementing and maintaining an active alumni development and fund-raising program.
4. Planning, preparing, submitting, and managing the College budget.
5. Fostering the welfare of the entire College faculty and staff and encouraging, facilitating, and mentoring their work and professional development.
6. Recommending the appointment, promotion, and tenure of faculty according to the University and College guidelines.
7. Providing leadership to the faculty in reviewing, evaluating, and developing appropriate curricula and effective academic programs of study within the College.
8. Seeking advice from faculty, chairs/directors, and staff on matters affecting the College.
9. Reorganizing its units, when it is in the best interest of the College, in order to respond to new circumstances or to strengthen existing programs, consulting with and informing the College faculty and staff before recommending approval of a recommendation.
10. Evaluating the performance of unit chairs/directors and other administrative staff reporting to the Dean according to University and College policies.
11. Fostering a spirit of cooperation and teamwork within the College.

(b) Leadership Function. The Dean has an obligation to foster the welfare of the entire College faculty and staff and to encourage and facilitate their work and professional
development. She/he assures that faculty members understand University, College, and Departmental policies. The Dean is responsible for the review and evaluation of the academic programs within the College. She/he is expected to provide guidance to the faculty in developing appropriate and effective programs of study. In conjunction with the College’s Board of Advocates, the Dean is responsible for promoting college development activities.

(c) **Organization.** The Dean is responsible for the administrative organization of the College. The programs and faculty in the College are divided into three departments that have been approved by the Provost, President, and the University Regents. The purpose of these departments is to provide groupings for faculty associated with one or more related academic programs and disciplines. This leads to more active participation by the faculty in carrying out the work of the College.

(d) **Evaluation.** (1) The Dean is responsible for evaluating the performance of the unit chairs/directors and other administrative staff as ordered in section 2.8.2 of the *Faculty Handbook*, and (2) Evaluation of the Dean’s performance is carried out by those University officers to whom the Dean is responsible. It includes but is not limited to confidential evaluation by the faculty of the College. The faculty’s assessment of the performance of the Dean is carried out at regular intervals, as provided by Faculty Senate action as approved by the President. The primary purpose of all evaluation is to provide constructive information toward improved performance of the Dean; hence, the information will be made available to the Dean, as well as to the University officers to whom the Dean is responsible

**AUTHORITY AND RESPONSIBILITY OF ASSOCIATE DEANS**

The Associate Dean for Professional Education is also the Associate Director for Teacher Education. His/her responsibilities include:

1. Providing leadership in the College and University for teacher preparation and Chair of the Education Profession Division Council.
2. Coordinating university-wide teacher and professional education activities.
3. Coordinating activities required by Oklahoma state agencies.
4. Coordinating activities for NCATE continuing accreditation.
5. Leading State/NCATE review efforts.
6. Supervising the Undergraduate Advising office and the Office of Certification and Field Experiences.
7. Working with school teachers and administrators on OU programs, including clinical experiences in the field.
8. Serving as liaison to state and national groups concerned with professional education issues.
9. Teaching in one or more of the certification areas.
10. Participating in Administrative Council and other College activities.

Responsibilities of the Associate Dean for Graduate Studies and Research include:
1. Increasing the production and dissemination of research and scholarly activities that focus on the improved practice and policy in educational institutions.
2. Increasing the quality of graduate programs and working to enhance national recognition in areas of strength.
3. Coordinating the College’s collaborative relationships with public schools, professional organizations and governmental and tribal agencies in the state and nation.
4. Increasing the funds available to support the College and departments through external grants, gifts and contracts, teaching incentives and other sources of funding.
5. Facilitating interdepartmental collaboration in teaching, research and service.
6. Developing the College’s international research and service projects and working to integrate international issues into existing programs and courses.
7. Participating in Administrative Council and other College activities.
8. Having oversight of CEDaR.

THE ADMINISTRATIVE COUNCIL

The Administrative Council consists of the Dean, the Department Chairs, Associate Deans and other administrative officials as may be designated by the Dean. It serves as the executive committee for the College and as a forum for discussing issues of concern to the College, the Departments, and the University in general.

The Council has a policy making role and is the primary advisory committee to the Dean. It is a means for interdepartmental communication. In addition, it provides opportunities for Department Chairs to reach consensus on issues and thereby achieve consistency among Departments as policies are implemented.

The Council meets regularly, usually twice per month. The second monthly meeting (Expanded Ad Council) includes elected departmental members of Committees A, directors of college centers, and the chairs of the technology and curriculum committees. Minutes of all Council meetings are recorded, transcribed and posted to the College website.

THE EDUCATION PROFESSIONS DIVISION

The Education Professions Division (EPD) is a University administrative structure that includes faculty, students, and staff who work directly and indirectly with professional education programs. Teacher education and school service personnel certification programs are governed through the Education Professions Division Council. The head of it is the Director of Teacher Education (Dean of the College) who delegates responsibility for its operation to the Associate Dean for Professional Education.
The EPD Council consists of: 1) one elected representative from each Certification Program Committee, and 2) representatives from all units on the University campus that have responsibilities associated with certification programs that prepare education professionals. This includes the Colleges of Arts and Sciences, Fine Arts, and Allied Health. Regular meetings are held and minutes are kept and distributed. Revisions in any of the certification programs must be presented to and approved by this body. The Council includes the 14 chairs or representatives from the certificate/program areas:

1. Early Childhood Education
2. Elementary Education
3. Classical Languages
4. Modern Languages
5. Music Education
6. Special Education
7. Speech – Language Pathology
8. Reading Specialist
9. Library Media Specialist
10. English Education
11. Mathematics Education
12. Science Education
13. Social Studies Education
14. Educational Administration, Curriculum and Supervision

Other voting members of the EPD Council include a representative of the professional sequence courses, a student, chair of the EPD Advisory Committee and one practitioner. Each elected representative is chosen for a two-year term, with terms staggered to provide for the return each year of one-half of the elected members of the previous year’s Council. New Division members are elected in May of each year. Support staff from the offices of Undergraduate Advising, Certification and Field Experiences, and Graduate Programs routinely attend EPD Council meetings to exchange information and participate in discussions. They do not, however, have voting privileges.
The EPD Council is an administrative and policy making body. It receives and considers such reports, suggestions, and recommendations concerning the operation of the program as may come to it from the various Certification Program Committees, the various departments concerned, the Director or Associate Dean of Professional Education, or another responsible source; it discusses changes and improvements in the program; and, when warranted, it makes suggestions or recommendations concerning programs and policy to the appropriate administrative officers and committees. The EPD Council approves changes in certification programs. The department faculties however, retain control of course content and degree programs.

Much of the routine work of the Council is handled by its Executive Committee. The Executive Committee is composed of the Associate Dean for Professional Education and four members elected from the Division for terms of two years each. Terms are staggered so that two members will be elected each year.

The Executive Committee meets once each month and on special occasions as needed. Its assigned duties are:

1. To determine the agenda for EPD meetings;
2. To determine the date, time and place of all EPD meetings;
3. To appraise and make recommendations to the Division on changes in certificate programs;
4. To make recommendations to the Division on changes in policy and procedural matters;
5. To act in the name of the EPD Council in emergency situations. The minutes of such actions shall be circulated to the members of the Division and shall be deemed approved unless noted in writing by a member of the Division within five days after electronic distribution of such minutes; and
6. To perform such other duties as the Division may delegate from time to time.

The Director and Associate Director of the Education Professions Division

The executive officer of the certificate programs at the University of Oklahoma is the Director of the Education Professions Division. This officer is appointed by the President of the University. The director is also the Dean of the College. The Director of the Education Professions Division is responsible for administering and providing professional leadership for the university-wide certification programs. He/she is the University official who recommends for certification to various state Boards of Education.
those persons who have completed the certification programs in which they were enrolled. He/she also maintains liaison functions with the deans of those colleges which participate in the certificate programs; provides coordination for the work of program committees and encourages the improvement of such programs through continual study and evaluation; works with student services to improve student advisement; serves as chair of and makes recommendations to the Education Professions Division and the University administration regarding new policy or changes in policy affecting the certificate programs; and maintains contact and association with the state and national agencies that are concerned with preparation programs.

The Associate Dean for Professional Education serves as the Associate Director of the Education Professions Division and is appointed by the Dean. This person is responsible to the Director for the effective functioning of all administrative and coordinating aspects of the teacher education programs internal to the University of Oklahoma, plus those activities involving external agencies specifically assigned by the Director. The Associate Director is the delegated chair of the EPD Council.

**Certification/Program Committee**

The basic curriculum design unit is the Certification/Program Committee in each field of specialization. Each program or closely related group of programs leading to qualification for a certificate or advanced training in the field is advised by a faculty-student-practitioner committee. Each of these committees is composed of representatives from the teaching department or departments responsible for instruction in the field of specialization, representatives of the faculty of the College, practitioners in the field of specialization, and student representatives elected by each Certificate Program Committee. In some cases, committee members are elected by their departments; in others, the members are appointed by the department chair.

In addition to participation in the curriculum design responsibilities of the committee, each departmental representative is charged with keeping the department informed concerning the work of the Certificate Program Committee, including recommended changes in curriculum and course content.

Each Certification Program Committee evaluates the programs for which it is responsible and recommends to the Education Professions Division Council such changes as it believes will improve the programs.

Whenever there is a recommendation for a change in a certificate program, the procedure is as follows: (1) the chair of the program committee submits the recommended change to the department and the chair in which the program resides; if approved, the recommendation is forwarded to the academic dean (if outside of the college); (2) who refers the proposed change to the EPD Council for review and approval recommendation. (Action should be taken on the proposed change within two months from the time the Associate Director of the Education Professions Division receives the proposal for the
change); (3) the Director reports the action (approval or disapproval) to the College Curriculum Committee; (4) the College Curriculum Committee reviews and recommends to the Dean of the College of Education. (See Flowchart B, page 14.)

The chair of each Certificate Program Committee is typically a faculty member in the field. Each committee meets on call of its chair, but not less frequently than once each academic year. The committee elects a representative to the Education Professions Division Council when a vacancy arises.

**Undergraduate Programs**

Professional advisors in the Undergraduate Advising office, counsel students concerning programs of study leading to undergraduate degrees and initial certificates. The advisors explain admission procedures, degree requirements, certificate regulations, scholarship opportunities, and approve each enrollment. Through the Undergraduate Advising office, effective communication is maintained with other colleges on campus, and colleges and universities throughout the state.

The Office of Certification/Field Experiences, located in the Dean’s suite, provides students with information on field experience placements, Certificate Applications and Examinations, the student teaching internship, as well as post-bac mentorship programs.

The Undergraduate Advising office is administered by the Assistant Dean for Undergraduate Advising in conjunction with the Associate Dean for Professional Education. The office staff works closely with faculty in interpreting policy, resolving problems, and improving advisement procedures.

**Graduate Programs**

Departments have a direct relationship with the Graduate College. They are responsible for establishing criteria for determining graduate faculty membership and status, but those criteria must meet at least the minimum requirements of the Graduate College. The Dean of the College approves the department criteria and signs off on all recommendations to the Graduate College related to graduate programs and graduate faculty status.

Graduate students are advised by faculty in their program area. Faculty advisors explain degree requirements, scholarship opportunities, and track the students’ progress through their program of studies. Through the Associate Dean for Graduate Studies and Research and departmental Graduate Liaisons and Graduate Program Officers, effective communication is maintained with the Graduate College.

**DEGREES, PROGRAMS, and COLLEGE CURRICULUM**
The College determines the content and requirements for its bachelor’s degree (B.S. Ed.). The departments and their various program areas establish requirements for completion of programs and degrees encompassed by the departments. The Dean of the College is responsible for working with the departments to maintain and promote appropriate improvements and revisions in graduate programs. The Dean also reviews and approves all program and course proposals forwarded to the Graduate College, which also has a direct relationship with the departments. The University policy that establishes this relationship is stated as follows. The systematic process used for changing the degree and certification programs varies. The following two flow charts outline the appropriate sequence of decisions for changes in each case.

**Flow Chart A: for Degree Program Changes**

1. Proposal from Program Area
2. Department Chair
   (study/recommend, e.g., resource issue)
3. College Curriculum Committee
   (study/approve)
4. Dean, Jeannine Rainbolt College of Education
   (approve)
5. Graduate College, if graduate level
6. Academic Programs Council
7. Provost

**Flow Chart B: for Certification Program Changes**
Most College committees consist of one or two faculty members from each of the three academic departments, and some include students or staff, as relevant to the committee’s work. Faculty representatives serve staggered three-year terms, and student representatives serve one-year terms. Committee members are elected in Spring for terms beginning the following Fall semester. Some standing committees meet regularly and
others meet on an as-needed basis. They are convened by the chair. Committees which have college-wide responsibilities are as follows:

**Undergraduate Academic Appeals Committee:** The Academic Appeals Committee hears academic appeals (such as grade appeals) of undergraduate students in the College. The complete process for College Academic Appeals is listed in Appendix L.

The Undergraduate Academic Appeals Committee is convened by the Dean's Office when necessary. This committee consists of three elected faculty standing members (one from each department) and three student *ad hoc* members (who are determined when there is an appeal).

Academic misconduct cases formerly brought before this committee are now handled by the Office of Academic Integrity Programs (OAIP) using the form available on its website [http://integrity.ou.edu](http://integrity.ou.edu). See the complete policy and procedures related to the work of this committee in Appendix A, or online at [http://integrity.ou.edu/files/Grade_Appeals_and_Academic_Appeals_Boards.pdf](http://integrity.ou.edu/files/Grade_Appeals_and_Academic_Appeals_Boards.pdf).

**Graduate Academic Appeals Committee:** The Graduate Academic Appeals Committee hears academic appeals (such as grade appeals) of graduate students in the College, except for evaluations of theses and dissertations. The complete process for College Academic Appeals is listed in Appendix L.

The Graduate Academic Appeals committee is convened by the Dean's Office when necessary. This committee consists of three elected faculty standing members (one from each department) and three student *ad hoc* members (who are determined when there is an appeal).

Academic misconduct cases formerly brought before this committee are now handled by the Office of Academic Integrity Programs (OAIP) using the form available on its website [http://integrity.ou.edu](http://integrity.ou.edu). See the complete policy and procedures related to the work of this committee in Appendix A, or online at [http://integrity.ou.edu/files/Grade_Appeals_and_Academic_Appeals_Boards.pdf](http://integrity.ou.edu/files/Grade_Appeals_and_Academic_Appeals_Boards.pdf).

**Awards Committee:** The College Awards Committee reviews nominations from departments for the College's four annual faculty awards presented at the annual Celebration of Education. These annual awards are the: Junior Faculty Award, Teaching/Advising Award, Research/Scholarship Award, and Leadership/Citizenship Award. This committee also assists with the University award nominations. The committee consists of three faculty members (one from each department, generally selected from Committee A or the department’s Awards Committee) and the Dean for Graduate Programs and Research.

**CEDaR Advisory Board:** The purpose of the CEDaR Advisory board is to promote and provide input regarding the annual goals, activities and services of the College’s Center
for Educational Development and Research (CEDaR). Its members also serve as liaisons between CEDaR and their departments, keeping faculty and graduate students apprised of CEDaR’s services and activities. The CEDaR Advisory Board is comprised of one faculty member and one graduate student from each department.

**Climate Committee:** The role of the Climate Committee is to monitor the intellectual, social and professional climate of the College, and to facilitate activities that promote a positive climate. It reviews and manages the administration of the biennial College Climate Worklife Survey, in coordination with the Dean’s Office and other college committees, then reviews and acts on the data from that survey. The committee has responsibility for activities that contribute to faculty intellectual stimulation and enrichment. It is comprised of six faculty members (two from each department).

**Committee on Committees:** The Committee on Committees is responsible for managing all College-wide elections for service on College committees, and recruiting nominees for University committees requiring representation from the College. This committee consists of one faculty member from each department.

**Curriculum & Program Coordination Committee:** This committee is charged to serve as an advisory panel to the Dean on matters regarding college-wide curriculum and programmatic proposals for course additions and/or modifications. The primary activity of the Committee is to deliberate over program and course additions and modifications and to provide recommendations to the Dean regarding the suitability of the proposed curriculum/programmatic changes. The Committee consists of two faculty members from each department.

**Diversity Committee:** The Diversity Committee helps the College and departments develop programs and projects that promote multicultural awareness and respect for diversity. The Committee consists of six faculty members (two from each department) and three graduate student representatives (one from each department).

**Ethics Committee:** The Ethics Committee serves to foster ethical behavior and encourage awareness of ethical issues and matters as needed by the College. This committee consists of three regular faculty representatives (one from each department) plus one graduate and one undergraduate student representative. Participation is also open to other interested faculty and students in the College.

**Graduate Scholarship Committee:** The Graduate Scholarship Committee exists to equitably distribute the College’s scholarship funds among deserving graduate students who meet the criteria for available scholarships. The committee reviews applications for graduate student scholarships and selects scholarship recipients. This committee consists of three faculty members (one from each department) and the Associate Dean for Graduate Programs.
Research and Travel Committee: The Research and Travel Committee is responsible for reviewing and selecting recipients of the College's Summer Research Grants, and allocating funds for the Norman Campus faculty and graduate student requests for research and travel funds. The committee membership consists of three faculty members, one elected from each department, and the Associate Dean for Graduate Studies and Research.

Technology Committee: The Technology Committee exists to promote the use of technology in teaching and learning, support technology innovations for teaching, and make purchase recommendations relating to computer technology for the College. The committee also evaluates and allocates available funds for instructional or teaching related requests by individual faculty. The Technology Committee consists of two faculty members and one graduate student from each department, an associate dean, one staff member from the Dean’s Office, leaders of the IT department, and one undergraduate student from the Dean’s Student Advisory Committee.

Undergraduate Scholarship Committee: The Undergraduate Scholarship Committee exists to equitably distribute the College’s scholarship funds among deserving undergraduate students who meet the criteria for available scholarships. The committee reviews applications for undergraduate student scholarships and selects scholarship recipients. This committee consists of three faculty members (one from each department) and the Associate Dean for Professional Education.

STUDENT COMMITTEES

Dean's Student Advisory Committee: The Dean's Student Advisory Committee consists of one representative from each of the College's undergraduate student organizations. Its members meet once a month during the academic year to discuss issues and concerns of the undergraduate student body.

Graduate Student Council: The Graduate Student Council exists to discuss issues and concerns from the graduate students of the College, and serve as liaisons between the Dean’s office and the graduate student organizations. The Council meets monthly during the academic year with the Associate Dean for Graduate Studies and Research, and its members are involved in programs and projects that support graduate student representation and community in the College. The Council consists of a representative from each of the College’s Graduate Student Organizations: AHEAD, CSA, EGO, ILAC, and OESA.

RESOURCES AND SERVICES

Center for Educational Development and Research
The Center for Educational Development and Research (CEDaR) is a unit which serves the College of Education community. The CEDaR mission is to support research and scholarly productivity of faculty and graduate students in the College of Education.

The primary function of CEDaR is to provide consultation on research methodology to college-affiliated personnel. Such consultation includes literature review options, problem identification and clarification, research question and hypothesis generation, design strategies, instrument selection and development, general analytic strategies, computer-based statistical analysis support, and dissemination options. CEDaR also consults on computer hardware and software decisions in support of the College of Education’s research capacity.

**Counseling Psychology Clinic**

The Counseling Psychology Clinic at the University of Oklahoma offers a full range of personalized counseling services open to all Oklahoma citizens including children, adolescents, adults of all ages, couples & families and college & university students. Fees for Counseling services are charged on a sliding scale according to income. Counseling services are provided by graduate students as a part of their advanced degree counseling programs at the University of Oklahoma and are supervised by the Counseling Psychology faculty. The Clinic is located in Norman at 3200 Marshall Avenue.

**Curriculum Library**

The Curriculum Library, located in Collings Hall room 150, contains all Oklahoma state-adopted textbooks and curriculum materials for grades K-12. The Library is located in Collings Hall and is open to the general public. The materials in the collection are for reference only.

**Hardman Center for Children with Learning Differences**

The Hardman Center for Children with Learning Differences was created through a gift from Ruth G. Hardman, a long-time Tulsa resident known for her philanthropy and interest in literacy and education. The Hardman Center has a dual mission of outreach across the state to assist parents, teachers, and schools in helping children with learning differences be more successful in school, and of applied research to close the gap between best and current practices in literacy education. The Hardman Center is located at 338 Cate Center Dr. on the Norman Campus.

**Early Childhood Education Institute**

The Early Childhood Education Institute (ECEI) at OU-Tulsa strives to advance and support early childhood programming and policies through research, evaluation, and outreach. The ECEI focuses on young children, birth through age 8, and the programs and policies that impact these young children and their families.

**Institute of Child Development**
The National Academy of Early Childhood Programs has accredited the Institute of Child Development, which serves approximately 50 children from the Norman and University communities. Working with children from 2-5 years old, the Institute meets a variety of strict standards, including providing activities appropriate for preschool children, having an adequate student-staff ratio, meeting stringent health and safety standards, and providing opportunities for parental involvement. The Center has two major goals. The first is to provide a developmentally appropriate environment for early childhood students to observe and interact with young children. The second is to provide young children with the very best educational opportunities during the early childhood years. The OU Institute of Child Development was in the first group of licensed childcare facilities in the United States to be accredited. The Institute is located at 1603 Cross Center Drive.

John W. Renner Science Education Center (Collings 170)

The John W. Renner Science Education Center's mission is to continue to be at the forefront of science education research while preparing teachers and professionals for lasting scholarly work and personal development in order to improve upon science education. Rooted in Piagetian theory and with a strong commitment to constructivist models of learning and teaching, faculty of the John W. Renner Science Education Center strive to accomplish the following: prepare science teaching and supervisory personnel for kindergarten through the twelfth grade for individual school systems, as well as county and state educational systems; prepare persons for college teaching responsibilities in undergraduate courses in science education as well as graduate and undergraduate work in science education; and provide an opportunity for classroom teachers of secondary and elementary school science to devote study time to a purposeful program while increasing their understandings in science and education.

K-20 Center for Educational and Community Renewal

The Center for Educational and Community Renewal is a statewide education research and development center which promotes innovative learning through school-university-community collaboration. The Center proposes a model for educational and community renewal that addresses squarely the needs of children and families through interactive, action-oriented partnerships among schools, families, universities, and community and government agencies as opposed to isolated entities. The K-20 Center is located at 3100 Monitor Ave. on OU’s Norman Research Campus.

Zarrow Center for Learning Enrichment

The Zarrow Center for Learning Enrichment facilitates successful secondary and postsecondary educational, vocational and personal outcomes for students and adults with disabilities. Zarrow Center faculty, staff, and students do this through self-determination oriented evaluation, research, development, transition education instruction, and dissemination of best educational and support practices. The Zarrow Center also prepares undergraduate and graduate students to assume leadership roles in schools, universities,
and support organizations. The Zarrow Center is located at 338 Cate Center Dr. on the Norman Campus.

SECTION III: BUDGET POLICIES

The Dean of the College has the title “Budget Dean.” The money that becomes available to the University from the State and all other sources is allocated among the colleges and other administrative units. All colleges are expected to develop their budget recommendations with the participation of their departments and other administrative sub-units.

It is the responsibility of the Dean of the College to determine the allocation of the College budget. Funds are allocated to the College’s instruction budget administered by the Dean’s Office, including but not limited to the operations of Teacher Education, Teacher Certification, the Field Experience area, and the CEDaR. It is the responsibility of the Department Chairs, Center Directors and the Assistant Dean for Undergraduate Advising to manage their respective budgets and allocations according to the needs of their various areas. During the budget development process, the departments are represented by their chairs. It is expected that the departments seek participation by their respective faculties and their Committees A as they make their input to the administration of the College.

Salary levels for new faculty or staff and budgetary allocations for perquisites for new faculty and staff are the responsibility of the Dean. When vacancies in faculty occur, the money that is freed immediately reverts to the control of the Dean who makes the decision about where it shall be spent.

SALARY SAVINGS ON GRANTS

Twenty-five percent of the gross salary savings related to any grant will be allocated to the Dean’s office. Sixty-five percent of the gross will be allocated to the department for use. Ten percent of the salary savings for the principal investigators will be allocated to the department to be distributed to the individual(s) responsible for submitting the grant. The department will use its sixty-five percent for faculty replacement and any other appropriate expenditures. The control of this sixty-five percent is at the discretion of the department chair. The ten percent going to the individual(s) submitting the grant could be used at the discretion of the faculty member to support part of a graduate assistantship, travel, or other appropriate expenditures within the guidelines of the University, College and department. Equipment purchased with these funds remains the property of the University. In individual cases the department chair might wish to provide more than ten
percent to the individual(s) obtaining the grant. For example, while the salary savings of a person might be $10,000 and ten percent is $1,000, the department chair might allocate the full cost rather than only the $1,000 to cover a .25 graduate assistant. That decision is made at the departmental level.

DEFICITS IN UNIVERSITY ACCOUNTS

Deficits in University accounts are not permitted. Accounts should be reviewed each month by account sponsors and Dean/Directors. The office of Financial Support Service will monitor accounts to ensure that account deficits do not occur. In all cases, account sponsors are ultimately responsible for the financial management of their accounts. If a deficit is projected or indicated, immediate action should be taken to prevent or correct the problem.

Special circumstances may occur which will require written pre-authorization of a temporary deficit for a special purpose including an explanation of why the deficit is anticipated. This request and approval process must be fully documented through the appropriate Vice President/Provost Office.

Requisitions and purchase orders that will place an account in a deficit position will not be processed by the Purchasing Department, but will be returned to the account sponsor. Invoices presented to Financial Support Services that will result in a deficit, if paid, will also be returned to the account sponsor. Purchases of products or services from internal University departments (such as University Catering, Facilities Management, Printing Services, University Bookstore or Fleet Services) will not be allowed from accounts with deficit balances.

If an account reflects a deficit without proper authorization, the account sponsor and the appropriate Vice President will immediately be notified. Unless the deficit is cleared or written approval for a temporary deficit is provided within 30 days of notification, all financial activities within the account will be suspended. This will include payroll and all internal billings. If an unauthorized deficit is reflected on June 30 financial reports, the departmental appropriation for the succeeding fiscal year will immediately be reduced.

BUDGET DEVELOPMENT

Each year the University administration issues detailed guidelines on how colleges and their departments should develop recommendations for their budgets. The guidelines call for the budget proposals to relate requests to the University and College goals and strategic plan. From year to year, the percentage amount allocated to various purposes may vary.
The bulk of the budget is for the salaries of personnel. Money is sometimes allocated to correct various types of inequities that develop over a period of time, but basically salary increases are determined by an evaluation process that takes place in the departments and is essentially the responsibility of Committees A and department chairs.

Each department has funding available for its general maintenance and operations. University financial accounting policies and procedures are in place to facilitate the use of these monies. These funds available to the departments also include budget allocations to fund graduate assistants. Salary amounts for these positions are established through guidelines that are developed by the University.

Staff positions are classified. Basic salaries are determined by the placement of positions in the University’s classification system. The University and the College allocate given amounts of money for staff salary increases, and performance-based evaluations determine the amounts of increases within the structure of the classification system.

**BUDGET ADMINISTRATION**

When the University budget document is approved by the Regents and the final allocations from the University are made to the College and to the departments, it is then the responsibility of the departments to see that the monies are properly spent as planned. The Dean’s role in the administration of the budget is to monitor departmental expenditures to make certain that they fall within the limits of the money that was allocated and to administer the portions of the budget that are his or her direct responsibility.

**ACCOUNTS PAYABLE PROCEDURE**

Upon receiving an invoice from a vendor, certain steps are taken by the appropriate financial office to ensure that it belongs to the area; that it is accurate; and what account is responsible for the payment of the bill.

1. Determine what merchandise is included on the invoice.
2. Who purchased the item.
3. Check for any variations in amount of the invoice
4. Locate the appropriate account number to pay.
5. Stamp invoice “Approved for Payment” and write the proper account number on the original invoice. Have an authorized individual (account sponsor) sign the invoice.
6. Keep a copy for the department/area account files and file in the appropriate monthly account folder to reconcile with monthly statement.

7. Begin the process for payment of the invoice within Crimson Corner.

If an invoice is received that has little or no information to assist in identifying the items purchased or the area/department/person who may have purchased the item, contact the vendor directly to obtain information necessary for processing, then forward to the appropriate area.

**OU Foundation Accounts**

A receipt for the expenditure to be made from a OU Foundation account, and an online Payment Request form must be completed with proper justification for the expenditure and forwarded to the Manager of Administration and Operations in the Dean’s Office. The Dean’s Office representative must sign off on all disbursements from any OU Foundation accounts. If a payment is requested for a purchase involving food, a list of the individuals attending the function should also accompany the payment request. Keep a copy of the back-up materials with the original receipt. This documentation will be kept in the account folder for monthly reconciliation back to that account.

**CASH RECEIPTS**

Most departmental areas do not receive incoming cash on a regular basis. If an area does have a program that does require the collection and deposit of cash and checks, the following procedures should be followed.

1. Count and verify the amount of cash and endorse checks immediately.

   **ENDORSEMENT:** Should include the following information.

   University of Oklahoma  
   Department Name or area  
   Account Number

   An endorsement for the OU Foundation should be made out as follows:

   OU Foundation  
   Account Number

2. Write the information on a validation form/memo stating what the money is for, how much cash &/or checks are enclosed, the date and what account number it is to be deposited into. Send to the Dean’s Office in closed envelope.
3. The Dean’s Office representative recounts funds; cash and checks to verify the amounts listed on the validation form. The representative will make a notation on the validation form that she/he agrees with the figures listed, sign the form and date it. She/he will then make a copy and return the original of the validation form to the department or area.

4. Two tapes are run again to verify the amounts and a deposit slip and envelope are filled out to take the deposit to the Bursar’s office in Buchanan Hall within 24 hours if the amount is over $100.

5. The yellow copy and cashier’s tape of the deposit is returned to the appropriate department to keep for their records.

6. The pink copy is kept in a deposit register kept in the Dean’s Office for each and every deposit that is made for the College departments/areas.

7. It will then be the responsibility of the department representative or appropriate individual to reconcile the validation of their deposit back to their monthly statements.

There are two areas within the College that receive funds on a regular basis for services rendered. These areas are the Counseling Clinic and the Institute of Child Development which are in charge of and handle their own cash receipts. Any other areas receiving funds for other purposes than a steady income for services should follow the prescribed procedures above.

**INVENTORY**

Inventory includes any items such as equipment, computers, copiers, fax machines, furniture, which exceeds $5000 in value. Any time an item is purchased over this value limit, the campus inventory control area receives information from purchasing and receiving. They list it initially on the account that purchased it and designate it an inventory control number. They will contact the department/area where the item was purchased to verify the account number listing for inventory control and to tag the item with the University ID Tag. Their responsibility also includes that of the two-year inventory review done for the entire campus.

It is the responsibility of the department/area to keep records on the location of inventory items. Duplicate the information listed on the inventory sheets. One additional item should be the exact location (building name & room number) of the item. It is necessary to be aware of where in the building, faculty office, service area or other location the item is being used &/or stored. It is also the responsibility of the department/area to track the correct account number of the items as an item may have been purchased on one account but should be listed on a different account for inventory control.

**Grants & Contracts**

Any item that fits the above description of inventory and has been purchased on a grant is the property of the University of Oklahoma and the Department where the faculty or staff
member’s primary appointment is held. This would be the home department of the faculty or staff member who purchased the item. Also, this home department should be the account number listed on the inventory. The grant account number would be the “purchasing” account number.

Inventory located off-campus

The policy of the University of Oklahoma states that faculty & staff are permitted to use University property off campus. However, when this occurs, it is the responsibility of the department/area to record the location and the name of the faculty/staff member who is removing the item from campus. There is a form that must be filled out by the faculty or staff member to record the location of any items located off campus. This form must be completed in front of a witness and the faculty/staff member must sign it stating that he understands the terms. The department chair must also sign and approve this form.

Any item taken off campus by faculty or staff should also be recorded on the department’s or area’s inventory. It should be listed on the department’s account where the faculty or staff member hold their primary appointment. In addition, the address or location should be listed where the item(s) are being kept. At the time a faculty or staff member leaves employment of the University, they must return any inventory item(s) back to the department/area. The department/area may allow the continued use of the item(s) with that individual, but should retain the pertinent information on the inventory.

PAYROLL/PERSONNEL

Usually the financial officer within each department/area is also responsible for payroll and personnel items. These items would include appointment forms, new employee paperwork, special payments, honoraria, time sheets, leave reports, etc. The items discussed in this manual will only cover policies or procedures within the college area. It will be expected that all formal Human Resources procedures will continue to be followed.

Personnel

A personnel file should be kept within the department/area for every individual who is employed in any capacity within the College. The Dean’s Office also houses additional copies of records for all College personnel. Any appointment forms, new employee information, faculty vitas or resumes, copies of annual evaluation reports, etc. should be located in these files. The information contained in these files is of a confidential nature and should not be shared freely with other individuals without discretion.

Recommendations by the departments concerning employment of faculty, tenure, promotion, merit salary increases, sabbatical leaves and other personnel matters are
submitted to the Dean. Based on the information that has been made available from the departments and whatever other information she/he may choose to consider, the Dean then makes recommendations to the Provost. The requisite university committees and administrators have the responsibility for reviewing the recommendations from the Dean, department chairs and faculties in making their recommendations to the Provost.

**Payroll**

For discussion within this manual, we will refer to payroll as keeping of the time records and any leave time for individuals. Most of the units within the College record payroll activities on the HRMS system. There will be an individual in the Dean’s Office designated as the College proxy and each department may designate an individual as proxy for their respective accounts. The proxy has the ability and responsibility to check and change the account sponsor information when necessary.

The department/area representative should segregate the duties of inputting and verifying the hourly time records. There should also be an individual designated as a preparer and another individual designated as approver for other personnel documents. These would include appointment forms, special pays, honoraria, etc. At this time, we are advising areas to print a copy of all forms done on the HRMS system to keep as a hard copy in the personnel files. Attach a copy of your printed time records to the actual time sheets from employees.

Any compensatory time earned or taken must have prior approval from the employee’s immediate supervisor. All compensatory time will be input, along with the regular hours worked, via the HRMS system.

**PURCHASING**

When making purchases for items under $5,000 a departmental purchase order form can be completed. If departmental purchase orders are used, there must be a consistent, consecutive, and recognizable numbering system. An example would be with the fiscal year first, then the last 4 digits of the account number and 001, etc. (13XXXX001, 13-XXXX-002, or even 13 XXXX 003.) Any of these examples would be appropriate. Use a numbering system that the financial officer will know and recognize.

When using an in house order, fill out completely and attach any back-up to the original and mail or fax to the vendor. Keep a copy as back-up attached in your monthly account file.

When merchandise is received, be sure it the correct item(s) according to the order placed. A packing slip may be shipped with the items. Payment cannot be generated from this packing slip. It is only a verification of what was shipped by the vendor.
When an invoice is received for the merchandise follow the procedures for processing invoices within Crimson Corner. Match the invoice to the purchase order. Then reconcile the invoice with purchase order to the monthly account statement.

When purchasing items over $5,000, process according to Crimson Corner regulations. Keep a copy in the appropriate monthly account folder for statement reconciliation.

**Pcard Policy**

The University of Oklahoma Purchasing Card (Pcard) program has been implemented in an effort to improve service to University Departments and to provide a more efficient process for small dollar purchases. The Purchasing Department Pcard Team administers the Pcard contract. The primary benefits of the OU Pcard are access to companies that will not accept Purchase Orders, a reduction in the number of checks issued and a reduction in paperwork. Unless otherwise governed, restricted or addressed by University policy. University departments may purchase products and services directly from a vendor when the cost is in accordance with the Small Dollar Policy. Only those pre-approved services listed in the Pcard Guide are eligible to be paid with the Pcard. Departments should refer to the Pcard Guide for examples of allowable purchases and are encouraged to utilize the Pcard for payment of small dollar purchases, to the maximum extent possible.

**SECTION IV: DEPARTMENTAL RESPONSIBILITIES**

The departments are the primary administrative units within the College. Within the limits of the College and University policies, they are administratively autonomous. In faculty personnel matters such as tenure, promotion, merit pay increases, graduate faculty status and other matters, departments develop standards which criteria are compatible with these limits.

**DEPARTMENT CHAIR’S ROLES and RESPONSIBILITIES**

Fundamental to his/her administrative responsibility as the department chair is accountability for day-to-day supervision of those who are administratively responsible to him/her. Consistent with the role of a faculty member in a comprehensive research university such as the University of Oklahoma, the daily schedules of faculty members must be flexible and will routinely result in absence from offices and indeed from the University campus and community. Still, the department chairperson is accountable for knowing within general limits how faculty are fulfilling their employment responsibilities at the University. The chair is responsible for calling faculty members to account for any abuses of the legitimate flexibility that is afforded to faculty members so that they can properly fulfill their responsibilities as scholars and teachers.
University policies concerning departmental administration and the responsibilities of department chairs as well as criteria and procedures for their selection are contained in the Faculty Handbook (Section 2.8.2). The sections below describe how those policies are implemented in the College of Education.

1. **Mission priorities for the department**: The chair exercises leadership in developing, stimulating and monitoring priorities of the department, including resident instruction, continuing education, research, and professional service. He/she ensures that the department mission, goals, and policies are coordinated with the College mission, goals, and policies.

2. **Administrative leadership**: The chair serves as the executive officer of the department and is responsible for managing such things as departmental budgets, programs, course schedules, recruitment, faculty assignments, office space and support staff.

3. **Program leadership**: The chair provides leadership in the development of undergraduate and graduate programs and initiates periodic evaluations of existing programs. She/he works with the faculty to identify and develop excellent programs that receive regional and national recognition.

4. **Recruitment and selections of personnel**: The chair provides leadership in the recruitment of new faculty and makes recommendations to the Dean for appointment of faculty and staff within the department.

5. **Faculty governance**: The chair works with faculty within the department to establish policies, programs, and priorities. This includes processes for working with Committee A, the graduate liaison (if not the chair), and program committees.

6. **Promotion and tenure**: The chair makes formal recommendations for promotion and tenure for all faculty members with the assistance of Committee A.

7. **Faculty salaries**: With the assistance and advice from Committee A, the chair recommends salary increases for faculty based upon evaluation of their performance.

8. **Operating budget**: The chair formulates and manages the operating budget and allocates funds to sub-units and individual faculty within the department. All budgets within the department are under the direct supervision of the chairperson, including those associated with externally funded grants and the Oklahoma University Foundation.

9. **Physical facilities**: The chair assigns physical facilities that are under the direct control of the department.

10. **Faculty development**: The chair is responsible for ensuring that there is appropriate, ongoing faculty development for personnel in the department in order to maintain quality instruction, research, programs, and service.

11. **Spokesperson in department**: The chair serves as the official spokesperson for the department, as the advocate for the department, and as the liaison between the Dean’s Office and the department. He/she serves as the department representative on the College Administrative Council.
12. **Relationship with professional groups:** The chair works with the faculty in the department to develop and maintain close relationships with their professional colleagues within the University, with professional groups in the state, region, and nation, and with the State Department of Education and other state agencies.

13. **Alumni and public relations:** The chair works with the Dean’s Office and faculty to develop and maintain relations with alumni. She/he also assists the Dean’s Office and University Public Affairs to communicate the accomplishments of the department and faculty.

14. **Teaching, advising and research:** Chairpersons will teach two, three-credit hour courses during each academic year. It is recommended that one course be taught during a regular Fall or Spring semester with the second course to be taught in the Summer. The remainder of their load will be assigned to administrative duties and their research and other scholarly activities. Part of their leadership role is to serve as a model in the areas of teaching and scholarly activities.

**SELECTION CRITERIA AND PROCESS**

The following criteria will be used by the Dean and faculty to select chairpersons in the College. The chair has to be tenureable in one of the areas of specialization within the department and hold full membership on the graduate faculty. The chairperson needs to demonstrate:

- Strong administrative and management skills.
- Support for all of the areas within the department.
- Ability to work collaboratively with the faculty in the department.
- Ability to work collaboratively with the Dean and Associate Deans.
- An understanding of University and College operations.
- Ability to provide leadership in the areas of program development, research and other scholarly activities, teaching and advisement, and service.
- A consistent pattern of scholarly accomplishment.
- Effectiveness in the areas of advising and teaching.
- Strong interpersonal skills which allow him/her to work effectively with faculty, students, other administrators, and external constituencies.
- A commitment to the implementation of Institutional Equity and Affirmative Action.

The process for selecting the departmental chairperson is based upon the guidelines presented in the *Faculty Handbook*. The procedure for an external search follows the University and Institutional Equity and Affirmative Action guidelines and policies. The procedures used for searching for an internal candidate for department chair are as follows:
First, a search committee consisting of elected departmental faculty members, one or two students reflecting undergraduate majors and graduate students to the extent appropriate, and members appointed by the dean, including one current department chair is selected and they review the criteria for the chair position.

Second, all faculty in the department are surveyed to identify one to three names of persons they would nominate as possible candidates for the chair.

Third, the Dean checks with all nominated persons to confirm that each is willing to serve. Those who are not are dropped from the list of internal candidates.

Fourth, the Search Committee and the Dean check to determine whether the criteria for selection are met by each remaining candidate and submits the list to the Dean.

Fifth, a ballot of possible chairpersons is developed and sent to the department faculty for a vote.

Sixth, the search committee makes a recommendation to the Dean.

Seventh, the announcement of the person selected as chairperson is made as soon as an appropriate person has been identified.

OTHER RELATED INFORMATION

Length of Term: In accordance with section 2.8.2 of the Faculty Handbook, the chairperson will serve a term of four years and may be re-appointed after a positive evaluation from faculty and the Dean for an additional four year term. Committee A will work with the Associate Dean or Dean to obtain faculty feedback on the performance of their chair.

Evaluation of Department Chairs: While it is expected that some form of feedback on the performance of the chairperson will be obtained from the department faculty each year, during the fourth year of service a review of the accomplishments and performance of the chair will be conducted in compliance with the guidelines described in section 2.8.2 of the Faculty Handbook.

Appointment: Chairpersons are appointed by the Dean and serve at the discretion of the Dean. The first term of four years may be renewed by the Dean in accordance with Section 2.8.2 of the Faculty Handbook. The chairperson will have a 12-month contract.

Compensation: Department chairpersons will receive an administrative supplement for assuming their additional administrative responsibilities. This supplement will begin when the person assumes the position of chairperson and terminates when the person leaves that position. This is not a permanent increase in salary.
SPECIFIC DEPARTMENTAL RESPONSIBILITIES

TENURE

The tenure review process which has been established by the University and the College is to be followed. Information is provided by the Provost of the University about who is to be evaluated for tenure, deadlines for making recommendations and other matters. That information is transmitted to the department chairperson through the Dean of the College. The department, with appropriate participation of its faculty and Committee A, will submit a tenure recommendation to the Dean who will make his/her own recommendation. Tenure criteria (and promotion) procedures are developed by the department and approved by the College Dean and Provost.

The recommendations will be sent to the Campus Tenure Committee, the Provost, the President, and ultimately the University of Oklahoma Regents, the level at which the tenure decision is made. Four copies of the candidate’s dossier (one for each member of the Campus Tenure Committee and one for the Provost) are needed. The guidelines for tenure and promotion developed by the University are found in Appendix B. The approved criteria for tenure and promotion for each department are found in Appendix C.

PROMOTION

The same procedure as that used for tenure is established for reviewing those who are nominated for promotion in rank. If the department’s review leads to the conclusion that a recommendation to promote should be made, the department’s Committee A and department chairperson shall submit that recommendation and the materials supporting it to the Dean. The final decision on whether or not promotion is to be recommended to the University administration will be made by the Dean.

MERIT SALARY INCREASES

Within the guidelines established by the University and the College in a given year, Committee A and the department chairperson recommend merit salary increases for each faculty member. Faculty members submit annual reports which are reviewed by Committee A and the department chairperson. Evaluation forms for each faculty member are completed by Committee A and the department chairperson and transmitted to the Dean of the College and the Provost. In some instances, the Dean may recommend additional merit increases for some faculty members from the funds the Dean retains from the College allocation for this purpose.
JRCoE FACULTY WORKLOAD POLICY

The Jeannine Rainbolt College of Education is a bellwether for educational excellence and committed to ensuring that all students receive an outstanding scholastic experience. The following policy was developed based on input from the President, Provost, Faculty Senate Chair, and three Department Chairs in the College. Our workload policy is designed to encourage quality, efficiency and effectiveness and align with the university mission. Moreover, our focus is to maximize direct contact with undergraduate and/or graduate students carrying out the aforementioned professional roles and responsibilities. These guidelines are designed to help regulate faculty activity in ways that promote autonomy and academic freedom. The ability to use these guidelines in a self-regulating manor empower faculty to proceed in a self-regulating manor to become an empowering tool.

TEACHING EXPECTATIONS

Teaching expectations in the Jeannine Rainbolt College of Education include responsibilities for organized and unorganized classes. The first is an expectation to teach four (4) organized classes of three (3) credit hours per year during the fall and spring semesters. Realizing that some faculty, based on heavy research, administrative or service responsibilities, will have fewer course requirements. Other renewable term and/or tenure-track faculty not “publishing at a high rate,” obtaining external funding, and/or supervising graduate students will be expected to carry a heavier teaching load. This load may include five (5) to seven (7) organized three (3) credit hour courses in the fall and spring semesters. The overarching goal is to ensure an overall average of four organized three credit hour courses for all faculty, across each department and the college.

A second element of teaching responsibilities is focused on supervising research for graduate and undergraduate students. This may include supervision of graduate students by serving on and chairing masters and doctoral committees and individual undergraduate research projects via independent study and directed readings. Individual program areas, with consultation of the department chair and the approval of the dean, may require higher or lower course teaching expectations depending upon various objective criteria, which include but are not limited to: recognized standards for workload requirements at peer institutions; the terms of an original university appointment; higher than average expectations for research productivity and external grants and contracts activity; class size, assisting the professional development of tenure track faculty members, and masters/doctoral committee responsibilities.

In recognition of the high importance of providing the best possible academic foundation for all students, each academic unit is expected to ensure that freshmen students are taught by the best teachers. Moreover, when feasible, all regular faculty members, including faculty who hold endowed chairs and professorships and/or who have received awards for teaching excellence, should be encouraged to teach lower division courses. An expectation for every faculty member in the college is to teach undergraduate and
graduate students at least every other year. There will be obvious exception involving program areas with no undergraduate degrees (including Educational Administration, Curriculum and Supervision, Adult and Higher Education, Counseling Psychology, etc.). Every professor should teach at least 75 undergraduate students per year or 45 graduate students per year in organized 3 credit hour courses.

The College must strive to eliminate under-enrolled classes. Under-enrolled classes are defined as “any undergraduate course with less than 15 students and a graduate course or seminar with less than 10 students.”

MODIFICATIONS OF TEACHING EXPECTATIONS

Any reduction in teaching expectations for faculty members must be approved in writing by their Committee A and the Dean. The cost of replacing a faculty member in the classroom, including salary and fringe benefits, must be covered from some source other than centrally-supplied one-time instructional support funds. If faculty members are released from teaching it must not cause a decrease in the overall credit hour production of the unit or delay students’ progress towards graduation.

To enhance transparency, each academic unit in the college shall develop a formal policy that (1) describes the unit’s teaching expectations and (2) outlines the application and approval process for providing for modifications. Each academic unit is responsible for ensuring that the costs of reduced faculty teaching are covered. These plans and any reduction of teaching expectations must be approved in writing by the Dean.

All adjustments in the teaching expectations for faculty members must be approved in advance by Committee A and the Dean. The modification must be documented in writing and reviewed annually by the Dean. The College recognizes the following common categories of rationales for reduced teaching:

1. **Formal Leaves and Sabbaticals.** Leaves with and without pay and sabbatical leave are governed by the applicable policies in the *Norman Campus Faculty Handbook.*

2. **Administrative Assignments.** Faculty members who are appointed to the position of coordinator or chair or associate dean within the College are, by virtue of their administrative assignment, expected to devote time to their administrative duties. Therefore, their teaching expectation is fractionally reduced from the normal expectation for faculty members in their academic unit (2:2) to 1:1. The Dean may approve a reduced teaching expectation for other faculty members who take on additional administrative assignments such as accreditation responsibilities or advising large numbers of students.

3. **Family-Related Leave.** The College acknowledges the need to release faculty members from teaching and other obligations during periods of leave granted under family leave policies. The College will work with the units affected to fund these releases.
4. **Course Buy Outs.** Faculty members who have funded research grants, fellowships, or other sources of external or internal funding may request to use these funds to buy out some or all of their teaching. Such releases are not automatic and must be approved by Committee A and the Dean. The amount of funding must be sufficient to cover the cost of the teaching being bought out and must be approved by the Dean.

5. **Other.** There may be other reasons for releasing a faculty member from teaching their full assignment of courses. Requests for such releases must include a statement of justification and identify a source of funding.

**EFFORT DISTRIBUTION**
Effort distribution, as reported on the *Summary Report of Annual Evaluation* form, should be an accurate reflection of how faculty members spend their time. In the College, a teaching expectation of four organized courses of three credit hours per academic year corresponds to a teaching effort distribution of 33.3%. Faculty members who have a reduced teaching expectation should have a corresponding reduction in their teaching load. Faculty members who are on leave during a semester should have a teaching load of 0% for that semester.

Changes in effort distribution provide academic units with a means to recognize and reward faculty members for focusing their activities on their professional strengths. With the approval of Committee A and the Dean, faculty members may change their effort distribution annually among teaching, research and service. Changes in effort distribution must be reflected in corresponding changes in the relative weight that each activity counts in faculty evaluation.

**MAKING UP FOR CANCELLED COURSES**
A faculty member whose fall or spring semester in-load course is cancelled because of low enrollment or other circumstances not covered above will be expected to make up that course by teaching an additional course in-load during the same or a subsequent semester. To prevent the accumulation of courses that need to be made up, the make-up course should be scheduled during the subsequent fall or spring semester. Teaching a course in the summer without additional compensation is an acceptable way to make up for a cancelled course. All such arrangements must be approved in writing by Committee A and the Dean.

**OVERLOAD TEACHING**
Faculty members who are teaching their assigned number of organized courses will be eligible to receive compensation in the form of additional pay for teaching additional courses during the fall and spring semesters. The scheduling of overload courses must be approved by Committee A and the Dean, and will be dependent on student demand and the availability of funding. The overload teaching must result in increased credit hour production both for the faculty member and for the academic unit.
Faculty members who are not meeting their standard teaching expectation will not be eligible to receive additional compensation for teaching an overload course during the fall and spring semesters. This includes courses taught through other colleges, including the College of Liberal Studies and OU Outreach.

Faculty members who are not actively engaged in productive research, creative activity and scholarship at an acceptable rate based upon departmental standards governing the specific academic discipline may be assigned an increase in teaching load, at the discretion of the dean or department chair/director in consultation with Committee A. Departments may consider various factors in applying this policy, which may include but are not limited to: producing scholarly publications, creative activity recognized by the discipline, national presentations, obtaining external funding, holding leadership positions in national professional organizations, supervising graduate students, serving on masters and doctoral committees, and supervising undergraduate research opportunities.

**EMPLOYING FACULTY**

After budgetary authorization for the employment of a faculty member, the department shall follow established procedures in developing a recommendation (See Appendix D and Appendix H). The process will include reviewing of applicants by a search committee, opportunity for evaluation of interviewed candidates by the entire faculty of the department, and recommendation to the Dean of the preferred candidates by Committee A and the department chairperson. The Dean and others who may be designated by him/her will participate in the reviewing process. The final decision on who is to be recommended for employment as well as decisions on salary, length of service before consideration for tenure, and other related employment conditions will be made by the Dean in consultation with the department chairperson and the departmental Committee A.

**TEMPORARY FACULTY**

The selection and assignment of faculty other than those on tenure track is the responsibility of the department chairperson, with recommendations reviewed by the Dean before a final decision is made.

**SELECTION AND ASSIGNMENT OF SUPPORT STAFF**

Selection and assignment of support staff other than faculty are the responsibilities of the department chairperson or center director.

**GRADUATE ASSISTANTS**
Selection and assignment of graduate assistants are the responsibilities of the department chairperson or center director, in consultation with appropriate faculty.

ASSIGNMENT OF OFFICE SPACE

Within the total office space allocated to the departments and centers by the College, it is the responsibility of the department chairperson or center director to assign office space to faculty and staff. All other space is allocated or scheduled through the Dean’s Office.

SECTION V: JRCoE EMERGENCY RESPONSE PLAN

Plan Purpose
This plan establishes a foundation for emergency response within all departments, centers and auxiliary units of the College and recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated or sheltered and accounted for with reasonable accuracy.

This general action plan applies to all employees of the College.

This plan establishes seamless migration with the University of Oklahoma Emergency Response Plan, which may be found at: [www.ou.edu/admin_and_finance.html](http://www.ou.edu/admin_and_finance.html).

Units of the College are housed in multiple buildings on the Norman campus as well as in one building on the OU-Tulsa campus. Each building has its own protocol for certain emergency procedures, and differences for each building will be listed below.

I. EMERGENCY KITS
The College provided two Emergency Kits to be located in each Department: one kit to the Department Chair and the second to a key employee of each department, center or auxiliary unit to be utilized as necessary in any emergency situation. These kits were provided by the Dean and include the following items:

a. Copy of the Norman Campus Emergency Procedures with safety tips and phone listings described for various emergency situations,

b. A laminated copy of the appropriate Emergency Contacts Listing for each Department, unit, or center,

c. Flashlight,

d. One single Walkie Talkie with the second to be in the subsequent kit,

e. First Aid Kit for use, if necessary,

f. Batteries necessary for the operation of the flashlight and Walkie Talkies

g. Emergency Glass Break Hammers
The kits **should** be kept in the possession of the key individual(s) for use in any emergency situation and used when needed in any emergency situation. Items requiring battery power should be checked periodically and batteries replaced whenever depleted.

**II. TORNADOS**

A link to OU’s general tornado information can be found here: [http://www.ou.edu/oupd/tornado.htm](http://www.ou.edu/oupd/tornado.htm)

The National Weather Service (NWS) broadcasts continuous weather status and forecast information on a special frequency of 162.400 MHZ from the Norman office; this information is updated hourly. In addition, the NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. A special radio receiver is located in each of their three departments, offsite centers and auxiliary units of the College. The Dean’s Office special radio receiver is located in ECH 100. The Department of Instructional Leadership and Academic Curriculum special radio receiver is located in ECH 114. The Department of Educational Leadership & Policy Studies special radio receiver is located in ECH 227. The Department of Educational Psychology special radio receiver is located in ECH 321. The K20 Center special radio receiver is located in the reception area at the front desk of Suite 200, Two Partners Place. See Appendix A for Zarrow & Hardman Centers and Appendix B for the Institute of Child Development’s locations for their special radio receivers.

In the event of an imminent danger from the NWS, the administrator and designated employee with Emergency Kits for their area(s) should take their kit and direct their unit employees to quickly and quietly report to their designated areas as listed below:

**Tornado Shelter Locations in Collings Hall**

DEAN’s OFFICE & 139/140 Kneel or sit down on the floor against the North side of the main first floor East/West Hall in the original part of Collings Hall, just west of the elevator.

ILAC & first floor classrooms in new addition Kneel or sit down on the floor against the North side of the East/West Hall of the new addition (away from east or west windows).

ELPS and second floor classrooms Proceed quickly and quietly to the first floor and kneel or sit down on the floor against the South side of the East/West Hall of the new addition (away from east or west windows.)

EDPY and third floor classrooms - Proceed quickly and quietly to the first floor and Kneel or sit down on the floor against the south side of the main first floor East/West Hall in the original part of Collings Hall, just west of the elevator.

**Tornado Shelter Locations for JRCOE units in other buildings**
Hardman Center (Cate Center 4) - see Appendix A

Institute of Child Development (Cross Center) - see Appendix B

K-20 Center (2PP) - Seek shelter in the first floor restrooms of Two Partners Place. Alternate locations are the mail room next to the restrooms on the first floor and Room 123 located in the CASR suite of offices at Two Partners Place.

Zarrow Center (Cate Center 4) see Appendix A

All College employees will seek shelter immediately at the above named locations where a head count will be conducted to ascertain that everyone is accounted for. Employees of all departments, centers and auxiliary areas of the College should remain in their designated locations until an all-clear signal is given.

Tornado Sirens

The City of Norman maintains a citywide outdoor warning siren network that provides coverage for the Norman campus and is used to signal imminent danger from tornados. It is a familiar sound, as it is tested every Saturday at noon, including cloudy and rainy Saturdays, unless there is a threat of severe weather in the area or when temperatures are substantially below freezing.

A steady siren for three to five minutes means imminent danger. Take shelter immediately in the nearest suitable protective area. An “all clear” signal will not be given via the siren system. It is urged that reliance be placed on the broadcast media for this and other status and forecast information.

III. FIRE

Ellsworth Collings Hall is equipped with smoke detectors connected to the building’s fire alarm system. The fire alarm system reports to OUPD and is monitored 24/7 at OUPD.

In the event the fire alarm system is activated in Collings, all College employees should immediately leave Collings Hall building as quickly and quietly as possible.

- a. Persons exiting the building on the east side should report to the area of the Pitman Fountain, located near Collings in the middle of the South Oval.
- b. Those persons exiting the building on the west side should report to the farthest northeast corner of the parking lot under the trees and just to the West of the new Kaufman Hall bicycle parking area.
- c. Any persons exiting Collings Hall from other exits should join one of the two groups in the areas listed above so that an accurate head count may be conducted to ascertain that everyone is accounted for. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

In the event of a fire alarm in other buildings:

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Hardman Center (Cate Center 4) see Appendix A

Institute for Child Development (Cross Center) see Appendix B

Zarrow Center (Cate Center 4) – see Appendix A

K-20 Center -- 2 PP – see Appendix C

Should you discover smoke or fire or hear the fire alarm, dial 911, pull the fire alarm and notify other persons on your way out of the building. Immediately leave the building by means of the nearest available exit. When leaving the building, get well clear of the entire area. Proceed to area a. or b. as listed above so that an accurate head count will be conducted to ascertain that everyone is accounted for. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

IV. DISGRUNTLED VISITORS

When a front line person identifies that a visitor may be dangerous, it has been decided that all departments/centers and auxiliary areas will decide on a “code word/phrase” in order to notify another person(s) within those areas to contact authorities (911) immediately for additional assistance.

V. ARMED SUBJECTS

If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact OUPD at 325-1911 or 911.

If the armed subject is outside the building:
• Turn off all the lights and close and lock all windows and doors. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
• If safe to do so, move to a core area of the building and remain there until an “all-clear” instruction is given by an authorized known voice.
• Unknown or unfamiliar voices may be misleading and designed to give false assurances. Therefore, use caution if you do not recognize the voice giving instructions.
• Remain out of view from any windows and away from potential flying glass.

If the armed subject is inside the building:
• If it is possible to flee the area safely and avoid danger, do so. Move quickly and quietly to the nearest building exit.
• Be alert for instructions from authorities as soon as you exit. Move completely away from the building.
• Listen continually for sounds of a threat and move away from it.
• Contact OUPD at 325-1911 or 911 with your location, if possible.
• If flight is impossible, lock all the doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
• Remain out of any line of sight from the doorway and do not stay directly in front of the door.
• Get down on the floor or under a desk and remain silent.
• If practical/feasible, get students on the floor and out of the line of fire.
• If safe to do so, wait for the “all clear” instruction.

If the armed subject comes into your office:
• There is no one procedure the authorities can recommend in this situation. The following are suggested guidelines.
• Attempt to get the word out to other staff, if possible, and call OUPD at 325-1911 or 911 if that seems practical.
• Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
• Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
• Remember, there may be more than one active armed subject.
• If safe to do so, wait for the “all clear” instruction.
• In case you must flee, do not go to the normal gather site for your building. Get as far away from the shooting scene as possible and contact authorities.

VI. SUSPICIOUS PACKAGE – BOMB THREAT

If you find or open a suspicious package, letter, box or container:
• Do not handle the package. Move away if you feel threatened and call OU Police Department at 911.
• If you have opened a suspicious package or letter:
  - Leave the package or envelope in place and move away slowly.
  - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
• Do not operate any power switches.
• Do not activate the fire alarm.
• Move to a safe area (like the Blue Emergency Phones) and call the OU Police Department.
• Do not allow reentry into the area/location where the package is located.
• Follow the instructions you will receive from OU Police or other recognized authorities.

If a bomb threat is received over the telephone, take the following actions:
• Stay calm. Try to pay close attention to all details. They may be important.
• Take notes. Attempt to get the following information from the caller:
  - Who are you?
  - Why are you doing this?
  - What time is the bomb set to explode?
  - What does it look like?
  - Who else have you told?
  - What is your organization?
  - Where is the bomb placed?
- What type of bomb is it?
- Where are you calling from?
  • Have a co-worker or another person contact the OU Police Department at 911, using another phone.
  • Write information down as the caller says it and have the co-worker relay information to OU Police.
  • Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
  • Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

If you are told to evacuate:
  • Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
  • Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
  • Leave doors and windows open.
  • Do not turn on or off lights.
  • Only use the stairs; DO NOT USE ELEVATORS.
  • Move well away from the building to your departmental Emergency Assembly Area and wait for further instructions from OU Police or other recognized authorities.

See General Building Evacuation for our departmental emergency assembly area.

VII. UTILITIES FAILURE–GAS LEAK–PERSONS STRANDED IN ELEVATOR

Power Outage:
  • Notify Facilities Management at 325-3060.
  • After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2775 Monitor Avenue.
  • If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS. Seek out persons who need assistance in the evacuation.

Flooding or Steam Line Failure:
  • If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
  • Notify Facilities Management of the problem (325-3060) and the specific location.
  • As necessary, evacuate the area or building. See the General Building Evacuation section of this document.
  • In the event of a failure of a steam line, evacuate the area by taking exits that avoid the steam leak. Report the problem to Facilities Management at 325-3060.

Gas Leak:
  • Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
  • Do not switch lights on or off. Do not take time to open windows or close doors.
  • Leave the area to report the gas leak. Call OU Police (911) by using a cellular phone or one of the Blue Emergency Phones after evacuating.
• Do not re-enter the building until cleared to do so by OU Police or other proper authorities.

People Trapped in an Elevator:
• If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 325-1717 if a mobile phone is available in the elevator.
• If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.

VIII. EARTHQUAKE-EXPLOSION-SEVERE BUILDING DAMAGE

In the event of an earthquake or explosion, take the following actions:
• If you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
• Move away from fire and smoke.
• Once outside, move at least 300 feet away from the affected building. Proceed to the Emergency Assembly Area for our group, if safe to do so. Check with your supervisor to determine your assembly area location if you do not already know it.
• Check for injuries and give or seek first aid.
• Be alert for safety hazards (fires, electrical, gas leaks, etc.)
• Do not use telephones or use roadways unless absolutely necessary.
• Be prepared for aftershocks.
• Cooperate with emergency response personnel, keep informed, and remain calm.

If indoors:
• Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
• If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
• In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
• Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
• After the effects have subsided, evacuate the immediate area and call OU Police (911).
• Seek and assist injured and disabled persons in evacuating the building.
• Do not light matches and do not turn lights on or off.
• Exit via the stairway.
• DO NOT USE ELEVATORS.
• Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other properly identified emergency personnel. Do not re-enter the building until instructed to do so.

XI. Department Contact List
A laminated copy of the Emergency Contacts List for each Department, unit, or center is located in each department/center/ or unit’s Emergency Kits. These lists include names of all faculty and staff members for each department/center/area and pertinent phone numbers; emergency contact name and phone numbers as well as cell phone numbers for the respective areas.

Appendices

Appendix A for Cate Center 4 Units

UNIVERSITY OF OKLAHOMA – NORMAN CAMPUS
FY 11 EMERGENCY RESPONSE PLAN
For Zarrow Center and Hardman Center
338 Cate Center Drive
325-8951

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I. PLAN PURPOSE
This plan establishes the emergency response within the Zarrow Center for Learning Enrichment and Hardman Center, each located at 338 Cate Center Drive/Cate4 building. This plan recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand. This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated or sheltered and accounted for with reasonable accuracy. This general action plan applies to all employees of the Zarrow Center for Learning Enrichment and Hardman Center. This plan also establishes seamless migration with the University of Oklahoma Emergency Response Plan. The University’s Emergency Response Plan is located at the following link: www.ou.edu/admin_and_finance.html.

II. GENERAL EMERGENCY INFORMATION
Prior planning is essential. The time to become familiar with emergency procedures is before an emergency.

If there is an emergency, Deans, department heads, and supervisors have the responsibility to give instructions to students, faculty, staff, and visitors, to close doors, and to provide other required safety and first aid measures unless otherwise directed by OU Police or other properly identified emergency personnel.

When making an emergency telephone call dial 911. It is NOT necessary to dial an 8 before the number because you will automatically be transferred to the OU Police Department. However, if you do dial an 8 before 911, your call will be transferred automatically to the City of Norman Police Department.

Before an emergency occurs, know the locations of at least TWO emergency exits from your office AND from your building, the location of the fire extinguisher (on floor by Sager House fire door/336 Cate4) and the fire alarm pulls (inside Sanger House door/338 Cate4 and inside Sager House door/336 Cate4).

For building lockdown emergencies, all Zarrow and Hardman Center employees will gather in the hallway, pulling close all internal office doors and both hallway fire doors. For building evacuation emergencies, all Zarrow and Hardman Center employees will gather at the stop sign south of the volleyball court at the intersection of First and Maple streets.
**Emergency Evacuation of Persons with Limited Mobility/Special Needs**

As the Zarrow Center is a special education advocacy center, faculty, staff, students and guests may have limited mobility and special needs that makes pre-planning essential for a safe evacuation.

If you are a person who has special needs know your limitations and consider what you would do in an emergency. If you need to evacuate, help yourself and your rescuers by providing them with the information they need about the best ways they can assist you, since people may not be aware of your circumstances or how to help. Consider having a primary person to assist, but have a back-up person just in case the primary person may not be available in an emergency. Advocate for your own safety.

If you are offering assistance to others with visual impairments, hearing impairments, ambulatory and non-ambulatory needs:

Visual impairments: In an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your arm and escort them out. This is the preferred method when acting as a “sighted guide.”

Hearing impairment: Write a note, telling what the emergency is and the nearest evacuation route. For example: “Fire—go out front door of building NOW!” Also, you can turn the light switch off and on to gain the person’s attention and then use gestures to show what to do.

Ambulatory persons use crutches, canes or walkers. Carrying options include a two-person locked arm position or having the person sit in a sturdy chair, preferably with arms and wheels and rolling them to safety. If time permits call OU Police Department at 325-1911 or 911 for assistance.

Non-ambulatory persons use a wheelchair or a reclining assistance chair. There are many considerations when moving someone in a wheelchair. For example, wheelchairs have moveable parts and some are not designed to withstand the stress of lifting a person. You may have to remove the chair batteries. Life support equipment may also be attached. Because lifting a person with minimal ability to move may be dangerous to them, pre-planning and rehearsing for individual needs is best. A designated co-worker to give primary assistance will be identified in the Zarrow Center as well as a secondary assistance giver for each and any non-ambulatory employee.

**III. BUILDING EVACUATION EMERGENCIES**

**Fire**

The 338 Cate Center/Cate4 building is equipped with smoke detectors connected to the building’s fire alarm system. The fire alarm system reports to OUPD and is monitored 24/7 by OUPD.
Before a fire emergency occurs, know the locations of at least TWO emergency exits from your office AND from your building, the location of the fire extinguisher (on floor by Sager House fire door) and the fire alarm pulls (inside Sanger House door and inside Sager House door).

Should you discover smoke or fire, dial 911, pull the fire alarm (inside Sanger House entry door) and notify other persons on your way out of the building. Immediately leave the building by means of the nearest available exit. All Zarrow Center employees should immediately leave the 338 Cate Center/Cate4 building and walk to the stop sign south of the volleyball court where a head count will be conducted to ascertain that everyone is accounted for.

Do not re-enter the building until instructed to do so by properly identified emergency personnel.

**Bomb Threat**

If a bomb threat is received over the telephone, take the following actions:

Stay calm. Try to pay close attention to all details. Take notes. They may be important.

Attempt to get the following information from the caller:

- Who are you?
- Why are you doing this?
- What time is the bomb set to explode?
- What does it look like?
- Who else have you told?
- What is your organization?
- Where is the bomb placed?
- What type of bomb is it?
- Where are you calling from?

Have a co-worker or another person using another phone contact the OU Police Department at 911, and have that person notify the Zarrow Center Director’s office. Write information down as the caller says it and have the co-worker relay information to OU Police.

All Zarrow and Hardman Center employees should immediately leave the 338 Cate Center/Cate4 building and move to the stop sign south of the volleyball court at the intersection of First and Maple streets where a head count will be conducted to ascertain that everyone is accounted for.

Do not re-enter the building until instructed to do so by properly identified emergency personnel.

**IV. BUILDING EMERGENCIES**

**Tornado**

The National Weather Service (NWS) broadcasts continuous weather status and forecast information on a special frequency of 162.400 MHZ from the Norman office; this
information is updated hourly. In addition, the NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. The Zarrow and Hardman Center’s special radio receiver is located in Room 190, 338 Cate Center Drive/Cate4 building on the file cabinet next to the mail bag near the front office door.

In the event of an imminent danger notice from the NWS, all Zarrow and Hardman Center employees should immediately seek shelter in the office hallway closing all internal office doors and the two fire doors, where a head count will be conducted to ascertain that everyone is accounted for. All Zarrow and Hardman Center employees should stay in this location until an all-clear signal is given.

**Tornado Sirens.** The City of Norman maintains a citywide outdoor warning siren network that provides coverage for the Norman campus and is used to signal imminent danger from tornados. It is a familiar sound, as it is tested every Saturday at noon, including cloudy and rainy Saturdays, unless there is a threat of severe weather in the area or when temperatures are substantially below freezing. A steady siren for three to five minutes means imminent danger. Take shelter immediately in the nearest suitable protective area. An “all clear” signal will NOT be given via the siren system. It is urged that reliance be placed on the broadcast media for this and other status and forecast information.

**Lightning Safety.** All thunderstorms produce lightning that can strike as far as 10 miles away from any rainfall. If you hear thunder and/or see lightning and an approaching thunderstorm, seek a sturdy building. If you are in water, get out of the water and don’t stand in puddles. Avoid sheds, picnic shelters, baseball dugouts and bleachers. If you cannot get to a shelter, avoid trees. Avoid metal such as metal backpacks, fences, exposed sheds and electrically conducive elevated objects. Do not hold on to metal objects such as golf clubs, baseball bats or tools. If no sturdy building is nearby get in a hardtop vehicle with the windows closed as the steel frame of the vehicle provides some protection if you are not touching metal. If someone is struck by lightning call 911 immediately and get medical attention as soon as possible. People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock. Give first aid: if the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, address any other injuries until help arrives.

**ARMED SUBJECTS**

If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact OUPD at 325-1911 or 911 with the location and briefly describe the incident.

**Armed Subject Outside the Building.** If the armed subject is outside the building: immediately contact OUPD at 325-1911 or 911 and give your location; turn off all the office lights, close all internal doors and all internal hallway fire doors and move into the hallway as all Zarrow Center offices have large picture windows. Remain in the hallway until the “all clear” instruction is given by an authorized known voice. NOTE: Unknown
or unfamiliar voices may be misleading and designed to give false assurances. Thus, use caution if you do not recognize the voice giving instructions.

**Armed Subject Inside the Building.** If the armed subject is inside the building: immediately contact OUPD at 325-1911 or 911 with your location; if possible, flee the area safely and avoid danger. Move quickly and quietly to the nearest building exit. Be alert for instructions from authorities as soon as you exit. Move completely away from the building as you listen continually for sounds of a threat and move away from it.

If flight is impossible, lock all the doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects. Remain out of any line of sight from the doorway and do not stay directly in front or behind the door. Get down on the floor or under a desk and remain silent. If practical/feasible get students on the floor and out of the line of fire. Wait for “all clear” instruction by an authorized known voice.

If the armed subject comes into your office or class there is no one procedure authorities can recommend in this situation. However the following are suggested guidelines: attempt to notify other staff and students call OUPD at 325-1911 or 911 with the location and if that seems practical. Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual. Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances. Remember, there may be more than one active armed subject. If safe to do so, wait for the “all clear: instruction is given by an authorized known voice. NOTE: in case you must flee, do NOT go to the stop sign south of the volleyball court, get as far away from the shooting scene as possible and contact authorities.

**V. BUILDING COLLAPSE EMERGENCIES**

**Earthquake/Explosions/Severe Building Damage**

In earthquake, explosions and/or severe building damage events, take the following actions:

If outdoors: stay outside, move away from buildings, fire and smoke, trees, electrical poles and wires and signs. Protect your head with your arms from falling bricks, glass, plaster and other debris. All Zarrow and Hardman Center employees should immediately leave the move to the stop sign south of the volleyball court at the intersection of First and Maple streets where a head count will be conducted to ascertain that everyone is accounted for. Check for injuries and give or seek first aid. Continue to be alert for safety hazards (fires, electrical, gas leaks, collapsing walls or buildings). In the case of earthquakes, be prepared for aftershocks. Cooperate with emergency response personnel, keep informed and remain calm.

If indoors: immediately take cover under tables, desks or other such objects for protections against flying glass and debris. If you are not near a sturdy object, either brace yourself in a doorway or make yourself as small as possible and cover your head and
neck. Move away from tall and/or heavy objects such as overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter. Do not light matches and DO NOT turn the lights on or off.

If you have time and/or opportunity to flee: exit via a stairway and DO NOT USE ELEVATORS. Once outside keep roadways and walkways clear for emergency vehicles. Wait for OUPD instructions or other properly identified emergency personnel. NOTE: DO NOT RE-ENTER THE BUILDING until instructed to do so.

VI. OFFICE EMERGENCIES
Office emergencies include encountering a suspicious package, a variety of utility failures, injury reporting of student, employees or visitors and a disruptive individual.

Suspicious Package
If you find or a suspicious package, letter, box or container on campus: Do not handle the package. Move away from the suspicious item if you feel threatened and call OU Police Department at 325-1911 or 911 with the item location and a brief description.
If you have opened a suspicious package or letter: Leave the package or envelope in place and move away slowly. Leave the room slowly notifying others to leave the room also, closing doors behind as you go. Do not operate any power switches. Do NOT activate the fire alarm. Move to a safe area (like the Blue Emergency Phones) and then call the OU Police Department at 325-1911 or 911 with the item location and a brief description. Do not allow reentry into the area/location where the package is located. Follow the instructions you will receive from OU Police or other recognized authorities.
If you are told to evacuate: Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items. Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period. Leave doors open. Do not turn on or off lights. Only use the stairs; DO NOT USE ELEVATORS. Move well away from the building to your departmental Emergency Assembly Area and wait for further instructions from OU Police or other recognized authorities.

Utilities Failure
Utility failures include power outage, flooding or steam line failure, gas leak and people stranded in elevators.

Power Outage: Notify the OU Facilities Management at 325-3060 of the outage. Telephones are answered 24 hours a day. After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2720 Monitor Avenue. If building evacuation is necessary, use the stairways. DO NOT USE ELEVATORS. Seek out persons who need assistance in the evacuation.

Flooding or Steam Line Failure: If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices and notify the OU Physical Plant at 325-3060
and give the specific location. As necessary, evacuate the area or the building by taking exits that avoid the flooding or the steam leak.

**Gas Leak:** Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave. Do not switch lights off or on and do not take time to close the doors. Leave the area and then using a cell phone or one of the Blue Emergency Phones report the gas leak to OU Police Department at 325-1911 or 911. Do not re-enter the building until instructed to do so.

**Persons Stranded in Elevators:** If you are trapped in an elevator use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 325-1717 if a mobile phone is available in the elevator. If you discover a trapped person or persons in the elevator, talk to them and try to keep them calm until an officer or other personnel arrives.

**Injury Reporting**

Injury reporting of slips, trips and falls is coordinated by the OU Risk Management office.

**Slips, Trips and Falls.** Spilled liquids, wet floors and stairways are major causes of slips, trips and falls. If you spill something, please clean it up immediately. If you discover a spill, wet floor or any other trip and fall hazards (e.g., malfunctioning elevators, holes in the sidewalk, loose carpet, etc.), and need assistance, please contact the OU Facilities Management at 325-3060 and report the hazard.

**Responding to Emergency Injuries to Students, Visitors or Employees.** If any situation appears to be a medical emergency, contact OU Police Department at 325-1911 or 911 to get help immediately.

**Responding to Student and Visitors injuries.** If any visitor or student is injured, or if you see a visitor or student who is injured, immediately report the incident to your supervisor. The OU employee reporting the incident must fill out the Standard Liability Incident Report: and the “Scope of Employment” form. The reporting employee will not take any documents, estimates, or other paperwork from the claimant. The claimant must contact the State of Oklahoma Risk Management Division in Oklahoma City at 405/521-4999. The reporting employee will not suggest, recommend or insist the claimant go to a doctor, call an ambulance, or suggest the State will pay for it.

**Responding to an Employee Injury.** In the event of an accident involving injury or illness suffered on-the-job by any OU employee, the following procedures must be followed: 1) if life threatening, seek emergency medical treatment, and 2) notify your supervisor immediately and arrange to obtain a “Workers Compensation Referral” form before seeking medical treatment, if possible. The supervisor is responsible for recording and investigating the details of the incident.
**Disruptive Individuals**

A disruptive individual is a person who makes threats of physical harm to you, others or themselves. A disruptive individual may appear to be intoxicated or under the influence of a controlled substance or is behaving in a bizarre manner or exhibits unstable behavior patterns.

Action: If you observe a disruptive individual contact OU Police Department at 325-1911 or 911 and give your name and campus location with a brief explanation of the situation. If possible, take note of the individual’s age, personal appearance, clothing, vehicle or any other information that would help identify the individual. If the individual is in your office, leave the office and notify the Zarrow Center Director’s office of the incident.

**Emergency Contact List**

The Zarrow Center Director, Administrative Assistant and the Staff Assistant have each Zarrow Center employee’s cell phone numbers on their respective cell phones for emergency notification purposes.

**Norman Campus Emergency Telephone Numbers:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>OU POLICE DEPARTMENT Non-Emergency Administration</td>
<td>325-2864</td>
</tr>
<tr>
<td>Weather Information</td>
<td>360-5928</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>TDD only</td>
<td>325-1911</td>
</tr>
<tr>
<td>OFFICE OF COMPLIANCE - Chemical, Biological Spills, Airborne Contaminants, etc.</td>
<td>325-5147</td>
</tr>
<tr>
<td>Radiation Spills</td>
<td>325-0820</td>
</tr>
<tr>
<td>Compliance Office</td>
<td>271-2511</td>
</tr>
<tr>
<td>After Hours - Emergency Service Only</td>
<td>911</td>
</tr>
</tbody>
</table>

**DEPARTMENT OF RISK MANAGEMENT** - University Fire Marshal (Fire Ext, Training, Evac Plans, Admin) 325-2983

| Reporting Workers’ Compensation or Third-Party Injuries | 325-0866 |
| Risk Management Non-Emergency/Administration          | 325-2981 |
| Fire Emergency                                        | 911      |
| After Hours - Emergency Service Only                  | 911      |

**Facilities Management** - 24-HOUR SERVICE for Academic Buildings (non-housing)

| 325-3060 |
| Housing  | 325-4421 |

OKLAHOMA POISON CONTROL CENTER (Statewide 24-Hour Service). 1-800-222-1222.
Also look for one of the Blue Emergency Phones on campus to make an emergency call. WHEN CALLING: 1. Get to a safe location. 2. Give your name, phone number, building name and room number, and other specific location. 3. Describe the condition clearly and accurately. 4. DON’T HANG UP! Let the other person end the conversation since other information may be needed.

For questions/problems regarding TDDs on campus, contact: Disability Services at 325-3852 (voice) or 325-4173 (TDD).

Appendix B - Emergency Plan for Institute of Child Development, Cross Center

Fire
In the event of fire or smoke, the nearest adult should call 911 and report our address as 108 Fourth Street, the markers are Fourth Street and Jenkins.

The daily attendance forms and the emergency contact list notebook (“Emergency Bag”) must be picked up by the lead teacher and then all people in the facility must evacuate immediately. An appointed teacher will check all areas of the classroom (including bathrooms and kitchen).

Evacuation should proceed through the west door, through the glass doors and to Fourth Street. Turn left along the sidewalk. Continue walking west to the cross walk.

[2nd Alternate route – use east glass double doors]
[3rd Alternate route – out playground door, walk west, out gate, walk west to open area up to cross walk at NW corner crosswalk]

The lead teacher will take attendance.

Stay in this area until a fire department official permits entrance back to the building or wait for further instructions.

In the event that returning to the building would be unsafe, staff and children will walk north to the Huffman Center.

Revised 4-10-13

Earthquake
In the event of an earthquake:

The daily attendance forms and the emergency contact list notebook (“Emergency Bag”) must be picked up by the lead teacher and then all people in the facility must evacuate immediately.

Evacuation should proceed through the west door, through the glass doors and to Fourth Street. Turn left along the sidewalk. Continue walking west to the cross walk. Cross to
the field east of the parking area and south of the Huffman Center. Move as quickly as possible to an open space that is at least 300 feet from any buildings.

In the event that the west doors are blocked, use east glass doors.

In the event that both west and east doors would be unsafe for exit, exit through the playground door, walk west through the playground and out the gate turn right (west) and move to open area at least 300 feet from buildings.

The lead teacher will take roll.

Revised 4-10-13

**TORNADO**

In the event of severe weather:
The emergency radio should be turned on. Lead teachers and other staff/students may use cell phones to check for severe weather emergency warnings/information. Listen/check for tornado warnings.

Gather the children, staff and students in the cubbie area (east end).

The lead teacher will pick-up the daily attendance sheet and emergency contact list notebook (“Emergency Bag”) and weather radio, everyone should proceed through the classroom and kitchen the kitchen, to the hall area between the gross motor area and the kitchen (where staff bathroom is located).

[Alternate route – through east (parent) lobby]

Position all children and staff against the wall (with their heads down and backs to the hallway). Wait there until an official gives the all clear to return to the classroom.

Revised 4-10-2013

Appendix C – Emergency Plan for K20 Center – 2 Partners Place

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I. Plan Purpose
II. Tornados
III. Fire
IV. Armed Subjects
V. Suspicious Package – Bomb Threat

VI. Utilities Failure – Gas Leak – Persons Stranded in Elevators
VII. Earthquake – Explosions – Severe Building Damage
VIII. Department Contact List

I. PLAN PURPOSE
This plan establishes a foundation for emergency response within K20 Center for Educational and Community Renewal and recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated or sheltered and accounted for with reasonable accuracy.

This general action plan applies to all employees of the K20 Center for Educational and Community Renewal. This plan establishes seamless migration with the University of Oklahoma Emergency Response Plan. The University’s Emergency Response Plan is located at: www.ou.edu/admin_and_finance.html.

II. TORNADOS

The National Weather Service (NWS) broadcasts continuous weather status and forecast information on a special frequency of 162.400 MHZ from the Norman office; this information is updated hourly. In addition, the NWS will broadcast special alert tones and messages for tornado warnings, flash flood warning, and similar impending weather emergencies. The K20 Center special radio receiver is located in the reception area at the front desk of Suite 200, Two Partners Place.

In the event of an imminent danger from the NWS, all K20 Center employees should immediately seek shelter in the first floor restrooms of Two Partners Place where a head count will be conducted to ascertain that everyone is accounted for. Alternate locations are the mail room next to the restrooms on the first floor and Room 123 located in the CASR suite of offices at Two Partners Place. All K20 Center employees should stay in this location until an all-clear signal is given.

Tornado Sirens

The City of Norman maintains a citywide outdoor warning siren network that provides coverage for the Norman campus and is used to signal imminent danger from tornados. It is a familiar sound, as it is tested every Saturday at noon, including cloudy and rainy Saturdays, unless there is a threat of severe weather in the area or when temperatures are substantially below freezing.

A steady siren for three to five minutes means imminent danger. Take shelter immediately in the nearest suitable protective area. An “all clear” signal will not be given via the siren system. It is urged that reliance be placed on the broadcast media for this and other status and forecast information.

III. FIRE

The Two Partners Place building is equipped with smoke detectors connected to the building’s fire alarm system. The fire alarm system reports to OUPD and is monitored
24/7 at OUPD. In the event the fire alarm system is activated all K20 Center employees should immediately leave the Two Partners Place building and walk to the southwest corner of the Two Partners Place parking lot where a head count will be conducted to ascertain that everyone is accounted for. Should you discover smoke or fire or hear the fire alarm, dial 911, pull the fire alarm and notify other persons on your way out of the building. Immediately leave the building by means of the nearest available exit. When leaving the building, get well clear of the entire area. Proceed to the southwest corner of the Two Partners Place parking lot. Do not re-enter the building until instructed to do so by properly identified emergency personnel.

IV. ARMED SUBJECTS

If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact OUPD at 325-1911 or 911.

If the armed subject is outside the building:

- Turn off all the lights and close and lock all windows and doors. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- If safe to do so, move to a core area of the building and remain there until an “all-clear” instruction is given by an authorized known voice.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances. Therefore, use caution if you do not recognize the voice giving instructions.
- Remain out of view from any windows and away from potential flying glass.

If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so. Move quickly and quietly to the nearest building exit.
- Be alert for instructions from authorities as soon as you exit. Move completely away from the building.
- Listen continually for sounds of a threat and move away from it.
- Contact OUPD at 325-1911 or 911 with your location, if possible.
- If flight is impossible, lock all the doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- Remain out of any line of sight from the doorway and do not stay directly in front of the door.
- Get down on the floor or under a desk and remain silent.
- If practical/feasible, get students on the floor and out of the line of fire.
- If safe to do so, wait for the “all clear” instruction.

If the armed subject comes into your office:

- There is no one procedure the authorities can recommend in this situation. The following are suggested guidelines.
• Attempt to get the word out to other staff, if possible, and call OUPD at 325-1911 or 911 if that seems practical.
• Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
• Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
• Remember, there may be more than one active armed subject.
• If safe to do so, wait for the “all clear” instruction.
• In case you must flee, do not go to the normal gather site for your building. Get as far away from the shooting scene as possible and contact authorities.

V. SUSPICIOUS PACKAGE – BOMB THREAT

If you find or open a suspicious package, letter, box or container:
• Do not handle the package. Move away if you feel threatened and call OU Police Department at 911.
• If you have opened a suspicious package or letter:
  - Leave the package or envelope in place and move away slowly.
  - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
• Do not operate any power switches.
• Do not activate the fire alarm.
• Move to a safe area (like the Blue Emergency Phones) and call the OU Police Department.
• Do not allow reentry into the area/location where the package is located.
• Follow the instructions you will receive from OU Police or other recognized authorities.

If a bomb threat is received over the telephone, take the following actions:
• Stay calm. Try to pay close attention to all details. They may be important.
• Take notes. Attempt to get the following information from the caller:
  - Who are you?
  - Why are you doing this?
  - What time is the bomb set to explode?
  - What does it look like?
  - Who else have you told?
  - What is your organization?
  - Where is the bomb placed?
  - What type of bomb is it?
  - Where are you calling from?
• Have a co-worker or another person contact the OU Police Department at 911, using another phone.
• Write information down as the caller says it and have the co-worker relay information to OU Police.
• Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
• Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

If you are told to evacuate:
• Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
• Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
• Leave doors and windows open.
• Do not turn on or off lights.
• Only use the stairs; DO NOT USE ELEVATORS.
• Move well away from the building to your departmental Emergency Assembly Area and wait for further instructions from OU Police or other recognized authorities. See General Building Evacuation for our departmental emergency assembly area.

VI. UTILITIES FAILURE–GAS LEAK–PERSONS STRANDED IN ELEVATOR

Power Outage:
• Notify Facilities Management at 325-3060.
• After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2775 Monitor Avenue.
• If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS. Seek out persons who need assistance in the evacuation.

Flooding or Steam Line Failure:
• If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
• Notify Facilities Management of the problem (325-3060) and the specific location.
• As necessary, evacuate the area or building. See the General Building Evacuation section of this document.
• In the event of a failure of a steam line, evacuate the area by taking exits that avoid the steam leak. Report the problem to Facilities Management at 325-3060.

Gas Leak:
• Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
• Do not switch lights on or off. Do not take time to open windows or close doors.
• Leave the area to report the gas leak. Call OU Police (911) by using a cellular phone or one of the Blue Emergency Phones after evacuating.
• Do not re-enter the building until cleared to do so by OU Police or other proper authorities.

People Trapped in an Elevator:
• If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 325-1717 if a mobile phone is available in the elevator.
• If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.

VII. EARTHQUAKE-EXPLOSION-SEVERE BUILDING DAMAGE

In the event of an earthquake or explosion, take the following actions:
• If you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
• Move away from fire and smoke.
• Once outside, move at least 300 feet away from the affected building. Proceed to the Emergency Assembly Area for our group, if safe to do so. Check with your supervisor to determine your assembly area location if you do not already know it.
• Check for injuries and give or seek first aid.
• Be alert for safety hazards (fires, electrical, gas leaks, etc.)
• Do not use telephones or use roadways unless absolutely necessary.
• Be prepared for aftershocks.
• Cooperate with emergency response personnel, keep informed, and remain calm.

If indoors:
• Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
• If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
• In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
• Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
• After the effects have subsided, evacuate the immediate area and call OU Police (911).
• Seek and assist injured and disabled persons in evacuating the building.
• Do not light matches and do not turn lights on or off.
• Exit via the stairway.
• DO NOT USE ELEVATORS.
• Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other properly identified emergency personnel. Do not re-enter the building until instructed to do so.
### VIII. CONTACT LIST

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>OFFICE</th>
<th>CELL</th>
<th>HOME</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg Garn</td>
<td>2PP</td>
<td>325-7208</td>
<td>812-1658</td>
<td>294-0188</td>
<td>325-5009</td>
</tr>
<tr>
<td>Jean Cate</td>
<td>2PP</td>
<td>325-0547</td>
<td>824-6807</td>
<td>364-2650</td>
<td>325-5009</td>
</tr>
<tr>
<td>Gayle Sublett</td>
<td>2PP</td>
<td>325-2228</td>
<td>570-7077</td>
<td>307-0774</td>
<td>325-5009</td>
</tr>
<tr>
<td>Cerry Leffler</td>
<td>2PP</td>
<td>325-5906</td>
<td>365-6676</td>
<td>329-8852</td>
<td>325-7592</td>
</tr>
</tbody>
</table>
Jeannine Rainbolt College of Education Technology Policy
The objective of this policy is to define standards of conduct when employing the use of information technologies available through the Jeannine Rainbolt College of Education. These technologies include, but are not limited to, computers, computer files, software as well as electronic mail, voice mail, Internet and Intranet.

Computer Usage Policy Details
Employees should not assume that any computer equipment or technologies, such as electronic mail and data are confidential or private. The College (or its designated representatives) maintains the right and ability to enter these computer systems to access and review any information.

This policy applies to all College of Education employees, contractors, vendors and agents with College owned or personally owned computers or workstations used to connect to the College of Education network.

Violators are subject to disciplinary action including, but not limited to, those outlined in the Student Code, Staff Handbook, Faculty Handbook and applicable laws.

Individuals using computer systems and networks owned by the University do so subject to applicable laws and University policies. The College assumes no liability for loss or damage to materials or data. The College disclaims any responsibility and/or warranties for information and materials residing on non-University systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the University, its faculty, staff, or students.

If you are unsure as to an item’s appropriateness, consult the College’s Information Technology department and/or the Dean’s office.

Security
To protect the information contained on the College’s network there have been a number or security measures implemented. Each user is issued an account and password. This password will grant the user access to information based on their job requirements and security level.

If you believe another user knows your password, you should change it immediately. If you require assistance please contact your supervisor or the Information Technology Department.

Your password may not be given to anyone, with the following exceptions:

- It may be necessary to share a password to achieve the mission of the institution during emergencies. In this case, the password should be changed as soon as practically possible, following the resolution of the emergency.

- If it is necessary in order to get help with a problem or to facilitate correction of a system malfunction to provide access to computers systems or networks through sharing of your account and password with technical personnel, the password should be changed immediately following correction of the problem.
Fraudulent Use or Behavior

Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system, or network, and/or damage or alter the software components of a computer, computing system or network.

Under no circumstances is an employee of the College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the College-owned resources. An employee that suspects or is aware of such activity is required to notify their department head and the Dean’s office immediately.

Network security is a very serious issue. Tampering with data or attempting to circumvent the flow of data is strictly prohibited.

If a user creates any liability on behalf of the College due to inappropriate use of the network, the employee agrees to indemnify and hold the College harmless, should it be necessary for the College to defend itself against such actions engaged in by the user.

The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use. An employee aware of any activity or activity by another employee that violates this policy is required to notify their department head and the Information Technology department immediately.

THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED, WITH NO EXCEPTIONS:

System and Network Activities

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the College of Education.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the College of Education or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
• Using a College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
• Making fraudulent offers of products, items, or services originating from any College account.
• Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information.
• Port scanning or security scanning is expressly prohibited unless authorized by the Information Technology Department.
• Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
• Circumventing user authentication or security of any host, network or account.
• Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
• Using a system other than those provided by the College to store files.

**Discouraged Practices**

Allowing a family member to use your College-owned computer is discouraged. If you choose to allow this you will waive all free technology services for that specific computer.

**General uses and actions that are also prohibited.**

• Adding, removing, or modifying identifying network header information (aka "spoofing").
• Attempting to impersonate any person by using forged headers or other identifying information.
• Using any type of Anonymizer or any other means to mask, hide or modify your identity or activities electronically.
• Facilitating use or access by non-authorized users, including sharing your password or other login information with anyone.
• Obtaining and/or using another user's passwords without their knowledge and consent.
• Attempting to gain access to files and resources to which you have not been granted permission.
• Trying to "crash", or unnecessarily retard, the network or computing systems.
• Making copies of another user's files without their knowledge and consent.
• Printing or plotting posters and banners under another user's account.
- Stealing, vandalizing or obstructing the use of computing equipment, facilities, or documentation.

**Software and Hardware**

**Software Piracy**

The illegal use of software is prohibited. Most pirating is a result of installing software on a computer without the legal right to do so. In order to use a computer program the organization must purchase the program from a reputable source and possess the license and software to use the program. The posting or uploading of copyrighted material without the permission of the owner of such material is also prohibited.

It is illegal to copy software or use software without meeting the above mentioned criteria and legal action may be taken against those not abiding by the law. If you would like more information or a copy of the law, contact the Information Technology Department.

**Installing and/or downloading Software**

You may not install or download software onto the computer or onto the network without the permission of the Information Technology Department, unless it is listed under the approved software section. Permission must be obtained prior to beginning the process of downloading software. If you require software not owned by the College of Education, you may arrange to purchase it provided the software is required to perform work related tasks and approved by the Information Technology Department. Software includes but is not limited to scripts and commands.

**Installing computer related hardware**

You may not install hardware without permission of the Information Technology Department. Devices such as wireless access points, storage devices and network hardware may present a security risk or impede operations.

**Viruses**

The threat of a virus infection can arise from downloading files from the Internet, loading data into your computer from a diskette, or running an e-mail attachment. If you question the authenticity of data, you may have the Information Technology Department scan it for viruses. Please note that your computer is not immune from a computer virus so we encourage you to take caution when downloading information.

**Privately Owned Computers**

You may use your personally owned computer on the network. You will be responsible for maintaining the computer (i.e. updates, patches, antivirus software, etc.) If at any point your computer becomes infected or found to be out of date we will remove it from the network. You may be required to pay a fine to reinstate your network access. Network access will be reinstated only after your computer issues have been resolved and verified by an Information Technology staff member.

As stated above you are solely responsible for maintaining your personally owned
computer. Information Technology staff are not allowed to work on your personally owned computer at any time, with one exception, which is to verify that the computer is safe to put on the network.

APPENDIX K

PROCEDURES TO ADDRESS STUDENT DEATHS

From an August 13, 2012 memo from President Boren to the Executive Officers and Deans:

“The purpose of this memo is to remind you of the procedure that each academic department and College should follow upon notification of a student death.

1. Notify the office of the University Vice President for Student Affairs and Dean of Students immediately at 325-3161. Please call either Clarke Stroud, Vice President for Student Affairs and Dean of Students or Susan Sasso, Associate Vice President for Student Affairs and Associate Dean of Students. Either Clarke or Susan will be able to assist you. It will be most helpful if you are able to provide any of the following information:
   - Student’s full name
   - Student’s OU ID number
   - Student’s local address, if known
   - How you learned of the death
   - Cause of death, if known
   - Parents’, spouse’s or next-of-kin’s name(s) and phone number

If you speak with the family, please also provide them with Student Affairs’ contact information.

2. From that point on, Student Affairs will handle the other activities that must occur. So that you are able to respond to questions and understand the process, the following information explains those processes which Student Affairs will initiate:
   - Student Affairs will notify [President Boren’s] office
   - Student Affairs will notify the Vice President for Public Affairs. While most student deaths are not media events it is important that Public Affairs be aware of the situation so that they may respond to any request for information from the media.
   - Student Affairs will notify the Bursar’s Office. The Bursar’s Office will stop any communication to the student’s address of record or email address related to outstanding balances. At a time when the family is grieving, the last type of communication we want them receiving from the University is a bill.
   - Student Affairs will work with the Bursar’s Office and Financial Aid to determine what, if any, financial aid the student may have had and what needs to be done to address the requirements of that aid in the event of death.
- Student Affairs will work with the Bursar’s Office to notify Information Technology to turn off the student’s email account.
- If possible, Student Affairs will assist the family with local accommodations, meals, and arrangements to secure the student’s personal belongings.
- Student Affairs will forward any requests for consideration of a posthumous degree to the appropriate University officials.

Student Affairs’ involvement will of course not preclude the involvement of the College or department with the student’s family and/or services. It will be important for anyone who has had a connection to the student to offer their condolences and assistance.

Loss of one of our students is traumatic for any student, faculty member or staff person whose life was touched by that student, but for the family it is devastating. Student Affairs personnel have experience in working with families and while they, too, find it difficult, can call upon that experience to help best meet their needs. Again, this does not preclude the involvement of faculty or staff in your area who may have had a special relationship with that student or the family.”
Appendix L
Jeannine Rainbolt College of Education
ACADEMIC GRIEVANCE PROCEDURE

Student concerns or complaints about the instructional performance of faculty member, instructor, or teaching assistant will be addressed in the following manner.

Step 1: The student will attempt to address the situation with the faculty member, instructor, or teaching assistant. The department chair or relevant associate dean may be present during this meeting if requested by the student or the faculty member, instructor, or teaching assistant.

Step 2: If the situation is not satisfactorily addressed at step 1, the student will meet with the chair of the relevant academic department or the relevant associate dean.

Step 3: If these initial attempts to resolve the situation with the faculty member, instructor, or teaching assistant have failed, the student may file a formal grievance following the procedure described below.

Concerns or complaints about the instructional performance of faculty members, instructors, and teaching assistants will be heard by Committee A of the relevant academic department. Committee A is the elected faculty governance committee with general duties and responsibilities as defined in the OU Faculty Handbook, including provision of annual written evaluation to faculty members and other instructional staff.

Filing a Grievance
If the student wishes to file a grievance concerning the instructional performance of a faculty member, instructor, or teaching assistant the student will submit a written complaint to the chair of the relevant academic department or the relevant associate dean.

The written complaint must specify:
1. the action that is the basis of the complaint
2. the name of the individual responsible for the action
3. a statement of the relief desired

Complaints will be reviewed by Committee A and appropriate action will be taken. The student may be contacted by Committee A for additional information. Anonymous complaints will not be accepted, but Committee A will not reveal the identity of the student to the faculty member or instructor without the student’s consent.
Appendix M
Links to Various University Policies

Items linked in Appendix M may or may not have a direct correlation to personnel in the Jeannine Rainbolt College of Education, but the University Administration has indicated that access to these policies should be kept within the College Policy document.

1. Link to the Automated Defibrillator Policy (Office of Risk Management)
2. Minors on Campus guidelines from Provost’s Office website
3. Powerpoint presentation from Open Records Office dated 2-17-14