

OU Film and Media Studies
Program Handbook

Approved March 25, 2016

Last Updated December 5, 2017

This handbook is to be updated as needed by the director and staff of the OU Film and Media Studies Program. Its contents reflect their best understanding of OU policies and procedures. Please bring any questions regarding the handbook to the director for further clarification.

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Preamble:

The program and its members are subject to all regulations contained in [*The University of Oklahoma Faculty Handbook—Norman Campus*](#) and any subsequent revisions. Faculty members should be aware of these regulations, none of which are repeated in the *FMS Program Handbook*.

Provisions of the *FMS Program Handbook* may be amended by a simple majority of core and voting affiliate faculty members. One month shall intervene, however, between any proposal to amend and a vote on the amendment. Information that is not a matter of program policy may be updated by the director or staff as needed.

1. FMS Mission

Film and Media Studies (FMS) is an interdisciplinary program in the College of Arts and Sciences designed to ground students in film and media history, theory, criticism, and production. An interdisciplinary program, the FMS curriculum is built around core of Film and Media Studies courses such as “Introduction to Film and Media Studies” and “Media Theories and Methodologies” and a rich variety of electives within FMS and other units, including offerings in Anthropology, African and African American Studies, English, Communication, Native American Studies, Modern Languages, and Women’s and Gender Studies, as well as in the College of Journalism and Mass Communication and the College of Fine Arts. FMS students participate in internships in local and international media companies, produce independent work with the OU Student Film Production Club, and screen their films at the OU Redbud Film Festival and the Clermont-Ferrand International Short Film Festival, among others. As a major or minor, FMS prepares students for careers in film writing and production, new media distribution, education and other non-profit industries.

2. FMS Staff and Staff Responsibilities

- Jennifer DuBois, Administrative Assistant/FMS VIP
Old Science Hall Rm 304, 5-3020, jdubois@ou.edu
 - Reception
 - Key requests
 - Office supply orders
 - Textbook adoptions
 - Creation of FMS course schedule and submission to Classroom Management
 - Payroll and time entry
 - Copier assistance
 - Travel and individual reimbursements (Jen accepts faculty’s new TAP and FAP and keep records for reference.)
 - Coordination of special events and guest travel arrangements
 - Updates to information on FMS website, Facebook page, and D2L page
 - Maintain appearance of FMS office space, including bulletin boards, mailroom, and entryway table (organize and refill flyers, brochures, etc.)
- Debbie Rush, Account and Budget Representative

Old Science Hall Rm 316, 5-8051, drush@ou.edu

- Financial records
- Tracking faculty support funds
- Funding reimbursement requests (Debbie tracks TAP and FAP reimbursements from the College.)
- Expense transfers and budget revisions
- Accounting Contact for Native Crossroads and Clermont-Ferrand accounts
- Karl Schmidt, Digital Media Lab Manager
Old Science Hall Rm 322, 5-6639, karl.schmidt@ou.edu
 - Publish FMS Lab/Library hours prior to the start of each semester
 - FMS IT assistance
 - Orders for DVDs, Blu-Ray, & technology for faculty (cables, hard drives, etc.)
 - FMS website and social media maintenance and updates
 - FMS newsletter photographs and formatting
 - Composing press release and program brochures (with faculty)
 - Preparing flyers for FMS all FMS courses (by the first week of October for Spring and Summer courses and the first week of March for Fall courses)
 - FMS Lab & Media Library maintenance
 - Check-outs and check-ins for FMS equipment and media
 - Inventory for FMS Media Laboratory and Library
 - Training for students and faculty on use of lab equipment and editing software
 - Maintenance and repair of lab equipment
 - Production of digital clips for faculty
 - Technical support for Native Crossroads and Clermont-Ferrand Film Festival
 - Coordination of New Classroom A/V Technology
- Odette Horton, Academic Counselor
Old Science Hall Rm 320, 5-3020, ohorton@ou.edu
 - Advising FMS majors & minors to facilitate their progress toward graduation
 - Orientating transfer students new to FMS
 - Exploratory meetings with prospective students (and parents) to explain the FMS program
 - Representing FMS at Sooner Saturday and other prospective student outreach events
 - Orienting students to the FMS internship program and referring them to FMS faculty (with FMS Internship Coordinator)
 - Answering student and/or parent inquiries about the FMS program
 - Advising faculty on College and University procedures
 - Participating in the FMS Curriculum Committee to advise faculty on relevant policies and procedures
 - Updating D2L pseudo-course “FMS Resources” as needed
 - Maintaining the academic advising module in the D2L pseudo-course “FMS Resources”
 - Maintaining the D2L module for FMS Curriculum Committee

- Filing paperwork for course and curriculum for program modifications, new course requests, which includes assisting faculty in General Education requests

2a. Society for Cinema and Media Studies

The Society for Cinema and Media Studies is the leading scholarly organization in the world dedicated to promoting a broad understanding of film, television, and related media through research and teaching grounded in the contemporary humanities tradition. SCMS encourages excellence in scholarship and pedagogy and fosters critical inquiry into the global, national, and local circulation of cinema, television, and other related media. SCMS scholars situate these media in various contexts, including historical, theoretical, cultural, industrial, social, artistic, and psychological. SCMS seeks to further media study within higher education and the wider cultural sphere, and to serve as a resource for scholars, teachers, administrators, and the public. Founded in 1959, the Society established a home office at the University of Oklahoma in 1999. Membership grew rapidly as film, communication and media study became increasingly prominent in colleges and universities. In 2014, it added an Executive Director position, which joined the Administrative Coordinator, the Budget Representative, and the Program Assistant in the OU “home office.” Currently, the Budget Representative is a split position between SCMS (.8 FTE) and FMS (.2 FTE).

- Jill Simpson, Executive Director, SCMS
Old Science Hall Rm 324B, 5-4509, jillasimpson@ou.edu
- Molly Youngblood, Administrative Coordinator, SCMS
Old Science Hall Rm 304, 5-8063, myoungblood@ou.edu
- Bruce Brasell, Account and Budget Representative, SCMS
Old Science Hall Rm 304, 5-8075, bbrasell@ou.edu
- Margot Tievant, Program Assistant, SCMS
Old Science Hall Rm 304, 5-8075, margot.tievant@ou.edu

3. FMS Faculty

3a. Core Faculty

‘Core Faculty’ are renewable term, ranked renewable term, tenure-track, and tenured faculty whose appointments rest entirely or in part in the Film and Media Studies Program.

- Christopher Bingham, Renewable Term Lecturer
Old Science Hall Rm 241, 5-3020, cbingham@ou.edu
- Katrina Boyd, Ranked Renewable Term Assistant Professor
Old Science Hall Rm 321, 5-5569, kgboyd@ou.edu
- Misha Nedeljkovich, Professor
Old Science Hall Rm 301, 5-5525, mihajlo@ou.edu
- Joshua Nelson, Director and Associate Professor
Old Science Hall Rm 302, 5-9272, joshuabnelson@ou.edu
- Carolina Rueda, Assistant Professor

- Old Science Hall Rm 341, 5-3020, carolina1@ou.edu
- Victoria Sturtevant, Associate Dean for Academic Programs and Associate Professor
Ellison Hall Rm 305, 5-0321, vsturtevant@ou.edu
- Sunrise Tippeconnie, Visiting Filmmaker/Lecturer
Old Science Hall Rm 241, 5-3020, sunrise.tippeconnie@ou.edu
- Man-Fung Yip, Assistant Professor
Old Science Hall Rm 325, 5-3020, myip@ou.edu

3b. Affiliate Faculty

Affiliation in the Film and Media Studies Program is open to full-time and part-time continuous faculty at OU as well as instructors, visiting faculty, and those on temporary teaching appointments. Affiliates must have established a scholarly and/or teaching interest in film and media studies, submitted an FMS Affiliate Faculty Form, and been accepted as affiliate in a vote of the FMS faculty. All affiliate faculty as of January 1, 2000 are considered members in good standing in their respective categories under the new rules and are hereafter subject to the same guidelines for good standing outlined below.

- Affiliate faculty gain the right to vote in FMS faculty votes by attending two or more FMS faculty meetings in the previous two semesters or by serving on at least one program committee in the previous two semesters. Faculty meeting attendance and affiliate faculty voting privileges are recorded by the FMS administrative assistant. New affiliates will therefore have a probationary period of at least one semester as non-voting faculty.
- For affiliate faculty who have achieved voting status, these requirements will be waived in the event of a full-year leave. Voting affiliate faculty retain voting rights during—and for one year after—their year of leave.
- At the beginning of each new semester, the administrative assistant will draw up the list of full voting faculty members in good standing and the Director will distribute the roster to the faculty in writing within the first month of the semester. For a current list of FMS Affiliate faculty, contact the Administrative Assistant.
- For voting purposes, a quorum is defined as 51% or more of FMS faculty with voting status.

3c. Application Process for Affiliate Faculty

Faculty applying for affiliation with FMS should send their requests to the Director. Faculty applying for affiliation are strongly encouraged to visit the FMS offices and faculty before applying.

- In addition to the FMS Affiliation Form, applicants should send:
 - 1) a letter of interest
 - 2) a curriculum vitae
 - 3) syllabi from relevant courses
 - 4) any additional material pertinent to the candidate's application.

- Approval Process: Committee A shall review applications as expeditiously as possible, providing the voting FMS faculty with its recommendations at the next possible faculty meeting, after which the faculty will vote on all applications tendered (whether or not they are recommended by Committee A) at the next regularly scheduled meeting. The FMS Director will then inform the applicants of the results in writing.

4. Faculty and Staff Meeting Schedules

The Director shall call a weekly meeting of the office staff and monthly meetings of the FMS faculty during the academic year. Faculty meetings will typically be held on the fourth Friday of every month from 2:00 to 3:00PM. Faculty meeting schedules will be distributed in advance of each semester with the understanding that core faculty attendance is required. No core faculty member shall schedule a class, seminar, or office hour between 2:00 and 3:00 PM on any Friday. This period is reserved for department and committee meetings and for departmental seminars and workshops. The director will alert faculty to the regular schedule for staff meetings at the start of every academic year.

5. Standing Committee and Administrative Position Descriptions and Procedures

5a. Committee A

The duties and responsibilities of Committee A, including evaluation of the faculty and recommendations on tenure, are set forth in the Faculty Handbook, [section 2.8.2](#). Committee A consists of the Director and one tenured (core or affiliate) and one tenured, tenure-track, or ranked renewable term faculty members (core or affiliate). At least one member of Committee A (including the director) shall always be a member of the FMS core faculty. Committee A members are elected for two-year terms (staggered to ensure continuity) under the following procedures:

- Nominations by any faculty member may be submitted to the director, in writing, at least fourteen days before the final faculty meeting of the program in any given academic year. All eligible members who agree to be nominated will be listed in a slate of candidates that will be distributed at least one week before the meeting takes place. Voting will be by written secret ballot during the final faculty meeting of the academic year; all core faculty and affiliate faculty with voting privileges may vote. Absentee ballots will be accepted until the start of the final faculty meeting of the year. If no nominee receives a simple majority of votes, including abstentions, the names of two candidates with the largest number of votes will enter a run-off election. In the event of a tied vote among two leading candidates, discussion and balloting will continue until one candidate receives a majority vote. The candidate with the largest number of votes will join the next year's Committee A and take office on May 15 of that year.

5b. Curriculum Committee

The FMS Curriculum Committee will comprise the following voting members: the director, at least two members of the FMS voting faculty serving on a volunteer basis, and one undergraduate major invited to serve on the committee by the faculty and staff members. The academic advisor will attend all meetings in an advisory capacity. (If we have a graduate program in the future, we will also have a voting graduate student member.) The terms of these appointments are permanent for the Director and Academic Advisor; for the other faculty, a call for volunteers will be issued each August. Committee membership will be for a two- year term. If the number of other faculty in a given year falls below two (due to leave, sabbatical, resignation, etc.), the Director will issue another call for faculty members to join. For the student member, the faculty and staff members of the committee will meet by the end of September each year to compose a list of students to enlist in ranked order, and they will be invited to join in that order by the director or committee chair. The student's term will last the rest of that academic year and may be renewed at the discretion of the committee as long as the student remains enrolled as a FMS major.

Each year, the chair of the next Curriculum Committee will be selected by the members of the committee at the last meeting of the academic year, not to fall beyond the end of the spring semester. The chair must have served on the committee in the past. The chair's duties will include: maintaining and circulating a list of the curriculum committee's charges; scheduling meetings; preparing agendas; reporting to the full FMS faculty at the faculty meetings; maintaining records of the committee; communicating with the Academic Advisor and the Program Director in order to enact changes to the curriculum.

The duties of the Curriculum Committee are to:

- Re-evaluate the core curriculum at least once per year, making recommendations about curricular changes to the full FMS faculty for approval.
- Approve courses offered in other units for FMS credit on a per-semester basis. This can be done via email if an expedited decision is requested.
- Review each year's course offerings and make non-binding recommendations to the full faculty for future courses to increase the breadth and depth of curriculum.
- Consider and recommend policies to the full faculty regarding the degree requirements of the unit (e.g., establishing a minimum GPA requirement or developing policies regarding online instruction).
- Consider and recommend policies to the full faculty designed to maintain standards of rigor in FMS courses (e.g., standardizing course contact hours or requiring all courses to meet minimum reading/writing requirements).
- Review and approve syllabi for all (new and existing) courses taught by new faculty and instructors in their first two years of FMS teaching.

- Review and approve new course number requests before they are submitted to the College Course and Curriculum Committee.

5c. Student Advisory Committee

The Student Advisory Committee shall be formed of no less than four undergraduate students (plus one graduate student if FMS offers a graduate program) who meet with the director monthly during the fall and spring semesters to offer feedback on matters pertaining to the major, minor, and student experience. Members of the Students Advisory Committee will be chosen by the Director in consultation with the FMS faculty.

5d. Graduate Liaison

The graduate liaison is selected by the Director in May to serve for the following two academic years. The graduate liaison is responsible for performing the following tasks in a timely manner:

- Ascertaining the program's GTA needs for an upcoming semester in coordination with the Director and relevant faculty
- Interviewing potential GTAs and,
- Upon making hiring choices, informing the Program Administrative Assistant of the hires' full names, OU ID numbers, dates of birth, Social Security numbers, FTE portion (typically .5, .25, or .2), the name and number of the course that they will assisting with, whether they are fee remission eligible, and whether they have any outside FTE positions (so that the Administrative Assistant can file e-PAFs for the GTAs).
- Training the new GTAs for their responsibilities for FMS courses. This might involve recommending remedial reading in Film and Media studies or working with them on grading practices, classroom management, and other pedagogical skills.
- At times when FMS has an Ad Hoc Graduate Committee, the Graduate Liaison will serve as chair of that committee.

5e. Internship Coordinator

The internship coordinator is selected by Director in May to serve for the following two academic years. The internship coordinator will maintain a database of internship opportunities for FMS students, educate them about the FMS internship program. This database and an annual report on FMS student internships will be made available to all FMS faculty via D2L, Dropbox, or other online file storage software. They will also work with interested FMS students to locate an appropriate internships, keep contracts and other records pertaining to current FMS interns, and maintain records of past FMS interns and the internship program. Every spring, the Internship Coordinator will call an open meeting for FMS students interested in internships to acquaint them with the program.

5f. Procedures for Forming Ad Hoc Committees (e.g. Technology and Facilities, Graduate, Strategic Planning, Hiring)

A call to vote for the formation of Ad Hoc committees may be made by any faculty member at any faculty meeting provided the faculty is alerted to the upcoming vote at least one week prior to the meeting at which the vote will take place. Votes will be taken by show of hands; absentee ballots will be accepted in advance of the meeting in which the vote takes place. If the faculty votes for the formation of an Ad Hoc committee, a call for volunteers and a volunteer committee chair will be issued at that meeting and via email that day. The Director may also form Ad Hoc committees on an as-needed basis to assist in program administration. Members of Ad Hoc committees will serve for one year; committees may be reformed in subsequent years if and as needed.

6. FMS Digital Media Lab and Film Library

The Digital Media Lab Manager is responsible for maintaining the production equipment in the Digital Media Lab and making it available to FMS faculty and to FMS majors, FMS minors, and students enrolled in FMS courses per the “FMS Lab Rules and Regulations” form (see Appendix E). This responsibility includes maintaining an efficient and efficacious inventory and checkout system for lab technology. First priority for lab technology must always be given to FMS production courses, their faculty and students.

The Digital Media Lab Manager will also maintain, to the best of his ability, the VHS, DVD, and Blu-ray collection comprising the FMS Film Library, and maintain an efficient and efficacious inventory and checkout system for library holdings. Faculty will be invited at the beginning of the semester to place a hold on any videos they plan to use in FMS courses; materials on hold will only be checked out to the faculty member who placed the hold unless that faculty member explicitly grants permission for an exception to this policy. All library materials not on a faculty hold will be available for check out to FMS majors, FMS minors, and students currently enrolled in upper-division FMS courses per the rules of the “FMS Student Film Checkout Rules” (see Appendix F). A list of currently enrolled FMS majors and minors will be provided to the Digital Media Lab Manager by the Academic Advisor at the start of each semester to facilitate the checkout process.

7. Appointment and Hiring Procedures for TT and Renewable Term Faculty (Taken from <http://cas.ou.edu/as-recruiting>)

The College of Arts and Sciences units will annually submit requests to the dean for permission to fill vacant/new Tenure, Tenure-Track or Renewable Term positions.

For each position requested, units should submit:

- CAS Request for Permission to Recruit Form
- Memo of justification for the position

In the spring semester, CAS units will submit requests to the dean to fill vacant/new lines. If approved, the Dean will sign the CAS Request to Recruit Form and the unit will be sent an email notification indicating the approved rank, salary, start-up, moving, etc.

For each approved search mentioned in the email, units should submit the following to the CAS Dean's Office:

- OU Freeze Exemption Form
- Provost Request for Permission to Recruit Tenure/Tenure-Track or Renewable Term Faculty Position Form
- Proposed Search Committee Members Form
- A copy of the "draft" advertisement to be used, please include: PhD by date of appointment; August 16th, 20XX, teaching load requirements and open until filled

The Dean's Office will review the forms and prepare them for the Dean's signature. The original forms will be sent to the Provost from the CAS Dean's Office. A copy of each approved form will be returned by email to the unit from the Provost's Office as notification to begin the recruiting process.

The search committee chair should provide the Equal Opportunity Office with a draft of the approved job description/advertisement. Advertisements cannot be placed until The Equal Opportunity Office reviews the job description/advertisement by the criteria in the attached guidelines and sends the search committee a response identifying the minimum and preferred qualifications. The Equal Opportunity Office is to be notified in writing of all advertising and outreach efforts made to create an applicant pool. It is a requirement for the job advertisement to be placed in a national professional journal or national professional association. In lieu of a print ad, an electronic or web-based national professional journal may be used to satisfy this requirement. The job advertisement must be viewable to the public without payment of subscription and/or membership charges. The job advertisement must be posted for at least 30 calendar days on the journal's website. Documentation of the placement of an advertisement will be provided to the Equal Opportunity Office, which must include evidence of the start and end dates and the text of the advertisement.

OU campuses will be listing their regular faculty job searches on JOBS.OU.EDU. The recruiting system can now accommodate faculty recruiting for all three OU campuses at no additional cost. The chair should send a final advertisement version to the Equal Opportunity Office. Once approved, the chair will receive a Quick Link that could be used in other ads or on the unit/college website. Application material will continue to be sent directly to the search committee address.

The search committee will identify the top candidates (up to three), the unit will complete the CAS Request for Invitation to Lecture-Interview form, listing the candidates they wish to interview. This hard copy form along with the attached hard copy versions of the vita, cover letter and three letters of recommendation for each candidate will be sent to the Dean's Office for approval of the appropriate Associate Dean. Once approved by the Dean's Office, the unit will be notified by email and a copy of the form will be sent to the unit authorizing them to begin the interview process. Upon receiving the email approval for interview, the unit is responsible for scheduling an interview with the Dean or appropriate Associate Dean for each candidate.

Upon the completion of the interviews and campus visits, the search committee will bring their recommendation to the unit's faculty for a vote. The majority vote will be presented to the Chair/Director of the unit.

Once a recommendation to hire has been made by the unit, the unit's Chair/Director will send an email to the Dean with a recommendation for the proposed hire outlining start date, salary, start-up and moving expenses, etc. The Dean will then authorize the Chair/Director to negotiate with the candidate within approved parameters.

- Start-Up Funds:
 - When a new faculty member is appointed, Start-Up funds are normally part of the negotiations. The unit is expected to provide 1/3 of the Start-Up funds, with the College and the Provost Office each providing 1/3 of the total cost. The Provost and College cap is \$100,000 each.
 - For Start-Up requests over \$300,000 requests are made to the Vice Provost Research. For the Vice President for Research commitments must be in writing prior to initiating search. For any request over \$5,000 the unit needs to submit justification and itemization along with the required recruiting documents.
 - The unit will encumber all expenses for Start-Up. Upon the completion of expending the Start-Up funds, the unit will complete the CAS Reimbursement Request Form with attached paid supporting documentation and submit it to the CAS Dean's Office. The form should include the total amount to be reimbursed by the Provost Office and the College. Upon review of the request, the College will reimburse the unit account and make a request to the Provost Office for reimbursement.
 - Unless prior arrangements have been made, units have up to two years from the date of hire to request reimbursement for Start-Up expenses.
- Moving expenses:
 - When a new faculty member is appointed, moving expenses are normally part of the negotiations. The unit is expected to provide 1/2 of the moving expenses, with the College providing the other 1/2 of the total cost. Typically moving expense requests are up to \$1,500.
- Probationary Periods: As stated in the University of Oklahoma Faculty Handbook: 3.7.3 (C). For a faculty member being appointed to a tenure-track position, whose initial appointment is at the rank of assistant professor or associate professor, the probationary period shall be six academic years or twelve regular semesters.
- Initial appointment with tenure: The material accompanying the college "CAS Request for Appointment" form for a new hire with tenure must include the candidate's CV, all letters of recommendation received, and a record of the unit's vote for the tenure recommendation. Please use the "Summary of Recommendation Concerning Tenure" form that is used to document the tenure votes in the regular tenure process. Units must also secure and store information used to assess the quality of the candidate's teaching and research. The submission of a separate tenure dossier will no longer be required for faculty hired with tenure.

After a successful negotiation with a candidate, the unit will send a hard copy CAS Request for Appointment form to the Dean's Office with a copy of the vita attached. A letter of offer is written from the Dean to the Provost recommending appointment. The letter of recommendation and a copy of the vita will be walked to the Provost Office. All official offers for permanent faculty positions can only be made by the Senior Vice President and Provost. The Dean's Office and the unit receive a copy of the official offer letter from the Provost Office. The Provost's Office will notify HR of hire when the offer letter is sent to the candidate. Once the Dean's Office receives a copy of the acceptance letter from the faculty, the Dean's Office will prepare an electronic Personnel Action Form (ePAF). Once the ePAF has been approved by the Regent's, the faculty member's information will be established in the Human Resources system prior to them arriving on campus. This will set up their email account, campus mailing address, etc. Each unit will be responsible for the new hire paperwork and new hire orientation.

After the recruiting process is complete, the Faculty Recruiting Costs Reimbursement Check-sheet should be completed by the unit and submitted for reimbursement. Each search is allocated \$2,250 to be reimbursed to the units for expenses incurred for recruiting.

8. FMS Leave Policies

8a. Junior Faculty Consolidation Semester

In order to allow untenured members of the faculty to do intensive research, the department will, circumstances permitting, free these members from teaching responsibilities for one semester, subject to the following conditions:

- The faculty member must be in residence during the consolidation semester with the exception of travel to permit access to research materials not available here. The fall semester of the year before the faculty member wishes to take their Consolidation semester, the director will need to file a "Permission for Reduced Teaching Load" form alongside the "Recommendation for Reappointment" form with College of Arts and Sciences.
- The faculty member will need to file a FIP (Faculty Investment Program) form with the Office of the Vice President of Research no later than three months before they wish to take their consolidation semester (but ideally at the same time that the aforementioned forms are filed).
- During their consolidation semester, the faculty member will continue departmental service commitments and continue to serve on thesis and dissertation committees to which she/he is already committed.

8b. Family Medical Leave Act (FMLA)

Employees are eligible if they have been employed by the University for at least 12 months and worked at least 1,250 hours in the 12 months preceding the absence. With proper documentation, eligible employees may receive up to 12 weeks of unpaid leave in a 12-month period. The university designates the FMLA calendar year as a 12-month period measured forward from the date of an

employee's first FMLA event. FMLA is available for the following types of absences:

- An employee's own serious health condition
- The serious health condition of an employee's immediate family member
- Caring for a newborn or newly-placed adopted child or foster child
- Certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation. Qualifying exigency leave is only available to a family member of a military member in the National Guard or Reserves. Qualifying exigencies include:
 - Issues arising from short notice deployment (seven or less days of notice)
 - Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs
 - Certain childcare and related activities
 - Making or updating financial and legal arrangements
 - Attending counseling
 - Taking up to five days of leave to spend time with a covered military member who is on short-term rest and recuperation leave
 - Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events for a period of 90 days following the termination of active duty status and addressing issues arising from the death of a covered military member
 - Any other event that the employee and employer agree is a qualifying exigency.
- Eligible employees may qualify for up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. These eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

FMLA Responsibilities for Employees, Supervisors, Administrators, HR

The employee requesting leave:

- Must give the department at least 30 days notice of the leave, whenever possible.
- Must attempt to schedule a foreseeable leave so as not to unduly disrupt the department's operation.
- In the case of unexpected disability, must make a request as soon as practical.
- Obtains medical certification or other documentation needed to support request for FMLA absence.

Supervisors:

- Send employee FMLA requests or otherwise notify FMLA Administrator of employee absences that may be qualifying.
- Track and report FMLA qualifying absences.

FMLA Administrator:

- Review and respond to requests for leave that may be FMLA qualifying.
- Maintain University records of FMLA requests and action taken pursuant to those requests, including but not limited to initial requests, certifications, employer responses to requests.

Human Resources:

- Advises administrators on how to inform employees about FMLA leaves and/or approves requests for leave.
- Advises administrators on how to document all leaves appropriately.
- Informs employees of FMLA leave requirements.

9. Tenure and Promotion Procedures for Tenure-Track Faculty

Every April, the Provost sends a memo to the Dean listing the faculty eligible for tenure review in the upcoming academic year. The Dean's Office compares the list to its records and routes the list to all chairs and directors for verification.

Departments also should advise the Dean's Office at that time of any faculty to be considered for promotion during the upcoming year.

Also in April, the departments should begin working with the candidate to prepare the dossier and must send a request for approval of external reviewers to the Dean's Office. The Dean issues a memo in April with details regarding external letters of evaluation. The list of proposed external reviewers should be submitted no later than June 30.

The Provost issues the "Call for Tenure and Promotion Recommendations" in April to deans and chairs/directors. The College then forwards this document to tenure and promotion candidates when they are added to the review list. This document details the procedures and timetables for tenure and promotion review. Tenure dossiers with the department's recommendations must be uploaded to the online review site by November 1. Dossiers for promotion only candidates must be uploaded by December 1. The CAS Tenure and Promotion Committee then meets to review the dossiers and makes recommendations to the Dean, who makes their recommendations and submits the dossiers to the Provost and Campus Tenure Committee by mid-January. The "promotion only" dossiers are due to the Provost in early March because they do not have to go through the Campus Tenure Committee.

According to the FMS "Criteria for Tenure and Promotion" (last updated 5/5/2008), The Film and Media Studies Program (FMS) affirms its commitment to excellence in teaching, research/creative activity, and service to both the University and to the profession. The following general formula for these functions is to be used for faculty housed in FMS:

- 40% Teaching
- 40% Research/Creative Activity
- 20% Service

This formula is to be used for tenure-track faculty through the tenure decision and may be changed only in exceptional circumstances. However, the contributions of

tenured faculty members may not, and need not match these proportions, and there is some flexibility in making contributions in areas of individual strength. At the beginning of the calendar year, faculty members can negotiate with the Director and Committee A concerning the relative weight to be assigned to each function within the following limits:

- Teaching (30-60%)
- Research/Creative Activity (30-60%)
- Service (5-30%)

Faculty with special appointments such as Program Director negotiate with the Dean and/or Director concerning the weighted distribution of their efforts.

Promotion and tenure decisions rely in part on the candidates' annual evaluations, but the dossier is far more than the sum of those evaluations. The following procedures and criteria will be used in reaching decisions on tenure and promotion cases within the Film and Media Studies Program.

9a. Tenure Probationary Period

Except in unusual cases, where specific criteria are established, in writing, by the Dean and Provost, faculty members on tenure-track appointments will be assistant professors. These appointments are made, by state law, on a yearly basis. (See *Faculty Handbook*, 3.5.6-7).

Reappointment is not automatic. The decision to reappoint will be based on careful review, by the Director and Committee A, of the faculty member's satisfactory performance in the areas of teaching and research and of Program needs, by means of formal, annual evaluation not only of the faculty member's performance but of their cumulative progress towards meeting the criteria for tenure and promotion to associate professor.

9b. Tenure-Progress Review and Progress Towards Tenure Letters

Each tenure-track faculty member shall participate in an annual tenure progress review supervised by Committee A and the Director. The review is designed to enhance teaching, to evaluate a faculty member's progress, and to assist them in developing the qualifications and materials necessary for an affirmative tenure decision. In the event that a leave-of-absence will prevent a tenure-track faculty member from complying with the customary schedule, it shall be the faculty member's responsibility to consult in advance with Committee A and the Director and obtain approval from the Dean and the Senior Vice President and Provost regarding an alternative schedule for undergoing review.

Tenure-track faculty on probationary status must be reappointed annually. If the recommendation will be for non-reappointment, the Senior Vice President and Provost must send a letter to the tenure-track faculty member by March 1 in the first year, December 15 in the second year, and May 31 in the third and subsequent years. See the Provost's annual memo noting these policies and deadlines. The Dean's Office sends a form to the chairs and directors for them to specify reappointment or non-reappointment of probationary faculty. These

forms are typically due to the Dean's Office one month before the notification deadline.

In addition, Norman campus policy requires that tenure-track faculty be provided with a progress-toward-tenure letter during each year in which they are in probationary status. The purpose of this review is to provide feedback to the faculty member on the degree to which they are meeting the expectations for earning tenure. The letter should give an honest and frank evaluation as to how the faculty member is progressing in the quantity and quality of their teaching, research, and service relative to their stage in the tenure process. The letter should reflect on the faculty member's cumulative accomplishments while employed at OU and should use as a reference point the academic unit's criteria for tenure and promotion. The letter should include a copy of the criteria by which the faculty member will be evaluated during the tenure decision.

A copy of the progress-toward-tenure letter with the unit's evaluation criteria should be sent to the Dean's Office; the deadline is usually in late April. The Dean will review these letters and forward copies to the Provost.

9c. Third-Year Review

In 1991 the College of Arts and Sciences added a requirement that all tenure-track faculty receive a comprehensive review of their progress toward tenure in the spring of their third year. The process should result in a thorough written evaluation by the chair/director and Committee A of the faculty member's teaching, research and service, including a summary of the previous annual evaluations and reports on any classroom visits made by the chair/director or other members of the faculty for the purpose of evaluating teaching. As part of the review, the faculty member should prepare a self assessment that includes long-range research and teaching plans, an updated curriculum vitae, and copies of publications submitted since arriving at OU. External letters of evaluation may also be sought. Units have discretion with regard to which members of the faculty participate in this process; there is no overall college policy. [See below for FMS's specific practices.] The Committee A written third-year review serves as the progress-toward-tenure letter for that year.

Not later than April 1 of the faculty member's third year, the Director of FMS will ask them to submit part of a version of the tenure dossier which will include the following:

1. a mini-vita covering the faculty member's years in the Program;
2. research or creative work published, accepted, submitted, and in progress;
3. evidence of teaching effectiveness.

The Director and Committee A will, after consulting the faculty member, appoint three senior tenured faculty members within the Program in appropriate fields to evaluate research/creative work and write an assessment of its quality, judged on a national scale, and of the candidate's potential for further development in the areas of scholarship and/or creative work. This ad hoc committee should also indicate ways in which the work may be improved or new directions explored. The Director and Committee A will assess the

faculty member's progress as a teacher and, if appropriate, suggest means of improvement. Finally, the Director and Committee A will decide whether or not to appoint the probationary faculty member beyond a fourth year and will forward a written evaluation and recommendation to the Dean.

The goal of these reviews and of less formal mentoring and advising is to help tenure-track faculty develop professionally and to prepare a solid case for tenure. It is the sense of the Program that the evaluation process should be used to advise and aid the probationary faculty member. It is expected that under normal circumstances appointment will be continuous up to the time of the tenure decision unless there is compelling evidence that the faculty member is failing to perform satisfactorily.

9d. The Tenure Decision

The *Faculty Handbook*, section 3.7.5, describes the procedures for the tenure decision, and these will be followed. Faculty being considered for tenure will be evaluated for tenure and promotion simultaneously in the sixth year of probation. Exceptions to this policy are governed by section 3.7.3 in the *Faculty Handbook*. Prior full-time service as instructor and prior full-time service in temporary appointments at the University of Oklahoma may be counted as part of the probationary period if this arrangement is agreed upon in writing at the time of appointment to a tenure-track position.

Tenure votes are normally held in the fall semester of the candidate's sixth year of appointment. The candidate, with the advice of the Program Director and Committee A, should begin preparation of the tenure dossier in the preceding spring. The candidate will suggest names of evaluators outside the University who are acquainted with the candidate's research/creative work and professional standing. The Director and Committee A will select an equal number of outside referees and request evaluations from both lists. The dossier must contain letters from at least six referees who are outside the University. External reviewers should have no close academic or personal connections with the candidate: Ph.D. advisors and committee members, co-authors, and close personal friends should not be asked to evaluate the candidate. Before external reviewers evaluate the candidate, they must be approved in advance by the Dean's office. The College of Arts and Sciences and Faculty Senate offices have copies of the format in which dossier materials are to be presented. For other details about procedure, see *Faculty Handbook* 3.7.5.

The tenure decision is based primarily upon the candidate's record in teaching and research. To qualify for tenure, the faculty member must have 1) established themselves as a successful teacher and 2) engaged in research or creative activity that has won national and/or international recognition in significant refereed publication or in other venues, and that demonstrates in concrete fashion promise of continuing achievement. Committee service within the Program is expected, but service outside the Program or College or University levels is less important than teaching and research/creative activities.

- Teaching: Teaching is defined and discussed in *Faculty Handbook*, 3.6.1. In order to be granted tenure, the candidate should demonstrate teaching effectiveness in introductory and lower division courses and a high quality of performance in their area of specialization. Evaluation of teaching is based upon the following:
 - a) student evaluations;
 - b) annual classroom visits by a member of the tenured faculty, chosen in consultation with Committee A;
 - c) course materials submitted by the candidate;
 - d) other relevant indications of success.
- Research and Creative Activity: See *Faculty Handbook*, 3.6.2. In order to meet the criteria for tenure and promotion, research (and, insofar as possible, creative activity) must be subjected to peer review before publication and to the evaluation of outside referees as part of the tenure process. Research and creative activity must be demonstrated by national and/or international recognition of work completed. For research, this ordinarily means a book published or in production from a press with an editorial board, or the equivalent in peer reviewed articles in ranked journals. For creative activity, this could mean a significant body of work in professionally and/or critically recognized projections of film, television, or related media (“projections” meaning public screenings of motion pictures in paid or free settings at such venues as movie theaters, museums, art galleries, and college campuses, or broadcast via television, computer, or satellite, and/or disseminated to public audiences via viewable media such as film, videotape, digital discs, or the like). Areas of contributions might include screenwriting, directing, cinematography, editing.
 - Professional and University Service: While service plays a secondary role in the tenure decision, candidates are expected to perform service duties within the Program. However, probationary candidates are cautioned not to overburden themselves with service responsibilities outside the Program, either for the University or for regional or national organizations.

10. Promotion Procedures for Tenured Faculty

Consideration for promotion to associate professor will normally coincide with the decision to grant tenure. In cases where promotion is being considered separately, the decision will be based on the criteria for tenure.

The candidate for promotion to the rank of professor should, in addition to successful teaching and service, provide evidence of continued growth as a scholar and/or as creative artist beyond work prior to tenure and promotion to associate professor and should have warranted national recognition for that work. Both quality and quantity are important. Research and creative activity before but particularly after tenure count as part of the overall record for promotion to full professor. Though exceptions will be considered, a book written and published after tenure is granted will be expected. Evaluation of teaching, including peer evaluation,

will also be conducted in evaluating a faculty member for promotion to full professor.

Each year the Director and/or Committee A shall notify members of the faculty of deadlines for the promotion process in the coming academic year. Those wishing to be considered for promotion will be given a copy of the schedule and format for assembling a dossier. As in tenure cases, both the candidate and Committee A will prepare a list of external referees able to judge the amount and significance of the candidate's work.

The dossier, including external evaluations, the candidate's vita and narrative of accomplishments after promotion to associate professor, and copies of published and creative work, will be available to all full voting professors in the Program. Only tenured full professors with voting status may vote on promotion decisions for tenured faculty.

11. Promotion Procedures for Ranked-Renewable Term Faculty

The following policy was approved by the FMS faculty on March 25, 2016. It is still being approved by the Dean's Office and the Provost's Office and needs to be updated to reflect any changes made during the approval process (CBA, April 21, 2016).

Definition and scope

This policy should be read in conjunction with all applicable University and College policies. In case of a conflict, University and College policies will control.

The following provisions shall apply to faculty members who are appointed year-to-year for a specific term of years. Such faculty members shall be referred to as "renewable term faculty." Renewable term faculty members at the rank of Assistant Professor, Associate Professor, and Professor are defined as a part of the regular faculty members on the Norman Campus. [*Norman Campus Faculty Handbook*, section 3.5.2]. Renewable term faculty members at the rank of Instructor and Lecturer are not part of the regular faculty. Renewable term faculty members with the rank of Lecturer or higher must have a doctoral or equivalent terminal degree or equivalent experience.

Ranked renewable term faculty members (Assistant Professors, Associate Professors, and Professors) who will not be reappointed to a subsequent year or term must be notified by the Senior Vice President and Provost by the same deadlines as tenure-track faculty members as specified in the *Norman Campus Faculty Handbook*, section 3.5.5.b.

Non-ranked renewable term faculty members (Instructors and Lecturers) who will not be reappointed to a subsequent year or term must be notified by the Director and the Dean no later than March 1 of the final year of the appointment.

Appointment and length of term

A renewable term faculty member may be given the title of instructor, lecturer, assistant professor, associate professor, or professor, as appropriate to the individual's professional credentials and background. The length of the renewable term will ordinarily be three to five years, except as approved by the unit, Dean, and Senior Vice President and Provost. Terms may be renewed as provided below.

Renewable term faculty members at the rank of Assistant Professor, Associate Professor, and Professor must be recruited and hired as part of a national search using the same University recruitment procedures employed to recruit and hire tenure-track and tenured faculty, unless an exception is granted by the Senior Vice President and Provost.

Renewable term Instructors and Lecturers may be hired in the same manner as temporary faculty. A national search is allowed but not required.

Rights and duties

Ranked renewable term faculty members shall have all the rights and responsibilities of other faculty with their titles, except as provided by this policy or by College and University policies. Rights and privileges restricted to tenured faculty members by this policy include only the following:

- Voting on tenure and promotion decisions is restricted to Full Voting tenured faculty members only [*Norman Campus Faculty Handbook*, section 3.7.5]
- Serving on Committee A is restricted to regular faculty members. [*Norman Campus Faculty Handbook*, section 2.8.2].

Otherwise, ranked renewable term faculty members fully share the rights and duties of regular faculty members, including but not limited to the following:

- involvement in faculty governance and curriculum development
- eligibility for career development opportunities, for example applying for internal college and departmental support for professional activities

The duties of renewable term faculty members will ordinarily emphasize teaching and service. However, a renewable term faculty member's distribution of effort may include all three categories—teaching, research and creative activity, and service—in any combination consistent with the needs of the Film & Media Studies Program and College and University rules.

Criteria for Evaluation and Promotion

Renewable term faculty members shall be evaluated annually as part of the process applicable to all faculty members as specified in the *Norman Campus Faculty Handbook*, section 3.13, typically with similar sources of information as all other faculty members. In addition to the annual faculty evaluation, renewable term faculty members shall receive a comprehensive and thorough evaluation of their performance for the entire multi-year term as specified in policies and procedures issued by the Senior Vice President and Provost and the Dean.

The distribution of effort for every term faculty member will be determined at the time of appointment. After appointment, term faculty members may make changes to the relative weight to be assigned to each evaluation area with the approval of Committee A, the Director, and the Dean.

The standards of performance and sources of information for the annual evaluation of teaching, service, and research and creative activity are as follows:

Teaching

Teaching is defined as instruction in regularly scheduled classes, supervision of independent studies and internships, mentorship activities, participation on thesis and portfolio committees, and design of instructional material. When appropriate, the faculty member should also demonstrate the ability to contribute to the instructional mission of the unit in less formal settings, such as supervising student groups such as the Student Film Production Club.

Assessment & Evidence

Demonstrated excellence in teaching is expected of all faculty members; performance is judged on evidence in the list below:

1. Copies of instructional materials (syllabi, course assignments, etc.)
2. Student Teaching Evaluations (eValueate)
3. Peer evaluations (which are required annually for all term faculty members)
4. Awards for meritorious teaching
5. Other evidence or supporting documentation submitted by the faculty or Director. For instance, evaluators may also consider letters from students (optional; solicited by the faculty member or the director).

In promotion cases, the Director and Committee A will also request and consider external evaluations of a faculty member's teaching dossier.

The following factors will also contribute to the assessment of a faculty member's teaching as applicable and documented by the faculty member for review (listed in descending order of significance):

1. Designing and revising courses: quality of course syllabi (e.g., clarifying and revising educational goals and objectives), regularly updating required texts and other assigned reading/reference materials; creating new course materials; etc.;
2. Innovative instructional strategies: utilization of varied classroom activities/assignments to reach different types of students;
3. Individual work with students including independent studies; honors research theses; directed readings; internship supervision; etc.;
4. Work supporting assessment methods and assessment outcomes of the program;
5. High achievement of learning objectives as indicated by national or other standards of the profession (e.g., the Society for Cinema and Media Studies);
6. Teaching awards and other recognitions of teaching excellence;
7. Participation in professional development as it pertains to teaching (workshops, seminars, etc.);
8. Other—teaching load, complexity of course and class preparations, involvement in student organizations (e.g. the Student Film Production Club), etc.

Research

Within this category, FMS employs a broad definition of scholarship encompassing research and creative activities that contribute to the intellectual development of the program.

Assessment and Evidence

Evidence of productivity in research includes but is not limited to (listed in descending order of significance):

1. Peer-reviewed books or books published by scholarly presses
2. Articles in peer-reviewed scholarly journals
3. Chapters in scholarly anthologies and edited volumes
4. Editing scholarly anthologies or scholarly editions
5. Research papers presented at professional meetings or national conferences
6. Research papers presented at regional or local conferences
7. Research funded by external funding agencies, including federal, state, and/or nongovernmental sources
8. Research internally funded
9. Non-refereed publications (books, book chapters, or articles)
10. Other research projects in progress
11. Research proposals submitted to external funding agencies and not funded

Evidence of productivity in creative activity includes but is not limited to professionally and/or critically recognized productions of film, television, or

related media, in areas such as screenwriting, directing, cinematography, editing, etc.

Service

FMS evaluates professional service and service in support of program, College, and University governance. Faculty members are encouraged to contribute in all of these areas, but ranked-renewable term faculty are only required to contribute to program service. The relationship of service activities to the program's goals, objectives, and priorities will be considered in weighing the value of a faculty member's service.

Assessment and Evidence

The degree and quality of professional activity and service at local, state, regional, national, and/or international levels will be evaluated. As with research and teaching, consideration is given to the quality as well as the quantity of professional and university service. Sources of evidence include but are not limited to the following:

1. Active participation in faculty meetings
2. Service or leadership in program, college, university, or professional organization committees
3. Reviews of papers for presses or professional journals or research proposals for funding agencies
4. Presentation or organization of workshops and seminars
5. Chairing sessions at professional meetings
6. Mentoring alumni or others within the field
7. Professional consulting
8. Awards for meritorious service
9. Other service activities

Each term the faculty member shall participate in an annual review supervised by Committee A and the Director. The review is designed to enhance teaching and service and to assist the faculty member in research and creative activity.

The faculty member will be asked to submit a version of a dossier which will include the following: 1) a mini-vitae and a full vitae covering the faculty member's years in the Program; 2) research or creative work published, accepted, submitted, and in progress; 3) evidence of teaching excellent as defined above.

The Director and Committee A will indicate ways in which the work may be improved or new directions explored.

The Director and Committee A will use the procedures in "Criteria for Evaluation and Promotion" to assess the faculty member's progress and, if appropriate, to suggest means of improvement.

Reappointment and Non-Reappointment

A renewable term faculty member's appointment must be renewed to remain in effect.

Promotion and Appointment

Renewable term faculty members shall be eligible for promotion. Promotion procedures shall be those applicable to all faculty members as specified in the *Norman Campus Faculty Handbook*, section 3.13. Non-ranked renewable term faculty members must participate in a national search in order to be considered for promotion to a ranked renewable term faculty position.

Evaluation for promotion will be based upon the following criteria that clarify standards of performance and sources of information and pursuant to the distribution of effort specified in their contract with the university:

Promotion to Lecturer

To be considered eligible for promotion to the rank of Lecturer, a candidate must have completed a doctoral degree (or, in exceptional cases, another terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have demonstrated substantial growth during the time in rank and must have reached an acceptable level of competence in all areas of faculty responsibility, consistent with the faculty member's distribution of effort.

Appointment to Assistant Professor

University policy requires that ranked renewable term faculty members be hired through a national search. Non-ranked renewable term faculty members who were hired without a national search can participate in a national search for promotion to a ranked renewable term faculty position. While promotion from Instructor or Lecturer to Assistant Professor without a national search is possible, it requires approval from the Senior Vice President and Provost because it is an exception to policy. To be considered eligible for Assistant Professor, a candidate must have completed a doctoral degree (or, in exceptional cases, another terminal degree or substantial publications or creative work that would be the equivalent of a terminal degree) in a field appropriately related to the program and needs of the unit. The candidate must additionally have reached a level of competence in all relevant areas of faculty responsibility (teaching, service, and research and creative activity) that would make the candidate competitive in a national search.

Promotion to Associate Professor

To be considered eligible for promotion from Assistant Professor to the rank of Associate Professor, a candidate must have demonstrated substantial

professional growth during the time in rank and must have reached the level of competence appropriate to the rank in all areas of faculty responsibility (teaching, research, and service) pursuant to the distribution of effort specified in their contract with the university **and as judged by the standards of peer institutions and the faculty member's discipline**. The candidate also must demonstrate the achievement of excellence in teaching or research, consistent with the nature of the faculty member's distribution of effort. It is expected that the candidate will show promise of continuing to develop as a teacher, colleague, and scholar.

The candidate, with advice from the Program Director and Committee A, should begin preparation of a promotion dossier in the preceding spring. The candidate will suggest names of six evaluators outside the University (preferably from peer departments or programs that also have procedures for promoting ranked renewable term faculty). The Director and Committee A will select an equal number of outside referees (also preferably from peer departments or programs that also have procedures for promoting ranked renewable term faculty) and request evaluations from both lists. The dossier must contain letters from at least six referees who are outside the University. External reviews should have no close academic or personal connections with the candidate: graduate degree advisors and committee members, co-authors, and close personal friends should not be asked to evaluate the candidate. External reviewers must be approved by the Dean's office before evaluations are solicited.

The College of Arts and Sciences and the Center for Teaching Excellence have copies of the format in which dossier materials are to be presented.

For other details about procedure, see *Faculty Handbook* 3.7.5.

Promotion to Professor

To be considered eligible for promotion from Associate Professor to the rank of Professor, a candidate must have demonstrated substantial professional growth during the time in rank and must have reached a level of competence appropriate to the rank in all areas of faculty responsibility (teaching, research and creative activity, and service) pursuant to the distribution of effort specified in their contract with the university **and as judged by the standards of peer institutions and the faculty member's discipline**. The candidate also must demonstrate continued excellence as a teacher and scholar, consistent with the nature of the faculty member's distribution of effort. It is expected that the candidate will demonstrate promise for continued contribution as a teacher and a scholar and in service activities that will enhance the reputation of the unit and the University. Further, it is expected that the candidate will evidence the ability to mentor other faculty members and students.

Procedures

Each year the Director and/or Committee A shall notify members of the faculty of deadlines for the promotion process in the coming academic year. Those wishing to be considered for promotion will be given a copy of the schedule and format for assembling a dossier. As in tenure cases, both the candidate and Committee A will **prepare a list of external referees of scholars able to judge the amount and significance of the candidate's work, and submit the list to the Dean's Office for final approval.**

The dossier—including external evaluations, the candidate's vita and narrative of accomplishments, and copies of published and creative work and/or teaching materials pursuant to the distribution of effort specified in their contract with the university—will be available to eligible Associate and Full Professors (both tenured and ranked renewable-term) in FMS who hold voting privileges. The candidate will receive a letter notifying him/her of the outcome of the program's vote to support or deny promotion within a few days of the vote. How individual faculty vote must be kept secret; however the outcome of the vote may be revealed to the candidate at the candidate's request. The vote of the faculty and the recommendation for promotion will be forwarded to the Dean of the College.

12. Evaluation Procedures for FMS Core Faculty and Staff

12a. Annual Reviews for Tenure-Track and Renewable Term Faculty

Faculty evaluations are conducted for each calendar year. This process usually begins in December and ends in April. It is the policy of the OU Norman campus that all salaried faculty, temporary and permanent, tenure-track and non-tenure-track, and renewable term, are subject to the same performance evaluation process.

A Summary Report of Annual Faculty Evaluation and a Mini-Vita generated by the online Faculty Activity System (FAS) must be completed for each faculty member. The basic process of faculty evaluation is described in [Section 3.13](#) of the *Faculty Handbook*; [Section 3.7](#) provides definitions of teaching, research, and service. Faculty will typically submit the following materials to Committee A for annual evaluation, although Committee A may require additional materials:

- A Statement of Research, Teaching, and Service
- An Updated CV (including page numbers on articles, dates, distinction between peer-reviewed and non-peer-reviewed materials)
- A Mini-Vita generated by the FAS
- Syllabi for all classes taught (upload to FAS)
- Copies of published articles, stories, book or film reviews, or links to or copies of creative work, etc.
- And optionally any additional course materials, such as specific assignments, rubrics, special projects, etc.

Typically, the Provost issues a memo in early December outlining the evaluation process and requirements and establishing a deadline to submit materials to that office. The Dean's Office generates a memo immediately

thereafter, listing all paperwork to be submitted and setting deadlines for units to submit their materials to the Dean's Office. The list of materials usually includes:

- an explanation of the evaluation process used by the department
- a Summary Report of Annual Faculty Evaluation for each faculty member
- a one-page mini-vita for each faculty member
- an updated full curriculum vita for each faculty member in electronic format
- a two-page mini-vita for the unit

The memo from the Dean's Office specifies the quantities and deadlines for these materials. Usually they are due to the Dean by March 1. Upon receipt of the faculty materials, the Dean's Office will review them for completeness, enter them on a spreadsheet, and schedule a meeting of the unit's Committee A with the Dean and/or Associate Dean to discuss the results. We try to schedule all these meetings in March; the final materials are usually due in the Provost's office by April 1.

12b. Post-Tenure Review

Post-tenure review is a periodic peer-based evaluation of tenured faculty; its purpose is to guide career development. Under this policy each tenured faculty member will be reviewed in the fifth year after being awarded tenure or promotion, whichever is later, and every fifth year thereafter.

Chairs and directors should assist the faculty members in their units to assemble their dossiers for post-tenure review, ensuring that they have the necessary copies of annual faculty evaluations and proposals and reports on sabbatical leaves. The dossier also must include the faculty member's written self-appraisal of the previous five years of work and future direction, a complete curriculum vitae, and a dossier checklist signed by the faculty member.

The post-tenure review is conducted by Committee A and the chair/director of the unit (the Post-Tenure Review Committee), unless another arrangement has been approved in writing by the Dean and the Provost. As part of the review, the Post-Tenure Review Committee provides written feedback to the faculty member and signs the Post-Tenure Review Report Check Sheet. The original dossier should be forwarded to the Dean's Office, typically by May 1.

In the event that a Professional Development Plan is required, additional procedures are outlined in the *Faculty Handbook*. For more information on Post-Tenure Review, see the *Faculty Handbook*, [Section 3.7.6](#).

12c. Annual Staff Evaluation Procedures (Taken from *OU Staff Handbook*, [Section 3.19](#))

One of the most important responsibilities of University supervisors is conducting evaluations of staff employees in their work group. Performance evaluations are basic to good personnel management and are considered a fundamental part of each supervisor's job assignment. Evaluations are useful to

1. achieve desired work performance;
2. receive ideas and input;

3. assist employees in personal development;
4. correct performance problems;
5. assist employees to develop additional knowledge, skills, and abilities for job advancement;
6. document shortcomings for positive discipline procedures that may be necessary; and
7. provide compensation relative to work performance.

All staff employees (except students and other temporary employees) are to receive a performance evaluation at least once each year. Evaluations may be given on a more frequent schedule when supervisors believe them to be useful. New employees are to receive an evaluation at the completion of their first six months of employment with the University. Each employee will receive an evaluation from their immediate supervisor. Performance evaluations are to be separated sufficiently in time from the University's budgeting schedule so that the focus of performance evaluation is on employee development but timed sufficiently with the budgeting process that performance evaluation results are meaningful in terms of merit increase recommendations. For this reason, performance evaluations for staff members who have completed their first six months of employment are to be given each year between January 1 and March 31. When justifiable because of the work cycle, exceptions may be made to this time period by the appropriate Vice President or Provost. Each performance evaluation is to be discussed with the employee receiving it.

Performance evaluations are to be documented and signed by the employee's immediate supervisor, the employee, and the budget unit head as appropriate. The employee's signature is not interpreted to mean agreement with the evaluation but rather acknowledgment that the evaluation has been discussed with the employee. A copy of the written evaluation is to be given to the staff member.

Budget units may use whatever form of performance evaluation is considered most appropriate for the kind of work performed in their workplace. Human Resources will assist departments in the development of evaluation instruments upon request. In addition to the budget unit form, the University's Performance Summary Report is to be completed and signed by the employee's immediate supervisor, the employee, and the appropriate budget unit head. An employee should have two working days after receiving a copy of this summary before he or she is required to sign it. One copy of the summary is to be given to the staff member evaluated, and the original is to be sent to Human Resources to become part of the employee's official personnel file. The form is available on the Human Resources website (www.hr.ou.edu).

13. Graduate Assistants

Graduate students are hired by the FMS Graduate Liaison as Graduate Teaching Assistants (GTAs) according to the grading needs of the FMS program; thereafter they are managed by the GMS Graduate Liaison, who also serves as the FMS GTA Coordinator. Typically, the large lecture sections of fifty students or more will have GTAs assigned to them. At present FMS has no graduate students affiliated with the

program. These procedures should be revisited when FMS acquires a Graduate Certificate or other graduate-level program.

13a. Preparing to Hire GTAs

- FMS Director determines how many GTAs are needed for the next academic year and what salary is to be paid. Ideally, this would happen no later than the week after spring break.
- Current GTA/Student Ratios:
 - Assigned Student Cap: since GTAs typically work for us at quarter-time their grading load should not exceed 75 students, although it may range between 50-75.
 - In our first year of offering a 300-seat section of FMS 1013, only 3 GTAs were assigned, but this proved to be a significant overload for the GTAs, resulting slow grading turn-around and a lack of GTA retention for the following semester.
 - FALL
 - FMS 1013 (300-seat section) – 4 quarter-time GTAs
 - 75 students each.
 - FMS 2013 (capped at 100, typically 60-75 enrolled) – 1 quarter time GTA
 - Additional GTA needs to be determined
 - Large sections of FMS 1013, other large-lecture courses, special cases (such as FMS 2033 when Dean Sturtevant is teaching the class).
 - SPRING
 - FMS 1013 (200-seat section) – 3 quarter-time GTAs
 - 66-67 students each
 - FMS 2023 (capped at 100, typically 65-80 enrolled) – 1 quarter-time GTA
 - Additional GTA needs to be determined (see above)
- Director appoints an FMS Faculty Member to serve as the Graduate Liaison and informs the individual about the number of GTAs to hire, their salaries, etc.
- Historically, the person appointed has been the one teaching the largest lecture section of FMS 1013 since this person must necessarily have the most GTAs and be involved with their training. The same individual should serve as the FMS Program's Graduate Liaison in order to ensure receipt of relevant updates from the Graduate College.
- FMS Administrative Assistant provides relevant contact information for the Graduate Liaison to the Graduate College so that e-mails and essential information updates are passed on efficiently.
- FMS Administrative Assistant also contacts the various relevant textbook publishers to acquire desk copies for GTAs. This can be done when the number of assigned GTAs for each course/section has been established.
- The FMS Graduate Liaison reviews the guidelines below *and* consults the current versions of *both* the *Graduate Student Handbook* and the *Graduate Assistant Handbook* prior to beginning the hiring process to see if any

procedures have been modified as there are frequent change. If there are significant changes, the Graduate Liaison should discuss them with the Director and update this section of the FMS Handbook as necessary.

13b. Hiring Procedures

- The FMS Graduate Liaison requests that FMS core and affiliate faculty members provide names and contact information for graduate students with an academic interest in film and/or media studies.
 - An E-mail request is sent to the FMS Faculty List
 - An Announcement is made at the next available faculty meeting
- Posting the Position on the Graduate College web site.
 - Depending on the applicant pool acquired by soliciting suggestions from colleagues, the Graduate Liaison may determine whether or not to solicit additional applicants by posting a job announcement on the Graduate College web site. Although this is sometimes a fruitful approach, the announcement casts a wide net and often draws students whose academic backgrounds are ill suited to the task.
- The FMS Graduate Liaison contacts the students suggested by the FMS faculty, providing them with:
 - A basic job description for the various positions available and the class meeting time (because unavoidable time conflicts are one of the *most common* issues that prohibit hiring qualified with candidates).
 - Depending on the pool of applicants and the total number of GTAs for a specific class it may *sometimes* be necessary—to hire a GTA who cannot attend the screening time, but this should be avoided whenever possible.
 - Detailed information about the salary, time requirements, and work expectations for the position.
 - A request for all the application materials:
 - An application form
 - A current c.v.
- Applicants return all materials to the GTA Coordinator who creates a list of applicants containing all relevant information. Keeping the list in an Excel spreadsheet or table format is necessary to facilitate sorting and adjustments.
- The FMS Graduate Liaison reviews all the application material and the applicant list looking for issues of note:
 - Schedule conflicts that limit class assignments
 - The Graduate Liaison will need to keep careful track of these issues and remain flexible. Because graduate courses are taught in longer seminars and the GTAs often have other OU appointments, the potential for conflict is great.
 - Lack of prior GTA experience at OU
 - Anyone who has *never* taught for OU before will need to take OU's GTA training course prior to the start of the fall semester.
 - Historically this *required*, two-day, one-time training seminar has been held in the week prior to the start of the fall semester. In

recent years it has been taught by the Center for Teaching Excellence under a number of different names. Notification of the training seminar is typically sent to the Graduate Liaison via e-mail, but the information can also be sought out by contacting the Graduate College or the Center for Teaching Excellence.

- International Student GTA Appointments
 - International students are required to complete the general GTA training seminar mentioned above and an *additional* training session. This seminar is typically held *before* the general one and may be held as early as two weeks prior to the start of school. Information on this seminar is typically sent out at the same time as instructions for the general one.
 - Non-native speakers of English who are seeking a GTA position must also participate in the English Assessment Program. Information on this requirement is circulated to the Graduate Liaison but *should* be sought out by contacting the Graduate School.
- Appointments outside of FMS:
 - It is common for FMS to hire students who already have an outside appointment, typically from their home department.
 - A student with a .25 FTE appointment outside of FMS should be appointed within FMS at .25 FTE. If the student's *total* OU appointment is for .50 FTE, it is very likely that he or she will be eligible for a tuition waiver.
 - FMS Administrative Assistant should designate any eligible student who reaches .50 FTE due to their FMS appointment for the tuition waiver. Any questions about student eligibility for the tuition waiver should be directed to the Graduate College.
 - Students with a .50 FTE outside appointment *must petition the Graduate School* for permission to exceed the standard limit on graduate student FTE.
 - Consult the *Graduate Assistant Handbook* as well as the Graduate School web pages for detailed explanations of the factors involved. Basically the student needs to make a case for how this additional teaching assignment will enhance the student's academic knowledge and/or employment possibilities.
 - Explain to the graduate student that financial need is *not* a factor in assessing the petition and should not be discussed.
 - The form requires approvals within the student's home department and at the Graduate College level.
 - Students who are not considered to be making adequate progress to graduation (for example, due to current incomplete grades on the transcript) can and have been turned down. It is best to

inquire about any progress issues when hiring a student who would need to petition.

- In the fall of the max FTE limit for GTAs who petition for an exception to the .50 FTE standard was placed at .70 FTE. This means that students with an outside of appointment of .50 FTE *must be appointed for .20 FTE* (rather than .25 FTE) if their petition is approved.
 - Note that it is *still* important to appoint GTAs who *do not* need to petition (because their outside FTE is *not* at .50 FTE) at .25 FTE in order to make it possible for the to reach .50 FTE required for a tuition waiver.
- Hourly OU job conflicts: Human Resources once informed us that a student *could not hold* both an hourly job (with OU food services, for example) and a GTA appointment, but this should be investigated further if it comes up. Also, students often plan to quit such jobs if they receive a GTA position.
- Finalizing GTA selection: the Graduate Liaison should provide any other instructors who will have assigned GTAs with a list of the candidates whose schedules and backgrounds make the potential hires for a particular course. Their application materials should also be provided. If they are available the other instructors are welcome to participate in the interview process.
- Interviewing Candidates: the Graduate Liaison—ideally with the assistance of the Administrative Assistant—establishes an interview schedule for the viable candidates, including other instructors if possible.
 - Ideally, the interview pool should be on the large side. Conflicts often emerge during the interview process and new time conflict situations arise as students are shifted to covering different sections for their home departments and so on. It is best to have a pool large enough to hire first picks and to have viable alternates, in case of an unanticipated last-minute conflict.
- After final consultation with the director and other relevant instructors, the Graduate Liaison contacts those applicants who have been hired, place on the alternate list, or passed over.

13c. Hiring Checklist

- Preparation Checklist
 - ✓ Director determines number of GTAs needed for the upcoming academic year by the week after spring break.
 - ✓ Director appoints an FMS Faculty Member to serve as the Graduate Liaison and provides relevant information.
 - ✓ FMS Administrative Assistant provides the relevant contact information for the Graduate Liaison to the Graduate College.
 - ✓ FMS Administrative Assistant contacts the appropriate publishers for any desk copies needed for the GTAs.
 - ✓ Graduate Liaison reviews these guidelines *and* consults the current versions of *both* the *Graduate Student Handbook* and the *Graduate*

Assistant Handbook. Any changes to procedures should be noted and the FMS Handbook should be updated accordingly.

- Hiring Checklist
 - ✓ Graduate Liaison requests that FMS core and affiliate faculty members provide names and contact information for potential GTAs.
 - If this produces an inadequate number of applicants then the Graduate Liaison may post the position to the job web site maintained by the Graduate College.
 - ✓ Graduate Liaison contacts potential GTAs, providing relevant job information and requesting application materials.
 - ✓ Graduate Liaison reviews application materials carefully, determining which applicants are the most qualified and whether there are other hiring issues, such as students with .50 outside appointments needing to petition the Graduate College.
 - ✓ Graduate Liaison discusses the hiring pool with other relevant faculty members, updating the director regularly.
 - ✓ Graduate Liaison keeps a spreadsheet of relevant information for all applicants and interviews the candidates in person (or by phone if that is not possible).
 - ✓ After final consultation with the director and other relevant instructors, the Graduate Liaison contacts those applicants who have been hired, place on the alternate list, or passed over.
 - ✓ The Graduate Liaison takes special care to communicate with the hired GTAs and the Administrative Assistant regarding critical data:
 - GTA Course Assignments and contact information for the instructor of record
 - Training requirements for new and international GTAs
 - Petitioning the Graduate School for .70 FTE if necessary

13d. Best Practices for GTA Training and Management

- Review the relevant sections of the *Graduate Assistant Handbook*.
- Our GTAs are often hired from a range of programs (particularly English, Drama, JMC and Communications) and have extremely varied backgrounds. The Graduate Liaison will provide instructors with the application materials of those assigned to the particular course. While every effort is made to hire the most qualified applicants available, instructors should keep in mind that—since we do not have our own graduate program—it is extremely rare for the GTAs to have knowledge in *all* relevant areas. If there are multiple GTAs for a particular class, it is wise to encourage them to share relevant knowledge since some will have stronger teaching backgrounds while others have more specific film studies knowledge, and so on.
- OU's Required GTA Training Program (see section 13b above for details) covers very general teaching topics, such as professionalism and dealing with diversity. This training workshop also varies from year to year. It may be helpful to consult with the Center for Teaching Excellence to see what topics have been covered in a particular year. In any case, instructors working with

GTAs should question them on their prior knowledge of teaching fundamentals.

- Additional Training Available from OU. The Center for Teaching Excellence and Information Technology regularly provide training sessions that may be of benefit to graduate students. It is wise to consult their event calendars and to inform GTAs about relevant opportunities, keeping in mind their very requiring schedules. The Graduate Liaison should also inform the GTAs of these opportunities.
- D2L management: Although Desire 2 Learn is an essential course management web site the finer points of its operation are not typically covered in the general training session. Students new to OU or to grading may not be familiar with the system. Go over the essential aspects of D2L and the web site's role in the course.
- Classroom management: While OU's training program does cover this issue in certain respects, it is important to review with the GTA your specific expectations. Large-lecture courses necessarily involve a number of logistical tasks complicated by the size of the class, including taking attendance, passing out and collecting exams, returning graded hard copies of work, maintaining class discipline. Even common sense issues, such as the need to fully alphabetize graded assignments and break them down into alphabetical groups to return them, should be discussed.
 - Attendance: The course instructor should determine how attendance is taken, logged and reported to D2L and make sure that the GTAs fully understand the procedures. Of course, it is also necessary to create a viable system for dealing with documenting excused absences. Ideally all of this would already be noted in the syllabus.
 - Distribution and collection of assignments: In a large-lecture course, critical time can be lost if methods for passing out exams have not been fully discussed. In general, the instructor needs to consider what methodology makes sense and communicate it clearly to all GTAs. Even common sense issues, such as the need to fully alphabetize graded assignments and break them down into alphabetical groups to return them, should be covered.
 - Discipline and classroom decorum: While the primary instructor sets the tone for the class, the GTAs can serve an important role in maintaining appropriate student behavior in lectures and at the film screenings. It is important for the GTAs as a group and the instructor to work to set the same limits and expectations for the class. Make the GTAs aware that excessive patrolling can damage the classroom dynamic as much as an overly lackadaisical approach can.
- Working with students: Remind the GTAs that they are serving as the primary instructor's representative and that they should familiarize themselves with the details of the policies on the syllabus, course requirements, etc.
 - Decide whether or not the GTAs should hold office hours and include their contact information on the syllabus.

- Discuss which issues the GTAs should handle themselves and which types of issues they should pass on to the instructor.
- Regular Meetings: Because of the variability of knowledge and experience among GTAs it is particularly important for the instructor to meet with the GTAs in person, particularly early in the semester.
 - GTA Morale: even when GTAs are working for other programs they sometimes do not receive much guidance. Because we do not have our own graduate students it is particularly important that we treat the GTAs well so that they are able to perform well and also want to return.
 - Timely feedback: throughout the semester make sure the GTAs are aware of their strengths and aspects of their work they might work to improve.
 - Group dynamics: if there are multiple GTAs encourage them to work together and use each other as resources.
 - The learning curve for GTAs is generally extremely high in their first semester of working as a GTA for FMS. Some care should be given to creating assignments and grading keys that are adequate for those learning the material along with the students.
 - Ideally GTAs should meet with the course instructor at least once prior to the start of the semester to review general expectations, the syllabus, receive the desk copies of the course materials, and essential information.
 - Grading: The course instructor should decide which assignments or parts of assignments might be graded by the GTAs, providing guidelines, grading keys and setting target dates for grading.
 - Assignment Submission: it is advisable to have students upload written assignments to a D2L dropbox so that they can be scanned by OUs plagiarism check program, Turn-it-in. Turn-it-in now also provides an assignment mark-up service, which can be used for grading. Some GTAs also like to use the document review and comment features of Word for grading. Consult with your assigned GTAs in advance to determine what grading methodologies will work the best and inform students—ideally in the syllabus—of how assignments are to be submitted.
 - Grade Conforming: Any time there are multiple GTAs for a course it is critically important that grading be consistent. For early assignments a meeting should be held for GTAs to grade a small number of assignments and confer about the tentative assigned grades, coming to a common standard and grading accordingly.
 - Grade Reporting: Details of how and when the GTAs will log the grades and record them on D2L should be discussed. The GTAs should be aware of how to hide a particular grade category while the grades are in process.
 - Mid-Term Grade Report: The mid-term grade report is typically due at the end of the seventh week of the semester. Students and GTAs should be aware of which grades are included in the calculation. The

instructor should discuss the timeline for finalizing these grades with the GTAs. Mid-term grades from D2L can now be exported to oZone.

- End-of-semester issues: ideally a meeting would be held to finalize student grades and deal with any problem issues. As with mid-term grades, the instructor should provide a clear timeline for grading the final assignments and reporting course grades.

14. Research Support and Funding Opportunities

OU's Center for Research Program Development and Enrichment (CRPDE) will meet with individual faculty to identify sources both internal and external to fund research projects, including creative works. Its iRep program will help junior faculty plan research projects, identify sources of support, and apply to those sources. You may also want to meet individually with Todd Fuller, the Associate Director for Research Development, who works with faculty in the humanities to advance their research (tfuller@ou.edu, 5-1951). More information about CRPDE and iRep is also available at www.crpde.ou.edu.

14a. Internal Grant Opportunities

There are several intra-institutional sources of support for faculty research and creative production. This non-exhaustive list is intended to help you research these sources, but you should also consult with the Director and the CRPDE:

- OU Arts & Humanities Faculty Fellowship Program, applications typically due in late February (<https://vpr-norman.ou.edu/funding/VPF-funding-opportunities/arts-humanities-faculty-fellowship-program>)
- OU Publication Support Program, rolling application deadline (<https://vpr-norman.ou.edu/funding/VPF-funding-opportunities/publication-support-program>)
- OU Research Council Faculty Investment Program (FIP), rolling application deadline, due on the 15th of each month during the academic year (<https://vpr-norman.ou.edu/research-council/funding/fip>)
- CAS Funding Assistance Program (FAP), applications accepted on a rolling deadline (<http://cas.ou.edu/funding-assistance-program>)
- VPR Junior Faculty Fellowship Program, applications typically due in early January (<https://vpr-norman.ou.edu/research-council/funding/junior-faculty-fellowship-program>)
- CAS Junior Faculty (Summer) Fellowships, applications typically due in early January (<http://cas.ou.edu/junior-faculty-summer-fellowships>)
- CAS Senior Faculty (Summer) Fellowships (intended for associate faculty only), applications typically due in early March (<http://cas.ou.edu/senior-faculty-fellow>)
- CAS Instructional Technology Grants, rolling application deadline but applicants are encouraged to discuss proposals with the chair of the committee first (<http://cas.ou.edu/instructional-technology-grants>)
- OU Faculty Senate Faculty Development Awards, applications typically due in early February (<http://www.ou.edu/admin/facsen/facdev.htm>)

- Humanities Forum Grants (theme based), typically due in October (<http://www.ou.edu/content/humanitiesforum/humanities-forum-grants.html>)
- Provost's Retired Faculty Research Funds, applications typically due in July and November for the subsequent semester (<http://www.ou.edu/content/dam/provost/documents/Presidents-Retired-Faculty-Funds-Memo.pdf>)
- Big 12 Universities Faculty Fellowship Awards, applications typically due in October, March, and July (<http://www.ou.edu/content/dam/provost/documents/Faculty-Fellowship-Program-Big12.pdf>)
- OU Staff Professional Development Program, rolling application deadline (http://www.ou.edu/staff_senate/pd.html)

14b. External Grant Opportunities

The CRPDE lists databases of grant and fellowship opportunities at https://crpde.ou.edu/external_funding. In individual meetings, they can help you search through these databases for fellowships you may be interested in. They also encourage faculty to conduct their own searches via Pivot at http://pivot.cos.com/funding_main. Other opportunities include the following:

- Norman Arts Council Hotel/Motel Tax Fund Grant Program, OU internal deadline typically in early November (<https://crpde.ou.edu/node/995>)
- Oklahoma Arts Council Major Grant Support Program, OU internal deadline typically in early December (<https://crpde.ou.edu/node/1208>)
- Mellon Foundation Sawyer Seminars (<https://mellon.org/programs/higher-education-and-scholarship-humanities/fellowships/sawyer-seminars/>) and New Directions Fellowships (<https://mellon.org/programs/higher-education-and-scholarship-humanities/fellowships/new-directions-fellowships/>)
- National Endowment for the Humanities Summer Stipends, OU internal deadline typically in early June (<https://crpde.ou.edu/node/561>) and academic year fellowships (<http://www.neh.gov/grants/guidelines/fellowships.html>)
- The Fulbright Specialist Program (<http://www.cies.org/programs-us-scholars-specialist/apply-join-specialist-roster>)
- The American Council of Learned Societies fellowships (<https://www.acls.org/programs/acls/>)
- The Radcliffe Institute for Advanced Study (<http://www.radcliffe.harvard.edu/fellowship-program/how-apply>)
- Smithsonian fellowships (<http://www.smithsonianofi.com/fellowship-opportunities/>)
- The American Association of University Women postdoctoral fellowships (http://www.aauw.org/fga/fellowships_grants/american.cfm)
- The American Philosophical Society (<http://www.amphilsoc.org/grants/sabbatical.htm>)
- Guggenheim Foundation fellowships (<http://www.gf.org/>)

- The National Humanities Center fellowships (<http://www.nhc.rtp.nc.us/>)
- The Academy of Motion Picture Arts and Sciences Grants (<http://www.oscars.org/education-outreach/grants/filmscholars/index.html>)
- The Film Study Center-Harvard Fellowship (http://www.filmstudycenter.org/fellowships_fsc.html)
- Center for the Advanced Study of Visual Arts (<http://www.nga.gov/content/ngaweb/research/casva.html>)

14c. College of Arts and Sciences' Funding Assistance Program

The College of Arts and Sciences' Funding Assistance Program (FAP) accepts funding requests from CAS academic units, CAS faculty members and CAS sponsored student organizations for events and projects that enhance the educational mission of the academic unit, such as screenings, talks, and other events. However, they also accept funding requests for other projects, including infrastructure upgrades and equipment. Requests must be submitted at least thirty days prior to the event/project. More information can be obtained at <http://cas.ou.edu/funding-assistance-program>.

For speakers and student-oriented events, you might also want to apply for a [CAS Career Development Mini-Grant](#), which are to help fund special programs, projects, or events sponsored by departments in the College of Arts and Sciences with the goal of promoting career development for students. Examples of programs or events that promote student career development include: alumni panels, employer or corporate recruiter information sessions, or other career-related initiatives for students.

15. Travel Guidelines

15d. The Travel Assistance Program (TAP)

The College of Arts and Sciences accepts travel funding requests from CAS faculty members and students. Highest priority for funding will be given to travel for presentations at research conferences, but other research related travel will be considered.

The college will typically approve up to 2/3 of the total travel expenditures for faculty up to a maximum of funding per faculty member of \$1,600 per fiscal year (July 1-June 30). Maximum funding per student has been \$750 per fiscal year to present at a conference or \$500 per fiscal year to attend a conference without presenting. The funds may be used for more than one trip, as long as the annual maximum is not exceeded.

Eligibility:

- All regular full-time faculty members (as defined in the *Faculty Handbook*, [Section 3.1.1](#)) within the College of Arts and Sciences are eligible to apply.
- OU students who have formally declared a CAS major and are in good standing academically are eligible to apply.

- The college strongly encourages each applicant obtain support from other sources and list them on the CAS TAP request form. If space does not allow, please attach documentation.

Deadlines:

- Requests for funding must be submitted to the CAS Dean's Office no later than 30 days prior to the start date of travel. No retroactive requests will be approved.

Application Procedures:

1. Complete the CAS Travel Assistance Program (TAP) Form (only one trip per form).
2. Attach a brief narrative stating the purpose and benefits of the travel to the applicant (no more than two pages).
3. Attach a copy of the invitation to present/perform from the conference or event/venue (if presenting).
4. Attach a letter of support from the academic unit's chair/director (required for students; optional for faculty members).
5. Attach a copy of the current unofficial transcript (students only). Do not have them mailed from OU Records office.
6. Submit the printed CAS Travel Assistance Program (TAP) Form with all required attachments and supporting documentation to the academic unit's chair/director for approval.
7. The academic unit will verify all required attachments and supporting documentation (including documentation of other contributions) are attached to the form prior to forwarding them on to the CAS Dean's Office.
8. Submit the printed (hard copy) signed original of the CAS Travel Assistance Program (TAP) Form, required attachments and supporting documentation to: College of Arts & Sciences Dean's Office, Ellison Hall Room 323, 633 Elm Avenue Attention: Meagan Fulk
9. Upon completion of the travel, the traveler's academic unit will process the travel reimbursement for each approved applicant.
10. The academic unit will then submit the CAS Request for Reimbursement Form along with the CAS commitment and paid supporting documentation (email approval and Commitment vs. Budget sheets) to the CAS Dean's Office to request reimbursement. CAS will reimburse for only 2/3 of the total actual expenditures or up to the approved amount of the travel request on the approved dates and destination (the lesser total). Approved funds will be available to each unit for a maximum of six months after the completion of travel.

As relevant, please also consider applying for a [Presidential International Travel Fellowship](#) (applications are typically due in mid-March).

15b. Concur

In February 2016, OU switched to [Concur Solutions](#) for booking and reimbursing authorized faculty and staff travel. Information about Concur (including copies of training slides and recordings of training lectures as well as FAQs) are

available on the Financial Services [website](#). You need to use Concur to request, (ideally) book, and expense (i.e. seek reimbursement for) all of your trips for OU. Requests must be placed and approved prior to travel and prior to booking travel through Concur.

You will need to set up an account with Concur before you can place a request. See the Financial Services website for instructions on how to establish your account. When entering a request, make sure that you list yourself as “non-grant – OU employee” under Traveler Type and 122764700 as the Department account number for your request. Enter as many trip segments (i.e. airfare and hotel) and expenses (e.g. parking, per diem, taxis, fuel, car mileage, registration fees, etc.) as you can in your request. Figures do not need to be exact but should be your best estimate of final costs. The amount of your request should not exceed the amount of money authorized in your TAP and your program allocation. *The director will not approve expenses that exceed your TAP/program budget.*

15b. Booking Travel and Best Practices During Travel

To book your airfare, it is **highly** recommended by OU Financial Support Services to use the Concur website. You may book travel outside of Concur, but you must be previously approved to do so and you must provide documentation that the price you paid is the same or less than the price you would have paid through Concur. If your airfare purchased elsewhere exceeds the prices available through Concur, you may only receive reimbursement up to the quote you were given by Concur.

If you purchase multiple items, such as airfare, hotel or rental car online you will need an itemized amount for each item, as you cannot be reimbursed off of a package price.

Meals and incidental expenses are paid out of a per diem amount. If you need to find the per diem for a particular area, please visit the government per diem [website](#). Concur can automatically determine your per diem for you, and you can deduct actual meal costs from your per diem allowance through your Concur expense report.

Limits on cost for hotels vary from area to area. Please visit the following [website](#) to check maximum lodging for your area. These government-determined rates are already entered into Concur. You may stay at a hotel more expensive than the government-approved rate; however, you will have to provide an “Item Expense” explanation and documentation for your choice (such as a website explaining that it was the designated conference hotel, the hotel closest to your research site, etc.).

If you decide that you need a rental car, you will need to write an explanation of why it was required, as well as a pre-authorization through Concur. You will be reimbursed for rental cars of the ECONOMY class. Please do not rent LUXURY vehicles as you will not be reimbursed for these.

Please ask FMS staff BEFORE making any reservations if you have any questions.

During travel, please

- take an envelope and save all receipts! Make sure you get a receipt for all reimbursable expenditures.
- save your boarding passes.
- if you are at a conference, save the conference program and/or your name badge.
- if you are traveling outside of the U.S. it is a good idea to mark each of your receipts with what they are when you receive them (e.g. taxi), especially if they are not in English.

15c. OU Travel Card

You may, if you choose, apply for a credit card through the University of Oklahoma to use on approved university travel. When you use an OU travel card, your expenses will be automatically billed to a university account, so you will not need to place those expenses on your own card and seek subsequent reimbursement. However, in agreeing to the terms of the card, you agree that any unauthorized expenses or expenses that exceed your travel budget can be deducted from your paycheck. For more information and to apply for an OU travel card, see the Purchasing Department [website](#).

15e. Faculty Dependent Care Travel Grant Program

This grant program is initiated to promote academic excellence by assisting faculty in covering necessary expenses related to caring for dependents when traveling for activities such as, but not limited to, conferences, workshops, scholarly collaborations with non-OU faculty, and conduct of scholarly or creative activity approved by the department chair and dean of the unit. The program offers up to \$1000 per academic year before taxes as supplemental pay to qualified faculty members subject to the availability of funds. A “dependent” is defined as an employee’s spouse/significant other, son, daughter, parent or next of kin whose care is the responsibility of the faculty member during the period of travel.

Criteria:

Awards can be used for either child(ren) or adult dependent care, for:

1. Additional hours of dependent care due to travel, over and above what would normally incur without the travel.
2. Expenses related to dependent care, if the dependent must accompany the faculty member during travel, over and above what would normally incur without the travel.
3. Any other dependent care related to the faculty member’s travel not covered in (1) or (2) above, if pre-approved by the Senior Vice President and the Provost.

Eligibility:

All full-time regular (tenure, tenure-track, and ranked-renewable) faculty members are eligible to apply. Applications may be submitted with two deadlines per year on October 1 and February 1.

Selection Procedure:

A committee of three regular faculty members will review the applications and make awards in each semester. An award letter will be sent to the applicant detailing the award amount and process for submission of payment. Additionally, limited funds are available for the pilot program.

Disbursement:

Disbursements under the program will be made after completion of travel as a supplemental payment. Supplemental payments will be administered through the university payroll system. Payment under this program is reported to the Internal Revenue System as taxable income. It will not count towards the 25% extra compensation policy and hence, permission for extra compensation is not required under this program.

Application Procedure:

Please fill out the [PDF application form](#) by October 1 or February 1 to: Dr. Simin Pulat, Vice Provost for Faculty Development Office of the Vice President and Provost Evans Hall, Room 104 660 Parrington Oval Norman, OK 73019.

If you have questions about the process, please contact Ms. Mechelle Gibson at 405-325-3228 or via email at mgibson@ou.edu.

15f. Personal Travel and Class Policies

Please avoid personal travel that will prevent you from teaching your regularly scheduled courses. If you will be travelling at your own expense during the semester, please fill out an FMS Pre-Authorization Travel form so that the staff knows how to contact you in the event of an emergency.

If you will miss class meetings for personal or professional travel, please make arrangements for another faculty member or GTA to “cover” your class in your absence. Asking the FMS Media Lab Manager to screen films in your class should only be used as a last resort. Please ask other faculty to proctor exams for you before asking the Lab Manager.

16. Requirements for FMS Majors

The Film and Media Studies major coursework consists of 39 hours of FMS courses or courses approved for FMS major credit. Of these 39 hours of FMS credit, all FMS majors are required to take the six Core Requirements:

- FMS 1013, “Introduction to Film & Media Studies”
- FMS 2013, “Film and Media History to 1960”
- FMS 2023, “Film and Media History: 1960 to the Present,”
- FMS 2033, “Writing About Film”
- FMS 3213, “Media Theories & Methodologies” or ENGL 4253, “Introduction to Film Theory”
- FMS 4013, “Senior Seminar in Film & Media”

An additional 21 hours of coursework is needed, to be chosen from any FMS course not used in the Core Requirements and from the list of Guided Electives on the [FMS checksheet](#).

17. Requirements for FMS Minors

The Film and Media Studies minor coursework consists of 18 hours of FMS courses or courses approved for FMS major credit. Of these 18 hours of FMS credit, all FMS minors are required to take:

- FMS 1013, "Introduction to Film & Media Studies"
- FMS 2013, "Film and Media History to 1960" *or* FMS 2023, "Film and Media

An additional 12 hours of coursework is needed, of which 9 must be upper division hours. These courses are to be chosen from any FMS course not used in the Core Requirements and from the list of Guided Electives on the [FMS checklist](#).

However, JMC courses may not be used to satisfy requirements for the minor. No single course may be used by a student to satisfy a major requirement and a minor requirement. A course may be used, however, to satisfy both a major support requirement and a minor requirement.

18. FMS Courses

A full list of FMS courses and guided electives for the FMS major on our [webpage](#).

18a. How to Propose a New Course

Every fall, the Dean's office will email the Director with specific deadlines for curricular changes, including adding new courses. In general, though, proposals for new graduate courses or undergraduate courses with a G designation will be due in the beginning of November. New undergraduate courses that are not associated with program modifications, certificates, or minors will be due in the end of January. Please note that courses may be submitted at any time, but if they do not meet the deadlines listed above, it is unlikely they will be available for the next fall semester. New course requests must be processed through CourseLeaf; instructions for CourseLeaf and the information required for new course requests are available on the Provost's [website](#). If you have any questions, contact the Academic Advisor.

18b. General Education Requirements

The Provost's [website](#) provides guidelines for all General Education courses. FMS courses may qualify as General Education Courses in Core Area IV: Understanding Artistic Forms, Western Civilization and Culture, *or* Non-Western Civilization. Descriptions of these Gen Ed designations and the forms which must be submitted to get a course designated as a Gen Ed course are available on the Gen Ed [website](#). Once you have completed all forms, please send as an email attachment to kaelcarter@ou.edu or via campus mail to Kael Carter, Provost's Office, Evans Hall, Room 104. If you have questions about the process, email kaelcarter@ou.edu or call at (405) 325-3198. The Academic Advisor can help you through this process.

18c. Dream Courses

In 2004-2005, President Boren established a fund to provide up to a maximum of \$20,000 in one-time funds per selected course to bring in several (3-5) experts in the field during the semester to interact with the students enrolled in

the course and to give a lecture open to the public. In some cases, the visiting expert might also speak at a Presidential roundtable discussion that would include other undergraduate students and faculty. These courses are often but not exclusively co-taught across units. To submit a proposal, visit <http://www.ou.edu/dreamcourse.html> or contact Mechelle Gibson in the Provost's Office (405-325-3228, mgibson@ou.edu). Applications for Dream Courses are typically due to the CAS office in early December.

19. Other Relevant OU Handbooks

- [The University of Oklahoma Norman Campus Faculty Handbook](#)
- [The University of Oklahoma Norman Campus Staff Handbook](#)
- [The University of Oklahoma Student Handbook](#)
- [The Gaylord College Student Handbook](#)

Appendix A. Program Calendar (approximate dates)

For actual due dates for the current academic year, see <http://cas.ou.edu/college-deadlines>.

Early September : Reports for Junior Faculty Summer Fellowships due
Early September: Deadline to request a NEW Online course or to REDESIGN an existing Online course for the spring semester

Early October: Sabbatical reports for prior spring semester due.
Early October: Completed tenure dossiers must be uploaded to OU Portfolio
Early October: Deadline to submit new graduate degree programs and program modifications and certificates (effective Fall 2016) to the Dean's office c/o Sheryl Heinrichs

Mid-October (week eight): Mid-semester grades due
Mid-October: Intersession course proposals due to Dean's Office
Mid-October: Deadline to submit new undergraduate degree programs and course additions or changes corresponding to new degree programs (effective Fall 2016) to the Dean's Office c/o Sheryl Heinrichs
Late October Deadline for CAS and University teaching award applications

Early November: Recommendations for tenure dossiers must be uploaded to OU Portfolio
Early November: Deadline to enter graduate and undergraduate courses with G designations not associated with program modifications into CourseLeaf
Mid-November: Deadline to submit undergraduate program modifications, course additions or changes corresponding to program modifications, and undergraduate certificates to the Dean's Office c/o Sheryl Heinrichs
Mid-November: Dream Course proposals due to Dean's Office
Late November: Deadline to enter undergraduate new minors, changes to existing minors, and courses corresponding to minors into CourseLeaf
Late November to Mid-December: Online course evaluations

Early December: Completed promotion dossiers must be uploaded to OU Portfolio
Mid-December: Winter Convocation

Mid-January: Deadline to enter into CourseLeaf undergraduate new courses and course changes not associated with program modifications or minors
Late January: Nominations for PhD Dissertation Prize and Graduate Teaching Assistant Award Prize due

Early February: Sabbatical applications due for next academic year
Mid-February: Sabbatical reports from fall semester due
Late February: Faculty and director annual evaluations due to Dean's Office

Early March: Applications for Junior and Senior Faculty Summer Fellowships due

Mid-March (week eight): Mid-semester grades due
Late March: Annual staff evaluations due

Early April: Annual evaluations for ranked and non-ranked-renewable term faculty due

Mid-April: Progress-towards-tenure letters due

Mid-April: Elections for FMS Committee A

Mid-April: Selection of Internship Coordinator, Curriculum Committee Chair, and Graduate Liaison (as relevant)

Late April to Early May: Online course evaluations

Mid-May: Spring Convocation

See also the [University of Oklahoma Academic Calendar](#)

Appendix B. The Clermont-Ferrand International Short Film Festival Trip

For more than a decade the Film and Media Studies program (FMS) has had the privilege of showing selected OU student films at the prestigious international short film festival in Norman's "sister city," Clermont-Ferrand, France. Although the OU films are *not* part of the official selection, they are shown publicly and included in the festival program. With the financial and material support of Blaise Pascal University and the College of Arts and Sciences, the Film and Media Studies program has been able to send two outstanding FMS students and one faculty member to the festival for the last several years.

a. Guidelines for Organizing the Annual CFSFF Trip

- ✓ Director selects a core faculty member to coordinate the Clermont-Ferrand Short Film Festival Trip.
 - Ordinarily the director will ask core faculty members who would like to head up the various annual travel programs, such as the LA trip.
- ✓ The Clermont-Ferrand Coordinator solicits two other faculty members to serve on the film selection committee for the event.
- ✓ The Clermont-Ferrand Coordinator works with staff to complete the Faculty Assistance Program (FAP) to apply for funding for the event.
- ✓ The Coordinator keeps good contact with our colleagues in Clermont-Ferrand:
 - For hotel accommodations for the stay in Clermont-Ferrand, work with the International Relations Office at Université Blaise Pascal (UBP). Stephanie and Anne work with the international students and Brigitte is their administrative assistant.
Stephanie LAMAISON <Stephanie.LAMAISON@univ-bpclermont.fr>
Anne GARRAIT-BOURRIER <Anne.GARRAIT-BOURRIER@univ-bpclermont.fr>
Brigitte MEILLEROUX <Brigitte.MEILLEROUX@univ-bpclermont.fr>
 - For Festival registration (accreditation), screening date, and festival program (Market Guide), work with festival and market coordinator, Anne Parent.
Anne PARENT
Marché du Film/ Partenariats
a.parent@clermont-filmfest.com
Tel : 33 4 73 14 73 19
- ✓ In coordination with FMS staff the Clermont-Ferrand Coordinator determines the calendar for essential tasks.
 - Special care should be used in making sure deadlines for film submission and judging allow adequate time for

preparation of the “Market Screening Insertion” document for the short film Market Guide.

- ✓ The Coordinator writes up the call for student films, coordinating with the Digital Media Lab Manager on technical details for the submissions and dates.
- ✓ The Coordinator plans the overall trip, deciding whether a trip to Paris will be included and looking at cost issues.
- ✓ The Coordinator reviews all the student applications, paying special attention to those students interested in travelling to France. Preference is given to the juniors and seniors.
 - The two students who are to travel are chosen by the film review committee.
 - The Coordinator informs the students of the various tasks they have in preparing to travel, including financial assistance opportunities, registering for the conference, and booking their travel.
- ✓ The film selection committee watches the films, decides on the final selection and order for the screening. This information is communicated to the Digital Media Lab Manager so that the pages for the program can be finalized.
- ✓ The Coordinator and Digital Media Lab Manager work to set up the Bon Voyage Screening in the early spring so that the films also have a viewing on the OU campus prior to the trip. The Gaylord Auditorium is a (free) appropriate venue choose but must be booked well in advance. In 2016, FMS also hosted a highly successful send-off screening at the Oklahoma Museum of Art. Contact Film Curator Michael Anderson (manderson@okcmoa.com) at the OKCMOA to coordinate the screening.
- ✓ Before departing for Clermont-Ferrand, the Coordinator must gather contact emergency contact information from all students participating in the trip, as well as contact information that will allow FMS to reach the students and the Coordinator while they are travelling and at the festival. This contact information needs to be left with the FMS Administrative Assistant prior to departure along with a detailed itinerary for travel and festival activities.

Clermont-Ferrand Market Order Form

Market Screening Insertion in the Market Guide

b. Staff Support for the Clermont-Ferrand Film Festival Trip

- ✓ FMS Account and Budget Representative completes and returns the Clermont-Ferrand Market Order Form.

The Digital Media Lab Manager completes the Market Screening Insertion for the Market Guide, following the guidelines provided by Anne Parent. The Lab Manager also creates posters and programs for the send-off screenings.

Appendix C: The Annual FMS Student Trip to Los Angeles or New York

For over fifteen years the FMS Program has had a springtime trip to Los Angeles or, as of more recently, New York. Led by a faculty member with an average of 7-10 students, the visit includes Hollywood and New York film and media/television sites, meetings with filmmakers, and also meetings with OU alumni. The network of our alumni helps with internships and jobs for the next generation of students. Every wave of new students coordinates with previous group and our base becomes stronger and larger. This program is truly essential for each new generation of our graduates.

In addition, we prepare academic tours for our students who are interested in continuing their studies on graduate level in South California film schools. Dr. Misha Nedeljkovich, who has led many of these tours, is an UCLA graduate and still has contacts with faculty in several schools (UCLA, USC, Loyola Marymount, Chapman University, and California State LA and Fullerton). Depending on student interest each year, Professor Nedeljkovich organizes different academic tours. This program resulted in many more of our graduates enrolling in southern California film schools.

The itinerary for each trip varies according to the faculty member leading it, but some general “guidelines” based on experience are the following.

- At the first faculty meeting of the academic year, the Director will ask for a volunteer to plan and lead the trip. FMS covers the expenses of the faculty member leading the group.
- Planning should start during the fall semester to contact alumni and others in LA or New York and to come up with an itinerary.
- An announcement should be made in January asking students to apply. Applications usually include students’ class status, a summary of their FMS course record, and a short one page “essay” on why they wish to attend.
- The announcement should list what the trip will involve including sites to be visited and folks, including alumni, to be met with and the cost of the trip. Selection of students should aim to have a good balance of gender and a variety of student interests and experiences. The group selected should include some who have never been to LA and some who may have had experiences there.
- Often we have rented an 8-9 person van driven by a faculty member to transport the students around Los Angeles. Hence the limit to 7 or so students. The other possibility is to ask students to have their own cars and to show up by themselves at each location.
- The faculty leader should work with the FMS Program to help raise funds to help with payment for students. On some trips we have been able to award students a \$500 grant or to cover motel expenses and that of the van used for transportation in Los Angeles (or funding to cover the Metro expenses in New York). In the past, Jeanne Hoffman Smith has covered half the cost of the trip

with a \$2,000 donation. The faculty advisor should apply for an FAP to cover the remaining trip expenses in the Fall semester.

- The College of Arts & Sciences does have student travel grant funds that also can be applied for by each student. Once students are selected, they need to be directed to apply for travel grants immediately.
- Some trips, including the New York 2014 trip, have placed all students in the same hotel/motel to make coordination easier, but there have also been trips where FMS alumni and friends have offered to house students.
- If a single hotel is not being used, the faculty member should check with each student to see if they have friends or relatives to stay with in New York or Los Angeles, and also to provide them with direct contacts of FMS alumni and FMS friends who are willing to have students stay with them.
- The best practice has been to have students arrive on their own Wednesday evening at the motel/hotel booked for the trip. They should arrange and pay for their own flights. The “tour dates” have traditionally been on Thursday and Friday and part of Saturday. Students need to ask their instructors to be excused from OU classes for Wednesday, Thursday, and Friday.
- Students must make their own arrangements to travel from and to the airport to the hotel or meet up location and cover this expense themselves as well, although they can apply for OU travel grants to or for Sturtevant scholarships to help offset their costs.
- Each trip helps students get an overview of Los Angeles and New York both as locations themselves and as film and media centers as we visit studios, offices, agencies, etc. It is important too that we visit one or more site where students have done internships before and could apply currently, including in LA at Roserock Productions on the Warner Brothers Lot, Paramount Studios, the Los Angeles Film Festival and more and in New York visiting sites such as Miramax, The Center for New American Media, etc.
- It has been very useful on many of these trips to arrange an evening, usually Friday, either at an alumni home or a restaurant encouraging both alumni and other film and media contacts to join us, meeting our students and vice versa. Often 20-30 people wind up participating in these gatherings making contacts that help our students throughout their careers. Such a special evening should be covered by FMS while students are responsible for paying for their other meals.
- In the past, we have contacted our FMS Los Angeles alumni through our email and Facebook lists and by direct contact of those we know well to invite them to come and share experiences with the students.
- It is helpful to have at least one meeting of the accepted students before the trip with current FMS students who have done internships in LA/NY to discuss of their experiences and suggestions. Likewise, it is helpful to have a second event for several faculty and Oklahoma based alumni and filmmakers who have had LA or NYC experience to speak to the group. These meetings should be several weeks before the trip takes place.

- We find also that it is helpful to allow for part of the trip to be “free time” that the students can explore on their own. This has often been on Saturday, Saturday being mostly free of any planned activities as some students need to return home on Saturday while others return on Sunday.
We should make it a standard effort to ask participating students to write up their experience in a brief 2-4 page report of what they gained and appreciated from the experience and one or two suggestions they have for any future FMS trip to LA or New York.
- Before departing, the Coordinator must gather contact emergency contact information from all students participating in the trip, as well as contact information that will allow FMS to reach the students and the Coordinator while they are travelling. This contact information needs to be left with the FMS Administrative Assistant prior to departure along with a detailed itinerary for travel and the schedule of events in Los Angeles or New York.

Appendix D. FMS Lab Rules and Regulations (updated September 2015)

FILM AND MEDIA STUDIES EQUIPMENT CHECKOUT/ /RESPONSIBILITY

Equipment may only be used by students who are taking FMS courses

Reservations

All FMS major and minor students have access to the FMS checkout gear. Students who have not had a production course or who are not currently enrolled in one must take a 30 minute workshop before checking out gear.

Reservations are required to check out gear. Reservations will hold equipment for one hour after the pick up time indicated on the reservation form. If another student needs the equipment after one hour has elapsed, the previous reservation is canceled.

The student checking out the equipment will be held **financially responsible** for any lost or damaged equipment. An OU ID must be presented when picking up the equipment.

Students are encouraged to return equipment as soon as possible, as others may also need to use it.

Checkout

Equipment is checked out from the equipment room in Wallace Old Science Hall 322. The Lab Manager will be available each day to assist you.

- All equipment must be checked in and checked out by the FMS Lab Manager during their scheduled work time.
- DO NOT leave equipment in instructors' offices, outside of the equipment room etc. Such activity will result in the suspension of equipment privileges. You may leave equipment in the FMS main office if previous arrangements with the Lab Manager have been made.
- DO NOT leave equipment inside the equipment room without having it checked by the Lab Manager unless given permission to do so. Such activity will result in the suspension of equipment privileges.
- You must thoroughly inspect all equipment before leaving the check out area. Upon leaving the area, any problems discovered with the equipment or any missing accessories become the responsibility of the student.
- You must fill out the appropriate checkout forms.
- You must show your student ID
- You **MUST** return equipment within the prescribed time period or you will be suspended from further check out.

Anyone who receives three strikes during their time at OU will have their access privileges revoked permanently. You will be given a strike under the following conditions:

- you fail to check equipment in or out with FMS staff
- you fail to cancel a reservation that you cannot claim
- you return equipment after it is due or do not follow return procedures
- you lose or negligently break equipment.
- you provide access for suspended students, students not qualifying for equipment loan, or non-students

Returning Equipment

When you return equipment, make sure the tripod plate is put back on the tripod and batteries are in the charger and fully charged for the next check-out. The memory card must be formatted or “initialized” at check in. All gear must be properly packed in their respective bags/cases.

- Failure to return equipment on time or properly will result in a strike.
- Batteries must be fully charged at check-in
- Memory cards must be erased at check-in
- Always report equipment malfunctions as soon as possible.
- If you think (feel, suspect) a camera is malfunctioning, it is IMPERATIVE that you let the FMS Lab Manager know. DON'T attempt repairs yourself. We'll get the camera pulled out of service and checked, hopefully, before someone else shoots their assignment with broken equipment.

Lost or Damaged Equipment

Use of audio, lighting, and video equipment is a privilege, not a right. Accordingly, it can and will be suspended if circumstances warrant such action. It is the responsibility of the student to report any problem, no matter how minor, involving loss or damage of equipment to the check out supervisor as soon as possible so that equipment can be promptly repaired and placed back into service. If you experience difficulties with equipment in the field, you are expected to demonstrate the problem upon return of the equipment.

Liability

The borrower is fully financially responsible for any loss or damage that occurs while FMS equipment is in their possession. ALL EQUIPMENT THAT IS SIGNED OUT IS ACCEPTED AS BEING IN OPERATIONAL CONDITION BY THE BORROWER. It is imperative that the borrower examine the equipment before removal from the FMS LAB and have any damaged or missing parts noted in writing by the FMS LAB MANAGER.

Habitual disregard for the equipment and the rules of the FMS Lab may result in the loss of access privileges. Anyone who receives three strikes during their time at OU will have their access privileges revoked permanently.

I have read and understand the terms and conditions of this Equipment Checkout Agreement. I agree to abide by them.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Appendix E. FMS Library Checkout Rules (updated October 2015)

The FMS Lab/Library houses over 3000 films on DVD, Blu-ray and VHS. This incredible resource is constantly growing, and in the fall of 2015, we will be opening up the collection for student checkout.

Checkout Rules:

- Students must be an FMS major or minor OR be enrolled in an upper division FMS course.
- Students may checkout one film at a time for a 48 hour period OR from Thursday until Monday. The return time will be established at checkout (48 hours from the time of checkout). You alone are responsible for recording and remembering the return time for media you check out.
- If a student fails to return a film by the prescribed date/time, they will receive one strike for each day late. After three strikes, further borrowing privileges will be revoked; no exceptions. Borrowing privileges can only be reinstated with written permission of the FMS director.
- Students may only check out films in their name. You may not check out or return films for someone else.
- Media may be returned to the lab or, in the case of their absence, to an FMS staff person in the FMS office (300 Wallace Old Science Hall). When returning media to a staff member other than the lab manger, you must email the lab manager the details of the drop-off immediately.
- Students may not check out items on reserve by faculty. All discs used for courses are reserved for the entire semester unless FMS owns multiple copies of a film. You may still watch items on reserve in the lab if you would like to.
- Students are financially responsible for replacing or the replacement cost of any lost or damaged items with a same-edition replacement (or equivalent, as determined by the lab manager).

I have read and understand the terms and conditions of this Film Checkout Agreement. I agree to abide by them.

Student Name (Please Print): _____

Student Signature: _____

Date: _____