

FACULTY HANDBOOK
THE UNIVERSITY OF OKLAHOMA
OFFICE OF THE
SENIOR VICE PRESIDENT AND PROVOST

NORMAN CAMPUS

STATEMENT OF PURPOSE

University of Oklahoma Board of Regents policies and university- and campus-specific policies are being migrated to a new platform and management software in the form of the [University of Oklahoma Policy and Procedure Manual](#). This new repository provides convenient access and serves as the definitive source for finding the most current policies. As of this writing, existing policies are being transferred to the Policy and Procedure Manual, and new policies are being added to the Manual as they are approved.

Instead of duplicating policy documents, the Faculty Handbook now provides links to the Policy and Procedure Manual. More links will be added as policies are migrated. In cases where policies call for the text, or portions of the text, to be included in full in the Faculty Handbook, the text of those policies remains reproduced here, even when a policy now resides in the Policy and Procedure Manual.

The Handbook is published for information purposes and should not be construed as the independent basis of a contract with the University. While every effort is made to present the information accurately, the actual text of the policy, procedure or law should be consulted for accuracy.

Questions or changes regarding any academic policy may addressed to the Office of the Senior Vice President and Provost. Questions about other policies may be addressed to the Office of Policy Management.

(Senior Vice President and Provost, 3-30-05, 8-6-07, 8-26-24)

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1. THE UNIVERSITY: GENERAL INFORMATION

1.1 HISTORY AND INTRODUCTION

Seventeen years before Oklahoma became a state, the University of Oklahoma was founded upon authority of an act of the first legislature of the Territory of Oklahoma.

Approved in 1890 and adopted in its main provisions by the first legislature of the state in 1907, the act stated the purpose of the University was "to provide the means of acquiring a thorough knowledge of the various branches of learning connected with scientific, industrial, and professional pursuits."

Norman was selected as the site for the University, and a 40-acre campus within a half mile of downtown Norman was purchased for \$1,500.

Students were accepted for the first time in the fall of 1892 and were greeted by a faculty of four, which included the president. The first two graduates received pharmaceutical chemistry degrees in 1896.

Maintenance of high academic standards entitles the University to accredited membership by the Higher Learning Commission. The [general institutional information for the University of Oklahoma](#) is posted on the Higher Learning Commission's website at the link above. In addition, more than 80 graduate and undergraduate programs at the University have been accredited by various external agencies and professional organizations.

1.2 NORMAN CAMPUS

The central campus and the offices of administration of the University of Oklahoma are located on some 3,500 acres in Norman, a city of more than 100,000 residents. Norman is located near the center of the state, 20 miles south of Oklahoma City, the state capital.

The colleges housed on the Norman campus are the Christopher C. Gibbs College of Architecture, Dodge Family College of Arts and Sciences, College of Atmospheric and Geographic Sciences, Michael F. Price College of Business, Mewbourne College of Earth and Energy, Jeannine Rainbolt College of Education, Gallogly College of Engineering, Weitzenhoffer Family College of Fine Arts, Graduate College, OU Honors College, David L. Boren College of International Studies, Gaylord College of Journalism and Mass Communication, College of Law, and College of Professional and Continuing Studies. The Norman campus is also headquarters for OU Outreach, which directs non-credit programs throughout the state.

1.3 RESEARCH CAMPUS

In less than a decade, the 277-acre OU Research Campus has been transformed from an empty field to a thriving economic engine shaped by a community of public and private sector collaborations located in nearly 1 million square feet of occupied space representing \$300 million in investment. Today, the Research Campus brings together 1,700 workers across academic, federal, state and industrial organizations in a mutually beneficial environment.

The National Weather Center, a 257,000 square-foot facility that opened in 2006, anchors the

OU Research Campus on the south. The Center houses both academic and federal groups dedicated to forecasting, research and training. The Stephenson Research and Technology Center and the Stephenson Life Sciences Research Center house cutting-edge research in fields including robotics, genomics, bioengineering and the OU Department of Chemistry and Biochemistry, which includes a National Institutes of Health-funded structural biology program. A series of five "Partners Place" buildings, totaling 362,000 square-feet, enable the public and private sector collaboration on weather and radar research; innovation and entrepreneurship; and water, climate, and energy. The OU Innovation Hub serves as a creative space for students and faculty in support of invention and entrepreneurship. Additionally, a 35,000 square-foot "one of a kind" Radar Innovations Laboratory opened in 2015.

1.3 NORTH CAMPUS AND OTHER FACILITIES

North campus, which is two miles north of the main campus, includes the Merrick Computer Center; Max Westheimer Airport, the University-operated airport that also serves the City of Norman; and Swearingen Research Park, where government agencies and industry have established facilities.

Other research and study units of the University include the Biological Station on Lake Texoma; the Sutton Avian Research Center in Bartlesville; the Oklahoma Geophysical Observatory at Leonard near Tulsa; the Aquatic Biology Fisheries Research Center in Noble near Norman; and the Oklahoma Biological Survey, the Oklahoma Archeological Survey and Charles M. Russell Center for the Study of Art of the American West in Norman. In addition, the Oklahoma Geological Survey is a state agency mandated in the Constitution of Oklahoma and is part of the Mewbourne College of Earth and Energy at the University of Oklahoma.

1.4 HEALTH SCIENCES CENTER

The University of Oklahoma Health Sciences Center is the State's major educational resource for training physicians, dentists, nurses, pharmacists, public health specialists, and a wide range of allied health personnel. The Center has a campus in Oklahoma City and offers programs at the University of Oklahoma-Tulsa campus. It is also instrumental in developing improved methods of health care delivery for Oklahoma.

At the Health Sciences Center, approximately 3,000 students are enrolled in the more than 50 graduate and undergraduate degree programs of the seven colleges: Allied Health, Dentistry, Graduate, Medicine, Nursing, Pharmacy, and Public Health. There are approximately 1,700 faculty and 4,200 staff at work at the Health Sciences Center. These figures do not include over 3,000 volunteer physicians and other health professionals.

Faculty and students at the Health Sciences Center use the clinical, laboratory, and teaching facilities of OU Health University of Oklahoma Medical Center and Surgery Center, OU Physicians Building, Oklahoma Children's Hospital OU Health and clinics, OU Health Stephenson Cancer Center at the University of Oklahoma Health Sciences, and OU Health Harold Hamm Diabetes Center at the University of Oklahoma Health Sciences. Students also use the facilities of Veteran's Affairs Medical Center, Dean A. McGee Eye Institute, Oklahoma Medical Research Foundation, other affiliated institutions and hospitals in Oklahoma City, the

major teaching hospitals in Tulsa, the Veterans Affairs Hospital in Muskogee, and various affiliated hospitals and clinics in other locations in Oklahoma.

1.5 OU-TULSA SCHUSTERMAN CENTER

The OU-Tulsa Schusterman Center is located in the heart of mid-town Tulsa at 41st and Yale. On this campus both the OU Health Sciences Center and the OU Norman Campus offer programs. The vision of OU-Tulsa is to build a nationally-recognized center of higher education excellence in select areas that emphasize strong campus- community partnerships and leverage unique opportunities and needs in the Tulsa region.

Although OU's presence in Tulsa has been longstanding, it changed dramatically in 1999. As a result of the transformational \$10 million gift from the Charles and Lynn Schusterman Family Foundation and the leadership of President David L. Boren, OU was able to purchase 60 acres at the corner of 41st and Yale, previously the BPAmoco Research Center. The OU programs in Tulsa had been located in a wide variety of physical locations. By the fall of 2002, all OU academic programs in Tulsa were located at the Schusterman Center campus. This campus has allowed OU to better serve the community by providing a strong, centralized identity in Tulsa.

(Revised 6-3-24; excerpted from the OU Fact Book and the OU Health Sciences Center Faculty Handbook)

2. UNIVERSITY GOVERNMENT AND ADMINISTRATION

2.1 OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

The University of Oklahoma is part of the Oklahoma State System of Higher Education that was established in 1941 when the people of the state adopted an amendment to the Constitution of Oklahoma, Article XIII-A. The system is composed of all institutions of higher education supported wholly or in part by direct legislative appropriations.

(OSRHE)

The amendment also provided for establishment of the Oklahoma State Regents for Higher Education as the coordinating board of control of the system. The Board is composed of nine members who are appointed by the Governor and confirmed by the State Senate. They serve nine-year overlapping terms.

The Board's responsibilities include prescribing standards of higher education (including those concerning the admission of students) at each institution, determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition for completion of the prescribed courses of study, recommending to the Legislature the budget needs of each institution, allocating to institutions funds appropriated by the Legislature, and determining the fees for all institutions of the system (Article XIII-A, Sections 2 and 3, Constitution of Oklahoma). More information can be found on their website:

[Oklahoma State Regents for Higher Education \(OSRHE\)](#)

[OSRHE Policy and Procedures Manual](#)

[OSRHE Academic Affairs Policy PDF](#) (Chapter 3 of the Policy and Procedures Manual)

The Academic Affairs Policy and Procedures Handbook is currently being revised and a link will be available when it is complete.

2.2 THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS

The Board of Regents is constitutionally vested with the governance of the University. Within its authority is the governance of all faculty personnel matters, including without limitation, academic freedom and responsibility, appointment, evaluations, academic misconduct, and academic appeals. Specific provisions pertaining to faculty personnel policies and related matters may be set forth in the Faculty and Staff Handbooks, student handbooks such as the Student Code of Responsibilities and Conduct for the Norman Campus, and/or other official policy documents of the respective campuses. Any modifications to a Board of Regents' policy in the policy documents referred to above or elsewhere must be made through action of the Board of Regents. Visit [the University of Oklahoma Board of Regents website](#) for more information.

2.3 ADMINISTRATIVE ORGANIZATION

The administrative organization of the University exists to provide leadership and facilitate the academic programs. Fulfillment of these goals can best be achieved in an atmosphere of shared governance, mutual planning and implementing of decisions, and the recognition and encouragement of contributions of members of the University community.

2.3.1 PRESIDENT AND EXECUTIVE OFFICERS

As the chief executive and academic officer of the University, the President is responsible to the Board of Regents of the University for the administration of the institution. All authority delegated by the Regents is administered through the Office of the President.

The University's executive officers include the Senior Vice President and Provost, Norman Campus; Senior Vice President and Provost, Health Sciences Center; the Senior Vice President and Chief Financial Officer; Vice President and General Counsel; President, OU Foundation; Vice President for Human Resources and Chief Human Resources Officer; Associate Vice President and Chief Budget Officer; for Administration and Finance, Research, Development, Technology Development, Student Affairs and Public Affairs; the General Counsel; Vice President for Enrollment Management; Vice President of Executive Affairs and Chief of Staff; Vice President, OU-Tulsa; Vice President for Intercollegiate Athletics Programs; Vice President for Research and Partnerships, Norman Campus; Vice President for Research, Health Sciences Center; Vice President for Online Learning; Vice President for Campus Operations; Vice President for Marketing and Communications; Chief Government Affairs Officer; Vice President for Access and Opportunity; Chief Strategy Officer; Vice President and Chief Advancement Officer; Vice President for Administration and Finance, Health Sciences Center; Vice President for Student Affairs and Dean of Students; Institutional Equity Officer; Executive Secretary of the Board of Regents; Chief Audit Executive.

For more information, visit the [Office of the President website](#).

(President, 9-28-83, 7-20-95, 8-3-98, 3-15-05, 8-22-24)

2.3.2 ACTING PRESIDENT

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[1.1.2.2 – Acting President](#)

(Regents, 2-8-79, 3-21-95, 12-2-03, 6-14-23)

2.3.3-2.3.14 INTENTIONALLY LEFT BLANK (non-policy items)

2.3.15 INTERIM OFFICERS

See [Policy and Procedure Manual 1.1.2.4](#)

(Regents, 1-20-86, 3-201-95, 12-2-2003)

2.4 FACULTY SENATE, NORMAN CAMPUS

For more information, visit the [Norman Campus Faculty Senate website](#).

The Faculty Senate consists of 50 members of the Regular Faculty. Senators are elected to three-year terms, and the electors consist of members of the Regular Faculty. Senate seats are allocated to the colleges in proportion to the number of faculty in the college; faculty who are not members of a degree-recommending college are treated as a separate division.

Five students, including both graduate and undergraduate, are chosen by the Student Government Association to serve as official student representatives to the Senate. Without

voting privileges, these representatives observe, participate in discussion, and maintain communication with the Student Government Association in regard to Senate actions. Similarly, a representative of the Senior Vice President and Provost's Office and six representatives of the Information Staff Association also may attend Senate meetings and participate, without voting privileges, in Senate discussion.

The Senate exercises the legislative powers of the faculty of the University as delegated by the Regular Faculty and has the power to initiate any legislation requiring approval of the Board of Regents of the University. Subjects for review or legislation may be brought to the attention of the Senate by written communication from any member of the University community or any officially constituted agency.

The officers of the Senate, who also are the officers of the Regular Faculty, are the Chairperson, the Chairperson-Elect, and the Secretary.

The Senate meets on the second Monday of each month of the regular school year and on call of the Chair or Chair-Elect or on petition, presented to the Secretary, signed by five members. Meetings are open to all members of the University community and representatives of the news media. However, the Senate may go into executive session by a majority vote of the members present.

The Charter of the Regular Faculty and Faculty Senate (Norman) can be found in the [University's Policy and Procedure Manual](#) as well as Appendix A of this handbook.

The By-Laws of the Faculty Senate for the Norman Campus can be found as Appendix B of this handbook.

(Derived from the Charter of the Regular Faculty and the Faculty Senate and the By-Laws of the Faculty Senate, Norman Campus)

2.5 STUDENT GOVERNMENT ASSOCIATION

Information about the University of Oklahoma Student Government Association (SGA), including a [copy of the SGA Constitution](#), can be found online at the [SGA website](#).

(Amendments approved by the Regents, 6-22-82, 9-9-82, 4-9-87, 5-9-91, 3-4-93, 4-18-95, 6-27-04)

2.6 STAFF SENATES

See [Policy and Procedure Manual 2.1.1.1](#)

(Regents 11-11-71, 7-24-75, 12-14-78, 3-29-00, 1-27-04, 6-23-04, 3-28/29-07, 5-10-07, 1-30-20)

For more information, visit the [Norman Campus Staff Senate website](#).

2.7 COUNCILS AND COMMITTEES

See [Policy and Procedure Manual 5.1.8.1](#)

2.7.1 PURPOSE

See [Policy and Procedure Manual 5.1.8.1](#)

2.7.2 RESPONSIBILITIES

See [Policy and Procedure Manual 5.1.8.1](#)

2.7.3 COUNCILS

See [Policy and Procedure Manual 5.1.8.1](#)

(President, 8-6-85)

2.7.4 STANDING COMMITTEES

See [Policy and Procedure Manual 5.1.8.1](#)

2.7.5 OTHER UNIVERSITY COMMITTEES

See [Policy and Procedure Manual 5.1.8.1](#)

(Extracted from Structure of University Councils and Committees and from the Charters and the Listings of the Councils and Committees; Presidential Approval 5-10-74, 2-13-76, 6-16-78, 4-10-81, 4-17-81, 7-1-81, 4-24-86, and 6-13-93, 10-1-97, 3-3-05)

2.7.6 ATTENDANCE REQUIREMENTS FOR FACULTY MEMBERS OF A UNIVERSITY COUNCIL OR COMMITTEE

See [Policy and Procedure Manual 5.1.8.1](#)

(Faculty Senate, 10-3-83; Presidential Approval, 4-5-84)

2.7.7 RESIGNATION OF FACULTY MEMBERS FROM COUNCIL AND COMMITTEE MEMBERSHIP DURING LEAVES OF ABSENCE

See [Policy and Procedure Manual 5.1.8.1](#)

(Faculty Senate, 11-12-73; Presidential Approval, 11-14-73)

2.7.8 ADMINISTRATIVE SEARCH COMMITTEES

See [Policy and Procedure Manual 1.1.2.3](#)

(Regents, 5-12-83; 3-21-95; 3-29-00; 12-2-03; 1-27-04)

2.8 COLLEGE AND DEPARTMENTAL ORGANIZATION

2.8.1 COLLEGE ADMINISTRATION

See [Policy and Procedure Manual 5.2.1.2](#)

2.8.2 DEPARTMENTAL ADMINISTRATION

See [Policy and Procedure Manual 5.2.1.3](#)

(Presidential Approval, 3-1-45, Revised 3-25-49, and as printed in the 1962 Faculty Handbook; Revised, Presidential Approval, 5-10-76, 5-12-78, 7-12-78, 1-3-86, 11-5-86; Revised in part, Regents, 7-28-93, and President, 7-20-95, 3-15-05)

3. FACULTY POLICIES AND INFORMATION

3.1 FACULTY PERSONNEL POLICIES

See [Policy and Procedure Manual 5.1.1.1](#)

3.1.1 THE REGULAR FACULTY

See [Policy and Procedure Manual 5.1.1.2](#)

(Regents, 2-12-76, 1-27-04)

3.1.2 THE GRADUATE FACULTY

[Policy and Procedure Manual 5.1.2.7](#)

(Derived from the Charter of the Graduate Faculty, Appendix C, Regents 1-30-20; Graduate Dean, 9-12-84)

3.2 ACADEMIC FREEDOM AND RESPONSIBILITY

See [Policy and Procedure Manual 5.1.1.3](#)

INSTITUTIONAL ACADEMIC FREEDOM

See [Policy and Procedure Manual 5.1.1.3](#)

3.2.1 ACADEMIC FREEDOM

See [Policy and Procedure Manual 5.1.1.3](#)

3.2.2 ACADEMIC RESPONSIBILITY

See [Policy and Procedure Manual 5.1.1.3](#)

3.2.3 OKLAHOMA ETHICS RULES

See [Policy and Procedure Manual 5.1.1.9](#)

(Regents 9-12-07)

3.3 FACULTY ACCOUNTABILITY

See [Policy and Procedure Manual 5.1.1.4](#)

3.4 FISCAL RESPONSIBILITY

See [Policy and Procedure Manual 5.1.1.6](#)

(Regents, 1-27-2004)

3.5 FACULTY PERSONNEL ACTIONS/APPOINTMENTS

3.5.1 PERSONNEL ACTIONS

See [Policy and Procedure Manual 5.1.2.8](#)

(Regents, 12-13-73, 9-2-76, 2-8-79, 3-8-90, 10-19-99, 3-29-00, 1-27-04, 6-23-04, 6-27-19, 9-

11-19, 1-20-23)

3.5.2 APPOINTMENTS

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[5.1.2.1 – Faculty Appointments Policy](#)

(Regents 12-6-60, 1-26-99, 3-29-00, 12-3-02, 1-27-04, 6-23-04, 9-17/18-09, 9-11-19, 1-28-21, 3-12-24)

3.5.3 RESEARCH FACULTY – NORMAN CAMPUS

See [Policy and Procedure Manual 5.1.2.9](#)

The research faculty position is non-tenure track, term appointment at the rank of research assistant professor, research associate professor, or research professor whose compensation is generated by grants and/or contracts. This track is used to recruit and retain top research scholars to support and enhance the major research programs and initiatives at the University. Candidates for these positions must demonstrate significant capability or potential both to conduct high quality research and to obtain external funds. The primary responsibilities of these faculty will be research; creative/scholarly activity and research-related activities such as proposal writing, project management and teaching; and service and public outreach specifically linked to their research programs (for example, supervision of graduate students and service for professional organizations). Notwithstanding the term of the appointment, the existence of any research professor position is at all times subject to the availability of grant, contract, or bridge funding.

The text below is approved Regents Policy for the Norman Campus but is printed in its entirety only in the Norman Campus Faculty Handbook.

(I) RECRUITMENT AND APPOINTMENT OF RESEARCH FACULTY

Since this policy covers a position devoted primarily to research, with some related teaching and service and public outreach responsibility, it is expected that both the Vice President for Research and the Senior Vice President and Provost will have a determining role in the approval of personnel covered by this policy.

A University research group is eligible for a research faculty position when it can document that the group has a research program that can bring in sufficient funds to pay all costs of the program plus those of the proposed position for at least three years without additional Educational & General University funding.

In addition, the academic unit with which the research faculty is most closely allied shall have policies in place for recruiting, evaluating, and promoting research professors at the ranks of assistant, associate, and full research professor. These policies shall be determined by the academic unit in conjunction with the director of the research program and Committee A and approved by the dean, Vice President for Research, and Senior Vice President and Provost.

Candidates for research faculty positions are to be recruited and appointed through a process similar to that used for hiring other temporary faculty, except as provided in this policy. The director of the research group will request from the Senior Vice President and Provost, in

consultation with the Vice President for Research, permission to recruit for the position. The positions may be advertised in appropriate national publications and applications shall be reviewed by a search committee chaired by the director of the research group funding the position. The search committee shall also consist of tenure track or tenured faculty within the academic unit and at least one tenure track or tenured faculty member from outside the academic unit. Applicants for these positions shall be considered eligible if they meet the required qualifications determined by the head of the research program and the other members of the search committee. The search committee shall recommend a candidate to the academic unit's Committee A and Chair/Director for approval. Committee A and the chair shall present the approved candidate, along with a recommendation for rank, to the tenured and tenure-track faculty for a vote.

Once the academic unit has made a recommendation and the academic dean has endorsed this recommendation, the credentials of the candidate and the final recommendation to hire the candidate for the research faculty position shall be reviewed by the Vice President for Research, whose recommendation shall be forwarded to the Senior Vice President and Provost for review prior to presentation to the President and the Board of Regents. All subsequent practices currently in place for temporary faculty appointments would apply in these cases as well. Contractual documents shall state clearly these appointments will not become tenure-track.

Research faculty appointments are temporary term appointments not subject to the seven-year probationary period applicable to tenure-track faculty. Should a tenure-track position become available in the academic unit, an individual in a research faculty position is eligible to apply. Standard external search procedures for tenure track vacancies shall be rigorously followed.

(II) SALARY, BRIDGE FUNDING, PROMOTION, AND RAISES FOR RESEARCH FACULTY

The salary awarded those appointed to these positions will be paid from the grant(s) and/or contract(s) funding the research program. Initial salary and rank will be commensurate with experience and national standards. Continued employment of a research faculty during the term of the contract will depend on the availability of external funding. In the event of a break in the continuity of funding during the period of a research faculty member's appointment, the individual may apply, with the approval of his or her research unit, for bridge funding only after three years of service, subject to two limitations: (1) the individual will be eligible for bridge funding in an amount equal to one-half the total indirect cost generated by the grants and contracts on which he or she has been appointed, up to a maximum of 12 months' salary, and (2) the university will provide no more than 12 months' salary, regardless of the amount of indirect cost generated. The University will establish budgetary procedures for bridge funding. Academic units will not be required to assume any obligations for funding of research faculty salaries. All bridge funds shall come from a percentage of indirect costs set aside in an escrow account.

The budgetary considerations of these positions will follow the same path as do regular faculty appointments.

Evaluation and promotion procedures for research faculty shall be those applicable to other temporary faculty, except that the nature of their non-tenure, term appointments means that they will be evaluated and promoted primarily based on their research and funding

productivity. Raises will be awarded in the same manner as they are for regular faculty.

(III) GOVERNANCE ISSUES FOR RESEARCH FACULTY

Research faculty are not governing faculty and shall not be eligible to vote regarding departmental affairs, policies, procedures, tenure, promotion, administrative searches, Committee A, the Faculty Senate or other similar governance issues.

(IV) CAPS ON RESEARCH FACULTY APPOINTMENTS

An initial cap on these research faculty appointments will be set at five percent of the number of all tenured/tenure-track faculty appointments on the Norman Campus. After a full evaluation of the program, the percentage may increase up to ten percent, but not beyond that point.

(V) IMPACT EVALUATION

The impact of these research faculty appointments will be reviewed at regular intervals. The first such review will occur within three years; then review will occur every five years. These periodic evaluations will be undertaken by the Senior Vice President and Provost, the Vice President for Research, the University Vice President for Technology Development, and the Faculty Senate or their designees.

(Regents, 5-7-99, 1-27-04)

3.5.4 REAPPOINTMENT AND NON-REAPPOINTMENT

See [Policy and Procedure Manual 5.1.2.6](#)

3.5.5 (A) NOTIFICATION OF NON-REAPPOINTMENT OF TENURE-TRACK CONTRACT

See [Policy and Procedure Manual 5.1.2.6](#)

(Regents, 7-22-81)

3.5.5(B) NOTIFICATION OF NON-REAPPOINTMENT OF A RANKED RENEWABLE TERM CONTRACT

See [Policy and Procedure Manual 5.1.2.6](#)

3.5.5 (C) NON-REAPPOINTMENT TO A SUBSEQUENT TERM

See [Policy and Procedure Manual 5.1.2.11](#)

(Senior Vice President and Provost, 5-17-05)

3.5.6 RESIGNATION

See [Policy and Procedure Manual 5.1.2.6](#)

The text below is approved for the Norman Campus but is printed only in the Norman Campus Faculty Handbook.

For faculty and staff with 12-month appointments, resignations shall be effective on the last day of service of the employee, and an employee shall not be paid for a holiday if the last day of service was prior to the holiday period.

(Regents, 1-17-57, 3-29-00, 3-27-08, Senior Vice President and Provost 1-29-08)

3.6 PROFESSIONAL ACTIVITIES OF THE FACULTY

See [Policy and Procedure Manual 5.1.1.7](#)

3.6.1 TEACHING

See [Policy and Procedure Manual 5.1.1.7](#)

3.6.2 RESEARCH AND CREATIVE/SCHOLARLY ACTIVITY

See [Policy and Procedure Manual 5.1.1.7](#)

3.6.3 PROFESSIONAL AND UNIVERSITY SERVICE AND PUBLIC OUTREACH

See [Policy and Procedure Manual 5.1.1.7](#)

The text below is approved Regents Policy for the Norman Campus but is printed in its entirety only in the Norman Campus Faculty Handbook.

In encouraging appropriate service and public outreach and in its evaluation, it is convenient to distinguish service and public outreach as taking place within three primary communities: the community of the scholarly discipline of the faculty member, the University community, and the community of the public at-large. The weighting of these three components of service and public outreach may vary according to the specific academic unit and individual assignments within the unit. Each academic unit shall establish, publish, and periodically review criteria for evaluating service and public outreach. The criteria, which should be reflective of the unit's objectives, shall be approved by the dean after providing the opportunity for review and consultation by appropriate University bodies that may especially rely on or benefit from specific service activities and public outreach in that unit. Appropriate University bodies shall be designated by the dean and Senior Vice President and Provost.

In cases in which extensive service and public outreach assignments might limit a faculty member's involvement in any area of faculty responsibility, the relative weighting of categories for evaluation may need to be modified. A written understanding should be approved by the dean and the chair of the academic unit at the time the assignment is made and filed in the Office of the Senior Vice President and Provost. Such extensive service and public outreach assignments might include, for example, serving as a high-ranking official for a professional society or a professional journal, serving as the chair of a department or vital University committee, or serving as the director of a public outreach center.

(A) Service to the Discipline

The continued advancement of knowledge or artistic achievement within a scholarly discipline relies integrally on leadership and service provided by its practitioners at state, national, and international levels. The leadership and service activities of a faculty member on behalf of these communities brings prestige to the University and enhances the University's visibility and its scholarly and academic reputations. Service to the discipline might include activities such as official service in relevant professional societies; service on state, national, or international commissions, advisory boards, or agencies related to the faculty member's discipline or profession; service on academic review or accreditation boards; editing professional journals or other publications; reviewing books in professional journals; reviewing research grant

proposals; refereeing research papers submitted for publication; and participating in organizing research conferences or professional meetings.

(B) Service to the University

The nature of the academic enterprise is such that the faculty shares in the formulation of University policies and in making and carrying out decisions affecting the educational and scholarly life of the University. Accordingly, faculty members have a responsibility to contribute to the government and leadership of the University through timely participation on committees, councils, or other advisory groups at the department, college, and University level. In addition, faculty members sometimes are called upon to perform extensive administrative tasks that are essential to the operations of the University. These include positions such as department chair/director, associate or assistant dean, or director of a program or special center.

(C) Public Outreach

Public outreach is the application of knowledge gained through professional activities; it generally focuses upon resolution of contemporary problems, policy analysis, identification of new areas for inquiry and development, and sharing knowledge with the larger geographical community. Appropriate public outreach activities might include artistic or humanistic presentations; health care delivery; professional consultation; service on local, state, national, or international commissions, advisory boards, or agencies (public or private); participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in continuing education instructional activities including those sponsored through the College of Continuing Education; service in an organizational or advisory capacity for particular University programs; and public relation activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups.

(Regents, 12-14-78, 7-22-81, 12-12-85, 1-15-87; Revised in part, 5-9-91, 1-27-04)

3.7 FACULTY TENURE

Sections 3.7 through 3.7.5: See [Policy and Procedure Manual 5.1.3.3](#) (Board of Regents)

See also [Policy and Procedure Manual 5.1.2.12](#) (Faculty Tenure, Norman Campus)

(Regents, 6-15-78, 12-14-78, 7-22-81, 12-12-85, 1-15-87, 7-23-87, 6-27-95, 1-26-99, 1-27-04, 10-25-04)

3.7.6 POST-TENURE REVIEW POLICY – NORMAN CAMPUS

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[5.1.3.4 – Post Tenure Review](#)

(Regents, 5-7-99, 10-25-04, 6-21-24)

3.8 MINOR AND SEVERE SANCTIONS

[Policy and Procedure Manual 5.1.4.1](#)

The University strives to exercise great care in selecting its faculty appointees and in conferring tenure upon only those faculty members who have demonstrated their merit for

continuous appointment. For that reason, the imposition of severe sanctions, such as abrogation of tenure or termination of a non-tenured faculty member outside of the nonrenewal process, should be an exceptional event. Although such measures may be required infrequently, the purpose of this policy is to establish a pre-disciplinary review procedure for minor and severe sanctions that preserves both the integrity of the University and the rights of faculty members; and to establish procedural safeguards for faculty members against whom minor sanctions may be imposed.

For all grievances, appeals, and sanctions related to any form of discrimination or harassment prohibited by the University's Non-Discrimination Policy, the Sexual Misconduct, Discrimination, and Harassment Policy, or the Consensual Sexual Relationships Policy, please see those policies and their associated grievance procedures.

The full policy and associated procedures for each campus may be found in the respective Faculty Handbooks and are incorporated here by reference. It is the policy of the University that all employees within the scope of this policy have procedural rights prior to the imposition of severe sanctions or termination of employment as outlined in the associated procedures. It is the policy of the University that any changes to the policy and procedures must be approved by the Board of Regents for the University of Oklahoma.

(Regents, 3-12-24)

MINOR AND SEVERE SANCTIONS – NORMAN CAMPUS

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[5.1.4.2 – Minor and Severe Sanctions Policy, Norman Campus](#)

(Regents, 3-12-24)

3.9 FACULTY APPEALS BOARD – NORMAN CAMPUS

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[5.1.4.3 – Faculty Appeals Board, Norman Campus](#)

(Regents 7-22-81, 9-17-81, 9-9-82, 6-27-95, 1-26-99, 12-3-02, 1-27-2004, 6-23-11, 1-24-11, 5-9-13, 3-12-24)

3.10 NONDISCRIMINATION POLICY AND POLICY ON SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT POLICY

[See Policy and Procedure Manual 15.1.1.1](#)

(Regents 7-22-81, 9-17-81, 9-9-82, 6-27-95, 1-14-97, 1-27-04)

3.10.1 SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT POLICY FOR INCIDENTS OCCURRING ON OR AFTER AUGUST 14, 2020

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[15.2.3 - See Policy and Procedure Manual](#)

(Regents 7-22-81, 9-17-81, 9-9-82, 6-27-95, 1-14-97, 1-27-04)

(President Effective 8-14-20; amended 8-1-24)

3.11 CONSENSUAL SEXUAL RELATIONSHIPS POLICY

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[15.2.2 – Consensual Sexual Relationship Policy](#)

(Regents, 12-19-90, 6-13-91, 7 9-27-95, 1-14-97, 1-26-99, 3-29-00, 1-27-04, 6-23-11, 1-24-12)

(President, 8-1-2024)

3.12 STUDENT GRIEVANCE PROCEDURES

Students with grievances not covered by other University policies should be referred to the Office of Judicial Services at <http://judicial.ou.edu> to determine the appropriate grievance procedure in cases of student versus student complaints or grievances.

If a student feels wrongfully and unfairly treated by an instructor and if he or she is unable to resolve the matter in conference with the instructor or the departmental chair/director of the academic unit, an appeal may be made with the Academic Appeals Board of the college offering the course. Any thesis and dissertation appeals shall be heard by the Graduate College appeals board. For the full policy of the Academic Appeals Board refer to Section 4.16.1.

Persons who have complaints alleging discrimination based upon race, color, national origin, sex, sexual orientation, genetic information, age, religion, political beliefs, disability or status as a veteran or complaints alleging sexual harassment, consensual sexual relationships, retaliation, or racial and ethnic harassment (together, “discrimination and harassment or retaliation”) may file their complaints in writing with the University Institutional Equity Office. For the Grievance Procedure for Nondiscrimination Policy, refer to <http://www.ou.edu/home/eoo.html> and for Sexual Assault, Discrimination and Harassment Policy, refer to: <http://www.ou.edu/home/misc.html>

To contact the University Institutional Equity Office:

Norman Campus-based programs

Room 102, Evans Hall

(405) 325-3546

Health Sciences Center-based Campus

Room 113 Service Center Building

(405) 271-2110

3.13 FACULTY EVALUATION

3.13.1 FACULTY EVALUATION, ADJUSTMENT IN SALARY, AND ADVANCEMENT IN RANK

[Policy and Procedures Manual 5.1.3.1](#)

The text below for the Norman Campus but is printed in its entirety only in the Norman Campus Faculty Handbook.

(A) Norman Campus

All salary adjustments and promotions in rank shall be based on systematic evaluations of faculty performance. (Note 1)

Note 1: There are two basic purposes of faculty performance evaluations. The first and foremost is to provide information to the faculty member regarding his or her work so that the faculty member can build upon strengths and improve where improvements are desirable. As such, it becomes an essential element of career development for the individual and assists both the faculty member and the faculty member's department or school.

The second basic purpose is to provide a documented basis for providing appropriate recognition of the quality of the faculty member's work; of how well the faculty member meets the department's or school's approval criteria for advancement in salary, promotion, and tenure.

(Senior Vice President and Provost, 7-14-81)

It is the policy of the University (Norman Campus) that all "A" budget salaried faculty, temporary and permanent, tenure-track and non-tenure-track, and renewable term be subject to the same performance evaluation process currently in place starting academic year 1986-87.

(Faculty Senate, 4-14-86, President, 4-21-86, Senior Vice President and Provost, 10-8-04)

Every faculty member will be evaluated annually by Committee A in the appropriate academic unit or department according to the criteria and procedures approved by that unit. These evaluations then will be represented in the form known as the Summary Report of Annual Faculty Evaluation and submitted first to the faculty member, who may respond to the Summary Report in the space provided, and then to the appropriate dean and the Senior Vice President and Provost.

(Faculty Senate, 1-12-87, President, 1-16-87)

3.13.2 (A) SALARY ADJUSTMENTS

See [Policy and Procedures Manual 5.1.3.1](#)

3.13.2 (B) PROCEDURES FOR RECOMMENDATIONS ON SALARY ADJUSTMENTS

See [Policy and Procedures Manual 5.1.3.1](#)

3.13.2 (C) ADJUSTMENTS OF SALARY INEQUITIES

See [Policy and Procedures Manual 5.1.3.1](#)

3.13.3 ADVANCEMENT IN RANK

See [Policy and Procedures Manual 5.1.3.1](#)

(Regents, 2-12-76, 1-15-87, 7-23-87, 5-9-91, 6-13-91, 7-27-93, 1-27-04, 1-28-2021)

3.14 INTENTIONALLY LEFT BLANK (non-policy item)

3.15 ACADEMIC YEAR

See [Policy and Procedure Manual 5.15.4.1](#)

For specific dates for faculty appointments for the academic year and the summer term, see [Section 3.5.2](#).

(Faculty Senate, 3-30-70; Presidential Approval, 4-13-70; State Regents, 8-2-93; President, 5-4-94)

3.15.1 UNSCHEDULED HOLIDAYS

See [Policy and Procedure Manual 12.3.1.1](#)

(Regents, 3-9-78, 12-02-03)

3.15.2 RELIGIOUS HOLIDAYS

See [Policy and Procedure Manual 5.15.4.2](#)

(Senior Vice President and Provost Approval, 9-14-78)

3.16 FACULTY DUTIES

See [Policy and Procedure Manual 5.1.2.14](#)

(Presidential Approval, 7-1-78)

3.16.1 GUIDELINES FOR FACULTY TEACHING RESPONSIBILITIES

See [Policy and Procedure Manual 5.1.2.14](#)

(Senior Vice President and Provost, 9-12-90)

3.17 REGENTS' AWARDS

See [Policy and Procedure Manual 5.1.5.3](#)

More information about Regents' Awards is available on the [Norman Campus Faculty Awards website](#).

(Regents, 5-11-78; Amended, 9-11-86, 6-27-95, 1-27-04, 1-26-11, 9-11-19)

3.18 DISTINGUISHED PROFESSORSHIPS

Recipients of distinguished professorships are deemed to have achieved unusual distinction in teaching; research and creative/scholarly activity; and Professional and University service and public outreach. The University awards the following distinguished professorships:

- (1) David L. Boren Professorships
- (2) David Ross Boyd Professorships
- (3) George Lynn Cross Research Professorships
- (4) Presidential Professorships
- (5) Regents' Professorships

See [Policy and Procedure Manual 5.1.5.1](#) for the complete policy.

More information about Distinguished Professorships is available on the [Norman Campus Faculty Awards website](#).

(Regents, 5-12-66, 5-11-78, 3-15-89, 9-26-95, 1-27-04, 6-23-04, 12-4-14, 9-11-19, 10-23-19, 1-28-21)

3.19 ENDOWED CHAIRS AND PROFESSORSHIPS

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[5.1.2.5 – Endowed Chairs and Professorships](#)

(Regents, 4-14-77, 6-15-78; Regents, 6-27-95, 1-27-04, 6-14-23, 6-21-24)

3.20 FACULTY AWARDS

See [Policy and Procedures Manual 5.1.5.2](#)

3.20.1 COLLEGE AWARDS FOR FACULTY AND STAFF

See [Policy and Procedures Manual 5.1.5.4](#)

(Regents, 12-19-90, 3-7-91, 1-27-04)

3.21 LEAVES POLICY

The University of Oklahoma Leave Policy has additional leave information detailed in the University of Oklahoma Regents Policy Manual.

3.21.1 SABBATICAL LEAVES POLICY

See [Policy and Procedure Manual 5.1.1.8](#)

Note 1: Although this is not a part of the official Regents Policy, faculty should also work with the Office of Research Services, as appropriate, to ensure the obligation for their sponsored projects are met. (Vice President for Research, 3-31-05)

(Regents, 5-11-78, 9-9-82, 4-12-84, 1-17-85, 7-23-87, 1-24-95, 1-27-04)

3.21.1.1 FACULTY FELLOWSHIPS AND SCHOLARSHIPS

See [Policy and Procedure Manual 5.2.1.5](#)

(Senior Vice President & Provost, 4-24-70, 11-10-13).

3.21.2 ADMINISTRATIVE LEAVE

An administrative leave with pay may be given when it is determined to be in the University's best interest that an employee not return to work for a specified period of time or for designated emergency closings of the University. Recommendations for administrative leave must be submitted to the President or his designee for approval.

(Regents, 7-23-87, 1-27-04)

3.21.3 LEAVE OF ABSENCE WITHOUT PAY

See [Policy and Procedure Manual 7.5.2.1](#)

(Regents, 11-12-43, 1-24-95, 1-27-04, 6-23-04) (President, 11-30-00)

3.21.4 EXTENDED SICK LEAVE POLICY FOR NINE MONTH FACULTY

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

See [Policy and Procedure Manual 7.5.1.2](#)

(Regents, 4-4-91, 6-19-96, 1-27-04, 11-30-2024)

3.21.5 BREASTFEEDING SUPPORT

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

See [Policy and Procedure Manual 7.1.3.7](#)

(Regents, 6-21-11; Human Resources 9-7-23)

3.22 CANDIDATES FOR POLITICAL OFFICE

See [Policy and Procedure Manual 7.6.2.1](#)

(Regents, 9-14-43, 1-27-04, 6-16-18)

3.23 PARTICIPATION IN POLITICAL CAMPAIGNS

The University encourages all employees to vote and otherwise actively participate in the political process. Contact the Office of Legal Counsel for information regarding acceptable conduct within this context.

(President, 10-1-90)

3.24 ATTENDANCE AT SUMMER INSTITUTES

See [Policy and Procedure Manual 5.1.1.5](#)

(Regents, 5-13-65, 1-27-04, 6-23-04)

3.25 RESEARCH COUNCIL

See [Policy and Procedure Manual 5.1.8.2](#)

(Vice President for Research, 5-19-88, 8-26-04)

3.26 ETHICS IN RESEARCH

See [Policy and Procedure Manual 4.2.4.1](#)

Research and other scholarly activity at the University must be above reproach. Each member of the University community has the responsibility to ensure the integrity of and ethical standards in any activity with which he or she is directly associated or any activity of which he or she has sufficient knowledge to determine the appropriateness of the activity. Research and other scholarly misconduct undermine the scholarly enterprise and erode public trust in the University community to conduct unbiased and reliable research.

The University is responsible for promoting ethical scholarly practices, including the development of policies and procedures addressing allegations of scholarly misconduct. This policy establishes procedures for identifying, investigating and reporting instances of alleged or apparent scholarly misconduct. Although the policies and procedures outlined below apply to all employees and volunteers, they are not intended to address all scholarly issues of an ethical nature.

The text below is approved Regents' Policy for the University of Oklahoma, Norman Campus and is printed in its entirety in the Norman Campus, Faculty, Staff and Graduate Student Handbooks. Any modification to this policy can be made only by action of the Board of Regents.

3.26.1 DEFINITIONS

(A) Scholarly Misconduct

Broadly defined, "scholarly misconduct" involves intentional, knowing, or reckless breaches of integrity that amount to more than insignificant departures from accepted practices of the relevant academic or research community such as behavior whereby one's scholarly or scientific work or such work of another is misrepresented. Scholarly misconduct is distinguishable from honest errors and recognized differences of opinion that are inherent in scholarly processes. Scholarly misconduct involves, but is not limited to:

- (1) Fabrication – making up data or results and recording or reporting them.
- (2) Falsification – manipulating research materials, equipment, or processes, or changing or omitting data or results, or deceptive or selective reporting of findings and/or omission of conflicting data such that the research is not accurately represented in the research record.
- (3) Plagiarism – appropriation of another person's ideas, processes, results, or words without giving appropriate credit and other improper assignment of credit, such as excluding others or claiming the work of others as one's own; presenting the same material as original in more than one publication; including individuals as authors who have not made a consequential contribution to the work published; or submitting multi-authored publications without the concurrence of all authors.
- (4) Improper use of information gained by privileged access, such as through service on peer review panels, editorial boards, or policy boards of research funding organizations.
- (5) Serious deviation from the accepted scientific method in proposing or carrying out research; e.g., deliberate manipulation or improper reporting of results.
- (6) Material failure to comply with federal, state, or University rules governing research including, but not limited to, serious or substantial violations involving the use of funds;

care of animals; protection of human subjects; or use of investigational drugs, recombinant products, new devices, or radioactive, biological, and/or chemical materials.

Inappropriate behavior associated with scholarly misconduct including, but not limited to, making inappropriate accusations of scholarly misconduct; failing to report conduct known or reasonably believed to be in violation of this Ethics in Research Policy; withholding or destroying records, evidence, or other information relevant to allegations of scholarly misconduct; allowing one's participation on a committee to be influenced by personal, professional or financial conflicts of interest with those involved in the proceedings; and retaliating against persons involved in the allegation or investigation of scholarly misconduct.

(B) Good Faith

"Good Faith" as applied to a party or witness, means having a belief in the truth of one's allegation, statement, or testimony that a reasonable person in their position could have based on the information known to them at the time. As applied to a committee member, Good Faith means carrying out the assigned duties of a Scholarly Misconduct Proceeding impartially.

(C) Materials

"Materials" refers to all relevant information, records (e.g., a research record -- data or results that embody the facts resulting from scientific inquiry, research proposals, lab records, progress reports, abstracts, theses, internal reports and the like), documents, expert opinions, testimony and tangible items related to allegations of scholarly misconduct offered or obtained during a Scholarly Misconduct Proceeding.

(D) Provost

"Provost" for purposes of managing a claim alleging scholarly misconduct, means either the Senior Vice President and Provost or his or her designee, as the context reasonably permits.

(E) Scholarly Misconduct Proceeding

"Scholarly Misconduct Proceeding" or "SMP" means any actions related to alleged scholarly misconduct, including but not limited to internal allegation assessments, inquiries, investigations, and administrative appeals, in addition to which are oversight reviews, hearings, and appeals associated with external funding.

3.26.2 PROCESS FOR HANDLING ALLEGATIONS OF SCHOLARLY MISCONDUCT

(A) INITIATION

Initial allegations or evidence of scholarly misconduct may be reported to any faculty member or staff administrator, who must then report the allegations to the Senior Vice President and Provost or his or her designee of the campus to which the person against whom the allegation is made ("Respondent") is appointed or is otherwise primarily associated. The appropriate designee in most situations will be the Vice President for Research. If the person to whom the report would normally be given is involved in some way in the alleged misconduct, the next higher academic officer shall be informed of the allegations/evidence. The Senior Vice President and Provost and his or her designee shall collaborate in scholarly misconduct investigations and proceedings as deemed necessary.

Upon receipt of an allegation of scholarly misconduct, the Provost shall informally review the

allegations, confer with University Legal Counsel and the appropriate senior officer(s) in the area in which the scholarly misconduct is alleged to have occurred, and determine whether the allegations warrant further review through the Inquiry Committee process outlined herein or whether other University policies or procedures should take precedence. If more than one University procedure applies, the Provost, in consultation with the appropriate vice president and University Legal Counsel, will determine which procedure to use.

Because the University is responsible for acting in the public interest to protect the health and safety of research subjects, patients, students, and employees; protection of the research community; and for lawful and appropriate use of private and public funds, the Provost may take interim administrative action as he or she deems appropriate or as required by law. Such action may include but is not limited to restriction of some activities or full suspension of the Respondent, notifying external sponsors, and implementing procedures to ensure the purposes of any federal or other funds are carried out during the internal examination of the alleged scholarly misconduct.

Upon determining that the allegation of scholarly misconduct falls within the scope of this policy and is sufficiently significant to warrant referral to a Committee of Inquiry, the Provost shall: (i) inform the Respondent of the allegation, his or her determination to refer the matter to the Committee of Inquiry, and the policies and procedures to be used; and (ii) inform the individual(s) making the allegations ("Reporting Individual") of the policies and procedures to be used. The Provost also shall initiate reasonable and practical steps to obtain custody of Materials (defined above), inventory, and securely sequester the Materials in a safe manner, as appropriate. Where Materials are shared by a number of users, custody may be limited to copies of the data or evidence on scientific instruments, so long as the copies are duplicates of the original Materials and substantially equivalent to the evidentiary value of the instruments.

If the Reporting Individual cannot or chooses not to make a formal complaint but the Provost believes the allegations fall within the definition of scholarly misconduct and are sufficiently credible and specific as could lead to the identification of potential evidence of scholarly misconduct, the Provost shall refer the allegations to the administrative head of Respondent's academic or administrative unit (Chair, Director, etc.) to review, in consultation with the appropriate vice president and University Legal Counsel, and determine whether the allegations warrant further review. If so, the unit head shall so inform the Provost and will be deemed the Reporting Individual. The Provost will then initiate an inquiry into the allegations. The University will pursue an allegation of scholarly misconduct to its conclusion, even if the Respondent leaves or has left the University before the matter is resolved.

If allegations of scholarly misconduct appear to have merit, the Respondent admits to the allegations of scholarly misconduct, accepts the Provost's sanctions, and waives the right to appeal, the Provost may document appropriate terms and conditions of the agreed resolution in a writing signed by both parties and terminate further Scholarly Misconduct Proceedings. Prior to its conclusion, the Provost will notify external funding sources, when appropriate.

All Materials are confidential and proceedings of the Inquiry and Investigation Phases of the Scholarly Misconduct Proceedings will be closed. Disclosure of information related to an allegation of scholarly misconduct is limited, to the extent reasonably possible, to those having a need to know. The Provost shall allow all parties reasonable access to Materials in accordance with University policy or as may be required by law. The Provost and the members of the Inquiry Committee and Investigating Committee are responsible for the security of

Materials and records of proceedings in their possession to avoid to the extent possible, among other things, disclosure of the identities of research subjects, Respondents and Reporting Individuals except to those having a need to know to carry out a Scholarly Misconduct Proceeding or as otherwise allowed by law.

(B) INQUIRY PHASE

(1) Within ten (10) calendar days of receipt of an allegation of scholarly misconduct, the Provost shall appoint an Inquiry Committee composed of no fewer than three tenured faculty who have no real or apparent conflict of interest in the matter, have no appointment in the department of either the Reporting Individual or the Respondent, and have appropriate expertise for evaluating information relevant to the case. The purpose of the Inquiry Committee is to engage in preliminary information-gathering and preliminary fact-finding to determine if an allegation is deserving of formal investigation and, if formal investigation is not warranted, to make recommendations concerning disposition of the case; e.g., dismissal of the claim of scholarly misconduct and restoration of the Respondent's reputation. As a preliminary review, an Inquiry does not require and normally should not include a full review of all evidence related to an allegation of scholarly misconduct.

(2) Upon appointment of an Inquiry Committee, the Provost shall promptly notify the Respondent, in writing, of the membership of the Inquiry Committee. The Respondent may challenge Committee members for bias or conflict of interest by submitting a written statement to the Provost, describing the bias or conflict of interest. The Provost shall promptly determine whether a Committee member is to be disqualified and replaced.

(3) While anonymity cannot be assured, where the Reporting Individual wishes to remain anonymous, the Provost shall inform the Reporting Individual that his or her identity may need to be disclosed in order to complete the Inquiry when his or her testimony is important to substantiate the allegations or if federal funds are involved. The Inquiry Committee shall endeavor to maintain that anonymity to the degree compatible with accomplishing the fact-finding purpose of the Inquiry and consistent with applicable law.

(4) The Provost will provide the Inquiry Committee with Materials in his or her custody, or copies thereof. The Inquiry Committee may request any additional Materials and interview any individuals possessing relevant information it deems reasonably necessary to determine whether an allegation of scholarly misconduct warrants formal investigation. A formal investigation is warranted if the allegation falls within the definition of scholarly misconduct and is sufficiently credible and specific so that potential evidence of scholarly misconduct may be identified.

(5) University employees shall cooperate with the Inquiry Committee by testifying if asked and supplying Materials promptly upon request. If any University employee fails to cooperate with the Inquiry Committee, disciplinary action may be taken in accordance with University policy.

(6) The Reporting Individual, Respondent, and all other material witnesses may have the assistance and advice of personal legal counsel, at their own expense; however, all parties and witnesses are expected to speak for themselves in the interviews. Personal legal counsel may not actively participate in the Inquiry and Investigation phases, except to advise their clients. The Inquiry or Investigation Committee may receive the assistance of

the Office of Legal Counsel at any point in the Scholarly Misconduct Proceeding.

(7) The Inquiry Committee is expected to complete its review and submit a written report (the "Inquiry Report") to the Provost within fifty (50) calendar days of written notice to the Respondent that an Inquiry Committee has been named. Provided, if the deadline for any action required in this policy falls on a weekend or University holiday, the deadline shall be automatically extended to the next University business day.

(8) The Inquiry Report shall describe the evidence reviewed, summarize relevant interviews, and include findings and recommendations of the Committee with sufficiently detailed documentation of the Inquiry findings, process, and procedures as to clearly apprise the Provost of the basis of and reasons for determining that an Investigation is either warranted or not warranted. If this deadline cannot be met, the Committee shall submit a written request to the Provost for an extension of time, describing the reasons for the delay, progress made, and the anticipated time frame for completion. The Provost shall determine whether an extension should be granted. All necessary individuals shall be informed of the Provost's decision.

(9) The Inquiry Committee shall send the Inquiry Report to the Provost, who shall promptly provide a copy to the Respondent. The Respondent shall have ten (10) calendar days to submit written comments on the Committee's findings and recommendations, which comments shall be provided to the Provost and attached to the Inquiry Report.

(10) Investigation Warranted. If, after reviewing the Inquiry Report, Respondent's comments, and any recommendations, the Senior Vice President and Provost determines there is a need for a formal investigation, then within thirty (30) calendar days of receipt of the Inquiry Report the Provost will: (i) appoint an Investigating Committee; (ii) notify the Respondent in writing of the determination; and (iii) notify the sponsoring agency or funding source of the research at issue. Factors used in determining the timing of such notice may include the seriousness of the alleged misconduct; the presence of an immediate health hazard; and the interests of the funding agency, the scientific community, the public, and the individual(s) who is the subject of the Inquiry or Investigation and his or her associates.

(11) Investigation Not Warranted. If, after reviewing the Inquiry Report and Respondent's comments, the Senior Vice President and Provost determines a formal Investigation is not warranted, or if the Inquiry is terminated for any reason, the Provost shall notify the Reporting Individual, Respondent, and other necessary individuals of the results of the Inquiry or the reasons for its termination. Notice shall include a copy of or reference to the federal regulations, if applicable, and the University's relevant policies and procedures. Furthermore, the Provost shall take steps to effect restoration of reputations and prevent retaliation as provided in Section D(1)(a), below.

(12) After completion of the Inquiry Phase, all Materials and Inquiry proceeding records shall be returned to the Senior Vice President and Provost and if a formal Investigation is not initiated, maintained in a secure manner in the Office of the Senior Vice President and Provost for a period of time required by applicable law. A copy of the Materials will be provided, upon specific request, as required by applicable law.

(C) INVESTIGATION PHASE

(1) The Provost shall appoint an Investigating Committee of no fewer than three members, two of whom must be tenured University of Oklahoma faculty and the third member shall be a senior faculty member elsewhere if practical under the circumstances. In all cases, Investigating Committee members can have no real or apparent conflict of interest in the matter, hold no appointment in the departments of either the Reporting Individual or the Respondent, and have appropriate expertise for evaluating the information relevant to the case.

(2) The Provost shall promptly notify the Respondent in writing of the procedures to be used during the investigation and the membership of the Investigating Committee. The Respondent may challenge Committee members for bias or conflict of interest by submitting a written statement to the Provost, describing the bias or conflict of interest. The Provost shall determine whether a member is to be disqualified and replaced.

(3) The purpose of the Investigating Committee is to further explore the allegations; to determine whether the Respondent engaged in scholarly misconduct and to make recommendations.

(4) A finding of scholarly misconduct requires proof, by a preponderance of the evidence, that scholarly misconduct was committed intentionally, knowingly or recklessly and was more than an insignificant departure from accepted practices of the relevant academic or research community. The University has the burden of proving scholarly misconduct; i.e., it is more likely true than not that the Respondent committed scholarly misconduct as described in this paragraph 4.

(5) The Investigation shall generally follow the process outlined below:

(a) The Provost shall provide the Investigating Committee with the Inquiry Committee record and Materials assembled to this point. The Investigating Committee will examine such information together with any additional Materials the Investigating Committee considers relevant.

(b) The Investigating Committee shall interview the Reporting Individual, Respondent, and all other individuals who have been identified as possessing relevant and material information about the alleged scholarly misconduct.

(c) The Respondent shall be given the opportunity to address the allegations and evidence, assert any defenses, and raise relevant mitigating factors at Respondent's interview. The Respondent has the burden of going forward with and proving, by a preponderance of the evidence, any affirmative defenses or, as relevant to the imposition of sanctions, mitigating factors. The Investigating Committee shall give due consideration to admissible and credible evidence of honest error or recognized difference of opinion presented by Respondent.

(d) The Investigating Committee shall record all interviews and provide a copy of each recorded interview or a transcript of the interview to the interviewed individual for correction. The corrections shall be included in the Investigation record. The Investigating Committee will inventory the Inquiry Committee record and other Materials and keep them in a secure manner pending delivery to the Provost for archiving.

(e) Expenses related to use of any outside experts requested by the Investigating

Committee that exceed *de minimis* costs shall require authorization by the Provost.

(f) The Investigating Committee shall thoroughly examine the matter to determine: (i) whether the allegations of scholarly misconduct are more likely true than not; (ii) the scope of wrongdoing, if any; or, (iii) if its findings are inconclusive, whether further investigation will be unlikely to alter the findings.

(g) In the course of the Investigation, additional information may emerge that justifies broadening the scope of the Investigation, in which case the Investigating Committee shall inform the Provost, who shall inform the Respondent and others having a need to know, in writing, of any significant new directions in the Investigation.

(6) University employees shall cooperate with the Investigating Committee by testifying if asked and supplying Materials promptly upon request. If any University employee fails to cooperate with the Investigation Committee, disciplinary action may be taken in accordance with University policy.

(7) The Provost shall report all significant developments during the Investigation to the research sponsor when appropriate.

(8) The Investigating Committee shall make every effort to complete the Investigation and submit the investigation report within eighty (80) calendar days. However, this deadline may be impossible to meet; e.g., due to the complexity of the case or absence of crucial witnesses, in which event the Investigating Committee shall submit a progress report to the Provost, identifying reasons for the delay and requesting an extension of time. The Provost shall determine whether an extension should be granted.

(9) Upon completion of the Investigation, the Investigating Committee shall deliberate and then draft a full report to the Provost that details its findings and the substantiating documentation together with its recommendations (the "Interim Investigation Report"), who shall forward the report to the Respondent. The Provost shall provide the Respondent with copies of or reasonable, supervised access to the evidence upon which the Interim Investigation Report is based. The Respondent shall have up to thirty (30) calendar days to provide his or her written comments on the Interim Investigation Report and shall forward any such comments to the Provost and Investigating Committee. The Investigating Committee will have ten (10) days to consider Respondent's comments and submit a final report of the Investigation (the "Final Report") to the Provost, which shall include Respondent's comments.

(10) For each separate allegation of scholarly misconduct, the Final Report will provide: (i) a finding as to whether scholarly misconduct occurred and, if so (ii) specify the nature of the scholarly misconduct and whether it was an intentional, knowing, or reckless breach of integrity that amounted to more than an insignificant departure from the accepted practices of the relevant academic or research community; (iii) a summary of the facts supporting the conclusion including reasonable explanations by the Respondent; (iv) a description of the evidence and other Materials that support the finding; (iv) whether any publications need correction or retraction; and, (v) any recommendations of the Investigating Committee.

(11) If there is a finding of scholarly misconduct, the Senior Vice President and Provost shall fully consider the Final Investigation Report, Respondent's comments, and any recommendations. If necessary, the Senior Vice President and Provost may consult the

Investigating Committee for clarification. The Senior Vice President and Provost shall then inform the Respondent in writing of the findings and recommendations of the Investigating Committee; sanctions for the misconduct; and the appeal process. A copy of the Final Report shall be included in the Investigation record. Upon completion of the Investigation and any appeal under this policy, the Scholarly Misconduct Proceedings records and all Materials shall be maintained in a secure manner in the Office of the Senior Vice President and Provost or other secure location, as appropriate. A copy of relevant Materials will be provided, only upon specific request and as required by applicable law.

(12) At the conclusion of the University's scholarly misconduct process, the Senior Vice President and Provost shall submit required reports to the funding agency, as appropriate. Such reports shall describe, as may be required, the nature of the allegations in general and the specific allegations of scholarly misconduct considered in the Investigation; current, pending, or proposed source of support; the institutional policies and procedures employed in the investigation; the research records and evidence reviewed along with that gathered but not reviewed. For each separate allegation of research misconduct, the report must provide a finding whether misconduct occurred and if so who was responsible; whether the type of scholarly misconduct was intentional, knowing, etc.; whether any publications need correction or retraction; identify the specific sources of support and any pending proposals with federal agencies; list and summarize the facts and analysis which support the conclusions and the reasonable explanations by Respondent; and, describe sanctions recommended and/or imposed by the University. In such cases involving a recommendation for severe sanctions against a faculty Respondent, the Senior Vice President and Provost will include a statement to the effect that severe sanctions have been recommended and the matter will be determined in accordance with University Policy.

(D) Resolution

(1) Allegations of Scholarly Misconduct Not Supported

If the allegations of scholarly misconduct are not supported by the evidence, the Senior Vice President and Provost shall inform, in writing, all applicable research sponsors, others initially informed of the Investigation and others, as required by law, that allegations of scholarly misconduct were not supported. If, at the conclusion of the Investigation, the Investigating Committee and/or the Senior Vice President and Provost conclude the allegations or testimony of a witness(s) were not made in Good Faith, the Provost shall initiate appropriate disciplinary action against the Reporting Individual or witness(s). If the allegations or testimony, however incorrect, are deemed to have been made in Good Faith, the Senior Vice President and Provost shall take no disciplinary measures against the Reporting Individual or witness (s) and shall endeavor to prevent retaliatory actions against them. In disseminating the findings, the University should be guided by whether public announcements would be harmful or beneficial in restoring any reputation(s) that may have been harmed. Usually, such decisions rest with the Respondent.

(a) Restoration of Damaged Reputation

At the conclusion of the process, whether at the Inquiry or Investigation phase, the Senior Vice President and Provost shall undertake all reasonable and practical efforts, if requested and as appropriate, to protect or restore the reputations of persons alleged to

have engaged in scholarly misconduct but against whom no finding of scholarly misconduct is made. The Senior Vice President and Provost also shall endeavor to protect the Reporting Individual, Committee members, and witnesses from retaliation who, in Good Faith, made the allegation or cooperated in the Scholarly Misconduct Proceedings.

(2) Allegations of Scholarly Misconduct Supported

If the Investigating Committee determines that the allegations of scholarly misconduct are supported by the evidence, the Senior Vice President and Provost shall inform all federal agencies, sponsors, and others, as appropriate, who were initially informed of the Investigation of the finding of scholarly misconduct. The Senior Vice President and Provost, in consultation with the Office of Legal Counsel, shall take action appropriate for the seriousness of the misconduct, including but not limited to the following:

(a) Notification of Findings

Following conclusion of the Investigation and internal appeals therefrom, the Senior Vice President and Provost shall consider giving formal notice of the results of the Investigation to some or all of the following, among other required or appropriate entities

- (i) Sponsoring agencies, funding sources
- (ii) Co-authors, co-investigators, collaborators
- (iii) Department, school, college, or other institution
- (iv) Editors of journals in which fraudulent or plagiarized research was published
- (v) Editors of other journals or publications, other institutions, other sponsoring agencies, and funding sources with which the individual has been affiliated
- (vi) State professional licensing boards
- (vii) Professional societies

(b) Sanctions

Potential sanctions include, but are not limited to, the following:

- (i) Removal from particular project
- (ii) Special monitoring of future work
- (iii) Letter of reprimand
- (iv) Probation for a specified period with conditions specified
- (v) Suspension of identified rights and responsibilities for a specified period, with or without salary
- (vi) Salary reduction
- (vii) Demotion in rank
- (viii) Termination of employment/abrogation of tenure

(E) Appeal

The Respondent may appeal the findings of the Investigating Committee and the Senior Vice President and Provost's sanctions by submitting a written statement of the grounds for the appeal to the President within thirty (30) calendar days of written notification of the results of the Investigation and sanctions of the Provost. Grounds for appeal include new or previously unconsidered evidence that was not available earlier, sanctions not in keeping with the findings, a conflict of interest not previously known among those involved in the Scholarly Misconduct Proceedings, and other lapses in due process; provided that any technical departures from prescribed procedures or processes will not invalidate findings, recommendations or proceedings unless they are such as to have prevented a fair determination of the issue(s).

If the Respondent appeals the findings of the Investigating Committee and/or sanctions, the President shall so notify the Senior Vice President and Provost, who will have fifteen (15) calendar days to submit a written response to the President. Upon receipt of a timely written appeal and response from the Senior Vice President and Provost, the President will review the matter, evaluate any response and the evidence and accept, modify, or reject the Investigating Committee's findings and/or the Senior Vice President and Provost's sanction or remand the matter for further Investigation or consideration. Except as provided below, the President's decision will be binding on all parties and will be conveyed in a timely fashion to those previously notified per Section 3.26.2(D) above.

For cases in which the President either accepts the Senior Vice President and Provost's decision to impose severe sanctions on a faculty Respondent as provided in Section 3.8 *et seq.* of the Faculty Handbook or imposes such a sanction, the Respondent may appeal the decision by giving written notice to the President, Senior Vice President and Provost and Chair of the Faculty Appeals Board (FAB) within twenty (20) calendar days of the written notice of the President's decision. If Respondent appeals, the President or the President's designee, as appropriate, shall file a formal written complaint with the Faculty Appeals Board and Respondent as soon as practical within sixty (60) calendar days of receipt of the Respondent's notice of appeal. Respondent shall have twenty (20) calendar days to provide a written response to the complaint. Sections 3.8.8(A), (B), and (C) of the Norman Campus Faculty Handbook are deemed satisfied by the findings of the Investigating Committee and the matter shall proceed under the severe sanctions process with selection of the Hearing Committee pursuant to Section 3.9.1(B)(7) of the Norman Campus Faculty Handbook.

For cases in which the President either accepts the Senior Vice President and Provost's decision to dismiss a staff Respondent or imposes such sanction, the Respondent may appeal the termination according to University policy and procedure.

3.26.3 OFFICE OF RESEARCH INTEGRITY

In accordance with federal regulations, if the University or a University employee applies for or receives Public Health Service ("PHS") support for intramural or extramural biomedical or behavioral research, biomedical or behavioral research training or activities related thereto and if allegations of research misconduct involving fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results are made, then the Provost shall inform the Office of Research Integrity ("ORI"), the office that oversees and directs PHS research integrity activities on behalf of the Secretary of Health and Human

Services. The Provost shall notify ORI of the events of the scholarly misconduct proceedings as appropriate, including but not limited to the following circumstances:

(A) INQUIRY

- (1) If the Inquiry Committee requires an extension to complete its Inquiry, the Provost must notify and seek approval from ORI.
- (2) ORI will receive a copy of the Inquiry Report, Respondent's comments, the Provost's recommendations (if applicable), a description of the PHS support, the basis for recommending an Investigation, and such further information as the Director may request.
- (3) If the University decides an Investigation is not warranted, the Provost shall send a report informing the Director of ORI of the University's intent to terminate the process and include a description of the reasons for such termination.

(B) INVESTIGATION

- (1) The Provost shall report all significant developments during the Investigation to the Director of ORI.
- (2) If the Investigating Committee requires an extension to complete its investigation, the Provost must notify and seek approval from ORI.

(C) APPEAL

- (1) If the University requires more than 120 days to conduct and conclude an Appeal from the notification of the findings of the Investigation, the Provost must notify and seek approval from ORI.
- (2) At the conclusion of the University's scholarly misconduct process, the Provost shall submit all required reports as outlined in 3.26.2 (c) (12), including a record of any appeals, to ORI along with a description of any pending or completed administrative actions against the Respondent.
- (3) The University must notify ORI in advance if it plans to close a case at the Inquiry, Investigation, or Appeal phase on the basis that the Respondent has admitted guilt, a settlement with the Respondent has been reached, or for any other reason.

(Regents, 5-9-85, 12-20-89, 6-25 -97, 3-29-00, 1-27-04, 12-20-17)

3.27 & 3.28 INTENTIONALLY LEFT BLANK (non-policy items)

3.29 INTELLECTUAL PROPERTY POLICY

This policy, including the sections for 3.29.1 Preamble, 3.29.2 Patents, and 3.29.3 Trademarks, has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can find the policy at the link below:

[4.2.2.1 – Intellectual Property Policy](#)

3.29.4 COPYRIGHTS

See [Policy and Procedure Manual 4.2.2.2](#)

(Regents, 11-13-80, 10-14-82, 1-15-87, 1-16-89, 6-13-91, 12-9-99, 12-7-01, 1-27-04)

3.30 UNIVERSITY COMPLIANCE AND QUALITY IMPROVEMENT PROGRAM

See [Policy and Procedure Manual 9.2.1.1](#)

(Regents, 1-01, 1-29-02, 12-2-02, 1-27-04)

3.31 ENGLISH LANGUAGE REQUIREMENTS FOR INDIVIDUALS FOR WHOM ENGLISH IS A SECOND LANGUAGE AND WHO ARE ENGAGED IN INSTRUCTIONAL ACTIVITY

See [Policy and Procedure Manual 5.1.7.1](#)

3.32 INSTRUCTIONAL EVALUATION -- NORMAN CAMPUS

See [Policy and Procedure Manual 5.1.3.6](#)

As recommended by the Norman Campus Faculty Senate, there shall be a program of continuing instructional evaluation on the Norman Campus that includes course evaluation by students. Each college or other Provost-direct unit offering instruction shall maintain a process of evaluation suitable to the college's or academic unit's instructional activities.

The following details about the policy for the Norman Campus are printed only in the Faculty Handbook.

3.32.1 PROCESS

This evaluation process shall 1) provide feedback to the instructor on his/her instruction and 2) provide information to chairs, directors, and Committee A in order to assess the quality of instruction within the academic unit and allow for appropriate recognition of excellent instruction.

(Faculty Senate, 2-14-72; Regents, 12-14-72, 1-27-04)

3.32.2 PUBLICATIONS OF COURSE EVALUATIONS

Upon written consent of individual faculty members, SGA will assemble five questions selected by each college and make them available to students by publication. For specific information about this process, contact your college dean's office or SGA.

(UOSA, 10-20-92; Faculty Senate, 3-14-93; President, 3-18-94)

3.33 INTENTIONALLY LEFT BLANK (non-policy item)

3.34 HUMAN SUBJECT RESEARCH POLICY

Each person who is or may be performing research involving human subjects should become familiar with the Standard Operating Policies and Procedures for the Protection of Human Participants in Research Activities that is available on the [Office of Compliance website](#). These documents pertain to investigations conducted at or sponsored by the University of Oklahoma Norman Campus including research (1) performed by faculty, staff, and/or students; (2) performed utilizing the University of Oklahoma Norman Campus facilities or (3) otherwise supported by University resources or facilities that are under the control of Norman Campus officials. All investigators conducting research involving human participants at OU are required to complete the designated training related to the ethical conduct research.

Applications for the use of human participants in research will be reviewed by the Institutional

Review Board. The chair(s) of these board(s) shall be designated by the Director of Compliance in consultation with the Director of the Office of Human Research Participant Protection and appointed by the Provost.

(Vice President for Research, 7-1-81, 11-15-93, 10-23-00, Director of Compliance, 3-17-05)

3.35 INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

See [Policy and Procedure Manual 4.2.4.2](#)

(IACUC Chair, 11-15-93)

3.36 ENVIRONMENTAL HEALTH AND SAFETY OFFICE AND RADIATION SAFETY OFFICE

See [Policy and Procedure Manual 9.2.2.1](#)

For more information, visit the [Environment Health and Safety Office website](#).

(Vice President for Administration and Finance, 5-27-88, 10-1-93, 12-1-97, 10-31-00, 6-22-01, Director of Compliance, 3-31-05)

3.37 POSTDOCTORAL TRAINING AND DEVELOPMENT POLICY, NORMAN CAMPUS

This policy is in the new Policy and Procedure Manual at the link below:

[5.1.1.10 – Postdoctoral Training and Development](#)

(Senior Vice President and Provost 5-21-2024)

4. STUDENT-FACULTY POLICIES AND INFORMATION

4.1 STUDENT RIGHTS AND RESPONSIBILITY CODE

The University of Oklahoma Student Rights and Responsibility Code establishes specific student rights and responsibilities while maintaining an environment conducive to the University's educational mission. It is approved by the University of Oklahoma Board of Regents. It can also be [accessed online on the Student Conduct webpage](#).

(Vice President for Student Affairs, 9-26-84, 5-2-88, 10-21-97, 11-02-00, 3-3-05, 6-14-23)

4.1.1 INTENTIONALLY LEFT BLANK (non-policy item)

4.2 ADVISEMENT OF ENTERING STUDENTS

See [Policy and Procedure Manual 5.3.1.1](#)

(Dean, University College, 8-1-80; Senior Vice President and Provost, 1-21-93, Dean, University College, 3-1-05)

4.3 ADVISEMENT OF STUDENT ORGANIZATIONS

See [Policy and Procedure Manual 12.3.2.2](#)

(Vice President for Student Affairs, 9-26-84, 10-21-97)

(Regents, 3-8-73; Vice President for Student Affairs, 10-28-88)

4.4 SCHOLARSHIP AND FINANCIAL AID INFORMATION

See [Policy and Procedure Manual 5.5.1.1](#)

(Regents 3-22-88, 1-27-04)

The text below is printed in its entirety only in the Norman Campus Faculty Handbook.

(A) SCHOLARSHIP REPORTING REQUIREMENTS

Financial Aid Services (FAS) is responsible for the administration of Federal, State and Institutional funds. A basic premise of need-based aid is that the total award package must not exceed the student's financial need. Therefore, when awarding aid from Federal programs, FAS must take into account aid from other sources, which can include departmental and/or outside scholarships.

To facilitate this responsibility, Financial Aid Services has created a Notification of Awards form. University offices and departments, outside of FAS, utilize the form to report scholarships, grants, tuition waivers and fee waivers. The form includes award identification, aid ID, account number and fund name. The notification form is also used to identify international students for tax reporting purposes. This form is required of all

departments/offices that make student awards.

This form once completed is submitted:

Financial Aid Services

Buchanan Hall, Room 210

Norman, Oklahoma 73019-4078

Attention: Scholarship Account Specialist

Phone Number 325-2598

(1) University Scholarship Committee

Unless otherwise defined by (a) the instrument establishing a scholarship fund or (b) by the Director of Financial Aid Services (FAS), scholarships administered by FAS and those designated to be awarded by the University Scholarship Committee, will be awarded by the Financial Aid Services Scholarship Committee. The Financial Aid Services Scholarship Committee shall consist of the Associate Director for Operations and any combination of the Associate and Assistant Directors, Sr. FA Specialists and FA Specialists authorized to evaluate applications and approve financial aid awards. Committee members will make selections according to regular meeting and processing schedules.

(2) Policy Publications and Contact Information

The Institution Scholarship Reporting Requirements and information about the University Scholarship Committee shall be printed in the Guide to Financial Aid and Scholarships. The information will also be posted on the Financial Aid Website at <http://www.ou.edu/scholarships.html>. An instructional e-mail will be sent out annually to departments/offices explaining the reporting process.

(Financial Aid Services, 5-18-88, 11-19-93, 10-15-97, 3-3-05)

4.5 GRADING SYSTEM

See [Policy and Procedure Manual 5.15.3.1](#)

4.6 REPORTING OF GRADES

See [Policy and Procedure Manual 5.15.3.2](#)

(Faculty Senate, 11-26-62; President, 12-3-62; Senior Vice President and Provost, 12-3-82)

4.6.1 POSTING OF GRADES

See [Policy and Procedure Manual 5.15.3.3](#)

(Senior Vice President and Provost, 8-19-98)

4.7 FINAL EXAMINATION REGULATIONS

See [Policy and Procedure Manual 5.15.4.3](#)

4.8 UNIFORM FINAL OR DEPARTMENTAL EXAMINATIONS

See [Policy and Procedure Manual 5.15.4.4](#)

4.9 MAKE-UP EXAMINATIONS (OTHER THAN FINAL) DUE TO UNIVERSITY-SPONSORED ACTIVITIES OR LEGALLY REQUIRED ACTIVITIES

See [Policy and Procedure Manual 5.15.4.9](#)

(Faculty Senate, 3-7-83, 5-2-94, 3-20-95 5-6-97; Presidential Approval, 3-24-83, 5-9-94, 7-7-95, 2-5-98; Regents, 1-28-16)

4.10 FINAL EXAM PREPARATION PERIOD

See [Policy and Procedure Manual 5.15.4.5](#)

(President, 7-16-93, 1-2-97, Faculty Senate, 1-22-01, President, 2-1-01, Faculty Senate 10-10-16, President 10-25-16; Faculty Senate 10-10-22, President 12-1-22)

4.11 RETURNING EXAMINATIONS, PAPERS, AND PROJECTS TO STUDENTS

See [Policy and Procedure Manual 5.15.4.6](#)

(Faculty Senate, 5-30-60; Presidential Approval, 6-15-60)

4.12 RESCHEDULING COURSES

See [Policy and Procedure Manual 5.15.4.7](#)

(Senior Vice President and Provost, 11-25-92)

4.13 ADVANCED STANDING CREDIT

See [Policy and Procedure Manual 5.15.2.1](#)

(Office of Admissions and Records, 9-18-86, 4-21-88, 11-17-93, 9-19-04)

4.14 AUDITING COURSES

See [Policy and Procedure Manual 5.15.2.2](#)

(Faculty Senate, 1-10-72; Presidential Approval, 1 11-72; Senior Vice President and Provost, 3 12-83; University Registrar, 8-19-80, 4-21-88; Senior Vice President and Provost, 11-28-94, President 4-15-11)

4.15 ACADEMIC FORGIVENESS

See [Policy and Procedure Manual 5.6.1.1](#)

For specific information about academic forgiveness, contact the Office of Academic Records.

(State Regents for Higher Education, 5-29-92, Registrar, 9-19-04)

4.16 STUDENT ACADEMIC INTEGRITY

See [Policy and Procedure Manual 5.7.1.1](#)

4.16.1 ACADEMIC APPEALS BOARDS

See [Policy and Procedure Manual 5.2.1.1](#)

(Regents, 7-23-87, 1-27-04)

4.17 STUDENT APPEALS CONCERNING ENGLISH PROFICIENCY OF INSTRUCTORS

See [Policy and Procedure Manual 5.1.7.8](#)

The following policy in no way abridges the right of a student under Title 14 of the Student Code to appeal unresolved disputes to the appropriate academic appeals board.

(President, 7-18-86, 6-8-95)

4.18 COMMERCIAL TERM PAPERS

Any staff or faculty member who writes, compiles, or otherwise completes academic assignments for sale to students of the University shall be discharged from employment. Any student who commits such an offense shall be expelled from the University.

(Faculty Senate, 12-18-72)

4.19 CLASS ATTENDANCE

See [Policy and Procedure Manual 5.1.7.5](#)

4.20 IRREGULAR CLASS MEETINGS

See [Policy and Procedure Manual 5.1.7.6](#)

(Deans Council, 12-14-66; Senior Vice President and Provost, 9-20-68, 3-3-05)

4.21 CLASSES DURING FINALS WEEK

See [Policy and Procedure Manual 5.1.7.9](#)

(Senior Vice President and Provost, 3-31-80)

4.22 WAIVER OF FEES

See [Policy and Procedure Manual 5.9.3.1](#)

(State Regents for Higher Education, 1-30-61, 5-31-97)

4.23 WAIVER OF TUITION POLICY RELATING TO RESIDENT TUITION WAIVER OF SCHOLARSHIPS

See [Policy and Procedure Manual 5.9.3.2](#)

(State Regents for Higher Education, 5-31-96)

4.23.1 ENROLLMENT OF FACULTY AND STAFF IN UNIVERSITY COURSES

See [Policy and Procedure Manual 7.3.1.10](#)

(President, 1-21-85, Senior Vice President and Provost, 3-1-05)

4.23.2 WAIVER FOR GRADUATE ASSISTANTS

See [Policy and Procedure Manual 5.9.3.3](#)

(State Regents for Higher Education 5-31-96)

Employment and enrollment information and other policies for graduate assistants are contained in the current Graduate Assistants' Handbook.

4.23.3 WAIVER FOR EXCHANGE STUDENTS ON A RECIPROCAL BASIS

See [Policy and Procedure Manual 5.9.3.4](#)

(State Regents for Higher Education 5-31-96)

4.23.4 WAIVER FOR OKLAHOMA STATE REGENTS ACADEMIC SCHOLARS PROGRAM

See [Policy and Procedure Manual 5.9.3.5](#)

(State Regents for Higher Education 5-31-96)

4.23.5 NONRESIDENT TUITION WAIVER

See [Policy and Procedure Manual 5.9.3.6](#)

(State Regents for Higher Education, 5-31-96)

4.24 STUDENT INSTRUCTIONAL TRAVEL POLICY

See [Policy and Procedure Manual 5.2.2.2](#)

(Senior Vice President and Provost, January 2002)

See also [Policy and Procedure Manual 4.2.1.1 – International Travel Registration and Review Policy](#)

4.25 COURSE SYLLABI AND OTHER COURSE MATERIALS

See [Policy and Procedure Manual 5.1.7.3](#)

(Faculty Senate, February 2010; Senior Vice President and Provost, February 2010)

4.25.1 SALE OF REQUIRED COURSE MATERIAL TO STUDENTS

See [Policy and Procedure Manual 5.1.7.4](#)

5. GENERAL POLICIES

5.1 NON-DISCRIMINATION POLICY

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[15.2.1 Non-Discrimination Policy](#)

(Equal Opportunity Officer, 2-28-04)

(Regents: 3-24-70, 4-8-76, 7-12-77, 12-10-81, 1-27-93, 1-27-04, 6-23-11, 1-24-12, 6-25-15, 6-14-23)

(President, 1-7-93, 9-29-94, 8-1-2024)

5.1.1 AFFIRMATIVE ACTION PLAN

See [Policy and Procedure Manual 15.1.1.1](#)

(Regents, 3-18-75, 3-29-00, 6-14-23)

5.1.2 STAFFING PLAN PROCEDURE AND AFFIRMATIVE ACTION PLAN

See [Policy and Procedure Manual 15.1.1.1](#)

(Regents, 6-13-74, 3-29-00, 1-27-04, 6-14-23)

5.2 INDIVIDUALS WITH DISABILITIES

The University has an Affirmative Action Plan for individuals with disabilities. For details concerning the plan, consult the Equal Opportunity Office.

The University will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program or activity or would result in undue financial or administrative burdens. The term "reasonable accommodations" is used in its general sense in the Reasonable Accommodations Policy and applies to employees, students, and visitors.

(Equal Opportunity Office, 10-21-97, 3-3-05)

5.3 OFFICE OF ACCESSIBILITY AND DISABILITY RESOURCE CENTER

The University of Oklahoma, in compliance with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act, has established the following procedures for the purpose of implementing its responsibilities.

5.3.1 ESTABLISHMENT OF THE OFFICE OF ACCESSIBILITY AND DISABILITY RESOURCE CENTER

Effective delivery of services to students with disabilities and proper and efficient utilization of institutional resources requires the establishment of a central office to which individuals with disabilities may self-identify, have documentation reviewed to determine eligibility for services, and make arrangements for effective utilization of institutional resources to meet recognized needs.

5.3.2 IDENTIFICATION OF INDIVIDUALS WITH DISABILITIES

The institution has established a procedure for students and others with disabilities to self-identify and to register with the Accessibility and Disability Resource Center.

The Accessibility and Disability Resource Center, a department under the Division of Access and Opportunity, will survey identified students with disabilities and general needs associated with the same.

(Regents: 6-23-11, 1-24-12)

5.3.3 CONFIRMATION OF DISABILITY

Students with disabilities will be directed by the Accessibility and Disability Resource Center to have the status of their disability certified. Students will be confirmed by the Accessibility and Disability Resource Center to receive certain University services in accordance with their needs.

The University may request that the students provide appropriate documentation of disability.

In general, documentation of disability should be reasonable, current, and include: a diagnostic statement identifying the disability, date of current diagnostic evaluation, and date of original diagnosis; a description of the diagnostic criteria used; a description of the current functional impact of the disability; treatments, medications, and assistive devices currently prescribed or in use; a description of the expected progression or stability of the impact of the disability over time; and the credentials of the diagnosing professional. This documentation can only be prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. Handwritten notes on prescription pads or handwritten treatment records will not be accepted. Additional information can be found at <https://www.ou.edu/drc/drc-registration/documentation-guidelines>.

5.3.4 COORDINATION OF SERVICES

The Accessibility and Disability Resource Center shall coordinate services with the appropriate offices, including communication with the Senior Vice President and Provost or the Office of Administration and Finance when necessary, for the purpose of assuring that each student with a disability is provided with the necessary services and/or materials to accommodate his or her disability needs.

Further, the Accessibility and Disability Resource Center shall contact the appropriate academic departments or areas to make specific arrangements and coordinate the provision of services and/or materials.

5.3.5 ROLE OF THE ACADEMIC AREAS

The Accessibility and Disability Resource Center is responsible for the implementation of the above outlined procedures. No arrangements, promises, or other manifestations of individual accommodation should be made by any University employee (faculty, administrative, or other) prior to consultation with the Accessibility and Disability Resource Center. Only those arrangements authorized by the Accessibility and Disability Resource Center should be implemented.

Institutional compliance with the regulations and requirements of Section 504 and the Americans with Disabilities Act, as Amended (ADAAA) is mandatory; however, the full implications and requirements of these laws are not fully detailed. Thus, certain offices within the institution will have more complete and reliable information regarding the requirements. Persons making unauthorized commitments may involve both the institution and themselves in unnecessary and unwarranted legal action or other enforcement problems.

5.3.6 GRIEVANCES

A student who believes that he or she has not been provided institutional services consistent with the needs of the confirmed disability and the requirements of Section 504 and the ADAAA should first discuss the problem with the Director of the Accessibility and Disability Resource Center. If an equitable and acceptable resolution of the matter cannot be obtained through these discussions, the aggrieved party may request the assistance of the Institutional Equity Officer in effecting resolution of the problem. If the matter remains unresolved, the aggrieved party may, through the Institutional Equity Officer, initiate a complaint in accordance with the provisions of the University's Student Discrimination Grievance Procedure.

(Presidential Approval, 8-21-78; Vice President for Student Affairs, 8-4-86, 12-93, 12-1-97, 3-3-05)

5.4 REASONABLE ACCOMMODATION POLICY

See [Policy and Procedure Manual 13.2.3.1](#) for the complete policy.

The [Accessibility and Disability Resource Center](#), unless otherwise provided, is the central point of contact to receive all requests for reasonable accommodation and all documentation required to determine disability status under law.

(President, 2-16-93, 3-3-05) (Regents, 6-23-11, 1-24-21)

5.5 LOYALTY OATH

See [Policy and Procedure Manual 7.6.2.6](#)

(President, 7-1-86, Human Resources, 2-7-04)

5.6 NEPOTISM

See [Policy and Procedure Manual 7.1.1.2](#)

(Regents, 4-8-71, 10-17-90, 2-20-92, 12-2-02, 1-27-04)

5.6.1 DUAL CAREER COUPLES

See [Policy and Procedure Manual 5.1.2.16](#)

(Senior Vice President and Provost, 4-8-93)

5.7 [RESERVED]

5.8 OMITTED DUE TO OBSOLESCENCE

5.9 POLITICAL MEETINGS ON CAMPUS

See [Policy and Procedure Policy 12.3.1.2](#)

5.10 INDIVIDUAL CONFLICTS OF INTEREST POLICY

See [Policy and Procedure Manual 7.1.4.3](#)

5.11 COMMUNICABLE DISEASE POLICY

The purpose of this policy is to inform faculty and staff members about how the University of Oklahoma will respond to faculty and staff with a communicable disease.

The University wishes to provide a workplace free of hazards and will take reasonable precaution to protect faculty and staff members from peers and others who are known to have communicable diseases.

Information on the communicable disease policy can be obtained from Personnel Services on the Norman Campus. Educational Services at the Oklahoma City campus provides the policy for the Health Sciences Center and College of Medicine Tulsa.

(President, 1-21-91)

5.12 PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE

See [Policy and Procedure Manual 7.6.2.11](#)

(Regents, 4-6-89, 9-5-90, 1-27-04, 6-23-11, 1-24-12)

5.13 COUNSELING ASSISTANCE

5.13.1 EMPLOYEE ASSISTANCE PROGRAM

The University of Oklahoma recognizes that it is in the best interests of both the University and its employees to provide assistance for employees in dealing with personal problems including alcohol and drug abuse or dependency, mental or emotional disturbance, or other conditions that may adversely affect job performance. For this reason, the University has established an Employee Assistance Program that is designed to assist in (1) identifying the problem at the earliest possible stage, (2) motivating the employees and their family members to seek help, and (3) directing them toward appropriate resources for assistance.

(A) Guidelines

(1) The purpose of the Employee Assistance Program is to provide immediate assistance to faculty and staff with personal problems, including alcohol and drug abuse, that affect their work or job performance.

(2) Job security and advancement opportunities for those who take advantage of this program will in no way be jeopardized due solely to their participation in the program.

(3) Complete confidentiality is assured. All records involving services provided by the Employee Assistance Program shall be treated as confidential medical records and shall be maintained separately from personnel records.

(4) Faculty and staff who exhibit job performance problems will be encouraged to seek

assistance voluntarily through the Employee Assistance Program.

(5) When there is evidence of work deterioration that has been documented by the supervisor or if there are notable signs of alcohol or drug abuse, the supervisor may refer the employee to the Employee Assistance Program.

(6) Although the faculty or staff member has the right to decide whether or not to use the Employee Assistance Program or to follow any of its recommendations, if personal problems continue to adversely affect work performance, established University employment policies will be followed in handling the situation.

(7) The University will endeavor to arrange sick leave or other appropriate leaves of absences for treatment or rehabilitation.

(8) There will be no cost to the faculty or staff member for the evaluation and assessment services of the Employee Assistance Program for up to two sessions. Faculty and staff members will be responsible for cost incurred in undertaking recommended treatment.

(President, 1987; Vice President for Student Affairs, 12-1-97)

In most cases, additional counseling and treatment are partially covered by the employee's health insurance.

More information is available through the Human Resources website.

The EAP counselors are available for personal or supervisory consultation by phone or in person. For more information or to make an appointment, call an EAP Counselor at 325-2911. EAP is located on the second floor of Goddard Health Center.

(EAP Coordinator, 7-13-94)

(Regents, 6-23-11, 1-24-12)

5.13.2 OMITTED DUE TO OBSOLESCENCE

5.14 GIFTS, GRANTS AND CONTRACTS

5.14.1 GIFTS TO THE UNIVERSITY

See [Policy and Procedure Manual 9.1.1.5](#)

(Regents, 6-16-93)

For Receipt of Gifts, see [Policy and Procedure Manual 9.1.1.6](#)

For Types of Gifts, see [Policy and Procedure Manual 9.1.1.7](#)

5.14.2 GRANTS AND CONTRACTS

See [Policy and Procedure Manual 6.5.1.1](#)

(Vice President for Research, 8-25-94, 3-31-05)

5.15 & 5.16 INTENTIONALLY LEFT BLANK (non-policy items)

5.17 OFFICIAL COMMUNICATIONS

5.17.1 The proper channel through which recommendations concerning the policies and/or administration of its governed entities, as a whole or in any of its parts, should be communicated to the Legislature or other State officials are the Presidents of the Universities and the Board of Regents. Further, any official statement made on behalf of the Board of Regents to the public through the press or otherwise, shall be made only by the Chair of the Board of Regents; provided, the Presidents of the Universities or their designees may publicly explain prior Board of Regents' action as deemed necessary and proper.

5.17.2 Nothing in the preceding subsection is intended to or should be construed to abridge the rights and privileges of individual Regents to publicly express their personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

(Regents, 12-7-36, 12-17-45, 3-9-49, 10-13-88, 3-21-95, 3-29-00, 12-3-03)

5.18 PUBLICATIONS AND PROMOTIONAL MATERIALS POLICY

See [Policy and Procedure Manual 11.1.1.1](#)

(Regents, 4-4-91, 3-29-00, 1-27-04, 6-23-04)

5.18.1 ADVERTISING AND PROMOTION

See [Policy and Procedure Manual 11.1.2.1](#)

(Regents, 1-13-83, 11-8-84, 12-8-88, 4-6-89, 3-29-00, 1-27-04, 6-23-04, 6-23-11, 1-24-12)

See [Policy and Procedure Manual 11.1.2.2](#) for information on Purchasing Advertising.

(Regents, 1-27-04, 6-23-04)

5.18.2 UNIVERSITY NAME, LOGOS, OTHER IDENTIFYING MARKS, AND SEAL

See [Policy and Procedure Manual 11.1.3.1](#)

(Regents, 6-23-11, 1-24-12)

5.18.3 EDUCATIONAL INFORMATION POLICY

See [Policy and Procedure Manual 11.1.2.3](#)

(Vice President for Administration and Finance, 2-1-71; Revised, 8-22-76 and 9-24-84; Regents, 4-6-89; Vice President for Public Affairs, 1-7-94)

5.19 PARKING/TRANSIT

A parking permit is required to park a motorized vehicle on the Norman Campus from 7:00 a.m. to 9:00 p.m. Bicycles may be parked at bicycle racks without a permit.

Parking permits may be purchased in person at the Parking and Transportation Services Office or online at the [Parking and Transportation Services website](#). Permits may be paid for by cash or check or may be payroll deducted. An application for a parking permit may be obtained by calling 325-3311.

Free parking is available at the Lloyd Noble Center, and faculty and staff may ride CART/Metro Transit shuttle buses from Lloyd Noble Center to the center of campus at no

charge by showing their OU ID card. Faculty and staff may also ride off-campus bus routes free with their OU ID card.

Additional information may be found in University of Oklahoma Parking and Traffic Regulations, available at the Parking and Transportation Services Office.

5.19.1 INTENTIONALLY LEFT BLANK (non-policy items)

5.20 PURCHASING PROCEDURES – BUYING AND SELLING GOODS AND SERVICES

See [Policy and Procedures Manual 6.4.1.1](#)

5.21 PROPERTY CONTROL PROCEDURES

See [Policy and Procedures Manual 6.7.1.1](#)

(Vice President for Administration and Finance, 7-1-86, 7-1-92, 3-4-05)

5.21.1 MEDIA SANITIZATION POLICY

When declaring electronic media (hard drives, floppy diskettes, CDs, DVDs, flash drives, tapes, cell phones, mobile devices, etc.) as excess, departments must ensure that all Category II and Category III data¹ contained on these items is not vulnerable to theft or electronic compromise. This is called media sanitization. According to the Data Identification Guide, sensitive data include but are not limited to social security numbers, driver license numbers, any security code, access code, or password, any health-related data, and any critical infrastructure details. Media sanitization comprises all actions necessary to protect data on surplus or end-of-life University-owned media from unauthorized access.²

Prior to media sanitization, a department should ensure compliance with any known Legal Hold Notices and records retention requirements³ for data contained on the media by consulting with designated OU officials, (e.g., Open Records Act Officer, Legal Counsel, records retention officers, or departmental or university privacy officers).

Following sanitization, departments must maintain a sanitization record for each item. The record should detail the type of media, date, sanitization method, and the final disposition of the media (sold, recycled, returned, etc.).

Resource Documents are located on the [Information Technology Council website](#).

(Chief Information Officer, Senior Vice President and Provost, Vice President for Administration and Finance, 1-23-09)

(Regents, 6-23-11, 1-24-12)

5.22 USE OF STATE VEHICLES FOR PRIVATE PURPOSES

See [Policy and Procedure Manual 6.6.1.2](#)

(President, 5-1-88)

5.23 POLICY ON OFF-CAMPUS USAGE OF PROPERTY, NORMAN CAMPUS

See [Policy and Procedure Manual 6.7.1.2](#)

(Senior Vice President and Provost, 10-1-79, 3-17-95, 3-31-05)

5.24 CONDUCTING PRIVATE BUSINESS FROM A STATE-OWNED FACILITY

See [Policy and Procedure Manual 7.6.2.5](#)

(Senior Vice President and Provost, 9-16-82, 3-18-86)

5.25 TRAVEL

Travel to Non-Approved Countries or Countries Not Covered

See [Policy and Procedure Manual 6.3.4.3](#)

(Senior Vice President and Provost, 7-19-95, 2-1-98)

See also [Policy and Procedure Manual 4.2.1.1 International Travel Registration and Review Policy](#)

See also [Policy and Procedure Manual 5.2.2.2 Student Instructional Travel Policy](#)

5.26 DEGREES AND CERTIFICATES

5.26.1 DEGREES GRANTED BY STATE REGENTS

The Oklahoma State Regents for Higher Education shall grant degrees and other forms of academic recognition for completion of the prescribed courses in all state educational institutions.

(70 O.S. 1971 ' 3206)

5.26.2 AWARDING HONORARY DEGREES

See [Policy and Procedure Manual 5.11.3.1](#)

(Regents, 3-8-90, 6-13-91, 1-28-98, 3-29-00, 1-27-04)

5.26.3 CERTIFICATES AND DIPLOMAS

See [Policy and Procedures Manual 5.11.1.1](#)

5.26.4 POSTHUMOUS DEGREES/CERTIFICATES

(A) POSTHUMOUS DEGREES

See [Policy and Procedures Manual 5.11.1.1](#)

(B) CERTIFICATES

Certificates bearing the name and the Seal or Coat of Arms of the University may be issued only by the University, pursuant to the applicable legislation in each instance, as created by the President and Board of Regents and/or the State as represented by the Oklahoma State Regents for Higher Education or the Governor or Legislature of the State of Oklahoma. Academic colleges, schools, departments, and other subdivisions of the University do not have such authority. (Oklahoma State Regents for Higher Education policy. II-2-41, 6)

(C) CREDIT CERTIFICATES

(1)The Office of Admissions and Records is charged with the responsibility of administering the regulations governing the issuance of certificates that are based on a program of

transcribed course credits. Except for those prepared by the Health Sciences Center and by the College of Continuing Education as provided elsewhere in this policy, all certificates are to be printed under the supervision of the Norman Campus Office of Admissions and Records with their design and typography being prescribed by the Norman Campus Office of Admissions and Records.

(2) Graduate and Professional Credit Certificates

Transcribed graduate or professional certificates may be issued for programs of study, including portions of programs of study for a graduate degree, governed by graduate faculty within an academic unit or a committee of regular graduate faculty, governed by the appropriate Campus Graduate College, including those required by the University in the fulfillment of the prescriptions for a graduate degree. Transcribed professional certificates may be issued for programs of study governed by the appropriate colleges at the OU HSC.

For each certificate, each program of study must meet the following:

- at least fifty (50) percent of the inclusive courses are graduate level courses appropriately coded at the 5000 level or higher
- the program required at least twelve (12) hours of credited coursework representing a coherent body of study; and the program is approved for the issuance of certificates by the appropriate campus Graduate Council, the Academic Programs Council, the Senior Vice President and Provost, the University President, University of Oklahoma Board of Regents, and the Oklahoma State Regents for Higher Education.

Graduate credit certificates will be issued following completion of the certificate requirements. Degree seeking graduate students may declare a certificate which includes coursework in their graduate degree.

Certificates for forms of professional proficiency other than those described above may be issued only if programs for the achievement of such proficiency have been approved by the Board of Regents and/or the Oklahoma State Regents for Higher Education and are incorporated in the official publications of the University describing its curricular requirements.

(3) Undergraduate Credit Certificates

Transcribed undergraduate certificates may be issued for programs of study, including portions of programs of study for undergraduate degrees, governed by the faculty within an academic unit or a committee of regular faculty at the University of Oklahoma, if each proposed program of study meets the following:

- at least fifty (50) percent of the inclusive hours are upper division, appropriately coded at the 3000 level or above
- the majority of the hours are completed as resident credit
- for OU-NC, an undergraduate certificate must be 15 or more credit hours representing a coherent body of study
- for OUHSC, an undergraduate certificate must be 12 or more credit hours representing a coherent body of study
- the program is approved for the issuance of certificates by the appropriate campus

Academic Programs Council, the campus Senior Vice President and Provost, the University President, the University of Oklahoma Board of Regents and the Oklahoma State Regents for Higher Education.

Undergraduate credit certificates will be issued following completion of the certificate requirements. Degree seeking students may declare a certificate which includes coursework in their undergraduate degree.

(Regents, 3-27-13)

(4) Certificates for forms of professional proficiency other than those described above may be issued only if programs for the achievement of such proficiency have been approved by the Board of Regents and/or the Oklahoma State Regents for Higher Education and are incorporated in the official publications of the University describing its curricular requirements.

(D) NONCREDIT CERTIFICATES

(1) Noncredit certificates (e.g. certificates of participation, certificates of completion, certificates of achievement) may be issued through the College of Continuing Education recognizing achievement of proficiency in some designated area through successful completion of either single or multiple course, credit-free, University-sponsored continuing education activities (e.g. short courses, conferences, workshops, professional development, and training). Such activities may be conducted in association with recognized professional associations, business groups, government agencies, and/or other academic units of the University and the certificate may so state, although certificates may be issued only in the name of The University of Oklahoma. Certificates shall designate their issuing authority as "The University of Oklahoma, Continuing Education and Public Services," or if applicable, "The University of Oklahoma, College of Continuing Education, in association with (name of appropriate professional association or academic unit)."

(2) Courses or sequences of courses upon which such certificates will be based must be submitted for prior review to, and must conform to requirements for course content and quality established by, a review committee composed of representatives of the College of Continuing Education and of the University faculty.

(3) Certificates recognizing achievement in credit-free College of Continuing Education activities will be administered through the Office of the Vice President for University Outreach. That office is responsible for the design, printing, issuance, and recording of all such certificates.

(4) Certificates issued in conformity with University and/or state legislation may be printed only in the name and under the authority of the University. Hence, no certificate of any character may be issued under authority of any other agency naming the University as a cooperating institution in the program of training sponsored cooperatively with the University by such agency, except as provided above.

(5) Certificates may be issued by the University, pursuant to appropriate University and/or state legislation, as incorporated in the official publications of the University from time to time, for attendance at University-sponsored programs of formal instruction and/or research at the pre- and post-doctoral levels, and such levels shall be recognized in such

certificates. Such certificates shall conform to the provisions hereof.

(6) Certificates may be issued by the University, under appropriate legislation, to winners and participants in scholarly competitions sponsored by the University and conducted in its name, whether such contestants are of non-resident, high school, undergraduate, or graduate status, in a form to be prescribed from time to time.

(Regents, 6-15-35, 5-25-49, 7-12-50, 10-10-51, 10-8-64, 11-9-67, 5-14-70, 6-14-79, 10-16-85, 11-14-91, 1-28-98, 1-27-2004)

5.27 CATALOGS AND BULLETINS

See [Policy and Procedure Manual 5.15.4.8](#)

(Admissions and Records Office, 8-19-80, 11-19-93)

5.28 FORMS

See [Policy and Procedure Manual 5.2.1.6](#)

5.29 DEFICIT POLICY

See [Policy and Procedure Manual 6.2.1.5](#)

(Regents, 9-10-03, 1-27-04, 6-23-04)

5.30 FINANCIAL EMERGENCY POLICY

While it is assumed that the administration of the University has a continuing responsibility for maintaining a sound budget and that through responsible financial management and appropriate retrenchment policies, all approaches for averting a financial crisis will be utilized, it is possible that a financial emergency might become inevitable. The following statement outlines the administrative policies and the procedures for such an eventuality.

The Board of Regents has ultimate responsibility for the financial integrity of the University. Decisions resulting from these policies and procedures are subject to the approval of the Board of Regents, which may take into consideration such factors as it deems appropriate.

5.30.1 Definition

The University includes four budgetary agencies: Norman Campus; Law Center; the OU Health Sciences Center; and the OU Tulsa Schusterman Center. A financial emergency is an imminent fiscal crisis that threatens any one of these agencies. A state of financial emergency will be declared whenever the Educational and General Part I budget allocation to the agency necessitates reductions in faculty or staff or reductions in operational budgets that would seriously erode program quality.

The President will decide and declare when any agency of the University is in a state of financial emergency. Based upon information received, the President will submit a plan of action to the Board of Regents for approval.

Specific procedures pertaining to the Norman Campus and Norman Campus programs delivered in Tulsa are maintained as a document in the Norman Campus Senior Vice President and Provost's office.

(Regents, 11-10-77, 3-29-00, 1-27-04)

5.31 FISCAL POLICY

According to University of Oklahoma Regents' policy, no one shall have the authority to bind the University or to sign any document on behalf of the University that incurs an obligation, whether direct or indirect, on the part of the institution without the appropriate written authorization from the President. This policy is comprehensive as regards all business transactions in all colleges, divisions, departments, extensions, auxiliaries, service units, and other segments of the University in all of its parts, wherever located. For additional details, contact the Vice President for Administration and Finance or see the "Buying and Selling Goods and Services policy" in the OU Regents' Policy Manual.

(Vice President for Administrative and Executive Affairs, 3-3-05)

5.32 OPEN RECORDS POLICY

The University of Oklahoma follows the Oklahoma Open Records Act. The University of Oklahoma Regents have approved a policy concerning the implementation of that act at the University. That policy stipulates that all requests for records under the terms of that Act be directed to the Office of Legal Counsel. For information concerning that policy or copies of it, please contact the Office of Legal Counsel. (See also Section 5.34.)

(Legal Counsel, 9-90)

5.33 LIBRARY CIRCULATION RECORDS

Records related to the circulation of library materials that contain names or other personally identifying details regarding the users of the University of Oklahoma Libraries are confidential and may not be disclosed except to persons acting within the scope of their duties in the administration of the Library, to persons authorized by the user, pursuant to court order, or where otherwise required by law. (Pursuant to 65 O.S. 1991 section 1-105, this prohibition against disclosure extends to identified groups as well as individuals, and any authorization must be in writing.)

(Legal Counsel, 3-18-86, 2-94) (Regents, 6-13-85)

5.34 ACCESS TO PERSONNEL FILE

For the purpose of making faculty and staff employment decisions, the University maintains individually identifiable personnel files on persons who have been or are its employees. This policy is intended to provide guidelines for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its employees and the interests of the institution in fulfilling its constitutional functions.

Access to appropriate records shall be in accordance with the provisions of this policy and the University's Open Records Policy (Section 5.32).

See [Policy and Procedure Manual 7.1.4.1](#) for the complete policy.

(President, 3-17-86; Revised, 9-4-92)

5.35 FUNDRAISING

See [Policy and Procedure Manual 7.6.2.8](#)

(Regents 3-24-11)

(For Voluntary Giving in the Fundraising: President, 4-3-86)

5.36 UNIVERSITY OF OKLAHOMA TOBACCO-FREE POLICY

See [Policy and Procedure Manual 1.1.1.3](#)

The full text of the policy shall be available in faculty and staff handbooks, and on the OU website.

In accordance with Executive Order 2012-01, the University has established a Tobacco Free Policy. All facilities of the University of Oklahoma, regardless of campus or location, are tobacco-free.

PURPOSE

The purpose of this policy is to foster a healthier environment for students, faculty, staff and visitors on the University of Oklahoma campuses by minimizing tobacco use, which is the leading cause of death in Oklahoma and the United States. The policy is designed to prevent or reduce exposure of individuals to secondhand smoke, and to help reduce tobacco use among OU students and employees. The policy is not intended to be judgmental of individual lifestyle choice or to be punitive towards any individual or group.

This policy is subject to all applicable laws and regulations and recognizes exceptions contained therein, including an exception allowing tobacco use for religious or ceremonial purposes.

POLICY

Effective July 1, 2012, the use of all tobacco products including but not limited to cigarettes, cigars, pipes, and smokeless tobacco shall be strictly prohibited anywhere on the OU grounds or campus.

(A) The use of tobacco products shall be prohibited in any buildings or portion thereof owned, leased, operated by the University, including OU housing/apartments, athletic facilities, within any OU parking structure, in any vehicle owned or leased by the University, or on the OU grounds or campus, including but not limited to public or non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc.

(B) This policy applies to all persons on campus, including but not limited to students, faculty, staff, contracted personnel, vendors, and all visitors to the OU campus. The policy applies to all University events.

(C) The sale of tobacco products on OU property is prohibited.

COMMUNICATION OF POLICY

(A) NO SMOKING/NO TOBACCO USE SIGNS shall be posted strategically throughout the campus and in OU facilities and vehicles as a reminder of the policy.

(B) The Office of the Provost will ensure the OU faculty employment announcements and information provided to new faculty recruits and employees contain information about the

tobacco-free environment.

(C) Human Resources will ensure that OU staff employment applications, both hard copy and online versions, contain information about the tobacco-free environment, and that new employees receive information about the tobacco-free policy during the new employee orientation.

(D) The Office of the Vice President for Student Affairs will ensure that OU communication and information provided to prospective students and to new students includes information about the tobacco-free environment.

(President, 5-1-93) (Regents, 6-23-11, 1-24-12, 3-29-12)

5.37 PROGRAM REVIEW

See [Policy and Procedure Manual 5.8.1.1](#).

(Faculty Senate, 1-12-87, 9-14-87, 1-11-93; Senior Vice President and Provost, 2-4-93)

5.37.4 Discontinuance

See [Policy and Procedure Manual 5.11.5.1](#) for Board of Regents policy. It stipulates that the Norman Campus Faculty Handbook include the policy on program discontinuance, which is presented below:

The program reviews on the Norman Campus are intended to occur every five years and are based on a document titled "Program Review," which details the criteria and procedures of the review process. It is possible a program review might produce an evaluation which suggests considering the discontinuance of a program, it is important to establish the policy by which discontinuance be considered and implemented. This document is intended to supersede the policy on program discontinuance which was approved by the Board of Regents on November 10, 1977, as that policy had been written before formal program review procedures had been established.

(A) Definition of "Program" - As the unit of evaluation for the purpose of program review, a program can include, but is not limited to, an academic department, school, division, or organized research unit.

(B) Criteria for Evaluating a Program - Criteria for determining whether a program should be discontinued ought to place the greatest emphasis on factors of quality, centrality, and demand, consistent with the mission of the University.

The following questions should guide the deliberations of those responsible for reviewing

programs:

- How good is the program?
- How central to the mission of the University is the program?
- What is the demand for the program?
- What would the savings be if the program were discontinued?
- Would the reallocation of these resources outweigh their current utility?
- What would be the effect of phasing out the program?
- What are the future prospects of the program?

A more detailed list of questions to be used in evaluating a program will be found in the document titled "Program Review."

(C) Procedures

(1) Initial Steps

Consideration of program discontinuance can occur as a result of a number of events. It may be suggested during the academic program review process. However, the Senior Vice President and Provost may call for consideration of program discontinuance because of other events such as a massive loss of faculty or the obsolescence of a field. In any case, when the question of possible program discontinuance is raised, the Senior Vice President and Provost will make a determination regarding the appropriateness and feasibility of the suggested discontinuance. The Senior Vice President and Provost will then either terminate the considerations at this point or proceed in accordance with the following guidelines.

(2) Ad hoc Program Discontinuance Committee Membership

If the Senior Vice President and Provost decides that discontinuance shall be considered, he or /she will appoint the ad hoc Program Discontinuance Committee to study the evidence and to make a recommendation. The composition of the ad hoc Program Discontinuance Committee will be as follows: Six faculty members, at least two of whom must be from outside the affected college(s); one or two students, depending on whether or not both undergraduate and graduate programs are involved; one non-voting representative from the Senior Vice President and Provost's Office; and one non-voting member of the Campus Departmental Review Panel if its report initiated consideration of program discontinuance. No voting member of the ad Program Discontinuance Committee shall be a member of that Campus Departmental Review Panel. Four of the six voting faculty members will be selected by the Faculty Senate and two will be appointed by the Senior Vice President and Provost, with faculty from the program being considered for discontinuance excluded from serving on the ad hoc Program Discontinuance Committee. The student(s) will be appointed by the Senior Vice President and Provost in consultation with the appropriate student organizations. The members of the Program Discontinuance

Committee will elect the chair.

(3) Evaluation Process

It is crucial that all persons connected with or affected by the program(s) being considered for discontinuance be kept fully informed (normally through the offices of the dean(s) and chair(s)/director(s)) at each stage of the review process, both as a matter of courtesy and to seek information from those most closely related to and most knowledgeable about the program(s). Every affected faculty member should be given the opportunity to bring any facts or considerations that he or /she believes to be pertinent to the attention of the special ad hoc Program Discontinuance Committee, and appropriate procedures should be provided to encourage these inputs, either by appearances before the committee or by alternate procedures. It is also important that the faculty and administrations of closely allied programs that may be affected by any changes in the specific program(s) being considered be kept fully informed of the progress of the review.

There are a number of sources of information which should be considered by the ad hoc Program Discontinuance Committee in its deliberations. Among these are:

- Recommendations from deans and chairs/directors.
- The departmental self-study report(s), including both external and internal survey data, accreditation reports, the departmental statistical profile, and the department's personnel policy. (Reference "Program Review," January 11, 1993.)
- The most recent formal program review document by the Campus Departmental Review Panel, if available.
- Reports from the Internal Review Committee and/or the External Review Committee if the formal program review resulted in the formation of such committees.

In addition, the ad hoc Program Discontinuance Committee will arrange for an open discussion and hearing regarding any recommendations for or against discontinuance of any program(s). The dean(s), chair(s), and the faculty unit(s) and individual faculty members of the program(s) involved will be invited to submit written commentaries and recommendations at the time or within one week of this general hearing. Further, the dean(s), chair(s), and the faculty unit(s) and individual faculty members of the program(s) involved may arrange for other interested parties inside or outside of the University to present oral or written arguments at the hearing.

After reviewing and weighing the considerations and recommendations presented in the public hearing and in the various written commentaries and reports, the ad hoc Program Discontinuance Committee will make a recommendation to the Senior Vice President and Provost no later than three months after the appointment of the committee. A copy of this recommendation will also be sent to the program, unit, or department being considered for discontinuance. The program, unit, or department has the right to respond formally to the recommendation, and may do so by attaching an addendum to the ad hoc Program Discontinuance Committee's report no later than one month after receipt of the report.

The Senior Vice President and Provost will then send his or her recommendation to the President along with copies of all reports/commentaries/data received and a summary of

recommendations that were made in the open hearing.

The President will then submit his or her recommendation to the Board of Regents for final action.

(4) Personnel Alternatives

If a decision is made to discontinue a program(s), the dean(s), chair(s), and every faculty member in the program shall be apprised in writing of that decision and, insofar as possible, of its probable effect on each. him/her. When personnel actions are involved, the University will be guided by the following considerations:

The following dates of notification will be followed:

- A faculty member with a regular appointment who is not to be reappointed for a second year of service must be so notified no later than March 1; or if the first year of appointment terminates at a time other than the end of the academic year, not less than three months before the end of the appointment period.
- A faculty member with a regular appointment who is not to be reappointed to a third year of service must be so notified no later than December 15 of the second year of appointment; or if the second year of appointment terminates at a time other than the end of the academic year, not less than six months before the end of the appointment period.
- A faculty member with a regular appointment who is not to be reappointed to a fourth or subsequent year of service must be so notified no later than May 31 of the year preceding the final year of appointment; or, in the case of an appointment ending at a time other than the end of the academic year, not less than twelve months before the end of the appointment period.
- A tenured faculty member who is not to be reappointed because of a program discontinuance must be so notified no later than May 31 of the year preceding the final year of appointment.

The University will make every reasonable effort to reassign tenured faculty members to positions for which they are properly qualified before dismissal results from the discontinuance of a program.

If the University adds positions during a three-year period following transfer or termination, such faculty members should be given priority for positions for which they are properly qualified.

In all cases of termination of tenured faculty because of the discontinuance of an academic program, the place of the tenured faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time (not to exceed 45 days) in which to accept or decline it. The right of a faculty member to be employed in another position is subject to the rights of other faculty members who have also been terminated or transferred.

A faculty member whose salary or FTE has been reduced shall have the same priority for

restoration to his or /her former status over a new person.

Each terminated faculty member has the right to have his or /her termination reviewed by the Faculty Appeals Board to determine if these guidelines have been followed, but the circumstances of the program discontinuance shall not be reviewed.

To the extent possible, alternatives other than termination should be explored. Examples of such alternatives are early retirement, fractional appointments, and reduction in salaries.

Unless a substantial and serious imbalance in the quality within a given program would result:

- Untenured faculty should be terminated before tenured faculty.
- Seniority should be respected.
- Equal Opportunity guidelines should be observed.

(5) Student Alternatives

If a decision is made to discontinue a program(s), the students currently enrolled in the program shall be notified and every effort shall be made to allow them to finish their programs through continuous enrollment of not more than four years. If it is not possible for currently enrolled students to complete their program for reasons beyond their control, the University may make special allowances for such students. Such allowances might include, but are not limited to, the following: permitting the student to complete his or her program by taking work in related departments; accepting more than the usual number of transfer hours; and accepting major work taken by correspondence from the University and other schools.

(Regents 11-10-77, 9-6-78, 11-10-83, 4-7-93, 1-27-04)

5.38 RETENTION OF RECORDS

The University subscribes to the Consolidated General Records Disposition Schedule, published by the Oklahoma Archives and Records Commission. Please refer to this schedule in the Administration and Finance Guide to Services for specific information regarding retention periods for University records.

5.39 EMPLOYEE FINANCIAL OBLIGATIONS TO UNIVERSITY

Faculty, staff and students, including student employees of the University, shall be required to pay all outstanding financial obligations due the University in accordance with the due dates established for such obligations. Those who do not pay their past due financial obligations as indicated on the billing statement will be subject to the University's collection processes, including paying any collections costs. The administration is directed to establish procedures at the Norman, Tulsa, and Health Sciences Center campuses to provide the means for the University to gain access to funds to which it is entitled.

5.39.1 PROCEDURE (Norman Campus):

(A) Communication of Policy

Employees should be informed of this policy at the time of their appointment and at the time

they purchase goods and services from University departments.

(B) Determination of Creditworthiness

University departments selling goods or services to University employees are responsible for determining the ability of the employee to pay. Prior to the provision of goods or services to an employee, the selling department should access the University's accounts receivable system to determine if the employee is past due on any University charges. Based upon the status of the employee's account, the selling department shall make a managerial decision as to whether or not to sell goods and services to the employee.

(C) Collection Procedures

(1) For purposes of implementing this policy, the following account-aging guidelines shall apply:

- Charges appearing on a Bursar statement for the first time are considered to be CURRENT charges.
- Charges are considered to be 30 DAYS PAST DUE if they are outstanding on the second Bursar statement.
- Charges are considered to be 60 DAYS PAST DUE if they are outstanding on the third Bursar statement.
- Charges are considered to be 90 DAYS PAST DUE if they are outstanding on the fourth Bursar statement.

(2) Monthly, after the mailing of the Bursar statements, the Bursar's Office will identify University employees with outstanding charges that are 90 OR MORE DAYS PAST DUE. Excluded from this process are student employees (including graduate assistants) who are paying their accounts in accordance with the University's tuition and fee payment plan, or who have made alternative payment arrangements. The accounts will be referred to University Collections, a division of Legal Counsel.

(D) OVERPAYMENTS

Any University employee who receives an overpayment through his or her payroll for whatever reason (e.g., termination of employment, overestimate of hours, or clerical error) will be responsible for repaying all amounts owed, including any collection costs and/or tax consequences that result from the overpayment. However, if it is determined that the department is responsible for the error that resulted in an overpayment, the department shall bear the associated collection costs.

(Vice President for Administration and Finance, June 1997)

(Regents, 6-23-11, 1-24-12)

5.40 FIREARMS

Firearms and munitions of all types, as well as other weapons as identified in 21 O.S. §1277, are prohibited on all property owned, leased, or occupied by the Board of Regents at all times except as specifically authorized.

See [Policy and Procedure Manual 1.1.1.4](#) for the complete policy.
(Regents, 4-25-96, 3-29-00, 1-27-04, 6-23-04, 3-9-16, 9-11-19)

5.41 BICYCLE POLICY

See [Policy and Procedure Manual 3.2.2.2](#)
(Vice President for Administration and Finance, 7-1-04, 4-3-08)

5.42 WORKPLACE THREATS AND VIOLENCE

See [Policy and Procedure Manual 7.6.2.4](#)

5.43 YOUTH PROTECTION POLICY

This policy is in the new Policy and Procedure Manual at the link below:

[6.2.2.1 – Youth Protection Policy](#)

(President 11-17-2023)

5.44 BACKGROUND CHECK POLICY

This policy is in the new Policy and Procedure Manual at the link below:

[7.1.1.8 – Background Check Policy](#)

(President 5-3-2024)

6.0 BENEFITS

OU employee benefit information is available on the [OU Human Resources website](#).

6.1 BENEFITS DESIGNATION

See [Policy and Procedure Manual 7.3.1.9](#)

(President, 5-2-86)

6.2 RETIREMENT POLICY

See [Policy and Procedure Manual 7.3.2.1](#)

6.2.1 PROGRAMS AVAILABLE

See [Policy and Procedure Manual 7.3.1.4](#)

(Regents, 6-23-11, 1-24-12)

6.2.2 INSURANCE BENEFITS

See [Policy and Procedure Manual 7.3.1.5](#)

(Regents, 6-23-11, 1-24-12)

6.2.3 OTHER BENEFITS

See [Policy and Procedure Manual 7.3.1.3](#)

(Regents, 6-23-11, 1-24-12)

6.2.4 BENEFITS CONTINUATION

See [Policy and Procedure Manual 7.3.1.6](#)

(Regents, 6-23-11, 1-24-12)

6.2.5 RETIREMENT PLANS

See [Policy and Procedure Manual 7.3.2.3](#)

(Regents, 6-23-11, 1-24-12)

6.2.6 OTHER RETIREMENT BENEFITS

See [Policy and Procedure Manual 7.3.2.1](#)

(Regents, 6-23-11, 1-24-12)

6.2.7 PHASED RETIREMENT

See [Policy and Procedure Manual 7.3.2.1](#)

(Regents, 6-23-11, 1-24-12)

6.2.8 RETIREES RETURNING TO WORK

See [Policy and Procedure Manual 7.3.2.4](#)

(Regents, 6-23-11, 1-24-12)

6.3 EMERITUS TITLES

See [Policy and Procedure Manual 5.1.2.17](#)

(President, 9-10-85)

6.4 EMPLOYMENT BENEFITS FOR ELIGIBLE EMPLOYEES

See [Policy and Procedure Manual 7.3.1.3](#)

More information about University benefit programs is available on the [Human Resources website](#).

(Regents, 12-8-77, 7-19-78, 12-14-91, 1-27-04)

6.4.1 PAYROLL DEDUCTIONS

See [Policy and Procedure Manual 6.3.3.2](#)

(Regents, 9-1-83)

6.5 OMITTED DUE TO OBSOLESCENCE

6.6 SALARY OPTIONS FOR FACULTY ON 9-MONTH APPOINTMENTS

See [Policy and Procedure Manual 5.1.2.13](#)

(Director, Human Resources, 7-22-94; Chief Human Resources Officer, 10-7-19)

7. RESEARCH FACILITIES AND ACADEMIC UNITS

7.1 LIBRARIES

The University of Oklahoma Libraries, in support of the University of Oklahoma, develops and maintains programs that provide access to the informational resources necessary to fulfill the academic, research, artistic, scholarly, and community leadership objectives of the University. The University Libraries also recognize their service obligation to the local community, the state, other libraries, and scholars in general. Visit the [University Libraries website](#) for more information.

The OU Law Center also has a [separate library](#) in its facility. The [Library at the OU Health Sciences Center](#) supports teaching and research in medicine, nursing, dentistry, pharmacy, and health-related disciplines. The [OU Tulsa Schusterman Center Library](#) supports students enrolled in Tulsa.

7.1.1-7.1.4 INTENTIONALLY LEFT BLANK (non-policy items)

7.1.5 ACCESS TO RESEARCH MATERIALS

The University Libraries provide access to research materials and information through many different formats and also assist researchers in obtaining materials from other libraries, if necessary. Interlibrary Loan Services will obtain materials not available locally. Requests for articles, books and other materials may be submitted online at the Libraries website. Request forms for interlibrary loan are also included in many of the online databases, for your convenience. The Libraries will also provide document delivery services to faculty for materials within the collections. A description of these delivery services is found under Sooner Express on the website.

Book and bound periodicals and other formats may be checked out with a faculty identification card. Online service under “My books” allows online renewal of checked out items. Faculty are responsible for lost materials. Faculty may also extend their checkout privileges to research assistants. A signed proxy form is required.

Faculty members who wish to do research at other institutions should contact Access Services to learn more about reciprocal borrowing privileges at other academic institutions.

Current awareness services provide researchers with e-mailed table of contents notifications for selected journals, saved search notifications on a specific topic, or notices of new books in your area. A list of recommended services is available on the website.

7.1.6 & 7.1.7 INTENTIONALLY LEFT BLANK (non-policy items)

7.1.8 CLASSROOM/ONLINE TEACHING SUPPORT SERVICES

The University Libraries provide reserve and electronic reserve services in support of classroom teaching and online courses. Print reserve collections are available at the main library and all branches. Faculty members may place materials on reserve for their classes in any of the University Libraries. Electronic reserves, both textual and audio, can be accessed from the Libraries’ website. Frequently asked questions, and contact information for reserves staff are available there as well. Library staff can also help faculty address copyright concerns for materials they wish to use.

Distance Education students have ready access to online library materials, but need additional support to obtain print items available locally. University Libraries provide special document delivery services for remote students. Details of this service and help with using resources remotely can be found at the website under Services, Distance Education.

7.1.9 & 7.1.10 INTENTIONALLY LEFT BLANK (non-policy items)

7.1.11 LIBRARY CIRCULATION RECORDS

See Section 5.33.

7.2 OFFICE OF RESEARCH SERVICES (ORS)

See [Policy and Procedures Manual 4.2.7.1](#)

(Vice President for Research, 6-19-86, 10-23-00, 3-31-05)

7.3-7.13 INTENTIONALLY LEFT BLANK (non-policy items)

7.14 OU-NORMAN POLICY AND PROCEDURE GUIDE FOR CENTERS AND INSTITUTES

See [Policy and Procedure Manual 5.2.2.3](#).

(Senior Vice President and Provost and the Office of the Vice President for Research and Partnerships, 4-14-20)

8.0 SERVICES AND FACILITIES

8.1 & 8.2 INTENTIONALLY LEFT BLANK (non-policy items)

8.3 IDENTIFICATION CARD

See [Policy and Procedure Manual 7.3.1.7](#)

(President, 1-21-85, Controller, 12-1-97, Student Affairs, 3-31-05)

8.4 SPACE REQUESTS

This policy has been moved to the new Policy and Procedure format and uploaded to the university's Policy and Procedure Manual. You can now find the policy at the link below:

[3.2.1.1 – Space Management Policy](#)

(Presidential Policy Statement, 7-23-86; Vice President of University Operations 8-15-22)

8.5-8.11 INTENTIONALLY LEFT BLANK (non-policy items)

8.12 OU INFORMATION TECHNOLOGY

For more information on OU Information Technology, consult the following resources:

[IT Services and Support](#)

[IT Cybersecurity](#)

[IT Policies and Standards](#)

8.13 LEASED OR RENTED VEHICLES: INSURANCE

8.13.1 LIABILITY INSURANCE

See [Policy and Procedure Manual 6.6.1.4](#)

(Regents, 6-23-11, 1-24-12)

8.13.2 PERSONAL VEHICLE USE

See [Policy and Procedure Manual 6.6.1.1](#)

(Regents, 6-23-11, 1-24-12)

8.13.3 LEASED/RENTED VEHICLES

See [Policy and Procedure Manual 6.6.1.3](#)

For additional information on vehicle rentals contact [University Fleet Services](#).

(Regents, 6-23-11, 1-24-12)

8.14 INTENTIONALLY LEFT BLANK (non-policy item)

10. APPENDIX A: CHARTER OF THE REGULAR FACULTY AND THE FACULTY SENATE, NORMAN CAMPUS

10.1 THE REGULAR FACULTY

10.1.1 COMPOSITION

The Regular Faculty of the University is composed of all faculty members with tenure track, tenured and renewable term appointments at the rank of assistant professor, associate professor, and professor. The Regular Faculty does not include faculty members with temporary appointments.

POWERS

All legislative powers of the faculty of the University relative to the University as a whole are vested in the Regular Faculty. These legislative powers shall be exercised either directly by the Regular Faculty or by the Faculty Senate. The Faculty Senate shall remain responsible to the Regular Faculty for all action taken in its behalf.

OFFICERS

The officers of the Regular Faculty shall be the officers of the Faculty Senate: Chair, Chair-Elect, and Secretary. The three officers shall constitute the Executive Committee of the Regular Faculty and shall develop the agenda for meetings and otherwise fulfill the duties that may be described in bylaws.

MEETINGS

The Regular Faculty shall meet at least once each semester (ordinarily on the third Thursday of October and the third Thursday of April) and at other times upon call by the Executive Committee. Such a call may originate from the President of the University or from a petition submitted to the Chair of the Regular Faculty by 30 faculty members representing two or more degree-recommending divisions. A minimum of 20 percent of the Regular Faculty on the Norman Campus shall constitute a quorum.

10.2 THE FACULTY SENATE

10.2.1 COMPOSITION

The Faculty Senate shall consist of 50 members of the Regular Faculty. The senators shall be elected to three-year terms in the degree-recommending divisions of the University. The electors shall consist of members of the Regular Faculty. Full-time administrative personnel above the department level shall be excluded from future elections of the Faculty Senate.

In the Faculty Senate, seats shall be allocated as follows: one seat to each degree-recommending division with at least one percent of the total faculty. Members of the Regular Faculty who are not members of a degree-recommending division of the University, or who are in a degree-recommending division with less than one percent of the total faculty, shall be treated as a separate division. The balance of the seats will be allocated among faculty members placed in this separate division according to a triennial apportionment proposed by the Faculty Senate and approved by the Regular Faculty. Degree recommending divisions with no faculty members will be allowed to appoint a faculty member as an ex-officio member with all the rights and privileges of senate membership excluding the right to vote in official

Faculty Senate actions.

Five students, including both graduate and undergraduate, chosen by the University of Oklahoma Student Association, shall serve as official student representatives to the Faculty Senate. Without voting privileges, these representatives will observe, participate in discussion, and maintain communication with the Student Association in regard to Senate actions. Six representatives of the Informational Staff Association of the University of Oklahoma and one representative of the Senior Vice President and Provost's Office also may attend meetings and participate, without voting privileges, in Senate discussion.

(Regents, 6-25-70, 5-13-71, 6-8-72, 11-8-73, 6-13-74, 5-8-75; Amended, Regents, 2-12-76, 5-12-77, 1-27-04, 6-21-2010)

10.2.2 ELECTION PROCEDURE

Before the end of March each year, the Secretary of the Faculty Senate shall notify the dean of each constituent faculty of the number of senators which faculty shall elect for the ensuing year. Those senators shall then be elected in April or May. They shall assume their duties in September and ordinarily will serve three-year terms.

The Secretary of the Faculty Senate shall maintain the roster of Faculty Senate membership. At any time that a vacancy occurs, the Secretary shall notify the appropriate dean so that immediate steps may be taken to elect a replacement to serve the unexpired portion of the three-year term.

The Secretary of the Faculty Senate will continuously monitor absences. When in a given academic year a senator has accumulated four absences that senator is to be dropped automatically from the membership of the senate. The Secretary will notify the appropriate dean to take immediate steps to provide a replacement for the remainder of that senator's term.

10.2.3 POWERS

The Faculty Senate shall exercise the legislative powers of the faculty of the University as delegated by the Regular Faculty. The Faculty Senate shall have the power to initiate any legislation requiring the Board of Regents' approval in accordance with provisions of the University Constitution.

The Faculty Senate shall determine its own time of meeting and its own rules of procedures, promulgate rules and regulations governing its internal affairs, and establish standing and special committees. The Faculty Senate shall establish and publish its own set of operational procedures or bylaws.

The Faculty Senate shall elect a Chair, a Chair-Elect, a Secretary, and such other officers as it shall by its operational procedures provide. Each standing committee of the Faculty Senate is authorized to select non-Senate members of the Regular Faculty. Students may be asked to serve and, in such cases, will be appointed by the University of Oklahoma Student Association.

The Faculty Senate may establish procedures to review the various functions of the University and any matter affecting the welfare of the University. Subjects for either review or legislation may be brought to the attention of the Senate by written communication either from any

member of the University community or from any officially constituted agency.

10.2.4 LIAISON WITH THE PRESIDENT

The President shall present to the first meeting of the Faculty Senate in each new academic year a general message on the state of the University in which he or she shall give recommendations for the furtherance of the progress of the University.

The President shall, within 30 calendar days after receipt of a Senate action, inform the Faculty Senate by written message of his or her disposition of a Senate measure. If disapproving the measure, the President shall, in writing, give the Senate reasons for the action.

Faculty/student councils shall be utilized by the President of the University in the development of policies on matters of vital interest to the University. These areas include teaching, research, and creative/scholarly activity, and professional and University service and public outreach, libraries, budgetary planning, faculty personnel, University relations, University community, athletics, University operations, and University projects. In order to give the faculty a voice in determining the faculty membership of major councils, which shall be named by the Faculty Senate resolution, the Faculty Senate shall each year provide a list of nominees from which the President will make his or her appointments for the ensuing year.

10.2.5 LIAISON WITH FACULTY SENATE, HEALTH SCIENCES CENTER

The Faculty Senate (Norman) shall maintain a liaison with the Faculty Senate (Health Sciences Center) through an Inter-Senate Liaison Committee composed of the Chairs, Chairs -Elect, and the Secretaries of the two Senates.

The purpose of the Inter-Senate Liaison Committee is to exchange information between the Senates on either campus and concerns and actions of mutual interest and to recommend actions to the respective bodies on each campus. The respective Chairs of the two Faculty Senates should arrange for the meetings for the Inter-Senate Liaison Committee.

10.2.6 AMENDMENT OF THIS CHARTER

This Charter may be amended by a two-thirds vote of those present in any regular or special session of the Regular Faculty provided that no amendment shall be effective until it shall have been approved by the Board of Regents.

A proposal to amend the Charter may originate by action of the Faculty Senate or by motion in a meeting of the Regular Faculty. In those cases in which the proposal originates through Senate action, the proposal must be submitted to the Regular Faculty, and consideration for the adoption of the proposal by the Regular Faculty shall not occur until the expiration of 30 days after the notification of the Regular Faculty through the Journal of the Faculty Senate.

If the proposal originates in the Regular Faculty, it shall not be considered for adoption until the expiration of 30 and not more than 40 days after the members of the Regular Faculty have received copies of the proposal from the Secretary of the Regular Faculty (Secretary of the Faculty Senate).

(Regents, 6-25-70, 5-13-71, 6-8-72, 11-8-73, 6-13-74, 5-8-75; Amended, Regents, 2-12-76, 5-12-77, 1-27-04, 6-21-10)

11. APPENDIX B: BY-LAWS OF THE FACULTY SENATE, NORMAN CAMPUS

A. OFFICERS:

1. The officers of the Senate shall consist of a Chair, a Chair-Elect, and a Secretary.
2. The Chair-Elect and the Secretary shall be elected by ballot at a meeting of the Senate in May. If either office is vacated, a replacement shall be elected at the next meeting of the Senate.
3. The Chair-Elect will succeed to the office of Chair when it is vacated or when his or her own successor is elected. Normally, the Chair's tenure of office will be from May to the following May.
4. For officers elected between May 1 and January 31, the term of office will be until the following May. For officers elected between February 1 and April 30, the term of office will be until the second May following.
5. A Chair-Elect will remain a member ex officio of the Senate, even though the term as a Senator may expire, until terms as Chair-Elect and Chair expire.

B. MEETINGS:

1. The Senate shall meet regularly on the second Monday of each month of the regular school year and on call of the Chair, the Chair-Elect, or by petition, presented to the Secretary and signed by five members.
2. Meetings of the Senate are open to attendance by all members of the University community and representatives of the Press. However, the Senate may go into executive session by a majority vote of the members present.
3. A person not a member of the Senate may speak only by invitation or permission of the Senate. Requests from non-members to speak shall be addressed in writing to the Chair. The Chair will present such requests to the Senate for action.
4. At the beginning of each academic year, the Executive Committee of the Faculty Senate shall elect a member of the Senate to serve as the Parliamentarian at all meetings of the Senate and the General Faculty during that year.

C. QUORUM:

A majority of the Senate's members shall constitute a quorum.

D. PROCEDURES:

1. Voting shall be viva voce, or by show of hands, but five members may require a roll call vote upon any proposition.
2. The presiding officer shall have a vote only in case of a tie.
3. The agenda of each meeting shall be prepared and distributed in advance by the Agenda Committee, which shall consist of the Chair, the Chair-Elect, and the Secretary. Any matter submitted by a member to the Secretary shall be placed upon the agenda of the next regular meeting.
4. In the event that the absence from campus of a significant number of members of the Senate makes holding an in-person meeting impracticable, the Faculty Senate may meet

via an electronic system enabling synchronous voice and/or video communication with supplementary recording capabilities. Reasons for holding synchronous, remote meeting might include, but are not limited to, the closure of campus due to a health emergency. Such synchronous, remote meeting may conduct all the normal business of an in-person meeting and is subject to the same procedural rules, including establishing a quorum, with such minor technical adaptations as are necessary to conduct business electronically. Votes on routine motions may be held during synchronous, remote meetings. Special care should be taken to ensure votes are accurately registered, such as through using recorded “chat” or other text-based features, or a motion for a roll-call vote. For votes normally done anonymously by paper ballot, such as elections of officers, an online voting or survey service such as Qualtrics may replace paper ballots, subject to the condition that all voting members of the Faculty Senate have access to the appropriate platform(s), that vote outcomes are recorded, and that adequate time for voting is allowed. For votes conducted with such a service, the Faculty Senate Executive Committee will determine and announce a voting period, which should generally allow two business days for responses. Votes may be reviewed and verified by the Faculty Senate administrative coordinator. If less than a majority of the Senate submits a vote, the motion will be tabled due to lack of quorum. A summary of the motion and results of the vote will be recorded and reported in the Journal of the Faculty Senate. Electronic discussion contributions are subject to open records requests.

5. In the event that urgent, time-sensitive matters requiring action on the part of the full Faculty Senate arise (i.e., situations that preclude the customary month separating discussion and voting), as determined by a two-thirds majority of the Faculty Senate Executive Committee, the Faculty Senate Executive Committee may offer a motion to the Faculty Senate to be discussed electronically, such as in a virtual, synchronous meeting that should be announced in accordance with open meetings laws. The motion may be voted on during such a meeting in accordance with the bylaws and established procedures. For motions to be adopted before the customary month separating discussion and voting, they must be passed by a two-thirds majority of the Faculty Senate.

E. COMMITTEES:

1. The standing committees of the Senate shall consist of:

(a) Executive Committee. The Executive Committee shall consist of the following eight members: the Chair, the Chair-Elect, the Secretary, the Chair of the Faculty Welfare Committee, the Chair of the Committee on Faculty Compensation, and three members elected by the Faculty Senate in the Spring to be widely representative of the University and to serve one-year terms. The three elected members may not succeed themselves. In addition, the Chairs of the University Councils sit as ex officio members, without vote, on the Executive Committee. The three immediate past chairs of the Faculty Senate also shall be given ex officio membership on the Executive Committee, without voting privileges, provided they remain qualified to serve in the Senate and are teaching on the Norman Campus.

(b) Committee on Committees. The Senate shall elect a Committee on Committees consisting of five members elected for staggered terms in such a manner that not more than two members will be elected in any one year. They must have been members of the faculty for at least five years and hold tenure. Members of the Committee will be

nominated from the floor and elected by the Senate.

In its nominations, the Committee on Committees will consider broad and balanced representation for the entire University.

In carrying out its function of providing nominations, the Committee will seek information from chairs of departments, deans, directors, and others who have a wide knowledge and acquaintance of faculty personnel. Final nominations, however, will be made by the Committee on Committees and the Senate.

(c) Faculty Welfare Committee.

Charge: This Committee is responsible to the faculty for policy review and recommendations on questions of tenure, faculty evaluations, professional conduct, promotion, fringe benefits, and working conditions. It shall review policies and programs, propose changes and additions, distribute information, and supervise the implementation of Senate recommendations.

The Committee shall report at least yearly to the Senate and, upon approval, to the President and the Senior Vice President and Provost.

In carrying out these responsibilities, the Committee shall:

- (1) Gather information about other policies and programs within the University and in other universities.
- (2) Distribute information to the faculty in simplified form and see that new faculty receive comprehensive information.
- (3) Establish priorities on recommendations for changes and additions.
- (4) Participate in the process of amending the Faculty Handbook and make recommendations to the Senate.

Operating Procedures: The Committee shall formulate its own operating procedures, which shall include:

- (1) The election of a chair from among the faculty members of the Committee.
- (2) Provision for liaison with all appropriate councils and committees.
- (3) Provision for sub-committees of the Committee to which non-members of the Committee may be appointed if appropriate.

Membership	How Nominated	Term
5 faculty members	To be elected by the Faculty Senate	3 years (staggered terms)

(d) Committee on Faculty Compensation.

Charge: This Committee is responsible to the Faculty Senate for reviewing and recommending policy on questions related to the economic welfare of the faculty.

In carrying out this responsibility, the Committee shall:

- (1) Monitor, each year, the entire process by which salary increases are requested and fixed by the University administration, the University Regents, the State Board of

Regents, and the State Legislature.

(2) Gather information about salaries from within the University and from other universities, put such information into proper form, and make it available to the Senate for the purpose of accurately presenting the economic position of the faculty and the faculty's economic needs to the administration, the Boards of Regents, the Legislature, and the general public.

(3) Suggest to the Senate appropriate proposals, strategies, and forums for advancing the economic position and needs of the faculty, both inside and outside the University community.

(4) Recommend to the Committee on Committees the faculty nominees for the University Employment Benefits Committee.

(5) Report at least yearly to the Senate and, upon approval, to the President, the Senior Vice President and Provost, and the Budget Council.

Operating Procedures: The Committee shall formulate its own operating procedures, which shall include:

(1) The election of a chair from among the faculty members of the Committee.

(2) Provision for a sub-committee of the Committee to which non-members of the Committee may be appointed by the Faculty Senate, if the Senate deems such additions appropriate.

(3) Provision for liaison with all appropriate councils and committees.

Membership	How Nominated	Term
5 faculty members	To be elected by the Faculty Senate	3 years (staggered terms)

2. Special Committees:

The Senate may at any time create a special committee to study and report upon a specific problem.

F. COMMITTEE MEMBERSHIP AND PROCEDURE

1. Each standing and special committee shall have the authority to select non-Senate members of the general faculty to serve as members of the committee.

2. Each special and standing committee shall elect its own chair. However, the Chair-Elect of the Faculty Senate shall function as the Chair of the Faculty Senate Committee on Committees during tenure as the Chair-Elect.

3. The Secretary shall keep a list of all Senate and non-Senate members of special and standing committees.

4. All reports of standing committees shall be duplicated and distributed to all members of the Senate in advance of the date of the report's consideration.

5. The Secretary shall receive and file duplicate copies of every Senate committee's report,

one of which may be borrowed by any committee of the Senate or of the general faculty, but which must be returned to the Secretary after the borrowing committee has completed its investigations.

G. AMENDMENT:

These rules may be altered or amended at any time provided the proposed amendment shall have been submitted to the Senate one month in advance and a copy of the amendment shall have been distributed to the members of the Senate two weeks in advance of the meeting at which the voting is to take place.

(This text of the bylaws incorporates changes as of 4-1-86, Faculty Senate, 5-3-99, President, 5-11-00, Faculty Senate, 5-8-20)

12.0 APPENDIX C: CHARTERS OF THE GRADUATE FACULTY AND THE GRADUATE COUNCIL, NORMAN CAMPUS

12.1 CHARTER OF THE GRADUATE FACULTY – NORMAN CAMPUS

ARTICLE I: NAME

The name of this organization shall be "The Graduate Faculty of The University of Oklahoma--Norman Campus."

ARTICLE II: ORGANIZATION

A. There shall be a single University-wide Graduate College with a single University-wide Graduate Faculty.

B. Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in the Graduate Council.

C. The Dean of the Graduate College shall be the chief University-wide officer for graduate studies and research. The Dean shall coordinate graduate programs among the respective program units. The Dean shall serve as the presiding officer of the University-wide Graduate Faculty and Graduate Council. The Office of the Dean of the Graduate College shall be the administrative center for all official communications between the Graduate Council and the faculty and administrators.

ARTICLE III: PURPOSES

The purposes of this organization shall be to:

A. Promote excellence in graduate teaching, research, and creative activity.

B. Assist the Graduate Faculty in its teaching, research/creative activity, and related functions.

C. Promote collaborative effort, exchange of information, and mutual understanding among the Graduate Faculty.

ARTICLE IV: MEMBERSHIP

SECTION 1: GRADUATE FACULTY COMMITTEES

A. Any academic unit offering courses or coursework in any college awarding an undergraduate degree on the Norman Campus may appoint members of the Graduate Faculty. In order to make such an appointment, the academic unit must elect a Graduate Faculty Committee made up of members of the Graduate Faculty. The Graduate Faculty Committee shall have the following responsibilities:

(1) Developing and publishing the criteria for membership on the Graduate Faculty which are appropriate for that academic unit. Such criteria must be consistent with Section 2 of this Article.

(2) Providing the Graduate Dean with the unit's criteria for membership.

(3) Providing the Graduate Dean with a list of members of the Graduate Faculty in accordance with Section 2.A.5 of this Article.

B. Faculty members may appeal to the Graduate Dean decisions of an academic unit

regarding their Graduate Faculty status. Decisions of the Graduate Dean regarding Graduate Faculty status may be appealed to the Senior Vice President and Provost, whose decision will be final. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for the appeal of Graduate Faculty status.

SECTION 2: TYPES OF MEMBERSHIP

Only persons holding an appointment to the Graduate Faculty under the provisions in this section may participate in teaching graduate courses, serving on master's committees, chairing master's committees, serving on doctoral committees, or chairing doctoral committees.

A. Regular Member

(1) Eligibility. Any faculty member holding a regular faculty appointment, as defined in the Faculty Handbook, in any college awarding an undergraduate degree on the Norman Campus is eligible for membership on the Graduate Faculty. Only persons holding such appointments will be eligible for Regular Member status on the Graduate Faculty.

(2) Privileges. Regular Members of the Graduate Faculty may have some or all of the following privileges:

- a. teaching graduate courses
- b. serving on master's committees
- c. serving on doctoral committees
- d. chairing master's committees
- e. chairing doctoral committees

Endorsements (d) and (e) may be granted only by the academic unit in which the master's or doctoral degree programs is offered. Only academic units offering the doctoral degree may appoint members with the endorsement for chairing doctoral committees.

(3) Credentials. Each academic unit will publish a document that lists the credentials and, if appropriate, activities required to be a Regular Member of the Graduate Faculty in that unit. Individuals teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. When the terminal degree is in a field other than that in which the individual is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Evidence of continuing scholarly activity is required of all faculty members who have the endorsement to chair doctoral committees or research-based master's committees.

(4) Tested experience. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether an individual is qualified for Graduate Faculty membership. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for defining a minimum threshold of experience for Graduate Faculty appointments. Appointments of Graduate Faculty that rely wholly or in part on tested experience must be approved by the Graduate Dean.

(5) Appointment. Each academic unit will provide the Dean of the Graduate College with a

list of Regular Members of the Graduate Faculty. This list must be provided to the Dean of the Graduate College according to a schedule to be established by the Dean. The unit will be responsible for determining what privileges are accorded to each Regular Member approved by that unit. Units may appoint any faculty member — including those from other units, departments, or colleges — meeting the eligibility requirements of Section 2.A.1., Section 2.A.2., Section 2.A.3., and Section 2.A.4 of this Article.

(6) Term. Academic units are responsible for setting the appropriate term for Graduate Faculty appointments, which should be for seven years or less. Since evidence of continuing scholarly activity is expected for the endorsement to chair doctoral committees and research-based master's committees, Regular Members with such an endorsement must be subject to periodic review. This review process must be specified in the unit's published criteria for membership on the Graduate Faculty. A Regular Member of the Graduate Faculty may at any time petition the appointing unit for consideration for reappointment with additional privileges.

B. Special Member

This status shall be assigned to persons whose participation in the graduate programs is recommended by their department(s) for a limited period or for a limited objective and whose appointment is approved by the Dean of the Graduate College. This status can be accorded to individuals within or outside the University. Normally this status would be assigned for one year so that a faculty member could teach a graduate course, serve on a graduate examination committee or serve on a thesis or dissertation committee in which the faculty member has recognized expertise. At the expiration of the appointment period, the Special Member may be reappointed with the recommendation and approval of the Dean of the Graduate College.

C. Ex Officio Members

The President, the Provost, all college deans, graduate department chairs/directors, and the University Libraries Dean will be ex officio members of the Graduate Faculty. If appropriate, they may also be Regular Members, Special Members, or Members at Large of the Graduate Faculty.

D. Members-at-Large

The Dean of the Graduate College may recommend to the Graduate Council, through its Graduate Faculty Membership Committee, individuals for Member-at-Large status on the Graduate Faculty. In doing so, the Dean must provide a record of appropriate credentials, reason for appointment, statement of duties and privileges of that person. Graduate Council approval is required.

SECTION 3: REDUCTION IN STATUS

A. Should a member no longer qualify for Regular Member status under Article IV, Section 2.a.1. (for example, due to retirement or resignation), the Graduate Faculty membership will be rescinded. The member may, with the approval of the Graduate Dean, be granted permission to continue teaching graduate courses and serving on student committees either as a Special Member, a Member-at-Large, or an Ex Officio Member.

B. If, at the end of the term of appointment, a Regular Member no longer qualifies for the endorsement to chair doctoral committees or master's committees, the academic unit will so

notify the Regular Member. Upon the written request of the Regular Member, the academic unit will grant a one-year extension of the endorsement to chair doctoral or master's committees, during which time the Regular Member will have an opportunity to re-establish the appropriate credentials.

C. In certain cases, such as those of professional incompetence, dishonesty, or failure to fulfill professional duties related to Graduate Faculty membership, a Member may have some or all privileges on the Graduate Faculty rescinded prior to the end of the term of appointment. This is an exceptional event and should be undertaken only after other administrative remedies have failed. In accordance with Article IV, Section 1.B., the Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures under which privileges may be rescinded prior to the end of the term appointment and under which the member involved may appeal such rescission. If an appeal is filed, the Member's privileges will continue until the appeal is resolved.

D. No officially constituted master's or doctoral committee will be affected by any change in the privileges or status of a member of the Graduate Faculty serving on that committee unless the change occurred under the authority of Section 3.A. or Section 3.C. of this Article. This provision does not apply to Special Members, Members at Large, or Ex Officio Members of the Graduate Faculty.

SECTION 4: CONTINUATION OF PREVIOUS APPOINTMENTS

A. Appointments that were made under the authority of Article IV of the Charter of the Graduate Faculty in force at the time of the enactment of this revised Article IV will continue until the end of the appointments. Such appointments remain subject to the eligibility requirements in force at the time of appointment. However, any appeals of revisions to such appointments will be processed according to the guidelines described in this Article. This Article will govern any reappointment or additional privileges granted to such individuals.

B. With the consent of the individual concerned, an academic unit may process a new Graduate Faculty appointment under the authority of this Article, in which case the previous appointment is without effect.

ARTICLE V: VOTING RIGHTS

Voting rights are restricted to Regular Members of the Graduate Faculty. Unless they are simultaneously Regular Members of the Graduate Faculty, Ex Officio members, Special Members and Members at Large shall not be granted voting privileges. No votes shall be cast by proxy.

ARTICLE VI: MEETINGS

SECTION 1: MEETINGS

The Graduate Faculty shall meet as needed, usually at least once every academic year.

SECTION 2: SPECIAL MEETINGS

A. Special Meetings may be called by the Graduate Council, Norman Campus, by the Dean of the Graduate College, or upon written petition of a total of 40 Members of the Graduate

Faculty.

B. The purpose of the meeting shall be stated in the call.

C. All Graduate Faculty shall be notified.

D. The Dean shall schedule a meeting of the Graduate Faculty no earlier than 7 calendar days nor later than 45 calendar days from receipt of the petition by the Dean of the Graduate College. In cases of emergencies, the Dean may call a meeting on shorter than 7 days.

SECTION 3: QUORUM

Twenty members of the Graduate Faculty of the Norman Campus representing at least 4 different departments/schools constitute a quorum provided that no more than one-half of the members present is from any one department.

ARTICLE VII: RESPONSIBILITIES AND POWERS OF THE GRADUATE FACULTY

The Graduate Faculty, in conjunction with the Dean of the Graduate College, shall have the responsibility and power to determine requirements for the admission and retention of students in the graduate programs; to establish degree requirements; to recommend through the Senior Vice President and Provost and the President of the University to the Board of Regents the awarding of degrees earned; to formulate and implement policy related to all matters of graduate education; to set standards of research and scholarly creative achievement; and to take steps necessary for safeguarding and upholding such policies and standards. Nothing in this Article shall be deemed to modify or limit the responsibilities and powers of either the OU Board of Regents or the Oklahoma State Regents for Higher Education to review any items described in this Article.

ARTICLE VIII: THE GRADUATE COUNCIL

The Graduate Council, as the instrument of the Graduate Faculty, shall exercise the general legislative and academic authority of the Graduate Faculty. The Graduate Council also shall be responsible for the development and maintenance of a system for the equitable resolution of differences and issues which may arise between and among graduate students and members of the Graduate Faculty. The Graduate Faculty reserves the right to review, endorse, change, or rescind any action of the Graduate Council. The operation of the Graduate Council is contained in the CHARTER OF THE GRADUATE COUNCIL.

ARTICLE IX: AMENDMENT OF THE CHARTER

SECTION 1: AMENDING

This charter may be amended according to the following procedure:

A. Amendment of this charter will be considered for debate at any regular or special meeting of the Graduate Faculty, if it is proposed by the majority of the Graduate Council or by 40 members of the Graduate Faculty.

B. Voting on proposed amendments shall be by mail or email ballot. To be approved, a proposed amendment requires affirmation by two-thirds (2/3) of the Graduate Faculty voting.

C. Amendments shall be submitted to each eligible Graduate Faculty member for vote at least fifteen (15) calendar days prior to tabulation of ballots.

SECTION 2: EFFECTIVE DATE

Amendments shall be effective at the beginning of the academic term following the approval by the Board of Regents.

ARTICLE X: ADOPTION

This Charter shall become effective when it has been approved by a majority of the Graduate Faculty voting and by the Board of Regents.

(Regents' Approval, 3-8-84, 6-27-95, 3-29-00, 1-27-04, 1-30-20)

12.2 CHARTER OF THE GRADUATE COUNCIL - NORMAN CAMPUS

ARTICLE I

The name of this organization shall be: "The Graduate Council of the University of Oklahoma-Norman Campus".

ARTICLE II - FUNCTION

The graduate faculty shall be the academic policy-making body within the University on all matters relating to graduate studies. The Graduate Council, as the instrument of the graduate faculty, shall exercise the general legislative and academic authority of the graduate faculty; establish policies and standards governing development and changes in graduate curricula, including new courses and degree programs; make recommendations on all proposals for new graduate programs, substantially modified graduate programs, and deletions of graduate programs; monitor graduate course offerings; determine the eligibility of students for admission, financial aid, and graduation, and advise the Dean of the Graduate College on other Graduate College matters. The Graduate Council also shall be responsible for the development and maintenance of a system for the equitable resolution of differences and issues which may arise between and among graduate students and members of the graduate faculty. The graduate faculty reserves the right to review, endorse, change, or rescind any action of the Graduate Council as provided by Article VII of this Charter.

ARTICLE III - MEMBERSHIP

A. The Graduate Council shall be composed of three groups of members:

1. Ex Officio Members

- a. The Dean of the Norman Campus Graduate College, who shall be Chairperson of the Council. The Chairperson of the Council may vote only in the event of a tie vote by the Council.
- b. The Dean of the Tulsa Graduate College, the Assistant and Associate Deans of the Norman Campus Graduate College, who shall serve without vote. In the absence of the Dean, the Dean of the Tulsa Graduate College, the Associate or the Assistant Dean will be the Acting Chairperson of the Council as designated by the Dean.
- c. The Secretary of the Graduate Council, who shall be selected by the Graduate Dean and serve without vote. The secretary shall have the responsibility to:
 - 1) Schedule meetings of the Graduate Council.
 - 2) Prepare and circulate agendas of meetings.
 - 3) Prepare and circulate minutes of the meetings of the graduate faculty and Graduate

Council.

4) Keep a record of all actions taken.

5) Perform other duties that may be necessary to accomplish faculty and Council business.

2. Members elected from the University graduate faculty according to the following criteria:

a. Each college offering one or more graduate programs shall be entitled to a minimum of at least one elected member. In a college with more than one representative, that college should develop election procedures to ensure broad representation of the areas within that college.

b. The maximum number of elected members from any college shall be one for each whole ten percent (10%) of the total University full-time equivalent graduate student population enrolled in the college. Graduate student enrollment percentages will be rounded to the nearest multiple of ten percent.

c. Official graduate student full time equivalents in the various colleges shall be determined from the records of the Graduate Colleges for the fall semester of the academic year in which the elections are held.

d. No faculty member shall be eligible for election to membership on the Graduate Council unless he/she is a Regular Member of the graduate faculty.

e. Each elected member shall serve for a three year term, and, when possible, elections will be staggered to ensure approximately one-third new members each year. The term shall commence on September 1.

f. No faculty member can serve more than six consecutive years.

g. Vacancies caused by resignation, leave, illness, etc., shall be filled by election in the college with the vacancy. The member will serve for the remainder of the unexpired term.

3. Graduate Student Members

Four graduate students shall be appointed by the Dean of the Graduate College from at least eight nominations made by the Graduate Student Senate. Student members will serve with voting privileges for one-year terms and no two may be from the same college. Students may serve for more than one term.

B. Any Council member who misses three or more Council meetings in a year (September through the following June) will be subject to dismissal from the Graduate Council. The Dean of the Graduate College will investigate the reasons for the absences and decide whether or not to declare the seat vacant.

ARTICLE IV - ELECTION OF MEMBERS

A. Elections shall be held in April or May of each year within each college for which there is an actual or impending vacancy in Graduate Council representation. Vacancies shall be filled only by election, regardless of cause. (That is, vacancies caused by resignation, leave, illness, etc., as well as those due to expiring terms, shall be filled by election).

B. When an election is necessary in a given college, the Dean of the Graduate College will

notify the dean of the college.

C. The dean of the college will then arrange for an election to be conducted. Only members of the University graduate faculty shall be eligible to vote.

ARTICLE V – MEETINGS

A. Meetings shall be held monthly during the academic year. Special meetings may be called at any time by the Dean of the Graduate College.

B. A quorum shall consist of more than half of the voting members of the Council.

C. Items of Council business and agenda shall be emailed to all members of the Council so as to be available in advance of a meeting.

D. Business of an emergency nature can be brought before Council at any meeting if a majority of the member's present vote to consider the issue.

E. Items of business shall be passed if a majority of members present vote favorably.

F. The Chairperson of the Graduate Council shall appoint a faculty member to serve as parliamentarian.

G. All meetings shall follow Robert's Rules of Order.

ARTICLE VI - COMMITTEES

A. There shall be the following standing committees of the Graduate Council:

1. Interdisciplinary Degree Programs
2. Graduate Faculty Membership
3. Courses and Program Changes
4. Travel and Research

B. Each standing committee shall have at least four members and generally be chaired, by one of the deans in the Graduate College. A slate of membership for each committee shall be prepared by the Dean of the Graduate College and presented to the Graduate Council for approval at the first Council meeting in the fall semester. The term of duty is one calendar year.

C. Agenda items for these standing committees normally shall be directed to them by the Graduate Council Secretary or by the Dean of the Graduate College. These committees shall report and make recommendations to the Graduate Council.

D. Ad hoc Committees, whose membership may be drawn from the graduate faculty at large, shall be authorized and selected by the Dean of the Graduate College.

ARTICLE VII - COUNCIL ACTION

The dean of each college, chair/director of each department/school, and all Regular Members of the Graduate Faculty shall be sent copies of the Council's agenda before meetings and copies of the Council's minutes afterward. Each department is urged to post a copy of the minutes so they will be available to graduate students. Members of the graduate faculty and deans of each college (or their designated representatives) shall have the right to be present at meetings of the Council and may, with the permission of the Council's Chairperson or a

majority of the Council, participate in a non-voting capacity in discussion of business before the Council.

Course Changes and Petitions will be considered approved by the graduate faculty seven calendar days (7) after the minutes are delivered if no written protest is received in the Graduate College office. When a written protest is made by one or more Regular Members of the graduate faculty, the course change or petition will be returned to Council for reconsideration. If the Council confirms its initial action, the matter will be considered final.

All other actions of the Graduate Council will have a twenty-one (21) calendar day faculty protest period after the notification of such actions has been circulated among the graduate faculty. If during the 21-day period a valid written protest to Council action is made, the matter will be returned to the Council for reconsideration. To be valid, the protest must be signed by 40 Regular Members of the graduate faculty or 80 currently enrolled graduate students. If the Council confirms its initial action, a meeting of the graduate faculty shall be called for its consideration of the contested action. Following the meeting, the graduate faculty will be polled by mail or email ballot.

(Regents, 3-8-84, 1-30-20)

13.0 APPENDIX D: ACADEMIC INTEGRITY CODE, NORMAN CAMPUS (EXCLUDING LAW)

13.1 GENERAL PROVISIONS

13.1.2 BASIC PRINCIPLE OF ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

13.1.3 SCOPE

This Code applies to all work for any class or other academic activity conducted by a Norman Campus unit, excluding the College of Law. It also applies to other academic activities such as enrollment, withdrawal from classes and the like. Misconduct in admissions is not covered except when discovered after the student's classes begin. Violations of expectations for orderly conduct in instructional activities shall be governed by the Student Code and by such rules as the Provost may establish or approve.

13.1.4 DEFINITION OF ACADEMIC MISCONDUCT

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. The Provost shall develop policies and instructional materials to illustrate specific forms of misconduct such as fraud, plagiarism, and improper collaboration.

13.1.5 INTEGRITY COUNCIL

The Integrity Council shall be an organization of students that maintains and promotes academic integrity on the Norman Campus. Assisted by faculty, staff and administrators, it shall fulfill the investigative, adjudicative, and advisory functions provided in this Code and otherwise promote integrity on the Norman Campus. The Provost shall approve the Council's procedures as well as bylaws and membership requirements. The Integrity Council shall be advised by a board appointed by the President, with representation from faculty, students, and others as appropriate.

13.1.6 INTEGRITY PLEDGE

Instructors are encouraged to advise students of the requirements of the University Academic Integrity Code and its application to any assignments, examinations, policies and procedures in the course. Although the Code is binding on student conduct by its own force, instructors may additionally choose to remind students of the importance of the Code by formal or informal means. An example of a formal reminder would be to have students attest in writing that they have complied with the Code with regard to a specific assignment or examination. An informal reminder may be an oral statement made to the class that the Code is binding with respect to a collaboration or research project.

13.2 REPORTING ACADEMIC MISCONDUCT

Any person may report suspected misconduct to an instructor (or to the relevant administrator as appropriate), or to the Integrity Council. Instructors and administrators who receive a report or otherwise learn of suspected misconduct may first investigate and should report the matter to the Integrity Council as described below.

13.3 INFORMAL RESOLUTION: THE ADMONITION

13.3.1

Choosing the admonition. An admonition is a warning from the instructor to the student. It may be accompanied by a grade reduction up to a zero on the assignment and/or additional required work. An admonition is not an adjudication of academic misconduct. However, in any subsequent misconduct proceeding the admonition will establish the student's familiarity with integrity standards. Admonitions are typically appropriate when the student's conduct would count as misconduct but is better addressed through an immediate instructional response rather than referral to the Integrity Council. Admonitions are not appropriate for egregious misconduct, or for cumulative examinations, and other semester-long assignments, or for graduate assignments such as general examinations. Ordinarily no student should receive more than one admonition.

13.3.2

Conditions for imposing the admonition. An instructor who elects to use the admonition option shall inform the student of the nature of and basis for the misconduct; explain the grade reduction or other requirement to be imposed; and inform the student how to contest the decision. The Provost shall approve rules to report admonitions, ensure that students may contest them, and restrict their use in repeat or egregious cases.

13.4 INTEGRITY COUNCIL INVESTIGATION

Upon receipt of a report of misconduct, the Integrity Council shall investigate unless the case is referred back to the instructor for review and informal resolution. The Integrity Council shall adopt investigation procedures that ensure fundamental fairness to the students involved, protect the community's interest in enforcement of standards, and prompt resolution of cases. These procedures shall include:

- (a) Notice to the student, no later than 30 regular class days of when the incident is discovered
- (b) a grade of "N", a temporary neutral grade, to be assigned while the matter is pending;
- (c) referral to an appropriate Integrity Council designee(s), who will answer questions and counsel the student as to the rights available under the Code, and be available to the student throughout the investigation process as an informative resource only;
- (d) the option to seek further advice or counsel from a designated student advisor, including SGA general counsel;
- (e) a report of findings, in writing, that shall be provided to the student, the instructor or other administrator reporting the incident, and other university officials with a need to know.

At the conclusion of the investigation, the matter may be concluded by dismissal, if insufficient evidence exists to support a finding of responsibility; default, if the student fails to respond to

reasonable notice; admission of responsibility by the student; or hearing.

13.5 HEARINGS

Upon the student's request for a hearing, the matter shall be assigned to an Integrity Council Inquiry Panel. The Inquiry Panel shall consist of two students, two faculty members, and a student chair. The case shall be adjudicated according to procedures that honor the following principles:

- (a) Students are entitled to the presumption of innocence.
- (b) Students are entitled to a reasonably prompt hearing.
- (c) Hearings are not adversarial: the Panel shall be primarily responsible for eliciting information from all relevant sources, which shall ordinarily include the instructor, investigator, and student.
- (d) The student shall represent himself or herself but may be advised by his or her Integrity Council advisor.
- (e) Responsibility for misconduct must be established by a preponderance of the evidence.
- (f) At the conclusion of the hearing the Panel shall deliberate and decide by majority vote whether the student is responsible for an act of misconduct.

If a student is found not responsible for misconduct, the matter shall be dismissed. If a student is found responsible, the Panel shall recommend an institutional penalty to the Provost and may make recommendations to the instructor as to the grade penalty.

13.6 REMEDIATION FOR MISCONDUCT

In any case resolved with a finding of responsibility for misconduct, a grade reduction may be imposed by the instructor and institutional remediation may be imposed by the Provost.

13.6.1

Grade reduction. Grade reductions are determined and imposed by instructors. Grade reductions may exceed the value of the assignment in which the misconduct occurred and may also be accompanied by requirements to complete a substitute assignment or examination.

13.6.2

Institutional remediation. The remedial sanctions noted below shall be imposed by the Provost, upon consultation with the Integrity Council. Additional guidelines and interpretations for these sanctions may be adopted by the Provost. The Integrity Council shall publish descriptions of typical cases in which particular consequences are imposed.

Censure. Censure is a written reprimand for violation of integrity standards and a warning that a further act of academic misconduct will result in more severe action. Censure shall not be noted on a student's transcript, but will be noted in the student's education record.

Service and Instructional Alternatives. In appropriate cases, a student may be allowed to complete a voluntary community service or instructional exercise in lieu of suspension or expulsion.

Suspension. Suspension is loss of student status for a period of not less than one academic session. Credits earned elsewhere during the suspension shall not be accepted by the university. A notation of the suspension shall be made on the student's transcript and shall remain there until the student graduates, or permanently, depending on the severity of the offense.

Expulsion. Expulsion is termination of student status for an indefinite period, usually intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript and will remain there permanently. Reconsideration of any expulsion is not guaranteed; it occurs at the discretion of the Provost, in consultation with the Integrity Council.

13.7 RECORDS

The Provost shall establish a schedule for the maintenance of misconduct records and procedures for students to request early expungement of records for good cause shown.

13.8 APPEALS AND RECONSIDERATION

Appeals must be based on procedural irregularities so substantial as to deny the student a fair hearing; or on new and significant evidence that could not have been discovered by a reasonably diligent student. Appeals shall be decided by the Provost. The President and the Board of Regents reserve the right to review, at their discretion, any decision for manifest error or inequity.

13.9 EFFECTIVE DATE

This Code shall be effective when the President and Provost complete the initial appointment of officers and approve the Integrity Council policies and procedures described herein. Until then, the current Academic Misconduct Code shall remain in effect.

(Regents, 1-26-2011)

