

LANGSTON UNIVERSITY

**FACULTY
HANDBOOK**



Langston – Oklahoma City – Tulsa

Approved March 2009

Table of Contents

Table of Contents	2
PREFACE	9
Section 1: The University—General Information	10
1.1 History	10
1.2 Mission	10
1.3 The Vision	11
1.4 Statement of Purpose	11
1.5 Core Values	12
1.6 Membership	12
1.7 Governance of the University—Organization and Administration	13
1.8 Equal Employment.....	15
1.9 Affirmative Action	15
Section 2: Academic Job Descriptions	16
2.1 President	16
2.2 Vice President for Academic Affairs	16
2.3 The Vice President for Student Affairs and Enrollment Management	16
2.4 The Vice President for Fiscal Affairs and Administrative Affairs	17
2.5 The Vice President for Institutional Advancement and Development.....	17
2.6 Chief Information Officer.....	17
2.7 Associate Vice President for Academic Affairs	18
2.8 Assistant to the Vice President of Student Affairs	18
2.9 Academic Deans	18
2.10 Department Chairpersons	18
2.11 Comptroller	19
2.12 Director of Physical Therapy	19
2.13 Director of Teacher Ed., Certifications, and Field Experiences	19
2.14 Director of Institutional Research	20
2.15 Director of Counseling.....	20
2.16 Director of University Libraries.....	20
2.17 Director of Human Resources.....	20

2.18	Director of Public Relations	21
2.19	Director of Enrollment Management	21
2.20	Director of Student Activities	21
2.21	Director of Alumni Affairs	22
2.22	Director of Financial Aid	22
2.23	Director of Assessment and Career Services	22
2.24	Director of Langston University Center for International Development	23
2.25	Athletic Director	23
2.26	Coordinator for Urban Center	23
2.27	Coordinator/Head Counselor of Associate Programs	23
2.28	Analyst of Grants and Contracts	23
2.29	Director I	24
2.30	Director II	24
2.31	Director III	24
2.32	Director IV	25
2.33	Faculty Member	25
 Section 3: Faculty Policies, Regulations, and Processes.....		26
3.1	Faculty Policies, Regulations, and Processes.....	26
3.2	Definition	26
3.3	Designation of Faculty Status	26
3.4	Guidelines for Faculty Searches.....	26
3.5	Determinations of Positions to be Filled	26
3.6	Hiring Procedures.....	26
3.7	Faculty Appointments	30
3.8	Written Notice	31
3.9	Personnel Records	31
3.10	Duration of Appointment.....	31
3.11	Academic Appointments	32
3.12	Probationary Tenure Track Appointments.....	32
3.13	Temporary Non-Tenure Track Appointments	32
3.14	Determination of Appropriate Academic Credentials	32
3.15	Academic Rank and Titles	33
3.16	Faculty Rights and Responsibilities—Academic Freedom.....	36
3.17	Professional Ethics	36
3.18	Professional Conduct	36
3.19	Non-Professional Conduct.....	37

3.20	Absenteeism and Tardiness.....	37
3.21	Sexual Harassment.....	38
3.22	Faculty Responsibilities in the Instructional Program	40
3.23	Teaching Responsibilities.....	40
3.24	Student Attendance	40
3.25	Advisement	40
3.26	Faculty Availability.....	40
3.27	Assignment Policy	41
3.28	Appointments and Salaries	41
3.29	Faculty Evaluation	42
3.30	Annual Appraisal Programs	44
3.31	The Evaluation Process for the Individual Faculty Member ...	44
3.32	Initial Evaluation Planning Conference	44
3.33	Evaluation Conference with the Department Chair	46
3.34	Department Chair Recommendation.....	46
3.35	Academic Dean Recommendation.....	47
3.36	Recommendation of Vice President for Academic Affairs	47
3.37	Faculty Appeal.....	47
3.38	Monitor Cases of Needs Improvement or Unsatisfactory Ratings.....	48
3.39	Administrative Review of the Plan of Improvement	48
3.40	Monitor the Plan of Improvement.....	48
3.41	Evaluation for Reappointment, Promotion, or Tenure of Department Chair	49
3.42	Evaluation for Reappointment, Promotion or Tenure of Dean/ Director	49
3.43	Resignation.....	49
3.44	Financial Exigency	49
Section 4: Promotion and Tenure Guidelines		51
4.1	Introduction	51
4.2	Statement of Purpose	51
4.3	Academic Appointments.....	52
4.4	Probationary Tenure Track Appointments	52
4.5	Temporary Non-Tenure Track Appointments	52
4.6	Academic Rank and Titles	52
4.7	Designation of Faculty Status	53
4.8	Determination of Appropriate Academic Credentials	53

4.9	Instructor	53
4.10	Assistant Professor	54
4.11	Associate Professor	54
4.12	Professor	54
4.13	Part-time Faculty	55
4.14	Adjunct Faculty	55
4.15	Visiting Faculty	55
4.16	Laboratory Assistant	55
4.17	Graduate Assistant	56
4.18	Graduate Research Assistant	56
4.19	Emeritus Appointment	56
4.20	The Tenure Process	56
4.21	Grounds for Dismissal	57
4.22	Administrative Suspensions	58
4.23	Procedures for Suspensions	58
4.24	Criteria for Tenure	59
4.25	Credit Towards Tenure from Another University	61
4.26	Tenured Status Achieved Prior to Joining the Langston University Faculty	61
4.27	Promotion	62
4.28	Time in Rank for Promotion	62
4.29	Assistant Professor	62
4.30	Associate Professor	62
4.31	Professor	62
4.32	Policy on Promotion and/or Tenure	63
4.33	Procedures	63
4.34	Departmental Level	63
4.35	School Level	64
4.36	University Promotion and Tenure Committee	65
4.37	President	65
4.38	Preparing for Promotion and Tenure	65
4.39	Policy on Appeal Process for Faculty Denied Promotion and/or Tenure	67
Section 5: Academic Responsibilities		68
5.1	Academic Responsibilities	68
5.2	Faculty Scholarly Responsibilities	68
5.3	Faculty Load	68

5.4	Class Size	68
5.5	Records	69
5.6	Course Outlines/Syllabi	69
5.7	Undergraduate Grades	71
5.8	Procedures for Appealing Course Final Grade (students)	72
5.9	Mid-Term Evaluation	73
5.10	Student Evaluation of Courses	73
5.11	Final Examination Policies	73
5.12	Posting Grades	73
5.13	Change of Grade Policy	73
5.14	Credit by Examination	74
5.15	Academic Dishonesty	75
5.16	Responsibilities of the Faculty Regarding Plagiarism and Cheating	75
5.17	Procedures and Penalties for Academic Dishonesty	75
5.18	Textbooks	76
5.19	School Division and Departmental Meetings	76
5.20	Faculty Meetings	76
5.21	Office Hours	76
5.22	Participation in Major College Activities	77
5.23	Overload Compensation	77
5.24	Release Time for Research and Grant Activities	77
5.25	Summer Session Pay Scale	77
5.26	Changing Time and Place of Classes	77
5.27	End of the Year Clearance	78
5.28	Policy on Outside Activities and Internal Overload Activities	78
5.29	Conflict of Interest	78
5.30	Outside Activities	79
5.31	Internal Activities and Extra Compensation for Teaching, Research And Extension Assignments	79
5.32	Faculty Work Hours/Attendance	80
5.33	Time Sheets	80

Section 6: Standing, Administrative, Advisory, and AdHoc Committees	81
6.1 Standing Committees	81
6.2 University Senate	81
6.3 Assessment	81

6.4	Admissions and Retention Committee.....	81
6.5	Academic Policies and Curriculum.....	82
6.6	General Education	82
6.7	Committee on Committees	82
6.8	North Central Association—Higher Learning Commission Steering Committee	82
6.9	Teacher Education Committee	83
6.10	Administrative Committees	83
6.11	Administrative Council	83
6.12	Extended Council	83
6.13	Administrative and Student Leadership Advisory Council	84
6.14	Promotion and Tenure.....	84
6.15	Institutional Review Board (IRB).....	84
6.16	Homeland Security Committee.....	84
6.17	Advisory Committees.....	85
6.18	The Athletic Council.....	85
6.19	Honors Program Advisory Council/Thurgood Marshall Black Education Fund	85
6.20	Scholarship Committee	85
6.21	Graduate Program Commission	85
6.22	Records Management Committee.....	85
6.23	International Affairs Committee	86
6.24	Information Technology.....	86
6.25	Animal Care and Welfare	86
6.26	Bio-Hazard Committee	86
6.27	Ad Hoc Committees.....	87
6.28	Ceremonial and Special Occasions Committee.....	87
6.29	Homecoming Committee	87
6.30	American Red Cross Committee.....	87
6.31	Faculty Handbook Committee	87
6.32	Staff Handbook Committee	87
Section 7: Property Management and University Services.....		88
7.1	Property Management and University Services	88
7.2	Physical Plant Services	88
7.3	Buildings.....	88
7.4	Grounds and Landscaping.....	89
7.5	Parking.....	89

7.6	University Equipment	90
7.7	University Vehicles	91
7.8	Weather and/or Emergency Conditions	92
7.9	Tornado or High Winds	92
7.10	Earthquake Procedures	92
7.11	Bomb Threats	92
7.12	Bomb Threat Checklist.....	93
7.13	Medical Emergency	93
7.14	Other Conditions	94
 Section 8: University Library Services		95
8.1	University Library Services.....	95
8.2	Vision Statement	95
8.3	Mission Statement	95
8.4	Core Values	96
 Section 9: Appendix 1—Interpretive Guidelines		98
9.1	Interpretive Guidelines for Promotion and/or Tenure	98
9.2	Evidence To Be Considered	98
9.3	Guidelines Minimum Requirements for Promotion to Each Academic Rank	103
9.4	Instructor to Assistant Professor	103
9.5	Assistant Professor to Associate Professor.....	103
9.6	Associate Professor to Professor.....	104
 Section 10: Appendix 2—List of Schools.....		105
10.1	List of Schools	105
 Section 11: Appendix 3—University Promotion and Tenure Committee Calendar		105
11.1	University Promotion and Tenure Calendar	105
 Section 12: Appendix 4-Evaluator’s Worksheet		108
12.1	Application for Promotion and Tenure	108
 Section 13: Appendix 5—Dossier Checklist.....		113
13.1	Dossier Checklist.....	113

Section 14: Appendix 6—Other Policies.....	114
14.1 Repairs to Buildings and Equipment	114
14.2 Policy on Compensation for Visiting Faculty	114
14.3 Benefits for Retired Persons	114
Section 15: Appendix 7—Teachers’ Retirement System of Oklahoma	115
15.1 Beginnings	115
15.2 Administration.....	116
15.3 Revenue	116
15.4 Membership.....	116
15.5 Service Credit.....	116
15.6 Retirement Annuity	117
15.7 Disability Benefits	117
15.8 Health Insurance Benefits	118
Section 16: Appendix 8—Employment	118
16.1 Employment	118
16.2 Langston University Hiring Procedures	119
16.3 Opening a Position.....	120
16.4 Posting/Advertising a Position	120
16.5 Receiving Credentials.....	121
16.6 Closing a Position	121
16.7 Screening Applicants.....	121
16.8 Interviewing Applicants.....	122
16.9 Employee Recommendation.....	123
16.10 Benefits	124
16.11 Employee Benefit Program.....	124
16.12 Time Off Benefits	126
16.13 Leaves of Absence With Pay	127
16.14 Bereavement (Funeral Leave).....	128
16.15 Jury Duty	129
16.16 Voting	129
16.17 Medical Leave	129
16.18 Military Leave	130
16.19 Maternity Leave.....	130
16.20 Professional Leave.....	130
16.21 Leaves of Absence Without Pay.....	131
16.22 Administrative Leave.....	131
16.23 Leave Sharing Program	131
16.24 Holidays.....	134
16.25 Family Medical Leave	135

PREFACE

It is fundamental that institutions under the governance of the Board of Regents, such as Langston University, use various professional and administrative standards. Accordingly, it is the policy of this Board that the activities at these public institutions should be conducted in a manner that will attempt to balance the rights of the individual employees with the University's and the public's legitimate needs and interests. Policy statements of the Board are to be applied and interpreted in that spirit.

The policies contained herein are intended to be stable and a source of reliable information and guidance to employees, administrators, and external groups. However, in approving this policy statement for Langston University, the Board is not waiving or restricting its lawful power, duty, and responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. As permanent changes to this policy statement are considered, it is recognized that there is substantial public benefit in consulting with Board staff, institutional administrators, employees, and others before enacting revisions. The Board expects administrators recommending changes to discuss those proposed revisions to this policy statement with affected employees as may be appropriate, before the Board acts on the proposed revisions.

While the Board of Regents recognizes the value of appropriate participation of administrators and others in the formulation of procedures, it also recognizes that extraordinary circumstances may arise where the collective judgment of the Board requires the Board to act independently in discharging its responsibility. In such instances, the Board will make every reasonable effort through the official public record and the institutional administration to inform affected personnel of the Board's actions and invite their input for subsequent consideration by the Board.

It is intended that employees and administrators shall adhere to the standards set forth in this policy statement. It is not intended that minor variances which are not substantially prejudicial to rights of individual employees or contrary to the intent of the policy should

serve as the sole basis for complaints or claims of erroneous treatment or action. Additionally, it is not intended that these minor variances in circumstances and conditions or events be interpreted as establishing authority to disregard the standards set forth in this policy statement.

References to the entity of the governing Board of Regents in any policy statement may include participation or representation by the Board's staff so designated or authorized by the Board. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

Section 1

The University General Information

1.1

History

Langston University was established on March 12, 1897, in Langston, Oklahoma, by the Territorial Legislature as the Colored Agricultural and Normal University for Expressed objective of the following:

. . . the instruction of both male and female colored persons in the art of teaching various branches which pertain to a common school education and in such higher education as may be deemed advisable, and in the fundamental laws of the United States in the rights and duties of citizens in the agricultural, mechanical and industrial arts.

In 1954, a unified system of higher education, “The Oklahoma State System of Higher Education,” was created by a constitutional amendment. At the time the popularly known name “Langston University” became the official name of this institution.

Admission to Langston University is based on stated academic requirements, regardless of race, creed, color, national origin, sex, disability, or age. Langston University is an equal opportunity employer.

1.2

Mission

The mission of Langston University is to provide excellent postsecondary education to individuals seeking knowledge, skills, and attitudes that will enhance the human condition and promote a world that is peaceful, intellectual, technologically advanced, and one that fulfills the needs of nations and individuals alike. Langston University strives to educate individuals to become the leaders of tomorrow within their local, national and global communities. Reflecting on the Langston University history as a land grant institution established in 1897 “to instruct both male and female Colored persons,” the mission of the University is to enhance the lives of diverse learners at all levels of society in a nurturing environment with dynamic teaching, relevant research, community service and opportunities which produce leaders and professionally competent graduates. Langston University offers postsecondary education leading to associate, baccalaureate, master, and doctoral degree programs. As a University with an urban mission in a rural setting, Langston University has the challenge of educating individuals who will serve their communities in urban centers as well as rural communities. To fulfill the mission, Langston University actively recruits faculty and students who support and complement the purpose and functions of the University.

1.3

The Vision

Langston University, a land grant historically Black institution of higher learning, will continue its rich tradition of developing leaders from a diverse, multi-cultural student body through excellent teaching, research, community service and public and private sector partnerships. As Langston University moves from Excellence to Greatness, it will be recognized for providing solutions to problems facing underserved populations in Oklahoma, the nation and the world.

The vision for greatness requires the University to engage in focused, innovative actions to do the following: (1) develop students capable of becoming leaders in a global society; (2) create a student-centered campus; (3) increase enrollment on all three campuses; (4) increase scholarly activities (particularly research and publications) throughout the University; (5) strengthen existing programs of distinction and create new ones; (6) expand the technological capabilities of the University; (7) engage in economic development through partnerships with the private sector and with the Town of Langston City specifically to encourage the development of a “college town”; (8) enhance the physical infrastructure of the University; and (9) operate the University as a business and enhance its fiscal resources by launching a \$20 million capital campaign.

1.4

Statement of Purpose

Langston University enhances the lives of diverse learners at all levels of society in a nurturing environment with dynamic teaching, relevant research, community service and opportunities that produce leaders and professionally competent graduates.

The University provides access to a population of culturally diverse learners from all levels of society who demonstrate a desire to pursue higher education in a environment where knowledge is extended to the global marketplace.

The University serves the State of Oklahoma, the nation, and the world through its programs of distinction, scholarly activities, student-centered campuses, community involvement and international scientific research. We emphasize the use of education to develop innovative solutions to improve the quality of life of underserved populations in urban and rural communities globally. As a state institution with a global impact, we strive to increase not only the supply of well-educated and skilled labor and to foster economic development in Oklahoma, but also throughout the world.

1.5

Core Values

- ***Strong work ethic and dedication-*** We are united in our dedication to working as hard and as long as necessary in order to realize our vision of developing creative solutions to the problems facing underserved populations in Oklahoma, the nation, and the world.
- ***Passion for learning-*** Our zeal for knowledge, our quest to understand “why,” and our desire to develop innovative answers, create a vibrant academic community.
- ***Courage to have exemplary character-*** We are building a community in which high ethical and moral standards are maintained and valued by our faculty, staff, and students.
- ***Excellence-*** We value, treasure, and reward excellence in scholarship, teaching and community service.
- ***Scholarly innovation and a commitment to scholarship-*** We are a community of pragmatic intellectuals, using our knowledge to better our state, nation, and the world.
- ***Appreciation of difference-*** We believe firmly that everyone must be respected; and that there is always more than one way to consider any issue. We value diversity of opinions, ideas, cultures, and perspectives.
- ***Fiscal accountability-*** We believe that solid fiscal management is the foundation upon which a great university is built.
- ***Social responsibility-*** We believe that knowledge is a gift that must be used to create a better world.
- ***Commitment to fundamental human rights-*** Above all, we value the right of every human being to enjoy freedom, respect and the opportunity to realize his or her potential.

1.6

Membership

Any educational institution is as strong as the level of excellence that it demands of itself, its faculty, and students. Langston University has membership and collaborative relationships in the following organizations and associations:

- Oklahoma State System of Higher Education
- North Central Association of Colleges and Secondary Schools
- Association of American Colleges
- National Council for Accreditation of Teacher Education (NCATE)
- American Association of Colleges for Teacher Education
- National Association of Land Grant Colleges and Universities
- American Dietetic Association
- American Physical Therapy Association
- National Association for Equal Opportunity in Higher Education
- Oklahoma Association of Colleges for Teacher Education
- Oklahoma State Board of Education
- National League for Nursing
- Oklahoma Board of Nursing Registration and Nursing Education
- Central Consortium for Academic Clinical Educators
- State Accrediting Agency
- U.S. Department of States' Agency for International Development for the Training of Nationals
- National Collegiate Honors Council
- Great Plains Honors Council
- National Association of African American Honors Program (NAAAHP)
- The Association of Collegiate Business Schools and Programs (ACBSP)
- National Association of the Education of Young Children (NAEYC) and National Academy of Early Childhood Programs (a Division of NAEYC)

1.7

Governance of the University

Organization and Administration

The administration of the University views its purposes as one of support for and assistance to the faculty and staff in the accomplishment of institutional objectives. Through cooperation and democratic practices, the administration, faculty, and staff assume responsibility for the success and general welfare of the institution.

Langston University is under the control and jurisdiction of the Board of Regents for the A&M Colleges, and the Oklahoma State Regents for Higher Education. Descriptions of these Boards and the Department of Education will follow.

***THE BOARD OF REGENTS FOR
OKLAHOMA STATE UNIVERSITY AND THE A&M COLLEGES***

The Board of Regents for Oklahoma State University and the A&M Colleges is the governing Board for five (5) colleges and universities in Oklahoma. Succeeding its earlier form, the Board of Regents was recreated by Article VI, Section 31 (a) of the Constitution of Oklahoma. The provisions of the Constitutional Amendment have been further implemented by the provisions of Title 70, Oklahoma Statutes, Section 3401, et seq.

The Board possesses wide powers to govern these institutions. It may adopt such rules and regulations as are deemed necessary by the Board. It may employ and fix the compensation of such persons as is deemed advisable. The Board may enter into contracts, purchase supplies and equipment, and incur such other expenses as may be necessary in making contracts and in exercising powers conferred on the Board.

In addition to the above information, the Board is authorized to receive and make dispositions of monies, grants, and property received from federal agencies and to administer the same in accordance with federal requirements. It may accept gifts of real and personal property, money, and other things of value and dispose of these in accordance with the wishes of the donors. It may acquire and take title to real and personal property on behalf of any of the institutions under its jurisdiction. It may convey, exchange, dispose of, or otherwise manage or control such property in the institutions—including the granting of leases, permits, easements or licenses over and upon any such real property. It has the right to institute appropriate legal action to defend its property.

The Board of Regents supervises and is in charge of the construction of all buildings under its jurisdiction. It reviews the need for, and causes to be constructed, dormitories and other buildings on a self-amortizing basis at any institution under its jurisdiction. It is authorized to establish plans for tenure and retirement of personnel serving the institution and to provide various types of insurance for them and their dependents.

THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

The Oklahoma state System of Higher Education was created with the peoples' adoption of an amendment to the State Constitution, Article XIII-A, on March 11, 1941. The amendment provided that

. . .all institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as The Oklahoma State System of Higher Education.

The Constitutional amendment also created the Oklahoma State Regents for Higher Education as the “coordinating board of control of The Oklahoma State System of Higher Education.” The State Regents for Higher Education consists of nine (9) individuals who are appointed to nine (9) year staggered terms by the Governor, with the State Senate confirming the appointments. Responsibilities of the State Regents include the following listing:

1. Determining the functions and courses of study for each institution, including the approval of new programs.
2. Establishing standards of education applicable to each institution.
3. Recommending budget allocations for the State System to the Legislature.
4. Allocating state-appropriated and revolving funds to each institution.
5. Recommending student fees and tuition to the Legislature.

The chief administrative officer of the State Regents is the Chancellor. This person has the responsibility of seeing that policies and programs of the State Regents are executed; gathering information about the State System and making recommendations to the State Regents; providing state-level leadership for coordination of activities affecting all institutions in the Oklahoma State System of Higher Education; and assuming overall responsibility for a staff of professional individuals who assist the Chancellor in carrying out the administrative activities of the State Regents.

1.8

Equal Employment

Affirmative Action/Equal Opportunity Statement

Langston University periodically reaffirms its policy of Equal Employment Opportunity to all recruitment sources and related entities. It is the University’s policy to recognize the rights, freedom, and dignity to which each individual worker is entitled and the intention is that jobs in the University be filled by the best qualified individual.

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, Langston University does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures; this includes but is not limited to recruitment, hiring, promotion, training, layoffs, termination, rate of pay and other forms of compensation; the recruitment and admission of students; the availability of student loans, grants, contracts, and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; and the operation of any programs and activities. The Langston University Director of Affirmative Action (Charles King,

Room 314 A, Page Hall, (405) 466-3482) serves as the University's ADA Compliance Officer, Section 504 Compliance Officer, and Title IX Compliance Coordinator, as well as serving as its primary official responsible for reviewing informal and formal complains of alleged illegal discrimination.

In keeping with the above stated policy, Langston University requests that all referrals from external sources be nondiscriminatory in nature. Your support and cooperation in referring qualified applicants to Langston University will help insure that we maintain a sound Affirmative Action/EEO Program. We appreciate your assistance.

1.9

Affirmative Action

Presidential/ Regent Relationship

The President is the principal administrative officer and is directly responsible to the Board of Regents for all operations of the institution. The President insures that policies established by the Board are observed and executed. The President prepares agenda minutes of all meetings.

The President also approves and recommends to the Board the employment of faculty and other employees deemed necessary for the proper operation of the institution; prepares and administers the budget; administers the affairs in the areas of academics, use to facilities and physical plant, and public community and alumni relations; develops long-range plans, both academic and physical; presides at various functions of the institution, such as commencement, formal opening, and Founders Day; safeguards and protects all securities, contracts and other documents; administers the insuring of all property and liabilities; and develops and presents to the Oklahoma State Regents for Higher Education academic programs for approval.

Section 2

Academic Job Descriptions

2.1

President

Duties and Responsibilities:

Confers with appropriate governing board(s) to plan and initiate programs concerning organizational, operational, and academic functions of the University and oversees activities and recommends their adoption. Negotiates with administrative officials and representatives of business, community, and civic groups to promote educational, research, and public service objectives and policies of the University. Establishes operational procedures, rules, and standards relating to faculty and staff, financial disbursements, and accounting requirements.

2.2

Vice President for Academic Affairs

Duties and Responsibilities:

Directs and coordinates the activities of the Division/School Directors and Department Chairperson/coordinators. Advises on personnel matters. Determines scheduling of courses and recommends implementation of additional courses. Participates in activities of faculty committees, and in the development of the academic budget. Advises the President and other facets of the University on academic matters.

2.3

Vice President for Student Affairs and Enrollment Management

Duties and Responsibilities:

Formulates and develops student personnel policies. Directs and assists in planning social, recreational, and curricular programs. Counsels or advises individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and financial assistance. Reviews reports of student disciplinary cases to insure reviews and recommendations conform to University policies. Sponsors and advises student organizations. Reviews budget and directs appropriations of student services units.

2.4

Vice President for Fiscal and Administrative Affairs

Duties and Responsibilities:

Prepares operating budget draft for submission through President to Board of Regents. Directs the control of budget upon its approval by board, including collection, custody, investment, disbursement, accounting, and auditing of all college funds. Formulates, with the Vice-President for Student Affairs, policies and procedures governing financial relations with students, dormitories, and recreational and parking facilities. Audits financial status of student organization accounts, campus food service, housing, and bookstores. Administers the financial aspects of student loans, scholarships, and student credit. Keeps financial records and prepares annual financial report. Formulates and administers policies and procedures for development and representatives on costs and materials for building construction. Develops policies and procedures for procurements of goods and non-personal services for the University.

2.5

Vice President for Institutional Advancement and Development

Duties and Responsibilities:

Establishes and implements strategic and operational goals for all philanthropic programs that support academics at the University, including annual giving, major capital gift and endowment funding, alumni giving, and planned giving. Helps establish and oversee programs and services that engage alumni in the life of the University. Establishes and implements communications, integrated marketing and public relations activities for the University that supports its vision and mission. Coordinates the University's governmental relations strategies and activities with local, state, and federal agencies. Supervises and coordinates corporate and foundation program. Works with partnership with other campus offices and officers to implement campus wide fundraising strategies.

2.6

Chief Information Officer

Duties and Responsibilities:

Envisions the future of information technology at Langston University and anticipates its impact on learning, research, outreach, and administration. Provides strategic and tactical direction to the University for Information Technology ensuring that the information systems infrastructure effectively supports the University's mission and strategic plan. Leads the information technology management team, overseeing staff responsibilities. Provides leadership in relations between the department, University Divisions, and schools/departments. Oversees technology purchases insuring that the most appropriate and cost-effective technology and staff is selected to meet the defined University needs. Manages the department budget and associated project budgets. Conducts annual performance assessments, insures appropriate professional development is pursued and makes recommendations for appropriate employment action. Develops, maintains and coordinates procedures that will insure, secure, reliable and well-supported technology systems and services. Evaluates hardware and software needs in use by Langston University. Develops and maintains an effective help-desk procedure that will insure that individuals will receive technical assistance in a timely manner. Oversees the development of a well-designed, informative website. Keeps the President informed of potential problems or issues, as appropriate.

2.7

Associate Vice President for Academic Affairs

Duties and Responsibilities: Has the primary responsibility for assisting the Vice President for Academic Affairs in the oversight and management of academic and curricular matters and providing leadership to one or more of the following areas: Career Planning and Assessment, the Division of Basic Studies and Associate Degree Programs, the Graduate Programs, and /or a satellite campus.

2.8

Assistant to the Vice President for Student Affairs

Duties and Responsibilities:

Directs programs of admissions counseling and reviews exceptional admissions cases. Confers with staff of other schools to explain admission requirements. Directs the preparation of pointed materials explaining admissions requirements for dissemination to other schools. Counsels students experiencing problems related to admission. Supervises professionally trained counseling staff. Serves on policy-making admissions committee. Conducts student recruitment programs. Administers Trio Program. Conducts pre-college activities for new students. Coordinates individual and group counseling on selection of social activities and use of leisure time.

2.9**Academic Deans****Duties and Responsibilities:**

Oversee the scheduling of classes and instructional assignments. Prepare and administer School budget and recruit academic personnel. Perform other administrative duties in addition to teaching assignment.

2.10**Department Chairpersons****Duties and Responsibilities:**

Arrange the schedule of classes and assigns the teaching staff to conduct classes. Prepare lists of budgetary and other needs. In addition to teaching, perform other administrative duties, as assigned. Administer the departmental budget and recruits academic personnel and students.

2.11**Comptroller****Duties and Responsibilities:**

Processes various daily and monthly reports from SCT in order to keep the Vice President for Administrative and Fiscal Affairs informed of current account balances. Processes various reports for submission to Regents, etc. Analyzes financial reports and other data and appraises the Vice President for Administrative and Fiscal Affairs of all implications of the budget. Analyzes accounts to insure that payments are being made and/or receivables are coming in a timely manner. Keeps the budget updated by making sure the necessary revisions are made throughout the year. Represents the Vice President of Administrative and Fiscal Affairs in identifying methods of improving services to our customers. Develops and maintains a Policy and Procedures Manual for the division of Administrative and Fiscal Affairs.

2.12**Director of Physical Therapy Program**

Duties and Responsibilities:

Coordinates and facilitates the instructional activities on the main campus. Provides academic advisement for students and prospective students. Facilitates recruitment and retention for the School of Physical Therapy. Teaches selected physical therapy courses. Promotes and maintains a positive learning environment. Serves on selected School and University committees. Participates in university, school and department activities, meetings and convocations. Serves as a liaison between physical therapy and other disciplines within the School of Physical Therapy.

2.13**Director of Teacher Education, Certification, and Field Experiences****Duties and Responsibilities:**

Works collaboratively with faculty in development of professional practice schools. Directs the teacher education programs, certification and field experiences for undergraduate and graduate students. Participates in scholarly activities. Serves on university and school committees. Places and supervises student teachers. Serves on Residence Teachers' Committees. Is responsible for the preparation of NCATE documents and state approved programs using accreditation standards and procedures.

2.14**Director of Institutional Research****Duties and Responsibilities:**

Identifies problem areas, such as admissions patterns, fiscal and management analysis, and sources of financial support in order to develop research procedures. Coordinates research efforts and assists in evaluating research findings. Coordinates activities of research staff.

2.15**Director of Counseling****Duties and Responsibilities:**

Assigns and evaluates work of personnel. Conducts in-service training program for professional staff. Coordinates counseling bureau with university and community services. Analyzes counseling and guidance procedures and techniques to improve quality of service. Counsels individuals and groups relative to personal and social problems, and educational and vocational objectives. Addresses the University community to interpret counseling services. Directs the activities of testing service. Supervises in-service training programs in counseling and testing.

2.16

Director of University Libraries

Duties and Responsibilities:

Submits recommendations on library policies and services to administration. Analyzes and coordinates library budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publisher's representatives, and consults with others to select materials. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Provides library public relations services. Examines and selects materials to be discarded, replaced or repaired. Plans and directs or carries out special projects involving library promotion and outreach activity.

2.17

Director of Human Resources

Duties and Responsibilities:

Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitudes toward University goals. Keeps record of personnel transactions, such as hires, promotions, transfers, and terminations. Prepares reports and recommends procedures to reduce absenteeism and turnover. Represents the University at personnel-related hearings and investigations. Directs the development and application of techniques of job analysis. Directs development and application of techniques of job analysis, job descriptions, evaluations, grading and pricing in order to determine and record job factors and to determine and convert relative job worth into monetary values to be administered according to pay-scale guidelines and policy. Coordinates employment activities, such as those concerned with preparing job requisitions; interviewing, selecting, and hiring candidates; on-the-job indoctrination and additional training; supervisory follow-up, development, and rating of employees; and conducting exit interviews. Analyzes statistical data and other reports concerning all aspects of employment function in order to identify and determine causes of personnel problems and to develop and present recommendations for improvement of University's employment policies, processes, and practices.

2.18

Director of Public Relations

Duties and Responsibilities:

Plans and directs development and communication of information designed to keep public informed of University's programs, accomplishments, or point of view. Prepares and distributes fact sheet, news releases, photographs, scripts, motion pictures, or tape recordings to media representatives and other persons who may be interested in learning about or publicizing the University's activities or message. Purchases advertising space and time as required. Arranges for and conducts public-contact programs designed to meet the University's objectives, utilizing knowledge of changing attitudes and opinions of students, faculty, staff, or administration. Promotes goodwill through such publicity efforts as speeches, exhibits, films, tours, and

question/answer sessions. May research data, create ideas, write copy, lay out artwork, contact media representatives, or represent the University directly before general public.

2.19

Director of Enrollment Management

Duties and Responsibilities:

Plans development and implementation of records management policies intended to standardize filing, protecting, and retrieving records, reports, and other information contained on paper, microfilm, computer program, or other media. Coordinates and directs, through subordinate managers, activities of departments involved with technical, clerical micrographics, and printing services. Evaluates staff reports, utilizing knowledge of principles of records and information management, administrative processes and systems, cost control, governmental recordkeeping requirements, and organizational objectives. Confers with other administrators to assure compliance with policies, procedures, and practices of records management program.

2.20

Director of Student Activities

Duties and Responsibilities:

Meets with student, faculty and/or staff groups to plan activities. Evaluates program and suggests modifications. Schedules events to prevent overlapping and coordinates activities with sports and other University programs. Contacts caterers, entertainers, decorators, and other to arrange for scheduled events. Promotes student participation in social, cultural, and recreational activities. Coordinates preparations and publishing of student affairs calendar.

2.21

Director of Alumni Affairs

Duties and Responsibilities:

Coordinates activities of Langston University's alumni organization by initiating and maintaining alumni services programs (affinity cards, etc.). Works with the University's publications office to produce communications to alumni. Cultivates graduates and former students to encourage financial support of the institution. Identifies, recruits, motivates, and works with volunteers on a number of projects; Develops a yearly plan of action. Attends all alumni meetings; performs other duties and responsibilities as assigned.

2.22

Director of Financial Aid

Duties and Responsibilities:

Organizes and oversees student financial counseling activities. Coordinates activities with other departments engaged in issuing or collecting student payments. Coordinates all student financial aid resources and establishes administrative policies and procedures, consistent with Federal, State, Chancellor's Office, and institutional regulations and guidelines. Employs, trains, supervises, and evaluates staff. Appraises Institutional Student Budgets and makes adjustments based on inflation and needs as determined from institutional research; establishes funding levels and priorities for students' budgets. Reviews and enforces Campus Based Programs Regulations and all Title IV Aid.

2.23

Director of Assessment and Career Services

Duties and Responsibilities:

Orders, catalogues, and maintains files on materials relating to job opportunities, careers, technical school, graduate colleges, scholarships, armed forces, and other programs. Assists students administrators to locate career information related to students' interests and aptitudes, or demonstrates use of files, shelf collections, and other information retrieval systems. Assists students to take and score self-administered vocational interest and aptitude tests. Keeps records enrolled in work experience program and other vocational programs. In addition, may make presentations to other groups to publicize activities of career center.

2.24

Director of Langston University Center for International Development

Provides leadership in developing, coordinating, managing, and marketing international education, study abroad and exchange programs, as well as promoting and enhancing the University programs in international education, study abroad, and public service.

2.25

Athletic Director

Duties and Responsibilities:

Interprets and participates in formulating athletic policies. Plans and coordinates activities of coaching staff. Prepares budget and authorizes athletic expenditures. Plans and schedules sports events.

2.26

Coordinator for Urban Center

Duties and Responsibilities:

Consults appropriate sources to determine community educational needs and to ascertain feasibility of proposed programs. Develops the academic objectives for specific programs and for long range services. Consults with staff and with academic personnel to disseminate information regarding program objectives and to insure programs goals are met.

2.27

Coordinator /Head Counselor of Associate Programs

Duties and Responsibilities:

Coordinates efforts to provide leadership for academic counseling and advising that will afford students the opportunity to enhance their skills in preparation for college-level academics.

2.28

Analyst of Grants and Contracts

Duties and Responsibilities:

Prepares monthly invoicing to grantors. Prepares billings for cost reimbursable grants projects. Sets up new grants. Monitors expenditures daily. Reconciles at each month's end. Certifies proper sub-code assignments to insure proper payments. Verifies that expenditures are maintained within the limitations of the grants budgets, and verifies that such expenditures are proper within the terms of the grant contract. Maintains budgets for all programs, and processes and approves purchase order expenditures in accordance with the projects' budget and contract guidelines. Prepares financial reports as needed.

2.29

Director I

Duties and Responsibilities:

Plans, directs, and coordinates activities, including assessment of staff and students employee needs, implementation of University-wide programs and services, establishment of standards of program performance, and coordinating services in accordance with University policies, procedures, and regulations. Represents the University at various conferences, events, meetings, and hearings; may investigate and solve sensitive administrative problems. Insures compliance with applicable University policy and procedures governing specific programs. May approve image building plans developed in response to identified University needs and monitor plan implementation and effectiveness. May acquire, administer, and responsibly allocate University resources necessary to support office activities and program implementation. Prepares periodic reports of services provided by the division/unit. Prepares related work as required or as assigned.

2.30

Director II

Duties and Responsibilities:

Directs and coordinates all services of the department/division within assigned area; resolves problems and reviews implementation of program policies and practices with subordinate staff. Plans, directs, and coordinates activities, including assessment of staff and students employee needs, implementation of University-wide programs and services, establishment of standards of program performance, and coordination of services in accordance with University policies, procedures, and regulations. Represents the University at various conferences, events, meetings, and hearings; may investigate and solve sensitive administrative problems. Insures compliance with applicable University policy and procedures governing specific programs. May approve image building plans developed in response to identified University needs and monitor plan implementation and effectiveness. May acquire, administer, and responsibly allocate University resources necessary to support office activities and program implementation. Prepares periodic reports of services provided by the division/unit. Performs related work as required or as assigned.

2.31**Director III****Duties and Responsibilities:**

Directs and coordinates all services of the department/division within assigned area; resolves problems and reviews implementation of program policies and practices with subordinate staff. Integrates internal and external program and policy goals, ensuring that key federal/state and University-wide missions, goals, priorities and values are considered in making decisions. Plans, directs, and coordinates activities, including assessment of staff and student employee needs, implementation of University-wide programs and services, establishment of standards of program performance, and coordination of services in accordance with University policies, procedures, and regulations. Represents the University at various conferences, events, meetings, and hearings; may investigate and solve sensitive administrative problems. Insures compliance with applicable University policy and procedures governing specific programs. Coordinates preparation of required systems, financial, operational, student support, institutional research, and personnel documents; reviews and recommends amendments to program policy and procedures. Approves plans developed in response to identified University needs and monitors plan implementation and effectiveness. Possesses skill in managing staff and student employees to accomplish organizational goals; in communicating effectively, both orally and in writing; and in analyzing complex, sensitive situations and identifying appropriate course of action.

2.32**Director IV****Duties and Responsibilities:**

Directs and coordinates all services of the department/division within assigned area; resolves problems and reviews implementation of program policies and practices with subordinate staff. Integrates internal and external program and policy goals, ensuring that key federal/state and

University-wide missions, goals, priorities and values are considered in making decisions. Plans, directs, and coordinates activities, including assessment of staff and student employee needs, implementation of University-wide programs and services, establishment of standards of program performance, and coordination of services in accordance with University policies, procedures, and regulations. Represents the University at various conferences, events, meetings, and hearings; may investigate and solve sensitive administrative problems. Insures compliance with applicable University policy and procedures governing specific programs. Coordinates preparation of required systems, financial, operational, student support, institutional research, and personnel documents; reviews and recommends amendments to program policy and procedures. Approves plans developed in response to identified University needs and monitors plan implementation and effectiveness. Acquires, administers, and responsibly allocates University resources necessary to support office activities and programs implementation. Performs related work as required and assigned.

2.33

Faculty Member

Duties and Responsibilities:

Teaches one or more subjects within a required curriculum. Prepares and delivers lectures to students. Compiles bibliographies of specialized materials of outside reading assignments. Stimulates class discussion. Compiles, administers, and grades examinations. Directs the research of graduate students. Advises students on academic and vocational curricula. Serves on university committees.

Section 3

Faculty Policies, Regulations, and Processes

3.1

Faculty Policies, Regulations, and Processes

3.2

Definition

A faculty member is any person employed by Langston University whose primary responsibility is providing instruction.

3.3

Designation of Faculty Status

In addition to members of the faculty whose primary responsibility is teaching, other University employees are granted faculty status. Librarians, and research and extension scientists are

designated as members of the faculty. Administrators with teaching experience may have faculty status as to their non-administrative roles. Faculty status may also be granted to other individuals whose primary responsibility is not teaching in accordance with standard procedures by the Vice President for Academic Affairs, after consultation with the School Deans and after approval by the President of the University.

3.4

Guidelines for Faculty Searches

3.5

Determinations of Positions to be Filled

Departments identifying the need to either replace a faculty member or to hire an additional faculty member should fill the “Employee Requisition Form” and forward it to school/library dean/director. The dean/director will forward the form to the Vice President for Academic Affairs for final approval by the University President.

3.6

Hiring Procedures

I. Opening a Position

- Existence of vacancy. The Requisitioner (Dean, Chair, or Supervisor) must call the Accounting Office to make sure there is a funded slot for the position. If there is no funded slot for the position or no position is established and funded, the requisition cannot be processed.
- The Requisitioner initiates the University “Employee Status Requisition” form if funding is available. The Requisitioner may also process the form with the statement “pending available funds.”
- The Requisitioner must get the Employee Status Requisition form approved by the following: Supervisor of area, Department/Office Chairperson/ Director, Dean (Academic Affairs division only), Vice-President, and Accounting Office.
- If the Employee Status Requisition form is approved by all in Step 3, the form is to be submitted to the office of Human Resources.
- The Human Resources Office reviews the Employee Status Requisition form, and if all is in order, submits the form and all pertinent materials to the President or the Vice Presidential designee for disposition.

II. Posting/Advertising Position

- If the President approves Step 5 of Opening a Position, the Office of Human Resources will use the Employee Status Requisition form to prepare the position

announcement. The announcement will contain the minimum qualifications, preferred qualifications, and closing deadline. The Requisitioner must clearly delineate between required and desired qualifications.

- The Requisitioner, Department Chairperson, Director, Dean and Vice President will determine if the position announcement will be posted in national, regional, local, and/ or professional publications. Personnel in the Office of Human Resources will make the appropriate contacts to publicize the position in the publications selected by the school or administrative unit. It is expected that all searches for tenure track faculty positions will be conducted on a national level. *The Chronicle of Higher Education*, *Diverse Issues in Higher Education*, and *HigherEd.com* have national circulation. Positions will also be posted internally and with the nearest Oklahoma Employment Commission office.

III. Receiving Credentials

- The Human Resources Office will send an application form and announcement of vacant positions to all requesting the same.
- The Human Resources Office will acknowledge receipt of all credentials received from interested parties, as well as request additional credentials, if needed. All credentials will be entered into the SCT system.
- A file will be kept for all posted positions. (All applicants' credentials received, position announcement, Employee Status Requisition form, and all other communications regarding the position.)

IV. Closing Position

- Each position is officially closed per deadline date on position announcements. Positions must be open for at least two weeks. Closing dates will be included in the advertisement; the following language is suggested: In order to ensure consideration, applications must be received by the designated deadline date.
- The Screening Committee is selected by the Requisitioner of the area where the opening exists, and sent to Human Resources Office for disposition. The Screening Committee must have at least three diversified members. All members cannot be from the same division (i.e. Academic Affairs, Student Affairs, Fiscal Affairs, Institutional Advancement, School of Agriculture). Presidents cannot serve on a Screening Committee. Only Faculty will serve on the Screening Committee for Faculty appointments. All faculty members cannot be from the same school.
- The Human Resources Offices will notify the Vice President of disposition. If approved, the Requisitioner will notify the committee members.

- The chair of the Screening Committee will communicate with the Human Resources Office and committee members as to a time, date, and place for the initial screening of applicants. The confirmed information will be sent in writing to the Human Resources Office, Affirmative Action Officer, Requisitioner, Dean, Department Chairperson, Director and Vice President.

V. Screening Applicants

- The Requisitioner will receive a copy of all application packages. The Requisitioner is responsible for safeguarding the application packages.
- The Human Resources Office will complete a pre-screen of the application packages. Applicants with incomplete application packages will be identified by the Human Resources Office. All application packets will be forwarded to the screening committee.
- The Hiring Procedures Committee will prepare the screening forms. Human Resources will prepare the position announcements, credentials, committee responsibility instructions, and all other materials for the initial screening. Prior to the screening process, a representative from Human Resources will advise the committee on Langston's policies and have the committee sign a declaration to ethically follow these policies.
- The Screening Committee will review the application packages. Each member will complete a screening form for each applicant. Said forms will be given to the screening committee chairperson for tabulation.
- All screening forms will be given to the representative from the Human Resources Office. The Human Resources Office will send the results to the appropriate Vice President.
- The Requisitioner, Screening Committee Chairperson, and the Vice President will identify the number of applicants to be interviewed based on the outcome of the initial screening.

VI. Interviewing Applicants

- The Requisitioner will communicate to the Human Resources Office which applicants will be interviewed, and the time, date, and place of the interview. It is recommended that applicants be notified at least fourteen (14) days prior to the interview date. The Human Resources Office will notify all applicants to be interviewed. All proficiency tests (lecture, research presentation, where applicable) will be administered concurrent with or prior to the interviewing process by the Human Resources Office.

- The Human Resources Office will verify prior employment and credentials. The Screening Committee will contact references supplied by the applicant to determine quality of work performance. If a candidate has requested notification prior to contacting references, it is essential that such notification be made. The conversation should be documented. The Human Resources Office will assist in formulation of appropriate questions for the committee.
- The Human Resources Office will send a schedule of interview times to the appropriate Vice President, Requisitioner, Screening Committee chair, and the Affirmative Action Officer. The Screening Committee chair will notify the committee members of the interview schedules.
- The Human Resources Office will prepare all interview forms, committee responsibility instructions, permissible inquiry sheets, and any other materials needed to conduct the interviews. A representative from the Human Resources Office will be present at the interview.
- The Screening Committee will develop a list of core interview questions. The same questions will be asked of all candidates when interviews are conducted. Each committee member will complete an interview form.
- It is highly recommended that a candidate for a faculty position make a formal presentation that provides evidence of his/her abilities as a teacher- scholar. Langston faculty and students may attend such presentations.
- The President, Vice-President, Dean, Department Chairperson, Supervisor, and Requisitioner may elect to meet and/ or interview the candidates. The specific interview format is left to the discretion of the Requisitioner and the University administration.
- The President will interview and make the final decision on the recommendation to the Board of Regents on the hiring of all faculty and key administrators such as Directors, Deans, and Vice Presidents. Each Vice President will interview and make the final decision in consultation with the President on the hiring in their unit of all administrators.

VII Employee Recommendation

- Upon receipt of the interview form, the Requisitioner will complete an Employee Status Requisition form recommending employment.
- All applicable sections for the action(s) requested on the Employee Status Requisition form must be completed. This form must be routed to those individuals listed (Department Head, Dean, Vice President, Accounting Office, Human Resources, President) for signatures of approval (in the order listed).

- After the requisition form has received presidential approval, copies will be sent to the offices of approving signatures, and an offer to hire reflecting the first day of eligible employment will be sent to the recommended individual. The President must approve all employee recommendations before the job is offered to the individual and before the individual reports to work.
- The Human Resources Office will send notification of filled position to the other applicants.

3.7

Faculty Appointments

Faculty appointments may be recommended to the president for approval by the A & M Board of Regents upon the favorable recommendation of the Department Chair, School Dean, Library Director and Vice President of Academic Affairs. Faculty recruitment and appointment activities are to be conducted in compliance with written university procedures which insure (1) compliance with Title VII of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and other Federal laws and regulations, (2) nondiscrimination on the basis of race, color, religion, age, national origin, sex, qualified disability or status as veteran, and (3) faculty participation in the search and screening process.

3.8

Written Notice

If the University chooses to offer a position to an applicant, subject to the approval of the Board of Regents, the applicant shall be provided with a written offer of the employment that states the terms of the appointment, including such matters as salary, term of appointment, rank, tenure-track or non-tenure track and any other special stipulations or applicable matters. Signed acceptance of the terms and conditions noted in the written offer must be received in the time specified in the written offer. Except when arrangements have been made in advance, the position will be declared vacant at the end of the allotted time if signed offer has not been returned to the office of the President.

3.9

Personnel Records

An official personnel file will be maintained for all faculty members. The purpose of the file is to provide documentation for action taken involving the faculty member. The personnel file will include but will not be limited to the following:

- (1) Information relating to the faculty member's academic and professional credentials and accomplishments. It is the responsibility of the faculty member to insure accurate and official documents are provided for the file.

- (2) Summary copies of ratings and evaluations of the faculty member made by students and /or supervisors and the formal recommendations made by committees to the chair or higher authorities concerning personnel action

The files are available only to the individual faculty member, any appropriate appeals committee in order to accomplish their duties, and those personnel who have a ‘need to know’ in the performance of their official duties as determined by the Vice President of Academic Affairs. The President and the Board of Regents staff shall also have access these files.

In addition, Langston University may be required to provide access to personnel records in order to comply with lawful requests from state, federal, or judicial officials, or to comply with the Oklahoma Open Records Act.

3.10

Duration of Appointment

Under Oklahoma law, the A&M Board of Regents for Langston University authorizes salaries for faculty appointments for only one fiscal year at a time. A regular faculty appointment at Langston University will be issued to a faculty member who is teaching two academic semesters. The appointment is for a nine-month period. A regular appointment for a librarian and an administrator with faculty rank is for a twelve-month period.

3.11

Academic Appointments

Each full-time faculty at Langston University is appointed to an academic rank at the time of employment in accordance with the following classifications:

3.12

Probationary Tenure Track Appointments

Faculty may be appointed to a probationary tenure track position. Tenure-track appointments are restricted to those individuals who are committed to meeting the eligibility criteria for tenure. All tenure-track appointments are probationary. If the faculty member meets the responsibilities of teaching, scholarly/creative productivity, and service as set forth in the annual professional development plan, the individual may be eligible to be reappointed annually during the probationary period. The faculty member may elect within the first three years of service to be released from the tenure-track position and be placed in a temporary non-tenure track position. A faculty member who accepts a tenure-track position extending beyond the first three years of service must proceed for tenure review in the sixth year of service.

3.13

Temporary Non-Tenure Track Appointments

Temporary appointments are those made for a period of one year or less. If the faculty member meets the responsibilities of teaching, scholarly/creative productivity, and service as set forth in the annual professional development plan, the individual may be reappointed annually if the university has a position available. Faculty with temporary non-tenure appointments do not accrue time toward tenure. Faculty with a temporary non-tenure appointment may apply for a probationary tenure track position if available. Time in service as a temporary non-tenure faculty is not applied to the probationary tenure appointment and requires the individual to begin the tenure process at the time the appointment change is made.

3.14

Determination of Appropriate Academic Credentials

A prerequisite to appointment for initial appointment to a faculty position is the attainment of a graduate or professional degree related to the area of academic focus for the individual (for example, a Master's of Library Science would be viewed as a terminal degree in that field). Doctoral or terminal degrees are preferred. A Master's degree is acceptable for initial appointment to the faculty ranks of Instructor or Assistant Professor. Appointment or promotion to the faculty rank of Professor requires the faculty member to possess a doctorate or terminal degree in the area of academic focus for the individual.

Faculty members with the following academic credentials hold a doctorate in an area of specialization: Doctor of Philosophy, Doctor of Education, Doctor of Musical Arts, Doctor of Business Administration, Juris Doctor, Doctor of Medicine, Doctor of Physical Therapy, and Doctor of Nursing.

Only earned degrees from nationally or regionally accredited or internationally recognized institutions are considered when determining appointments, promotion, tenure, or other personnel-related actions.

3.15

Academic Rank and Titles

Full-time faculty are those persons who teach a full credit load each semester. The credit load may vary according to the discipline. However, according to the Oklahoma State Regents for Higher Education, full-time faculty (1.0 FTE) teaching in the fall and spring semesters will teach a total of 27 credit hours each academic year or 12-15 credit hours each semester. Part-time faculty are those individuals who teach less than the full credit load per semester and are designated as a percentage of 1.0 FTE, for example .50 FTE or .25 FTE. Faculty may be appointed to the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Adjunct faculty teach one or two courses on an as-needed basis.

1. Instructor

The instructor rank is a temporary faculty appointment. The appointment is eligible for renewal if the faculty member meets the performance requirements. Appointments to the rank of Instructor are for one year only and there is no expectation of future employment by the University conferred on such positions. Persons appointed as instructors are not eligible for tenure consideration. The years of service as an instructor are not counted toward tenure.

2. Assistant Professor

Assistant professors can be on either a probationary tenure track or a temporary non-tenure track appointment. The decision as to whether a position is tenure track or non-tenure track in nature is made at the time of recruitment of the faculty member and will clearly be stated in the letter of offer to a prospective faculty member. In either case, the faculty member is evaluated annually and is eligible for consideration for reappointment providing the faculty member meets the professional standards set by the department, the school, and the university. Appointments to the rank of assistant professor require a Masters degree in the field/discipline in which the individual is appointed to teach. Faculty with probationary tenure track appointments shall demonstrate that they are actively working toward satisfying the requirement for tenure. Years of service at the rank of assistant professor are counted toward tenure for individuals with probationary tenure track appointments.

3. Associate Professor

The associate professor is of high academic rank. Associate professors shall hold an earned doctoral degree or its equivalent in the academic field/discipline or in a suitably related area in which the individual will teach. An associate professor shall have demonstrated outstanding ability in teaching, scholarly/creative productivity, and service.

Associate professors can have either a probationary tenure track or a temporary non-tenure track appointment. The decision as to whether a position is tenure track or non-tenure track in nature is made at the time of recruitment of the faculty member and will clearly be stated in the letter of offer to a prospective faculty member. In either case, the faculty member is evaluated annually and is eligible for consideration for reappointment providing the faculty member meets the professional standards set by the department, the school, and the university. Faculty with probationary tenure track appointments shall demonstrate they are actively working toward satisfying the requirement for tenure. Years of service at the rank of assistant professor are counted toward tenure.

4. Professor

Appointment or promotion to the rank of professor implies professional recognition for excellence in a faculty member's field of specialization in the areas of teaching, scholarly/creative productivity, and service. A professor shall hold an earned doctoral

degree or equivalent in a teaching or research specialty. The decision as to whether a position is tenured is made at the time of recruitment of the faculty member and will clearly be stated in the letter of offer to a prospective faculty member. Tenured Professors have an expectation of continued employment, absent demonstrated cause for termination, once tenured status is approved by the Board of Regents.

5. Part-time Faculty

Part-time faculty appointments are for one semester at a time, end automatically at the end of each semester unless affirmatively renewed by the employing school, and there is no guarantee or expectation of reappointment to a part-time appointment.

6. Adjunct Faculty

Adjunct faculty members are not eligible for promotion or tenure. Adjunct faculty who are later appointed to probationary tenure-track or temporary appointments may not use time in service as an adjunct faculty member for either promotion or tenure.

7. Visiting Faculty

A visiting faculty holds the academic rank of assistant professor or higher at another institution of higher education and is appointed to conduct teaching, research and/or other duties at Langston University for a limited time. The university recognizes his/her academic standing and accords the visiting professor the privileges of tenured or tenure-eligible faculty except the right of participation in university governance.

8. Laboratory Assistant

Appointment as a laboratory assistant is provided to an individual who is responsible for supervision of student laboratory learning experiences: research, computer, clinical patient management, internships, and other activities requiring student supervision. Persons employed as laboratory assistants must possess specific technical expertise and skills. Laboratory assistants must function under the supervision of a faculty member. Appointment to this position is on an as-needed basis. There is no obligation on the part of the university or the individual to continue employment beyond the designated work period. Laboratory assistants are not eligible for participation in university governance.

9. Graduate Assistant

Appointment as a graduate assistant is provided to a graduate student who is assigned specific duties during the academic semester. The graduate student must possess the qualifications determined by the chairperson of the department and the dean of the school in which the graduate student is assigned responsibilities. The graduate assistant appointment carries no university commitment to reappointment beyond the specific time

in the notice of appointment. Graduate assistants are not eligible for participation in university governance.

10. Graduate Research Assistant

Appointment as a graduate research assistant is provided to a graduate student assigned to one or more faculty for purposes of assisting in the conducting of research at Langston University. The graduate research assistant must possess the qualifications determined by the chairperson of the department and the dean of the school in which the graduate student is assigned responsibilities. The graduate research assistant appointment carries no university commitment to reappointment beyond the specific time in the notice of appointment. Graduate research assistants are not eligible for participation in university governance.

11. Emeritus Appointment

Emeritus faculty status is provided to faculty who possess a highly distinguished history of long-time service to the university. Members of the faculty with the rank of associate professor or professor and/or with ten (10) years of service to the university are eligible for appointment to this rank. Emeritus appointments shall be strictly honorary and without stipend.

3.16

Faculty Rights and Responsibilities

Academic Freedom

In accordance with the policies cited by the American Association of University Professors, Academic freedom is essential and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends: specifically, (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its duties to its students and to society.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. They should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

3.17

Professional Ethics

In accepting a position with Langston University, each faculty member obligates himself to preserve and promote the good of the University, to support its ideals, policies, and regulations, and to adhere to its policies, regulations, and procedures as well as those of the Board of Regents. Responsible criticism of University policies and procedures, however, has a place in faculty meetings, in discussions with administrative officers of the University, and in other appropriate places where it will serve a constructive purpose.

3.18

Professional Conduct

Grounds for Dismissal

Dismissals must be based upon reasonable cause related to either a serious lack of satisfactory performance or the lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissal proceedings may be initiated for reasons such as:

- (a) incompetence in performing or in meeting appropriately assigned duties;
- (b) neglect of duty as indicated by failure or continued failure to sufficiently perform in accordance with the applicable terms and conditions of employment;
- (c) serious and apparently intentional misuse of University property and resources;
- (d) academic dishonesty;
- (e) acts or moral turpitude;
- (f) deliberate and grave violation of the rights and freedoms of fellow faculty members, administrators, or students;
- (g) willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the University; or advising or procuring, or actively encouraging others to do so;
- (h) serious violations of law that are admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities; or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities; or
- (i) Other improper conduct which is seriously injurious to the best interests of the University or its components.

3.19

Non-Professional Conduct

3.20

Absenteeism And Tardiness - Langston University expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Langston University has established sick leave and long-term disability benefit plans to compensate employees for certain time lost for legitimate medical reasons. (Please consult the appropriate sections of this Handbook for information regarding these benefits.)

Should a faculty member be unable to work because of illness, he must notify his supervisor or his department head by 8:00 a.m. on each day of his absence unless he is granted an authorized medical leave, in which case different notification procedures apply.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Langston University is grounds for disciplinary action, up to and including dismissal.

3.21

Sexual Harassment - It is the responsibility of Langston University to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal statutes.

Policy (This policy is designed to apply only to employment and/or relationships among faculty, staff, and students.)

It is the policy of Langston University that sexual harassment of faculty and staff is prohibited in the workplace and in the recruitment, appointment, and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student's academic performance. It is also the policy of the University that accusations of sexual harassment, which are made without good cause, shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers of individuals. This policy is equally applicable to faculty, staff, and students. This policy is in keeping with the spirit and intent of various federal guidelines that address the issue of fair employment practices, ethical standards, and enforcement procedures.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty and staff; the latter includes both Administrative and

Professional employees and Classified staff. Grievance procedures are available for students in the Office of the Vice President for Student Services. The grievance procedures for faculty and staff are included in the Employee Policy Manual.

Policy Guidelines

Definition – The Equal Employment Opportunity Commission’s Guidelines on Discrimination Because of Sex define sexual harassment as follows (for the purpose of this policy definition, academic situations are incorporated):

- Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievances procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate grievance procedures for the person accused.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment under the following conditions:
 - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing;
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Regulations

- a. It shall be a violation of University policy, faculty, staff, and/or students to engage in sexual harassment.
- b. It is a violation of University policy for any one to seek, gain advancement, or improve academic standing or consideration in return for sexual favors.
- c. Any allegation of sexual harassment that is made without good cause is a violation of University policy.
- d. It is a violation of University policy for faculty, staff, and/or students to initiate any action as reprisal against a faculty or staff member or student for reporting sexual harassment.
- e. Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate action is against University policy.

Procedures

- a. Persons who have a complaint alleging sexual harassment should state their complaint through normal administrative channels. Individual administrators empowered to receive complaints shall include department heads, school deans/department chairs, or Vice Presidents of an operational unit.
- b. This policy will be published in the Student Handbook, Faculty and Staff Handbook, and the Affirmative Action Compliance Plan.
- c. This policy will be administered through Faculty/Staff Policy Manual, Affirmative Action Compliance Plan, and the grievance procedures for staff and students respectively.

3.22

Faculty Responsibilities in the Instructional Program

3.23

Teaching Responsibilities

A faculty member is expected to meet his classes at all scheduled times and in scheduled places, to be prompt in beginning and dismissing his classes, and to administer final exams only at the appointed hours. In the event that a faculty member finds it necessary to be absent from a scheduled class meeting, he has a responsibility to make arrangements for the class and to notify his Department Chair so that arrangements relating to his absence can be made.

A faculty member is expected to adhere to all written Langston University policies and regulations as well as those of the Board of Regents for Oklahoma Agricultural and Mechanical Colleges.

3.24

Student Attendance

Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is wasteful of both student and University resources. Those students who consistently receive excessive marks of 'I' (incomplete) and 'W' (Withdrawal) may be refused the

privilege of further registration by the dean or the dean's designee of their School or Department. A student having accumulated absences in a course amounting to more than twice the number of credit hours may be dropped from the course and given a failing grade. Students experiencing attendance difficulties should seek counseling from appropriate School or University offices.

3.25

Advisement

Academic advisement of students is an important function of faculty members at Langston University. The faculty member interprets University policies and regulations to students and should be familiar with his department's courses and the General Education requirements as well as courses of study in other departments. The University will provide all faculty members with copies of Langston University regulations, policies, and departmental recommendations concerning individual courses.

3.26

Faculty Availability

A faculty member's responsibilities to students and to his own professional growth will necessitate that he devote an appropriate number of hours to his profession. It is deemed necessary that each faculty member be available to students in his office at regularly scheduled hours each week. These office hours should be prominently advertised (to include posting on the exterior door of each faculty member) and should be kept by each faculty member as faithfully as he meets his classes. The number of required office hours per week will be determined within each departmental unit by the Department chair in consultation with faculty. In scheduling these hours a faculty member shall give serious consideration to students' convenience.

3.27

Assignment Policy

Faculty assignments include three general components: (a) teaching load, (b) scholarly activity, and (c) service. The portion of the total assignment allocated to each component may vary significantly among the faculty of a department or school; however, Deans and department chairs are charged with the responsibility for establishing equitable total assignments. Assignments are based on the following requirements:

- The departmental average teaching load shall not exceed twenty-seven hours per academic year.
- A faculty member who teaches only graduate courses shall have an eighteen hour graduate teaching load.
- Mixed graduate and undergraduate teaching load shall be computed at ratio of three graduate hours equal four undergraduate hours.

- Faculty members teaching twelve or more undergraduate hours may be allowed to teach one overload class per semester. Faculty members may accept one additional overload assignment per year provided that the assignment is for either service or scholarly activity. Off-campus Educational Outreach courses may be considered service assignments when taught as overload assignments.
- Department Chairs will be allowed to teach one overload class per year with the permission of the appropriate Dean. Department Chairs are allowed to accept one additional overload assignment per year for service or scholarly activity.

3.28

Appointments and Salaries

I. Regular Term – Regular full-time teaching faculty appointments shall be for a period of service of nine months. Holidays include those days designated by the President. All other leaves must be officially approved by Department Chair and Dean.

Compensation for a faculty member shall be a salary as stipulated in his annual appointment by the Board of Regents and applicable fringe benefits as approved by the Board of Regents. Salaries for regular faculty appointments shall be paid in ten equal installments on the first day of the month following the month services were performed commencing with the month of September.

The salary for an individual faculty member shall be recommended by his Department Chair to the Dean. The Department Chair shall consult with the faculty member and apprise him of the salary to be recommended and the basis for such recommendation. The basis for the Department Chair's recommendation shall include consideration of "Cost of Living Adjustment" (COLA), any directed university-wide salary increase, and any merit raise. The faculty member may reply in writing to the Chair concerning the salary recommendation. This response, along with the Chair's recommendation, shall be forwarded to the Dean. After considering the Chair's recommendation and any response from faculty member, the Dean will make the school's recommendation concerning the faculty member's salary.

II. Summer Term – Regular teaching faculty contracts for the summer session shall be for a nominal period of service of two months. Faculty service shall commence no more than two working days before the first day of summer classes.

Compensation for a regular faculty member in the summer session shall be at the same rate as an adjunct professor.

Overload compensation: Faculty shall be paid overload compensation at a predetermined rate.

Acceptance of overload is at the faculty member's discretion.

3.29

Faculty Evaluation

Academic diversity is inherent in higher education. Each academic department or unit makes unique contributions to the attainment of institutional goals. Because of this diversity, flexibility must exist in defining performance standards and determining the relative importance of the various criteria for promotion and tenure. This determination can best be made at the departmental level.

The term “department” is used to designate the smallest academic unit of the University. In some cases, this unit may be denominated a school or college rather than a department. “Department head” refers to the department’s highest ranking academic administrator and includes administrators with other titles, such as director or dean, who perform the duties of a unit administrator. Accordingly, the responsibilities of the department head may be executed by directors, deans, or other academic administrators. The unit’s core procedures and policies should be ratified by the majority of the tenured and tenure-track faculty of the unit.

Each year the Vice President for Academic Affairs shall project the number of promotion and tenure openings and shall communicate the projected number of openings to the Deans. Evaluation for promotion and tenure shall be conducted in accordance with this Policy Manual.

The Faculty Evaluation Calendar will be published at the beginning of each academic year. This calendar contains the timelines and reporting deadlines for all the review and evaluation processes described in this manual.

Each department, working within the framework of university criteria, must identify the departmental objectives and faculty activities appropriate to meet those objectives. Standards for judging the performance of these activities and the relative importance attached to various activities shall be determined at the departmental level.

Many of the procedures in this manual require affirmative action or participation by the faculty member who is being reviewed, evaluated, or considered for promotion or tenure. The manual contemplates a good faith effort on the part of the faculty member in complying with the provisions of the manual. A lack of a good faith effort may be properly taken into consideration in the retention review, annual evaluation, cumulative review, or tenure and promotion process.

Faculty, administrators and the University are encouraged to participate in the Quality Enhancement Plan for International and Intercultural Awareness. This plan provides that the opportunity to discussion of the importance of international/intercultural expertise and experience should be incorporated into tenure, promotion, and annual review statements.

Specific faculty activities should be based upon departmental objectives and standards of performance established for each activity. Such objectives, standards, and evaluation procedures should be written and available to each member of the department.

Goals of the retention review.

The regular and thorough assessment of tenure-track faculty is an important step in the professional development of those faculty members. The annual retention review process is designed to insure that a tenure-track faculty member receives clear and timely feedback from the tenured faculty and the department head about his progress as measured by the standards and criteria for rank as defined in departmental procedures and the *Faculty Handbook*. Accordingly, the tenured faculty plays an important role in the retention process and is responsible for providing the faculty member with a clear, thoughtful, and professional consideration of his progress toward promotion and tenure in the context of his appointment and departmental procedures.

Schedule for retention reviews.

The annual retention review will take place in each year of the probationary period leading up to the year of tenure consideration. For the schedule of due dates for retention reviews, please consult the Faculty Evaluation Calendar.

Each faculty member participates in a continuing evaluation program intended to (1) facilitate open communication between the faculty member and Department Chair, (2) encourage faculty assignments that permit the individual faculty member to use special competencies and abilities for accomplishing department and university objectives, (3) support continued faculty development and (4) aid in formulating recommendations for all personnel decisions, including salary recommendations.

3.30

Annual Appraisal Programs

Specific appraisal procedures are determined by the Faculty and Chair of each academic department in consultation with the Dean. The procedures must provide for (1) a conference at the beginning of the year in which the faculty member and Department Chair outline goals for the year, (2) the collection of information regarding teaching effectiveness and other professional accomplishments, (3) a self-evaluation, (4) a method for the Department Chair to prepare a summary assessment, and (5) end-of-year conference during which the faculty member and Department Chair assess achievement of the goals for the year.

Faculty appraisals are normally completed prior to April 15. For those faculty members in the first year of employment, appraisal will be based upon accomplishments during the fall semester. For those faculty members in subsequent years of employment the appraisal is based upon accomplishments since the previous appraisal.

3.31

The Evaluation Process for the Individual Faculty Member

The Department Chair ordinarily must notify in writing each faculty member for whom a reappointment or tenure decision is mandatory at least 30 days prior to the end of the academic

year preceding the year the decision is to be made. Other faculty members seeking change of status must petition the Department Chair in writing.

Except in unusual circumstances, petitions for evaluation for change of status must be submitted 30 days prior to the end of the spring semester. All requests submitted by this deadline will be honored, and the evaluation will be conducted during the following academic year.

3.32

Initial Evaluation Planning Conference

The Department Chair shall schedule an initial evaluation planning conference with each faculty member who is scheduled for a mandatory evaluation or who has petitioned for evaluation. The meeting should be scheduled prior to the end of the academic year preceding the year the evaluation is to be made if possible and normally must be scheduled no later than the end of the first month of the academic year in which the evaluation is to be conducted. At this session the faculty member and Chair shall do the following:

- Develop a written set of individualized criteria for evaluation of the faculty member based upon the appropriate general criteria described in the Faculty Policy Manual. These criteria shall be based, insofar as possible, upon a written statement submitted by the faculty member setting forth his/her goals and strategies for meeting the Policy Manual and departmental criteria. The evaluation plan should indicate what will comprise satisfactory performance in each area of responsibility. The evaluation plan may be jointly revised by the faculty member and the chair when appropriate.
- Develop a statement of when and how evaluation will be conducted.
- Place this information in the faculty member's personnel file.

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievements in two of the three mission areas of the University – teaching, scholarship, and extension/service/outreach. Such performance constitutes a minimum level that permits consideration for reappointment, promotion, or tenure; meritorious performance in two areas does not guarantee a favorable employment action by the University.

It is the policy of the University in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Tenure, in particular, is a major undertaking by the University and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

Goals of the Annual Evaluation.

The goals of the annual performance-and-planning evaluation are the following:

- a. Review accomplishments as compared to objectives set forth by the faculty member and department head both upon appointment and in any subsequent evaluations consistent with departmental bylaws, and the *Faculty Handbook*.
- b. Establish new objectives for the coming year using clearly understood standards that are consistent with collegiate and/or departmental bylaws and the *Faculty Handbook*.
- c. Provide support (e.g., resources, environment, personal and official encouragement) to achieve these objectives within the capability and priorities of the department, college, and university.
- d. Fairly and honestly assess the performance of the faculty member.
- e. Recognize and reward outstanding achievement .

3.33

Evaluation Conference with the Department Chair

The faculty member will be given notice by the Department Chair of the evaluation conference at least two weeks prior to the conference. At the conference the Chair and faculty member will discuss the individual's accomplishments and contributions toward meeting individual, Department, and University goals during the evaluation period.

Preparation for the retention review.

The faculty member prepares a written summary of his or her accomplishments in teaching, research/scholarship/creative activity, and service for the previous academic year in accordance with departmental bylaws. The department head requests this summary in writing from each tenure-track faculty member on behalf of the tenured faculty at least two weeks before it is needed for the review.

- a. a summary of the past year's plans and goals developed at the previous year's annual review.
- b. a summary of the faculty member's activities and accomplishments during the past calendar year in teaching, research/scholarship/ creative activity, and service, in accordance with the *Faculty Handbook*. The summary may include evidence, if any, of international and intercultural expertise or experience.
- c. listing of specific plans and goals for the upcoming year.
- d. any documentation requested by the department head or required by departmental and/or

collegiate bylaws that evidences the faculty member's activities during the past year, which may include information supporting accomplishments in teaching, research/scholarship/creative activity, and service.

- e. a current curriculum vitae.

3.34

Department Chair Recommendation

Following the evaluation conference the Department Chair will consider all available information and submit a confidential written recommendation to the School Dean. A copy of the Department Chair's recommendation will be provided to the faculty member, and a copy will be placed in the faculty member's personnel folder. If the faculty member is in disagreement with the recommendation, the individual may submit a request to reconsider, with additional statements or documentation, to the Department Chair. The Chair acts on the request to reconsider and submits a supplementary report about the original recommendation to the School Dean.

The department head writes a narrative describing and discussing the performance of the faculty member in the areas of teaching, research/scholarship/creative activity, and service during the previous calendar year based on procedures and standards in the departmental bylaws and the *Faculty Handbook*. This narrative also outlines objectives for the coming year and may include evidence, if any, of international and intercultural expertise or experience.

The department head indicates on the Faculty Annual Evaluation Report whether the performance of the faculty member exceeds expectations for his or her rank, meets expectations for his or her rank, needs improvement for his or her rank, or is unsatisfactory for his or her rank, based on previously established objectives for that faculty member and departmental bylaws (including the department's criteria for the various ratings at the different ranks).

Faculty member's review and signature of the Annual Recommendation on Retention Form

The faculty member will review the Annual Recommendation on Retention form and each attached narrative and report. The faculty member will sign the form. The faculty member's signature indicates that she or he has read the entire evaluation, but the signature does not necessarily imply agreement with its findings.

3.35

Academic Dean Recommendation

The Dean will forward recommendations and the supporting documents to the Vice President for Academic Affairs.

3.36

Recommendation of Vice President for Academic Affairs

The Vice President for Academic Affairs shall make a judgment and shall communicate a recommendation concerning changes in faculty status to the President. Confidential written copies of these recommendations shall be sent to the Department Chair, the School Dean, and the faculty member concerned. The recommendation shall state the general basis upon which the Vice President for Academic Affairs accepted or rejected the recommendation of the Dean.

3.37

Faculty Appeal

A faculty member may schedule an informal conference with the Vice President for Academic Affairs after all recommendations have been forwarded to the Vice President for Academic Affairs.

Thereafter the faculty member may request a review of the adequacy of the process followed in developing the recommendation via the Grievance Procedures if the faculty member remains dissatisfied.

Faculty member's response.

The faculty member will be provided one opportunity to respond to a negative recommendation and to have that response added to his/her packet. The candidate will have three working days following receipt of the first Statement noting denial of the proposed action to formulate a response no longer than 1,000 words. The candidate will submit his/her response to the next higher review level, i.e., if the recommendation noting denial is received from the department head, the response will be submitted to the dean's office within three working days.

3.38

Monitoring Cases of Needs Improvement or Unsatisfactory Ratings

Faculty members who receive notice from the chief academic officer that they have received ratings of needs improvement or unsatisfactory must develop a plan of improvement and submit the plan to the department head within 30 days of receipt of the fully executed Faculty Annual Evaluation Report. The faculty member has the responsibility of developing a written response for each area needing attention in the report, including the goals and benchmarks for improvement and resources to be allocated for this purpose. The faculty member will follow up on this plan at subsequent annual reviews. The faculty member will be expected to continue to adhere to those goals and benchmarks at subsequent annual reviews.

3.39

Administrative Review of the Plan of Improvement

The department head will review the plan of improvement submitted by a faculty member whose performance is deemed either to need improvement or to be unsatisfactory. The department head must approve the plan before forwarding it to the dean for approval. The dean must approve the plan before forwarding it to the chief academic officer for approval. The chief academic officer will notify the dean, department head, and faculty member of his or her approval of the plan. The department head has primary responsibility for monitoring the progress of the faculty member according to departmental procedures. In the event that the agreement is not reached by the faculty member and administrative officials regarding the specific terms of a plan of improvement, the chief academic officer has the authority to determine what the goals and benchmarks will be in the matter.

3.40

Monitoring the Plan of Improvement

a. **Progress reports.** The faculty member should, upon agreement with the department head, submit periodic updates on progress on the goals of the improvement plan. The first annual evaluation following an evaluation indicating that performance needs improvement or is unsatisfactory shall include a report that clearly describes progress in any area(s) needing improvement or noted as unsatisfactory.

b. **Cumulative Performance Review.** Cumulative performance reviews for tenured faculty are triggered by the rating from the annual evaluation. A faculty member whose performance is found to be unsatisfactory for his or her rank in two out of five consecutive years or whose evaluations in any three of five consecutive years indicate performance that needs improvement for his or her rank or is unsatisfactory for his or her rank shall undergo a cumulative performance review. This process is described in this manual.

c. **Rating of Unsatisfactory.** A faculty member who receives a rating of unsatisfactory shall be ineligible to participate in any salary enhancement for the following year.

3.41

Evaluation for Reappointment, Promotion or Tenure of Department Chair

A Department Chair is evaluated for reappointment, promotion, or tenure as a faculty member by the Dean using the same procedures the Department Chair uses for faculty evaluation.

3.42

Evaluation for Reappointment, Promotion or Tenure of Dean/Director

A Dean is evaluated for reappointment, promotion, or tenure as a faculty member by the Vice President for Academic Affairs using the same procedures the Dean uses for faculty/chair evaluation.

3.43

Resignation – A faculty member who proposes to resign shall notify the Department Chair in writing as early as possible. Once a faculty member’s resignation is accepted and approved, it is the faculty member’s responsibility to follow the appropriate check-out procedure. Forms detailing this procedure are available from the Business Office. Failure by the faculty member to timely complete these forms may result in the Business Office being delayed in processing final salary payment.

3.44

Financial Exigency – Discontinuance of or a change in the educational program.

Termination of a faculty member because of a discontinuance of or a change in the educational program means that the faculty member’s appointment is terminated and the faculty member is dismissed only because of the discontinuation or change in the educational program and for no other reason.”

Any change in an educational program that would result in severance of faculty must have been subjected to proper review procedures as required of other changes in educational programs. After the decision has been made by Langston’s administration to discontinue or change the educational program to the extent that fewer faculty members are needed in a degree program, academic department or in a major element thereof, the Department Chair will submit a recommendation with rationale and the recommendation of the Department to the Dean.

The Dean will submit a recommendation with rationale and this recommendation of the Department Chair to the Vice President for Academic Affairs.

Vice President for Academic Affairs shall review and consider the recommendations for dismissal and may seek such other further advice and counsel as she/he shall deem appropriate. If the Vice President for Academic Affairs decides to recommend the termination of any appointments, she/he shall notify each affected faculty member in writing of the decision. The letter shall be sent by certified mail and shall inform the faculty member of the provisions for formal review of the decision and shall state that the faculty member may provide to the Vice President of Academic Affairs a written statement that the adequacy of the process through which the decision was made will be examined through the Grievance Procedure within twenty (20) days of the receipt of the letter. The date of notification of intent to grieve becomes the initiation date of the grievance.

A recommendation derived from the Grievance Procedure shall be advisory only to the President, who shall make all final decisions regarding recommendations for termination to the Board of Regents. A verified report from the University administration substantiating that a state of financial exigency exists may be introduced at the review hearing and, if introduced, shall be deemed conclusive as to the existence of financial exigency. Any review or appeal of any recommendations of the President to the Board of Regents concerning any termination shall be conducted in accordance with established policies of the Board of Regents concerning such matters.

Certain guidelines shall be followed for termination of employment due to the discontinuance of or change in an educational program:

- Untenured faculty should be terminated before tenured faculty.
- Academic rank should be respected.
- Seniority within academic rank should be respected.
- Affirmative Action guidelines should be observed.
- Tenure, academic rank, and seniority shall be considered within academic departments or major elements thereof.

In those instances where termination is recommended, the terminated faculty member will be given a statement of information upon which the decision was based. The written notice of termination given to the faculty member shall state the effective date of termination. Efforts should be made to give as much advance notice as possible following the decision to change or delete the program. Employment in some other part of the University should be offered whenever reasonably possible.

In the absence of unusual circumstances, in any case of termination of tenured faculty because of a discontinuance of or change in an educational program, the position of the terminated faculty member may not be filled for a period of two (2) years unless and until the released faculty member has been offered reinstatement and a reasonable period of time (usually 30 days) to accept it.

Section 4

Promotion and Tenure Guidelines

Revised 2007

4.1

Introduction

The promotion and tenure process at Langston University is representative of other regional universities in the Oklahoma state system of higher education. Faculty who demonstrate a sustained record of professional competence in the areas of teaching, scholarly/creative productivity, and professional service are eligible to be considered for promotion to higher academic rank and/or tenure. Each faculty member is personally responsible for monitoring his/her growth and achievement to assure that s/he meets the terms and conditions for consideration of possible attainment of successive higher academic rank. Promotion is neither automatic nor the product of any set formula, i.e. years of service. Tenure is earned through excellence in teaching, scholarly/creative productivity, and professional service. Policies and procedures for promotion and/or tenure at Langston University are set forth in the following sections.

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in two of the three mission areas of the University—teaching, scholarship, and extension/service/outreach. Such performance constitutes a minimum level that permits consideration for reappointment, promotion, or tenure; meritorious performance in two areas does not guarantee a favorable employment action by the University.

It is the policy of the University in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

4.2

Statement of Purpose

The purpose of the faculty promotion and tenure document is threefold: (1) To describe the eligibility criteria for promotion and for tenure; (2) To outline the process which the institution employs for evaluating candidates for promotion and tenure; and (3) To provide a guideline for faculty members regarding the procedure for applying for promotion and/or tenure.

4.3

Academic Appointments

4.4

Probationary Tenure Track Appointments

Faculty may be appointed to a probationary tenure track position. Tenure-track appointments are restricted to those individuals who are committed to meeting the eligibility criteria for tenure. All tenure-track appointments are probationary. If the faculty member meets the responsibilities of teaching, scholarly/creative productivity, and service as set forth in the annual professional development plan, the individual may be eligible to be reappointed annually during the probationary period. The faculty member may elect within the first three years of service to be released from the tenure-track position and be placed in a temporary non-tenure track position. A faculty member who accepts a tenure-track position extending beyond the first three years of service must proceed for tenure review in the sixth year of service.

4.5

Temporary Non-Tenure Track Appointments

Temporary appointments are those made for a period of one year or less. If the faculty member meets the responsibilities of teaching, scholarly/creative productivity, and service as set forth in the annual professional development plan, the individual may be eligible to be reappointed

annually if the university has a position available. Faculty with temporary non-tenure appointments do not accrue time toward tenure. Faculty with a temporary non-tenure appointment may apply for a probationary tenure track position if available. Time in service as a temporary non-tenure faculty is not applied to the probationary tenure appointment and requires the individual to begin the tenure process at the time the appointment change is made.

4.6

Academic Rank and Titles

Full-time faculty are those persons who teach a full credit load each semester. The credit load may vary according to the discipline. However, according to the Oklahoma State Regents for Higher Education full-time faculty (1.0 FTE) teaching in the fall and spring semesters will teach a total of 27 credit hours each year or 12-15 credit hours each semester. Part-time faculty are those individuals who teach less than the full credit load per semester and are designated as a percentage of 1.0 FTE, for example .50 FTE or .25 FTE. Faculty may be appointed to the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Adjunct faculty teach one or two courses on an as-needed basis.

4.7

Designation of Faculty Status

In addition to member of the faculty whose primary responsibility is teaching, other University employees are granted faculty status. Librarians and research and extension scientists are designated as members of the faculty. Administrators with teaching experience may have faculty status as to their non-administrative roles. Faculty status may also be granted to other individuals whose primary responsibility is not teaching in accordance with the standard procedures prepared by the Vice President for Academic Affairs, after consultation with the School Deans and after approval by the President of the University.

4.8

Determination of Appropriate Academic Credentials

A prerequisite appointment for initial appointment to a faculty position is the attainment of a graduate or professional degree related to the area of academic focus for the individual. (For example, A Master of Library Science would be viewed as a terminal degree for that field). Doctoral or terminal degrees are preferred. A Master's degree is acceptable for initial appointment to the faculty ranks of Instructor or Assistant Professor. Appointment or promotion to the faculty rank of Associate Professor and higher requires the faculty member to possess a doctorate or terminal degree in the area of academic focus for the individual.

Faculty members with the following academic credentials hold a doctorate in an area of specialization: Doctor of Philosophy, Doctor of Education, Doctor of Musical Arts, Doctor of

Business Administration, Juris Doctor, Doctor of Medicine, Doctor of Physical Therapy, and Doctor of Nursing.

Only earned degrees from nationally or regionally accredited or internationally recognized institutions are considered when determining appointments, promotion, tenure, or other personnel action.

4.9

Instructor

The Instructor rank is a temporary faculty appointment. The appointment is eligible for renewal if the faculty member meets the performance requirements. There is no obligation on the part of the faculty member or the university to continue employment beyond the stipulated period. Persons appointed as instructors are not eligible for tenure consideration. The years of service as an instructor are not counted toward tenure. Appointments to the rank of Instructor are for one year only and there is no expectation of future employment by the University conferred on such positions.

4.10

Assistant Professor

Assistant Professors can either be on a probationary tenure track or on a temporary non-tenure track appointment. The decision as to whether a position is tenure track or non-tenure track in nature is made at the time of recruitment of the faculty member and will be clearly stated in the letter of offer to a prospective faculty member. In either case, the faculty member is evaluated annually and is eligible for consideration for reappointment providing the faculty member meets the professional standards set by the department, the school, and the university. Appointments to the rank of Assistant Professor require a Master's degree in the field/discipline in which the individual is appointed to teach. Faculty with probationary tenure track appointments shall demonstrate that they are actively working toward satisfying the requirement for tenure. Years of service at the rank of Assistant Professor are counted toward tenure for individuals with probationary tenure track appointments.

4.11

Associate Professor

The Associate Professor is of high academic rank. Associate Professors shall hold an earned doctorate degree or its equivalent in the academic field/discipline or in a suitably related area in which the individual will teach. An Associate Professor shall have demonstrated outstanding ability in teaching, scholarly/creative productivity, and service.

Associate Professors can either have a probationary tenure track or a temporary non-tenure track appointment. The decision as to whether a position is tenure track or non-tenure track in nature is

made at the time of recruitment of the faculty member and will be clearly stated in the letter of offer to a prospective faculty member. In either case, the faculty member is evaluated annually and is eligible for consideration for reappointment providing the faculty member meets the professional standards set by the department, the school, and the university. Faculty with probationary tenure track appointments shall demonstrate they are actively working toward satisfying the requirement for tenure. Years of service at the rank of assistant professor are counted toward tenure.

4.12

Professor

Appointment or promotion to the rank of Professor implies professional recognition for excellence in his/her field of specialization in the areas of teaching, scholarly/creative productivity, and service. A Professor shall hold an earned doctorate degree or equivalent in a teaching or research specialty. Advancing to the rank of Professor can occur whether the faculty is in a tenure track or non-tenure track appointment. In either case the faculty member is evaluated annually and provided with continued employment providing the faculty member meets the professional standards set by the department, the school, and the university. Tenured Professors have an expectation of continued employment, absent demonstrated cause for termination, once tenured status is approved by the Board of regents.

4.13

Part-time faculty

Part-time faculty appointments are for one semester at a time, end automatically at the end of each semester unless affirmatively renewed by the employing school, and there is no guarantee or expectation of reappointment to a part-time appointment.

4.14

Adjunct faculty

Adjunct faculty are not eligible for promotion or tenure. Adjunct faculty who are later appointed to probationary tenure-track or temporary appointments may not use time in service as an adjunct faculty member for either promotion or tenure.

4.15

Visiting Faculty

A visiting faculty who holds the academic rank of assistant professor or higher at another institution of higher education and is appointed to conduct teaching, research and/or other duties at Langston University for a limited time. The university recognizes his/her academic standing

and accords the visiting professor the privileges of tenured or tenure-eligible faculty except the right of participation in university governance.

4.16

Laboratory Assistant

Appointment as a laboratory assistant is provided to an individual who is responsible for supervision of student laboratory learning experiences: research, computer, clinical patient management, internships, and other activities requiring student supervision. Persons employed as laboratory assistants must possess specific technical expertise and skills. Laboratory assistants must function under the supervision of a faculty member. Appointment to this position is on an as-needed basis. There is no obligation on the part of the university or the individual to continue employment beyond the designated work period. Laboratory assistants are not eligible for participation in university governance.

4.17

Graduate Assistant

Appointment as a graduate assistant is provided to a graduate student who is assigned specific duties during the academic semester. The graduate student must possess the qualifications determined by the chairperson of the department and the dean of the school in which the graduate student is assigned responsibilities. The graduate assistant appointment carries no university commitment to reappointment beyond the specific time in the notice of appointment. Graduate assistants are not eligible for participation in university governance.

4.18

Graduate Research Assistant

Appointment as a graduate research assistant is provided to a graduate student assigned to one or more faculty for purposes of assisting in the conducting of research at Langston University. The graduate research assistant must possess the qualifications determined by the chairperson of the department and the dean of the school in which the graduate student is assigned responsibilities. The graduate research assistant appointment carries no university commitment to reappointment beyond the specific time in the notice of appointment. Graduate research assistants are not eligible for participation in university governance.

4.19

Emeritus Appointment

Emeritus faculty status is provided to faculty who possess a highly distinguished history of long-time service to the university. Members of the faculty with the rank of associate professor or

professor and/or with ten (10) years of service to the university are eligible for appointment to this rank. Emeritus appointments shall be strictly honorary and without stipend.

4.20

The Tenure Process

A faculty member with a probationary tenure track appointment is prepared to meet the teaching, scholarly/creativity productivity, and professional service commensurate with achieving tenure. In the sixth year of service, the faculty member must either prepare to successfully apply for tenure and promotion or terminate the faculty position at the end of the academic year. Tenure is provided to those faculty members with the rank of associate professor or higher. Therefore, in the years preceding the sixth year, the faculty member must meet the conditions for promotion to associate professor by the end of the sixth year.

Tenure is the assurance of a continuing full-time faculty appointment at the university with the following provisions: (1) The discipline or program continues to be offered at the university, (2) The faculty uphold the professional standards for the discipline and the university (see Section 4.21 Grounds for Dismissal), and (3) The faculty demonstrates continued dedication to teaching, research, scholarly/creative productivity, and service.

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in two of the three mission areas of the University—teaching, scholarship, and extension/service/outreach. Such performance constitutes a minimum level that permits consideration for reappointment, promotion, or tenure; meritorious performance in two areas does not guarantee a favorable employment action.

It is the policy of the University in the reappointment of the faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Tenure, in particular, is a major undertaking by the University and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

The candidate seeking tenure must identify a primary area in which the individual has brought distinction to students, department, school, university, profession and self. In addition, the candidate must document above-average performance in supporting areas.

A candidate might select teaching as the area of distinction—excellence in teaching with research and service as supporting areas that are evaluated as above average. Service to the university is a requirement for tenure. The candidate must demonstrate a record of discernable commitment to Langston University assisting the students, faculty, and staff to fulfill the mission of the university.

Faculty who fail to meet the requirements for tenure at the end of the sixth year will receive a terminal contract for the seventh and final year of service. The faculty member who fails to meet the tenure timeline and is terminated from the probationary tenure-track position may apply to the university, for a temporary non-tenure position if there is an open faculty position.

4.21

Grounds for Dismissal

Dismissals must be based upon reasonable cause related to either a serious lack of satisfactory performance or the lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissal proceedings may be initiated for reasons such as:

- (a) incompetence in performing or in meeting appropriately assigned duties;
- (b) neglect of duty as indicated by failure or continued failure to sufficiently perform in accordance with the applicable terms and conditions of employment;
- (c) serious and apparently intentional misuse of University property and resources;
- (d) academic dishonesty;
- (e) acts or moral turpitude;
- (f) deliberate and grave violation of the rights and freedoms of fellow faculty members, administrators, or students;
- (g) willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the University; or advising or procuring, or actively encouraging others to do so;
- (h) serious violations of law that are admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities; or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities; or
- (i) other improper conduct which is seriously injurious to the best interests of the University or its components.

4.22

Administrative Suspensions

An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of the University and its components and/or the safety and well-being of the persons affiliated with it, including the individual suspended. When deemed appropriate, a suspension may include restrictions on the use of the University facilities or resources and may be imposed during the course of an authorized dismissal procedure or authorized sanction appeal. Suspensions shall normally not exceed one calendar year. During a suspension there shall be no reduction of salary or other benefits.

4.23

Procedures for Suspensions

Supervisory academic administrators may summarily suspend a faculty member for up to 72 hours when it is judged that the safety and well-being of the individual or others, or the best interests of the University are threatened.

A suspension may extend beyond 72 hours if approved by the President or designated representative. A recommendation for suspension of more than 72 hours shall be forwarded to the President by the appropriate Dean and Vice President for Academic Affairs with justification regarding the need for the proposed action. The President, if concurring, will direct the extended suspension. The faculty member, appropriate Dean, and the unit administrator shall be informed in writing of the length, terms, and conditions of any implemented suspensions.

Formal Grievance Procedures do not apply to suspension actions unless the suspension lasts more than six months or the Vice President for Academic Affairs finds it would be in the best interest of the University to provide extraordinary due process.

4.24

Criteria for Tenure

Tenure is restricted to full-time faculty with probationary tenure track appointments who have an earned doctorate or equivalent education at the rank of Associate Professor or higher. Instructors are not tenure eligible. On rare occasions, an individual hired as a distinguished faculty at the Associate or Professor rank may be granted tenure at the time of appointment to the university. Tenure does not apply to the administrative positions or titles.

Faculty who are granted tenure or tenure track status must be assigned to the department or area in the discipline in which they hold the terminal degree. A limit of 60% in each department is reserved for tenure-eligible faculty appointments. Probationary tenure track appointments cannot be offered if there is no tenure track position available. A temporary faculty member with a record of excellence in teaching, research, scholarly/creative productivity, and service can move from a temporary non-tenure track position to a probationary tenure track position when a position becomes available and the Dean approves the change in faculty appointment status.

Tenure shall only be granted to those faculty members whose professional profiles indicate that they will continue to serve with distinction in their appointed roles. Once appointed to a probationary tenure-track position, a faculty member has six (6) years to demonstrate that she or he has met the criteria for promotion and tenure.

Yearly assessment of the faculty member's performance in the areas of teaching, research, scholarly/creative performance, and service must be above average. Faculty members must meet the minimum performance expectation in order to be considered for reappointment to the university. Such performance constitutes a minimum level that permits consideration for reappointment, but does not guarantee a favorable employment action by the University.

Faculty members with probationary tenure-track appointments will be evaluated annually through the University faculty performance appraisal process and will be reviewed at the end of three years to evaluate progress towards meeting the criteria for tenure. A faculty member who is performing above average but has not developed a pathway for excellence and distinction required for tenure may be offered a temporary non-tenure track appointment. A faculty member who proceeds with a probationary tenure track appointment beyond the third year of service cannot be offered a temporary appointment and must proceed with meeting the criteria for promotion and tenure. If within the sixth year tenure is not granted, the faculty member will receive a terminal contract in the seventh year of service.

Academic Appointments

Academic appointments normally coincide with the beginning of the academic year. For faculty appointed after this date but before January 1, the period of probation for tenure consideration or for renewal of appointment will commence at the beginning of the academic year. The probation period for faculty appointed after January 1 will commence at the beginning of the following academic year. Except for extenuating circumstances the period of probation for tenure consideration shall never exceed a total of seven continuous appointments with the University.

It shall be the personal responsibility of the faculty member to demonstrate that he or she meets the applicable qualifications for reappointment, tenure, and promotion.

Annual Review of Faculty

Review of faculty activities and accomplishments shall be conducted by the unit administrator every year for every faculty member, regardless of rank or tenure status. A written report of activities and accomplishments shall be submitted by the faculty member. This report shall include a work and professional development plan. Unit administrators are expected to encourage the professional development of each faculty member.

Unit administrators shall familiarize each faculty member with the performance standards established by the faculty members of the unit. The unit administrator shall endeavor to provide an environment conducive to the achievement of the expected performance. The unit administrator shall submit a written evaluation that gives detailed descriptions of the faculty member's accomplishments and deficiencies. The faculty member's written report along with the unit administrator's evaluation shall serve as the supporting documentation for any merit pay raise or other salary adjustment. The completed annual review documentation shall be placed into the permanent record of the faculty member and shall be added to an accumulation of performance documents that shall be used in any further review. A complete set of annual review documents shall be available for any peer review committee evaluation, particularly at the times of reappointment, tenure and promotion.

Letter of Offer

A statement of the proposed basic terms and conditions of every appointment shall be available in writing and be in the possession of both Langston University and the prospective faculty member

before the appointment is made. Any other authorized agreements pertaining to conditions of appointments, reappointments, promotion, and tenure shall be part of this written statement.

No offer is binding on the University, however, until a formal recommendation has been presented to and officially approved by the governing Board of Regents in accord with the policies of the Board.

Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

Initial appointments to tenure track positions shall be for one year. Each such faculty member shall be appraised annually. These appointments maybe renewed on an annual basis on a time period not to exceed six years.

Initial appointment to the rank of Professor shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment.

Academic tenure is not affected by change in administrative or other active status. Appointment to an administrative position or other position shall not confer tenure in that position.

Extension of Probationary Period

A period of appointment and the probationary period of a faculty member may be extended up to three years for extenuating circumstances, e.g. a leave of absence without pay, and extended sick leave, significant changes in published criteria for tenure or significant changes in job description associated with transfer or promotion. Upon written request by the faculty member and recommendation by the unit administrator and Dean of the School, such an extension may be granted upon approval of the President and the Board of Regents.

Non-reappointment

Non-renewal of a temporary or non-tenured appointment shall not be regarded as a termination.

4.25

Credit Towards Tenure From Another University

A faculty member, with a probationary tenure track appointment, who has a record of above average teaching, research, scholarly/creative productivity, and service at the rank of Assistant Professor or higher, may apply no more than three years of prior service towards meeting the tenure-eligible requirement of six years of probationary service. The faculty member shall elect, at the time of the initial appointment, to either begin the six-year time clock for tenure as a newly-appointed faculty with a probationary tenure track appointment or will request consideration for time spent at another university. The dean of the school in which the faculty member has primary responsibilities will determine the prior service qualification. The dean will communicate in writing the proposed date for tenure review.

4.26

Tenured Status Achieved Prior to Joining the Langston University Faculty

Tenure is not automatically transferable from another institution to Langston University. On rare occasions, a highly distinguished faculty member with the rank of associate professor may be given tenure at the time of the initial appointment. Most often, however, individuals who have been granted tenure at another institution will have a probationary tenure track appointment for one year. The individual shall be eligible for tenure at the beginning of the second year of the appointment. The department chairperson and the school dean shall follow the same procedures and time line as specified for other tenure-eligible faculty.

4.27

Promotion

Promotion must be recommended by the President and approved by the Board of Regents before becoming effective. The affected faculty member shall be informed by the appropriate Dean that a recommendation for promotion will be presented by the President to the Board of Regents. Normally, recommendations for promotions are submitted to the Board of Regents for consideration during the June meeting. When approved the Board of Regents specifies the date on which the promotion shall become effective.

4.28

Time in Rank for Promotion

Time in rank is the minimum number of years of continuous service in present rank before promotion consideration is eligible:

4.29

Assistant Professor

Promotion to the rank of assistant professor requires at least 3 years of full-time academic experience at the rank of instructor or non-teaching (research) doctoral experience. In addition to years of service, promotion is based on the demonstration of excellence in teaching, scholarly/creative productivity, and service to the university during the years of service.

4.30

Associate Professor

Promotion to the rank of associate professor requires at least 5 years of full-time academic experience at the rank of assistant professor. An earned doctorate degree or its equivalent in

training or experience is required. In addition to years of service, promotion is based on the demonstration of excellence in teaching, scholarly/creative productivity, and service to the university during the last three years of service.

4.31

Professor

Promotion to the rank of professor requires at least 5 years of full-time academic experience at the rank of associate professor. An earned doctorate degree or its equivalent in training or experience is required. Promotion is not based on years of service but rather on the demonstration of excellence in teaching, scholarly/creative productivity, and service at the university during the last three years of service.

4.32

Policy on Promotion and/or Tenure

Purpose

To assure that all faculty are informed regarding the eligibility criteria process for applying for promotion and/or tenure review process.

Policy Statement

Through the promotion and tenure process Langston University seeks to reward those individuals who demonstrate successive outstanding achievement in the areas of teaching, scholarly/creative productivity, and service within their disciplines. All newly appointed faculty are notified whether they have full-time faculty appointments that are eligible for promotion and/or tenure. The university letter of appointment specifies the details of the appointment. Full-time faculty members who meet the criteria for promotion and/or tenure review and who complete the application for promotion and/or tenure within the designated time frame will be reviewed one time annually in the spring semester. The following procedural steps must be followed in the application for promotion and/or tenure process. The final decision to grant promotion and/or tenure rests with the Board of Regents and no faculty member may be granted tenure without an affirmative action by the Board.

4.33

Procedures

4.34

Departmental Level

1. Faculty on probationary tenure track appointments in their fifth year of service are informed by the department chairperson/director of the upcoming required tenure evaluation in the sixth year of service.

2. Faculty member must notify the chairperson/director in writing if s/he plans to proceed with the review for tenure in accordance with the university promotion and tenure committee calendar.
3. Faculty member seeking not to apply for the promotion and tenure review process will receive a faculty appointment for one more year (seventh year) that will serve as the final year. After that time the faculty member may be offered a temporary non-tenure track appointment or may be terminated through the appropriate administrative process.
4. Faculty member seeking promotion and/or tenure shall complete a promotion and/or tenure dossier. The dossier shall include the documents specified in the promotion and tenure document. The dossier is provided to the department chairperson within the timeframe set by the University Promotion and Tenure Committee Calendar. The chairperson, and/or Dean shall include pertinent documents in the dossier for review by the promotion and tenure committee. Evidence such as formal reprimands, faculty appraisals by students, peers, and supervisors may be included in the dossier by the chairperson.
5. Faculty member seeking promotion and/or tenure shall provide three contact names with updated curriculum vitas to the department chairperson to solicit recommendation letters of support or external expertise if necessary. The chairperson may solicit independent external reviewers. The faculty member shall be asked to waive the right to see any of the external reviewer's appraisal of the faculty member.
6. The department chairperson shall review the dossier and forward the dossier to the School Dean with a written recommendation for or against granting promotion and/or tenure to the faculty member. The Dean shall include pertinent documents in the dossier for review by the promotion and tenure committee. Evidence such as formal reprimands, faculty appraisals by students, peers, and supervisors may be included in the dossier by the chairperson.

4.35

School Level

1. The Dean of each school shall assemble a promotion and tenure committee to review applications for individuals seeking promotion and/or tenure.
2. The committee shall consist of five full-time faculty members with a rank of Assistant Professor or higher. The composition of the committee can include members from different schools within the university providing the faculty meet the qualifications of full time faculty and have expertise that can assist with the promotion and/or tenure evaluation process.
3. The committee shall meet in accordance with the University Promotion and Tenure Committee Calendar.

4. The committee shall review the promotion dossier and make a recommendation in writing to the Dean.
5. The Dean shall forward the dossier to the chairperson of the University Promotion and Tenure Committee with a written recommendation for or against granting promotion and/or tenure to the faculty member.

4.36

University Promotion and Tenure Committee

1. The university central administration shall assemble a promotion and tenure committee to review applications for individuals seeking promotion and tenure.
2. The committee shall consist of one tenured faculty from each School as well as one member from University Libraries, and one member from Research and Extension for a three year term limit.
3. The committee shall meet in accordance with the University Promotion and Tenure Committee Calendar.
4. The committee shall review each promotion and tenure dossier and make a recommendation in writing to the Vice President for Academic Affairs indicating for or against granting promotion and/or tenure for each faculty member reviewed. The chairperson of the University Promotion and Tenure Committee shall forward the dossier of each faculty member to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs shall review the dossier for each faculty and forward the recommendations to the President.

4.37

President

1. The President shall review the recommendations from the Vice President for Academic Affairs and the University Promotion and Tenure Committee.
2. The President shall determine whether to recommend promotion and/or tenure for each candidate and, if such a recommendation is positive in nature, shall forward the recommendation to the A&M Board of Regents.
3. The President shall notify the applicants in writing of promotion and/or tenure decisions in accordance with the university promotion and tenure calendar.
4. The Vice President for Academic Affairs shall forward the dossiers to the

5. Department of Human Resources for safe storage.

4.38

Preparing for Promotion and Tenure

Preparing for promotion and/or tenure begins with the initial appointment to the university. Faculty shall be familiar with the policies and procedures pertaining to promotion and/or tenure. Faculty are responsible for formulating a plan for achieving promotion and/or tenure within specified timeframes. Deans and chairpersons are supportive of the faculty member by communicating the expected performance standards that are evaluated annually. Faculty are responsible for developing a written professional development plan annually that shows successive achievement towards excellence in teaching, research, scholarly/creative productivity, and service. Promotion and/or tenure is given based not only on past merit but on the expectation that successive achievement will continue in future years. Faculty must demonstrate a commitment to ongoing excellence and above average productivity in their discipline and on behalf of the university. A faculty member on a probationary tenure track appointment may apply for tenure in the fifth year but must apply for tenure in the sixth year.

A faculty member who is seeking promotion and/or tenure should meet with the chairperson of the department to review the university promotion and tenure calendar at the earliest convenience to assure that the contents of the dossier and the calendar for submitting the necessary documentation are reviewed.

The dossier for promotion and/or tenure must include the following documents:

1. Candidate's Summary Evaluation Statement on teaching, research, scholarly/creative activities, and professional service
2. Candidate's identification of area(s) of distinction and demonstrating above-average ability in the remaining areas
3. Chairperson's Summary Evaluation Form
4. Dean's Summary Evaluation Form indicating areas(s) of distinction for the applicant
5. Documented evidence of quality in the following areas:
 - a. Teaching
 - b. Research
 - c. Scholarly/creative productivity
 - d. Professional service
6. Supporting documents from the chairperson and Dean:
 - a. Faculty course and instructor evaluation forms for the last three years
 - b. Faculty performance evaluations for the last three years

- c. Chairperson recommendation either for or against the granting of promotion and/or tenure is forwarded to the dean in the school in which the department is located.
- d. Letters of recommendations from discipline peers who are external to the institution when the university lacks discipline peers to evaluate the faculty member.

4.39

Policy on Appeal Process for Faculty Denied Promotion and/or Tenure

Purpose

To assure that all faculty are informed regarding their right to appeal a university decision to deny promotion and/or tenure.

Policy Statement

A faculty member who believes that the decision to deny promotion and/or tenure was arrived at through error in the review process, an unfair review practice, or without adequate appraisal of the evidence provided may appeal the decision. The university will honor an appeal process that enables the faculty to present his/her concerns to a grievance committee set up expressly to address the appeal process.

Procedures:

1. A faculty member who is denied promotion and/or tenure shall notify in writing the chairperson of the department, the Dean of the school, and the Vice President of Academic Affairs of his/her request for an appeal of the University decision to deny promotion and/or tenure.
2. Notification must occur within 10 days of receiving notification of the decision to deny promotion and/or tenure.
3. The committee's initial meeting and final resolution of its work "shall normally" be completed within the designated time frames.
4. The committee will complete all responsibilities associated with hearing the grievance within four weeks of the initial committee meeting.
5. The chairperson of the promotion and tenure grievance review committee will notify the Vice President for Academic Affairs of the recommendation made by the committee to either uphold or not uphold the university decision.
6. The Vice President for Academic Affairs will notify the University President in writing of the recommendation by the committee.

The Vice President for Academic Affairs will notify the faculty member of the committee's recommendation within five days of notifying the President regarding the university action on the appeal request.

Section 5

Academic Responsibilities

5.1

Academic Responsibilities

5.2

Faculty Scholarly Responsibilities

Faculty fulfill their role as scholars by contributing to the university as instructors, researchers, and service providers. Each faculty member is accountable to a professional development plan that delineates the minimum expectations for each academic year. It is the responsibility of the faculty member to achieve the goals and objectives established at the time of annual performance appraisal. Faculty members shall advocate on their own behalf to insure success within the academic setting. Active participation in teaching, researching, and service are fundamental faculty responsibilities. University administration seeks to support faculty. The *Faculty Handbook* delineates the policies and procedures pertaining to faculty development and the annual performance appraisal process.

5.3

Faculty Load

The departmental average teaching load shall not exceed twenty-seven hours per academic year. A faculty member who teaches only graduate course shall have an eighteen hour graduate teaching load. A mixed graduate and undergraduate teaching load shall be computed at a ratio of three graduate hours equal four undergraduate hours.

Faculty members teaching twelve or more undergraduate hours may be allowed to teach one overload class per semester. Faculty members may accept one additional overload assignment per year provided that the assignment is either for service or scholarly activity. Off-campus

Educational Outreach courses may be considered service assignments when taught as overload assignments.

5.4

Class Size

Class size should be recommended by the department Chair. The Chair will submit the recommendation to the dean, and after approval, the dean will submit the recommendation to the Vice President for Academic Affairs.

5.5

Records

The academic record of students is confidential in nature. The information is shared only with the enrolled student. Langston University is in compliance with the Family Education Rights and Privacy Act of 1974 – referred to as the Buckley Amendment. The faculty and staff at Langston University handle confidential information with the utmost security. Personal information, academic records, advisement sessions, medical clinical visits, career counseling sessions, and student counseling services are subjected to the highest security for assurance of privacy and confidentiality.

5.6

Course Outlines/Syllabi

Each course will have a published syllabus each semester that the course is offered. The faculty member responsible for providing instruction in the course will prepare a syllabus and course schedule. The dean/director will review the syllabus with the faculty member prior to the start of classes. A copy of the course syllabus is on file in the dean/director's office.

Course Syllabus Format

The course syllabus will include the following information in the order that it is listed below.

- Langston University
- School
- Department
- Program
- Course Number
- Course Title
- Semester/Year

Faculty: Include name(s) of faculty teaching the course, professorial rank, office location, telephone number, e-mail address, and office hours.

Course Description: Should match the course description published in the university catalog. Include prerequisite course requirements, credit hours, and any field experience, internships, or other course requirements essential for successful completion of the course. List any additional fees that are required for the course such as laboratory fees.

Course Rationale : Provide a theoretical overview and/or justification for inclusion of the course in the program.

Methods of Instruction: Describe instructional strategies in the teaching and learning process that will result in mastery of course content such as seminar, discussion, lecture, small group learning, individual projects, technology assisted-learning, field trips. Provide a statement on methods of assessment that will be used to determine whether the student meets the stated course objectives.

Course Requirements: List all the course requirements such as attendance, written assignments, papers, presentations, examinations, and quizzes that must be completed in order to meet the course objective. Include any fees in addition to tuition.

Method of Evaluation-Grading: Describe specific measures to be used in determining the final course grade. Methods of instruction and course requirements should correlate with methods of evaluation. A clear statement of the attendance requirements must be delineated on the syllabus. Include this statement in the course syllabus: **“If any member of the class believes that he/she has a mental or physical disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the university office of disabled student services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. You will be asked to register with the Office of Student Services in order to receive special accommodations.”**

Required Texts and Reading List: List required textbooks and learning materials as well as recommended textbooks, reference materials and textbooks.

Course Schedule: Prepare the schedule prepared in three columns with the following headings: date, topic reading assignments. List mid-term and final examination weeks and testing dates.

Approval of Course Syllabus

Upon completion of the syllabus the instructor will provide the Program Director/Chairperson/Coordinator with a copy for review. The Chairperson/Coordinator will forward the approved syllabus for review and approval by Dean of the School. After approval by the Dean the instructor is provided with the authority to use the course syllabus. A formal signature sheet with the approvals should be kept on file in the Dean’s office.

Course Syllabus Difference in Presentation

The course syllabus format may vary in a School of Program as required by the academic discipline’s accreditation agency. However, the course syllabus contents will be in compliance with each of the areas specified by Langston University and may also include additional information as required by the program accreditation agency. The same approval process described above.

5.7

Undergraduate Grades

Langston University uses a grade point system to calculate the grade point average. The grade points are based on a four (4) point scale. Letter grades correspond with the point system in the following manner:

A	Excellent	4.0	Grade Points
B	Good	3.0	Grade Points
C	Average	2.0	Grade Points
D	Below Avg.	1.0	Grade Points
F	Failure	0.0	No Grade Points
I	Incomplete		No quality points

An “incomplete” grade may be used at the instructor’s discretion to indicate that additional work is necessary to complete a course. An “I” grade is not a substitute for an “F” grade. A student may not receive an “I” grade if the student is failing the course. The student should have satisfactorily completed a substantial portion of the required course work for the semester. “I” grades not changed by the instructor to a credit-bearing grade or an “F” within one year will remain as a permanent “I” and will not contribute to the student’s course load or GPA.

AU Audit

No grade points. Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. (The allowable time to change enrollment status from audit to credit may not exceed institution’s add period.) Students changing their enrollment status from audit to credit must meet the institutional admission/retention standards. The allowable time to change an enrollment status from credit to audit must not exceed the institution’s last date for withdrawal from classes.

W Withdrawal

No grade points. An automatic withdrawal grade of “W” is issued when the student initiates a withdrawal during the allowable withdrawal period (after the tenth day of classes in regular term sessions and after the fifth day of classes in summer term sessions and not to exceed 12 weeks of a 16 week semester, or in general, exceed $\frac{3}{4}$ of the duration of any term). For any drop or withdrawal accepted after the deadline, a “W” or “F” grade will be assigned by the instructor depending upon the student’s standing in class. If an “F” grade is assigned it is calculated in the student’s GPA. The “W” grade is not calculated into the students GPA.

AW Administrative Withdrawal

An Administrative Withdrawal indicates that a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties follow institutional procedures. Administrative Withdrawals are not calculated into the GPA.

P/F Pass/Fail

Pass/Fail grades may be used in specified courses. The pass grade indicates hours earned but does not contribute to the GPA because there are no grade point assigned to Pass courses. The “Fail” grade is an “F” grade and is calculated into the GPA.

N No Grade

An “N” Grade may be used indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The “N” grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The “N” grade is not calculated into the GPA.

NP/P No Pass/Pass-Remedial Courses

Students taking remedial courses will receive a grade for all remedial coursework. When a student has not successfully met the course requirements in the remedial course she/he will receive a grade of “No Pass.” Students must repeat remedial courses until such time as they pass the course. A grade of “P” will be assigned to all remedial courses as student successfully completes. Remedial courses are not calculated into the student’s GPA.

X Thesis in Progress

Graduate students enrolled in thesis courses will receive a grade of “X.” There are no grade points associated with the “X” grade. (Academic Affairs)

The general policy at the University is that undergraduate courses taken for academic credit are letter graded. Faculty are responsible for assigning a grade to each student for every course in which they are enrolled.

5.8

Procedures for Appealing a Course Final Grade (students)

A student who believes a final course grade is capricious may seek clarification and, where appropriate, redress as follows:

The student shall confer with the course faculty, informing the faculty of questions concerning the grade, and seeking to understand fully the grounds and procedures the faculty has used in determining the grade.

If after consultation with the course faculty, the student believes that a grade is capricious, the student shall confer with the Dean of the department in which the course is offered, who shall consult and advise with both the faculty and student, separately or together, in an effort to reach an understanding and resolution of the matter.

If Steps One and Two do not resolve the problem, the student may submit a petition in writing to the Office of Academic Affairs.

5.9

Mid-Term Evaluation

Faculty members should administer mid-term examination and advise students of their progress in the course during the mid-term week. Mid-term grades should be posted with the registrar on line.

5.10

Student Evaluation of Courses

Faculty are expected to provide the opportunity for students to evaluate the course delivery.

5.11

Final Examination Policies

Unless formal arrangements are made between instructor and department head, a final examination is to be given in all undergraduate courses on the day and at the time scheduled by the registrar.

5.12

Posting Grades

The university requires midterm and final grades to be submitted to the Office of the Registrar within the semester timeline for reporting grades. The Family Educational Rights & Privacy Act

of 1974 (FERPA or sometimes the Buckley Amendment) requires that faculty regard student records as confidential. Although education records may be shared with University personnel who have a legitimate educational interest in the student, special care needs to be taken not to publicize personally identifiable information about students.

5.13

Change of Grade Policy

An instructor who submits to the Registrar's Office an incorrect grade may request the Registrar to correct the grade.

1. A grade change form must be completed.
2. It must have the signatures of the Instructor, the Department Chair, School Dean, and the approval of the Vice President for Academic Affairs.
3. The instructor must give the reason for the grade change and provide supporting documentation.
4. The grade change must be made within the grade reporting period prior to posting the transcript.

5.14

Credit by Examination

The university offers the opportunity for individuals to enroll and receive college credit for courses offered at Langston University based on previous academic experience, work history and experience, and life-long learning experience. There are several formal mechanisms for requesting advanced placement in college courses at Langston University.

Advanced Placement Examinations

A student may apply for advanced placement in college courses through a formal examination process within each of the academic departments that offer advanced placement options. Advanced Placement Examinations (APE) are tests given by various academic departments for courses in the general education core curriculum.

The advanced placement examinations are given primarily to freshmen and sophomores. The examinations are given during the first two weeks of the semester. Application for advanced placement examinations may be obtained through the Office of Academic Affairs. Consult the University Catalogue for fees associated with the cost of the examination.

Work History and Experience

A student may apply for advanced placement in college courses based on work experience that supports college-level foundation knowledge in core curriculum general education courses. Assessment procedures to determine level of proficiency will be administered by the school and department in which the student seeks to apply for advanced placement.

Life-Long Learning

A student may apply for advanced placement based on life-long learning experiences that supports college-level foundation knowledge in core curriculum general education courses. Assessment procedures to determine level of proficiency will be administered by the school and department in which that student seeks to apply for advanced placement.

Langston University grants college credit for acceptable scores on College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) exams.

5.15

Academic Dishonesty

Langston University has a zero tolerance rule as it relates to cheating and plagiarism. Students found cheating or plagiarizing will be subject to disciplinary action. As defined by the American Heritage College Dictionary (2000), “to plagiarize” is defined as to use and pass off as one’s original contribution the words, writings, and/or findings of another. “To cheat” is defined as to violate rules and regulations intentionally, to act deceptively, dishonestly, and in a fraudulent manner.

5.16

Responsibilities of the faculty regarding Plagiarism and Cheating

Faculty are responsible for educating students on the rules and regulations of classroom behavior. Faculty are responsible for closely supervising students during test taking activities to discourage cheating. Faculty should provide students with the tools for proper documentation, scientific notation, and other means of attributing credit for work that is not an original idea or contribution by the students. Faculty should review examples of plagiarism in an effort to educate students in the proper way to conduct research, write papers, and report information.

5.17

Procedures and Penalties for Academic Dishonesty

The following will apply to cases of academic dishonesty. The instructor ordinarily has final authority over the grades given to students or the lowering of grades because of cheating or plagiarism. If it is established by clear and convincing evidence that cheating or plagiarism has occurred, the following list will be applicable:

- a. The instructor will take appropriate academic disciplinary action, which may include the awarding of an F on the particular assignment or in the course.
- b. The instructor will make a report of incident and of action taken, if any, to the departmental chair, the Vice President for Academic Affairs, the Vice President for student Affairs, and the student.
- c. The Student Disciplinary Committee may review the incident and impose conduct discipline, including, conduct probation and suspension.
- d. The student may, if he or she so desires, discuss the matter with the Student Disciplinary Committee and/or the Student Judicial Court.

5.18

Textbooks

Selection of textbooks to be used in the academic programs is the responsibility of the faculty with the approval of the dean. All textbook adoptions must be kept on file in the office of the dean. The Langston University bookstore has specific timelines for textbook adoptions. Faculty are expected to observe the timelines provided for timely changes in textbooks adoptions, and continued orders for textbooks. Faculty are responsible for monitoring whether textbooks have been ordered, received, and shelved in the bookstore.

5.19

School Division and Departmental Meetings

Each School Division or Department will schedule monthly meetings and all members of the faculty are expected to attend. All faculty members are expected to participate in all the meetings of committees, departments, and divisions to which they belong. A faculty member who anticipates absence from one of these meetings should inform the individual who will chair the meeting.

5.20

Faculty Meetings

The University Faculty meets at the beginning of each semester, monthly, and at the end of each semester. Special faculty meetings may be called by the President. All members of respective faculties are expected to attend the meetings.

5.21

Office Hours

Faculty Availability

A faculty member's responsibility to students and to his own professional growth will necessitate that he devote an appropriate number of hours to his profession. It is deemed necessary that each faculty member be available to students in his office at regularly scheduled hours each week. These office hours should be prominently advertised, to include posting on the exterior office door of each faculty member, and should be kept as faithfully as he meets his classes. The number of required office hours per week will be determined within each departmental unit by the departmental chair in consultation with faculty. In scheduling these hours, a faculty member shall give serious consideration to the convenience of students.

5.22

Participation in Major College Activities

All full-time faculty members are expected to attend and wear appropriate academic regalia at commencement and other convocations. Faculty members are expected to provide their own regalia.

5.23

Overload Compensation

Faculty shall be paid overload compensation at a predetermined rate. Acceptance of overload is at the faculty member's decision.

5.24

Release Time for Research and Grant Activities

A faculty member is expected to remain active professionally by continually involving himself in professional growth and development activities. Research is generally defined as a systematic search for knowledge through active inquiries or investigations carried out by an individual or group that generates new products, knowledge, concepts, skills, methods, or artistic accomplishments. More specific criteria may be determined within each department. A faculty member may request release time from his regular teaching load in relation to a proposed research project.

5.25

Summer Session Pay Scale

Compensation for a regular faculty member in the summer session shall be at the same rate as an adjunct professor.

5.26

Changing Time and Place of Classes

Classrooms are assigned on the basis of estimates of expected enrollment and on the seating arrangements and equipment needed for instruction. Shifts in enrollment after classes begin may necessitate some room changes, but every effort is made to keep these to a minimum. Whenever possible, room changes are avoided until enrollments stabilize after the second week of classes. However, changes on short notice may be necessary to accommodate mobility-impaired students or instructors.

5.27

End of the Year Clearance

(This policy addresses only leaving employment.)

Upon leaving employment with the University, each person must process a clearance form. This form, upon completion, should be given to the Director of Human Resources for final certification of clearance.

5.28

Policy on Outside Activities and Internal Overload Activities

The following policies are applicable for faculty members who participate in outside professional activities, overload teaching, research, or public service activities after their primary responsibilities to the University have been met.

Prior to beginning or contracting for outside activity or internal overload activity, the faculty member shall notify his immediate supervisor of each proposed activity, describing the nature and projected time commitment. If the immediate supervisor perceives that the proposed activity is a conflict of interest or that it interferes with the faculty member's assigned duties he shall so inform the faculty member. The faculty member may request a review of this decision by the Dean. After considering the relevant facts, the Dean shall notify the faculty member in writing of his decision. A negative decision may be appealed in writing by the faculty member to the Vice President for Academic Affairs. If the faculty member disagrees with the decision of the Vice President for Academic Affairs, the faculty member may appeal the matter by the University Grievance Procedures.

5.29

Conflict of Interest

Employment by the University as a faculty member demands a professional commitment from the person so employed. However, the knowledge of such skillful professionals is a resource often sought out by educational institutions, businesses, industry, and other private and public institutions. As a consequence, faculty members may engage in those activities that might improve the general welfare of the people of the state and nation and develop their own professional competencies so long as such activities do not conflict with the interest of the University. A faculty member's primary professional responsibility to the University must not be impaired by the time and effort expended in activities that might cause him or her to neglect any faculty responsibilities.

5.30

Outside Activities

Outside activities are herein defined as non-University-related activities that require a significant time commitment of the faculty member in an active-participatory manner and the time commitment is anticipated to be recurrent and/or long term. Compensation may or may not be received. The University expects faculty members to give their best professional effort to their University assignments. However, faculty members, with the rights and responsibilities of all citizens, may become involved in these activities as long as such activities do not present a conflict of interest. Faculty actions often associated with conflict of interest violations may include, but are not limited to, those professionally related activities for which extra compensation is received from non-University sources.

5.31

Internal Activities and Extra Compensation for Teaching, Research and Extension Assignments

Participation by a faculty member in extension activities, teaching, and/or contact research over and above the recognized workload will be authorized when such activities are in keeping with University, School, and Department goals and objectives.

The University may need to utilize faculty time on an overload basis in serving the public, its institutions, and citizens through its missions of teaching, research, and public service. In instances where faculty involvement in such activities is requested, and when such activities are not a part of the recognized workload, the faculty member shall be compensated, as mutually agreed by all parties, through comparable released load at different time periods or by extra compensation. Each faculty member shall be free to evaluate continued participation in overload assignments and shall be free to decline such assignments without prejudice.

Policy on Outside Activities and Internal Overload Activities

The following policies are applicable for faculty members who participate in outside professional activities, overload teaching, research, or public service activities after their primary responsibility to the University has been met.

Prior to beginning or contracting for any outside activity or internal overload activity, the faculty member shall notify his or her immediate supervisor of each proposed activity, describing the nature and projected time commitment. If the immediate supervisor perceives the proposed activity as a “conflict of interest” or that it interferes with the faculty member’s assigned duties he shall so inform the faculty member. The faculty member may request a review of this decision by the Dean. After considering the relevant facts, the Dean shall notify the faculty member in writing of his or her decision. A negative decision may be appealed in writing by the faculty member to the Vice President for Academic Affairs. The faculty member may appeal the matter by the University Grievance Procedures.

The faculty member shall not use privileged information for the purpose of private gain.

Unless the activity has been approved by the faculty member’s immediate supervisor and specific permission has been given for using the name and logo of the University, the faculty member must not use the name or logo of the University in any letterhead, advertising, or other promotion of a personal professional outside activity in such a manner as to imply university sponsorship.

University services, personnel, or facilities may be used in a non-University activity only after permission has been received and arrangements made to compensate the University for the use of services, personnel or facilities.

Policy on Protocol on Academic Areas with Regard to Sponsoring Conferences

Any academic area may sponsor a conference within the guidelines outlined by the institution.

5.32

Faculty Work Hours/Attendance

The regular workweek for full-time employees is forty hours divided into five days a week, Monday through Friday, with employees regularly scheduled to work eight hours per day. The normal work hours for full-time employees are 8:00 a.m. to 5:00 p.m., with a one-hour unpaid meal period, normally taken between 12:00 noon and 2:00 p.m. The time of the employee’s meal period will be designated by his supervisor. If he is a part-time employee, his working hours and schedule will be arranged by his supervisor.

Daily and weekly work schedules may be changed from time to time at the discretion of the University to meet the varying conditions of the University. Changes in work schedules will be announced as far in advance as practicable.

5.33

Time Sheets

It is the policy of the University to comply with applicable laws that require records to be maintained of the hours worked by our employees. To insure that accurate records are kept of the hours actually worked, including overtime hours where applicable, and the accrued leave time that has been taken, and to insure that the employee is paid in a timely manner, he or she will be required to record his or her time worked and his absences on the University's official time sheet. This form should be completed daily, signed, and forwarded to his or her supervisor on a monthly basis. After reviewing the form and resolving any discrepancies, the supervisor will sign the form and forward it to the Office of Human Resources. If the employee is paid hourly, the original shall be forwarded to the Payroll Office and a copy sent to the Office of Human Resources.

Actual hours worked and leave time taken shall be recorded accurately. Falsification of a time sheet is a breach of University policy and is grounds for disciplinary action, including the possibility of discharge.

Section 6

Standing, Administrative, Advisory, and Ad Hoc Committees

6.1

Standing Committees

6.2

University Senate

The University Senate is the principal legislative or policy-making body for the institution. Its membership is made up of a combination of faculty, administrators and staff. The faculty are selected from each Division. The University President serves as Chairman, or Presiding Officer of the Senate. In the absence of the President, the Vice President for Academic Affairs will preside. Terms expire at end of designated year.

6.3

Assessment

The purpose of this committee will be to develop, implement and evaluate and monitor the ongoing formative, faculty-led assessment process of the University. Terms expire at the end of the spring semester of the year designated. Its membership is comprised of administrators, faculty and staff.

6.4

Admissions and Retention Committee

This committee coordinates the admissions procedures of the University; organizes and conducts informational programs designed to acquaint prospective students with the University; and screens and processes credentials of qualified student applicants. The functions of this committee are as follows: (1) To review appeals placed by persons who are denied admission to Langston; (2) To review appeals placed by persons who fail to meet the State Retention Policy; (3) To review appeals placed concerning out-of-state status; (4) To review appeals placed concerning other pertinent matters. Terms expire at end of the spring semester of the designated year. Its membership is comprised of faculty and staff.

6.5

Academic Policies and Curriculum

This committee reviews school, department, and program curriculum and course recommendations and submits them with recommendations to the University Senate for action; establishes and interprets policies on various academic matters, such as retention, graduation requirements, etc., and recommends to the University Senate proposed changes for the improvement of the academic program of the University; remains alert to new developments in teaching methods and equipment and brings these to the attention of the faculty; and, coordinates the University's Urban Mission. Terms expire at end of the spring semester of the designated year. Its membership is comprised of administrators, faculty and staff.

6.6

General Education

Committee to review state general education outcomes and assure the Langston University General Education requirements. Address student needs, verify appropriateness of test measures, review general education outcomes and make recommendations to faculty (through APC) about revisions in general education core. Terms expire at the end of the spring semester of the year designated. Its membership is comprised of faculty and staff.

6.7

Committee on Committees

The purpose of this committee will be to make recommendations on the establishment of new committees and to nominate persons for appointment to each committee to the University Senate and President for approval. This committee will insure the appropriate adherence to committee make-up restrictions as prescribed by the Bylaws, and representations across schools, departments and units. Its membership is comprised of administrators, faculty and staff.

6.8

North Central Association-Higher Learning Commission Steering Committee

The North Central Association-Higher Learning Commission Steering Committee is the first level of peer review for University accreditation. The Committee monitors University progress in maintaining compliance with accreditation criteria and reports any criteria changes. The University Self-Study and written report are coordinated by the Steering Committee. Terms expire at end of designated year. Its membership is comprised of representatives from the major areas of the University life and operations.

Once committee's purpose is fulfilled, the committee is transitioned into a standing committee to monitor the University's status with regard to NCA-HLC accreditation standards and maintain living documentation.

6.9

Teacher Education Committee

This committee coordinates the various phases of the Teacher Education program throughout the institution; seeks the advice and counsel of all segments of the University in its academic programming and recommends appropriate academic and administrative policies and procedures for insuring a quality institutional teacher education program. Its membership is comprised of faculty from areas that offer a teacher education program and two-at-large members.

6.10

Administrative Committees

6.11

Administrative Council

This committee is composed of the administrative officers responsible for the five (5) major areas of the University life and operations; namely, Academic Affairs, Administrative and Fiscal Affairs, Student Affairs and Enrollment Management, Institutional Advancement and Development, Cooperative Research and Extension and the Oklahoma City and Tulsa Campuses. The Council is to counsel with the President on matters pertaining to the welfare of the institution in general and its own specific operations in particular.

6.12

Extended Council

This committee is composed of the administrative officers responsible for the five (5) major areas of the University life and operations; namely, Academic Affairs, Administrative and Fiscal Affairs, Student Affairs, Institutional Advancement, Cooperative Research and Extension, as well as all School Deans, the Affirmative Action Officer and Athletic Director. The Council is to counsel with the President on matters pertaining to the welfare of the institution in general and its own specific operations in particular.

6.13

Administrative and Student Leadership Advisory Council

This committee is composed of administrative officers, the Student Government Association Officers and Pan-Hellenic Officers. The Council is to counsel with the President on matters pertaining to student welfare.

6.14

Promotion and Tenure

The committee shall review each promotion and tenure dossier and make a recommendation in writing to the Vice President for Academic Affairs. This committee is composed of one tenured faculty from each school as well as one member from University Libraries and one member from Cooperative Research and Extension. Each committee member serves for a three year term.

6.15

Institutional Review Board (IRB)

The purpose of Institutional Review Board is to insure, both in advance and by periodic review, that appropriate steps are taken to protect the rights, safety and welfare of humans participating as subjects in the research. To accomplish this purpose, IRBs use a group process to review research protocols and related materials (e.g., informed consent documents). The IRB must monitor and review an investigation throughout the clinical study. This committee is comprised of one representative from each school, Cooperative Research and Extension.

6.16

Homeland Security Committee

In accordance with the 1990 Student Right-to-Know and Campus Security Act (Public Law 101-542), this committee is required by law to review the police/security policies and emergency response procedures on the campus and serve as Langston University's Emergency Management Team. Said committee will develop and implement a *Homeland Security Plan* for the University. This committee shall convene and conduct hearings in accordance with the policy governing the extracurricular use of University facilities, areas or media for the purpose of expression. The committee is also responsible for resolving issues concerning the applicability of this policy and to recommend changes in other policies and procedures to bring them into compliance with the principles and standards of said policy. Terms expire at end of designated year. This committee is comprised of the LU Police Department; Cooperative Research and Extension; Public Relations; Physical Plant; Student Affairs and Enrollment Management; Student Government Association; Information Technology Systems; Health Services.

6.17

Advisory Committees

6.18

The Athletic Council

This committee is appointed by the President and is responsible for advising the President and the Director of Athletics on athletics related matters. The chairperson of the council reports to the University Senate in order to keep the faculty and staff informed on athletics related matters. The Athletics Council also is given special projects that are assigned by the President. This committee supervises the induction process of the university Athletics Hall of Fame Members.

6.19

Honors Program Advisory Council/Thurgood Marshall Black Education Fund

This committee will have the responsibility of planning, implementing and evaluating the Honors Program as well as administering the Thurgood Marshall Black Education Fund. This committee will report its plans through the Office of the Vice President for Academic Affairs to the Office of the President.

6.20

Scholarship Committee

This committee will be responsible for establishing policies and procedures that govern the awarding of the following scholarships; reviewing applicants for certain University scholarships and recommending same to the President for awarding; seeking additional scholarship support.

6.21

Graduate Program Commission

This committee is charged with the responsibility for providing advice and assistance regarding graduate programs; recommending organizational structure to support graduate education; coordinating graduate program activities. This committee reports directly to the vice president for academic affairs.

6.22

Records Management Committee

This committee is charged with the responsibility of seeing that the guidelines are followed as presented in the manual from the Oklahoma Records Management Program.

6.23

International Affairs Committee

The International Affairs Committee is charged with the responsibility of providing advice and assistance with the programs and activities of the Center for International Affairs - including local program planning and implementation, coordination, promotions, proposal development, and evaluations. This committee carries out solicitations and procurement of international education materials for the CIA. Establishing international contacts and rapport (networking) with international agencies and institutions (domestic and abroad) on behalf of the CIA are also duties of the International Affairs Committee.

6.24

Information Technology

This committee is charged with the responsibility of developing a telecommunications planning document for Langston University, including data processing and the website. This committee is comprised of Chief Information Officer, Computer Technology Information Center, Institutional Research and two at-large faculty representatives elected/selected

6.25

Animal Care and Welfare

This Committee is charged to insure that animals intended for use in research facilities or for exhibition purposes or for use as pets are provided humane care and treatment; to insure the humane treatment of animals during transportation in commerce; and to protect the owners of animals from the theft of their animals by preventing the sale or use of animals that have been stolen.

6.26

Bio-Hazard Committee

This committee is charged to insure that all hazardous biological agents used at the University are properly handled or disposed of so as not to constitute a health risk. Any accidents occurring in the presence of biological agents may result in infection. When working with biological agents or materials containing biological agents whose epidemiology and etiology are unknown or incompletely understood, it should be assumed that the work presents a hazard. Certain biological agents infect both laboratory animals and man. This Committee will also insure that safety procedures are directed toward the prevention of infection in both laboratory animals and man.

6.27

Ad Hoc Committees

6.28

Ceremonial and Special Occasions Committee

This committee recommends, plans, promotes and carries out the institution's out-of-class educational programs. This includes assemblies, convocations, concerts, lectures, recitals, plays and other cultural events, i.e., Founders Day, Retirement Banquet, Commencement, Formal Opening Convocation, and Annual Honors Day Convocation. This committee also has the responsibility for the development and implementation of enrichment programs on campus, and plans and implements Black Heritage Week and Religious Programs.

6.29

Homecoming Committee

This committee is charged with the responsibility for planning and implementing the annual Homecoming activities.

6.30

American Red Cross Committee

This committee will increase the educational instruments used to provide information on Blood and Bone Marrow donations, increase the number of Blood and Bone Marrow drives on the campus and increase the number of donors in University wide drives.

6.31

Faculty Handbook Committee

This committee will be called upon to review the Faculty Handbook and recommend updates as necessary.

6.32

Staff Handbook Committee

This committee will be called upon to review the Staff Handbook and recommend updates as necessary.

Section 7

Property Management and University Services

7.1

Property Management and University Services

The Vice President of Fiscal Affairs provides general supervision of property control functions, including physical plant services. University property includes all equipments, vehicles, buildings, offices, grounds, or other premises either owned, leased, or controlled by Langston University or its affiliates. Activities of Langston University include but are not limited to normal daily business and attendance at any authorized university function.

7.2

Physical Plant Services

Physical Plant Services is responsible for maintaining buildings and grounds; operating buildings' mechanical and electrical equipment; furnishing the necessary housekeeping and utilities; maintaining all streets, walks, and parking lots; and enhancing the campus environment with a pleasing landscape. Physical Plant also identifies, tags, and maintains inventory.

7.3

Buildings

Buildings include all physical structures that are available for university activities such as offices, classrooms, resident halls, dining facilities, sports and recreational facilities, etc.

Temperature and air circulation in buildings are centrally and automatically controlled to provide pre-established energy efficient operating conditions during normal working hours, summer and winter. After hours, these conditions are changed considerably to further reduce energy consumption. Faculty and staff are cautioned not to adjust any thermostat nor tamper with any air outlet grille.

Custodial/Housekeeping Services are scheduled according to the type of space, occupancy, traffic, and usage. The work frequencies are standardized. Custodians will lock and unlock general university buildings, close windows, and turn off lights when they leave. Faculty and staff members perform these tasks when using offices and laboratories after hours. Questions regarding custodial services should be directed to campus security.

Access to buildings is required as determined by fiscal affairs. Access to offices and classrooms requires keys and identification cards. The faculty member must obtain an identification card at no cost to the faculty by the first day of employment or at the time that the faculty member completes the required personnel paperwork. The identification card is to be used to obtain the payroll check, and library privileges, and admits the faculty member to certain designated official university-sponsored events. The identification card must be returned to Human Resources at the time employment is terminated.

Keys are issued upon approval of the department chair, college dean, or an executive officer of the institution. A key request form must be submitted for each key required. Faculty members entrusted with keys are responsible for reporting any lost or stolen keys immediately to the department chair/dean and campus security. Faculty members may be required to pay a fee for lost keys. If the key is found after the fee has been paid, the money will be refunded if the building was not re-keyed as a result. In the event that the building is re-keyed, the employee must pay the re-keying fee also. All keys must be returned during the termination clearance process or at the time of job change, office relocation, or lock change.

7.4

Grounds and Landscaping

Grounds and Landscaping develop, maintain, clean and secure all exterior landscaping and university grounds. In addition, Grounds and Landscaping prepares the exterior of all facilities for university sponsored and/or approved events.

The policy on pedestrian safety on campus sidewalks is designed to reduce and control the mixing of vehicular and pedestrian traffic on the sidewalk system and to eliminate unauthorized vehicular traffic on the sidewalk system. Through this policy, the university shall establish and maintain a safe environment for all parties by regulating vehicular sidewalk traffic.

Pedestrians shall at all times have the right-of-way over all other sidewalk traffic.

Only authorized vehicles may enter the university sidewalk system. Authorization can only be granted only by Langston University Campus Police.

For more detailed information regarding the above procedure, contact campus police.

7.5

Parking

It is the responsibility of any vehicle operator to request information from the Langston University Transportation & Parking Services to correct any special circumstances regarding his or her individual needs in a prompt manner and prior to the receipt of a citation (parking ticket).

The Langston University Transportation & Parking Services will provide a copy of the Parking Regulations to any individual upon request and are readily available at the Langston University Police facility. PLEASE BE MINDFUL THAT PLEADING IGNORANCE OF THE REGULATIONS WILL NOT EXCUSE VIOLATORS OF CITATIONS.

Any person who persists in repeated violations of the Langston University parking regulations, or who damages property, or commits any act detrimental to the safety of others or to the best interests of the Langston University community will be subject to cancellation and confiscation of his or her parking permit and revocation of parking privileges.

The Langston University Transportation & Parking Services will refer students to the Vice President for Student Affairs, and will refer faculty members and staff to the Office of the Vice President for Fiscal Affairs for an appeal process once parking privileges have been revoked.

A person documented as a repeated violator of the parking rules and regulations may have his or her parking privileges reinstated by Langston University Police Department upon the receipt of a written recommendation from either the Office of the Vice President for Student Affairs or the Office of the Vice President for Fiscal Affairs.

Only parking permits issued or authorized by the Langston University Transportation & Parking Services are valid and will be honored. Any substitute or signs or decals issued by any other department or hand written notes left on the exterior of a vehicle etc. are considered to be unacceptable, and will not be honored by enforcement personnel.

The Langston University Policy Department allocates all parking spaces on university property to a specific user group and parking permits are available for each category of users. PLEASE NOTE:

- All parking with the exception of reserved parking spaces is on a first come, first serve basis.
- The responsibility for finding a legal parking space rests with the vehicle operator.
- Lack of space in a particular lot is not a valid excuse for violating parking regulations.

- The operator of a vehicle must park only in the assigned parking area allocated and designed for the type of permit displayed on his or her vehicle.

For more detailed information, contact the Langston University Police.

7.6

University Equipment

All university equipment, including cars, trucks, all computers, et cetera, is to be used for official business only and is not to be used for personal convenience or gain on campus, at home, or in any other location. The division or department director is responsible for equipment in the division or department and will designate faculty members responsible for operation or using the equipment.

Transfer of movable equipment shall not be made from building to building or from department to department within the same building without reporting such activity to the Physical Plant office. Whenever it is necessary to move equipment from one area to another, a Moveable Equipment Inventory Change Request must be completed and forwarded to physical plant services. Department supervisors are responsible for an annual physical inventory of all equipment for which they are accountable. Theft of equipment must be reported to the campus police office.

The use of university equipment by individuals or organizations for activities not directly connected with the University is prohibited. State-owned supplies and equipment, as well as any other property for which the University is held responsible, are not to be removed from the campus except in those cases in which it is necessary to carry out a university-sponsored activity that is scheduled off campus as a planned event of the University. In such cases, the use of equipment must receive prior approval of the Vice President for Fiscal Affairs.

7.7

University Vehicles

All vehicles shall be used solely for the purposes designated and for no other, except in extreme emergencies. Each vehicle will remain the responsibility of the assigned individual.

The following policy will be followed on use of State Owned Automobiles, Chapter 55, Section 156 1 of the State Statutes:

Use of State Owned Motor Vehicles for Private Purposes – Punishment for Violations

It shall be unlawful for any State official, officer, or employee to ride to or from the place where he or she lives in a state owned automobile, truck or pickup, except in the performance of his or her official duty, or to use any such automobile, truck, ambulance, or pickup for other personal or private purposes.

Any person violating the provisions of this Section shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than One Hundred Dollars (\$100.00), or by imprisonment in a County Jail for a period not to exceed thirty (30) days, or by both such fine and imprisonment., and in addition thereto, shall be discharged from State employment.

Students may be allowed to drive University vehicles for University purposes when approved to do so in writing by an Executive Officer and the President of the University.

7.8

Weather and/or Emergency Conditions

In emergencies caused by severe weather conditions or a natural or an unnatural disaster, the president or designee may temporarily close or delay the opening of the university to protect the health and safety of the students, faculty, and staff. The president or his/her designee also should determine when the emergency has ended and the university will be reopened.

7.9

Tornado or High Winds

A civil defense siren is sounded when a tornado has been spotted or when a very strong storm cell is over the area. The campus police office will notify the University; information from local TV/Radio stations will be confirmed by the campus police office.

When a warning is given all persons will follow all directives given by emergency operations personnel/designated building administrator, and proceed with safety to the nearest shelter area.

7.10

Earthquake Procedures

All employees and students should take immediate cover in the event of an earthquake and proceed as follows:

1. Position yourself under a desk or in a doorway and cover your head.
2. Stay clear of windows, shelves, and heavy objects.
3. If outdoors, move away from buildings, trees, utility poles, power lines and gas meters.

4. DO NOT USE ELEVATORS DURING EVACUATION AFTER AN EARTHQUAKE.
5. Once the tremor has passed, immediately evacuate the building and proceed to the rally point established in your department evacuation plan.

7.11

Bomb Threat

Anyone receiving a bomb threat should proceed as follows:

1. Keep person on the phone and fill out Bomb Threat checklist.
2. DO NOT use a cellular telephone because they could possibly detonate a bomb.
3. Call Langston University Police.
4. Evacuate the building if threat is specific to the building.
5. Follow the directions of Emergency Operations Personnel.

7.12

BOMB THREAT CHECKLIST

Date _____ Person Receiving Call _____

Phone Ext. _____

Remain calm and take notes. Ask the following questions.

When is the bomb set to explode?

Where is the bomb located?

What kind of bomb is it?

What does the bomb look like?

EXACT WORDING OF THE THREAT:

Caller's Identity: Male ___ Female ___ Approximate Age ___ Race ___

7.13

Medical Emergency

Call Langston University Police Department

7.14

Other Conditions

Concealed Weapons

The safety of the students, faculty, staff, and visitors of Langston University is of the highest priority. In compliance with 21 Oklahoma Statute number 1991, 1272, no person other than an authorized peace officer may have in his or her possession a weapon of any kind while on the campus grounds or while participating in any activity on behalf of Langston University. University property includes all vehicles, buildings, offices, grounds, or other premises owned, leased, or controlled by Langston University or its affiliates. Activities of the University include but are not limited to normal daily business and attendance at any authorized university function.

This policy applies to all university faculty, staff, students, and visitors, whether or not an individual has been issued a license to possess a firearm under the provisions of the Oklahoma Self-Defense Act or other similar state or federal statutes or regulations. Any university faculty member, staff, or student found to be in violation of the concealed weapons policy is subject to disciplinary action including termination of employment.

Substance Abuse

Langston University recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services that facilitate that effort. Langston University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University program includes a policy that prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of University sponsored activities.

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90 that it has adopted

and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Langston University to comply with this statutory directive.

Federal law and the Board of Regents of Oklahoma Colleges require the establishment of a Drug-Free Workplace Policy, with a signed acknowledgment of understanding and compliance, and the establishment of anti-drug programs that prohibit the use of illegal drugs in the workplace. Langston University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by Langston University activities.

For further detailed information, please contact Office of Human Resources.

Smoking

In order to maintain a safe and comfortable working environment and to insure compliance with applicable laws, smoking in Langston University offices and facilities is strictly regulated. Employees should familiarize themselves with those areas throughout University premises where smoking is either permitted or prohibited. For the convenience of the employees, these areas have been marked clearly. Because Langston University may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any nonsmoking area may be subject to disciplinary action.

For further detailed information, please contact Office of Human Resources.

Section 8

University Library Services

8.1

University Library Services

8.2

Vision Statement

The Langston University Libraries seek to meet the intellectual and cultural needs of the university community by enhancing access to all forms of information resources, increasing and strengthening our research collections, encouraging the development of a dynamic electronic infrastructure, and promoting information literacy in the university community.

8.3

Mission Statement

Contribute to the university's teaching, research, extension, and international program functions by providing library resources, facilities, and services to meet these needs. Strive to be aware of, and responsive to, current and future developments in the provision of information services as they relate to the University's mission.

8.4

Core Values

We support the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Libraries: an American Value, and Intellectual Freedom Principles of Academic Libraries from the Association of College and Research Libraries.

The online gateway to the libraries of Langston University is www.lunet.edu/lib. Access to the Library Catalog, electronic databases and links, as well as e-books is found at this web site. LU Libraries have three locations and one shared facility: G. Lamar Harrison Library and the Melvin B. Tolson Black Heritage Center are on the main Langston campus; the Library at LU-OKC and the shared library of OSU-Tulsa are the other two locations. Each library location keeps hours that reflect the needs of their clientele, with libraries generally open from 8 am to 10 pm when classes are in session, and 8 am to 5 pm during intersession periods. Library hours are available at the library website. Hours for the OSU-Tulsa Library are available at <http://www.osu-tulsa.okstate.edu/library>.

Harrison Library is the largest of the LU libraries. It houses the book and serials collections, as well as the main Microcomputer Lab. The Black Heritage Center is the home of special book and non-book collections on the African experience in America, as well as the video and DVD collection for the University. The Black Heritage Center is also the home to a large collection of African and African-American art and artifacts, which is on permanent display in a museum-style setting. The Library at LU-OKC houses books and serials which support the advanced degree programs offered in Oklahoma City. On the Tulsa campus, Langston University-Tulsa shares facilities with OSU-Tulsa. The OSU-Tulsa Library offers Langston University students access to book and non-book materials for the LU-Tulsa Nursing Program. The Library's catalog is available at <http://www.osu-tulsa.okstate.edu/library>.

The University Libraries are organized into three service areas: Access Services, Technical Services, and the Melvin B. Tolson Black Heritage Center.

The Office of Access Services is responsible for lending services, including interlibrary loan, stack maintenance, class reserves, copy machine maintenance, processing of government publications, building management and security, as well as Reference and Instruction services and management of the Microcomputer lab.

The Office of Technical Services is responsible for book, serial and AV purchases, cataloging and processing, as well as periodical stack maintenance and serial binding.

The Melvin B. Tolson Black Heritage Center is responsible for the maintenance and preservation of several special collections relating to the African experience in America. These include a rare books collection, a first edition collection and various non-book collections, as well as the University Archives.

Policies and services for faculty include semester long loans of print materials to allow for use of the materials in the classroom or for personal research; courtesy loans of serials for periods up to one week; interlibrary loan at no charge; and the OK Share card, which allows borrowing at other Oklahoma university libraries.

The University Libraries consider bibliographic instruction to be an integral part of every course taught at Langston, and will schedule instruction at any time the library location is open.

To improve the quality of library collections in support of academic programs, each school dean or department chair has a liaison on the library faculty who will solicit recommendations for the selection of library materials.

At faculty request, materials will be accepted for placement on the Reserve Shelf for one semester. These materials may be library copies or personal copies of books, journal articles, or audio-visual materials, as well as photocopies of these items. All materials will be removed from On-Reserve status at the end of each semester. No materials can be returned to On-Reserve status for another semester unless they do not require permission or are accompanied by permission from the copyright holder.

Educational institutions have been given some guidelines for determining the *fair use* of copyrighted material in Section 107 of the Copyright Law:

- The purpose and character of use
- Nature of the work
- Amount and substantiality of the portion used
- Effect upon the potential market for the work

The copyright holder is the final judge of fair use. Faculty members who have questions about the fair use of copies should consider contacting either the holder of the copyright or the Copyright Clearance Center at <http://www.copyright.com>, who will accept a fee for the copyright holder if it is necessary. Library faculty will assist faculty in researching and acquiring copyright permissions, but the responsibility remains with the faculty member.

Please visit the University Library homepage at www.lunet.edu/lib for hours and additional information about collections and services.

Section 9: Appendix 1

Interpretive Guidelines

9.1

INTERPRETIVE GUIDELINES FOR PROMOTION AND/OR TENURE

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in two of the three mission areas of the University—teaching, scholarship, and extension/service/outreach. Such performance constitutes a minimum level that permits consideration for reappointment, promotion, or tenure; meritorious performance in two areas does not guarantee a favorable employment action by the University.

It is the policy of the University in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Tenure, in particular, is a major undertaking by the University and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

9.2

Evidence to be considered in evaluating a candidate's record

Evidence is the only basis for an independent and fair judgment of a candidate's performance. In evaluating each piece of evidence, consideration will be given to both quantity and quality, the latter being more important. Quality of scholarship, for example, is defined in terms of a) the importance of the information revealed by the work, b) the conceptual or theoretical sophistication of the work, and c) the methodological rigor. It is expected that a candidate seeking the rank of Associate Professor would provide evidence of a more developed activity than one seeking the rank of Assistant Professor. Similarly, a candidate seeking the rank of Professor should present evidence that is clearly superior to one seeking the rank of Associate Professor. For promotion to Professor and tenure, it is expected that a candidate would demonstrate consistency and durability of the highest quality of work.

A faculty member seeking promotion and/or tenure must identify an area of distinction and in teaching, scholarly/creative productivity, and/or service. The candidate must demonstrate above average performance in the other areas.

A. Teaching

Teaching includes all forms of university-level activities on and off campus, for the transmission of knowledge through formal or other means of communication.

Teaching activities shall include, but not limited to the following:

- Classroom instruction
- Student advising, mentoring, career counseling
- Curriculum development
- Integration of teaching and research
- Supervision of theses, dissertations, student projects, fieldwork and training
- Developing course materials, instructional books, manuals
- Developing and teaching workshops, in-service training, seminars
- Conducting seminars for academic or professional associations
- Preparing instructional materials for computer-based instruction
- Receiving grants to support teaching innovation

Documentation of Teaching

In evaluating this multifaceted activity, the reviewers for promotion and/or tenure shall, among other things, consider the candidate's:

- Demonstration of continuous advancement of knowledge within the primary field/discipline
- Demonstration of teacher effectiveness skills:
 - Organization of syllabus
 - Use of effective assessment measures: Student learning outcomes
 - Above average peer assessment of instruction
 - Above average supervisor assessment of instruction
 - Above average student course/instruction evaluations
- Fairness and concern for students
- Creativity in teaching to incorporate contemporary methods
- Participation in activities beyond scheduled courses
- Creating an atmosphere conducive to learning.

To substantiate teaching, objective examples of evidence should be included in the dossier. These should be activities conducted since last promotion. The list may include but not be limited to:

- List of all courses taught (include class size, level of course)
- List of theses, dissertations, projects supervised
- Student evaluation of courses
- Peer evaluation of teaching
- Samples of course syllabi and handouts
- Teaching materials developed (manuals, software, etc.)
- Programs for workshops conducted
- Teaching grants received
- Letters from students (current and past)

- New courses developed

In addition, the candidate shall provide a summary of his/her involvement with teaching, advising, and mentoring. The chair of the departmental tenure and promotion committee shall provide an objective summary of the students' evaluation of faculty teaching.

B. Research, Scholarly/Creative Productivity

Research, scholarly/creative productivity is defined as those intellectual activities that contribute to the development and dissemination of the knowledge base of the faculty member's area of expertise or specialization, and the general advancement of educational practice. Such knowledge is traditionally generated through original research and productive scholarship. Scholarship is productive if there is a systemization of knowledge and construction of theory. Scholarly activities include, but are not limited to, the following:

- Major publications** (e.g., scholarly book, textbook, editor of a major volume, monograph in a museum series, article in major peer-reviewed journal, major scholarly works in other printed media such video and computer software, major invited articles)
- Minor publications** (e.g., book reviews, film reviews, brief contribution to scholarly journals, contribution to popular magazine and newsletters, publications directed at special or non-academic audiences, non-refereed professional publications, scholarly works in other printed media, government and agency publications)
- Other scholarly activities** (art exhibits, musical composition and performances that are peer reviewed, editorship of professional journals, membership on professional journal editorial boards, grant proposals, presentations at professional and scholarly meetings, original curricular projects such as tests, clinical documentation, and/or videos).

Documentation of scholarship

In evaluating the scholarly/creative productivity the primary question the reviewer shall ask is “**Has the candidate made a significant contribution to the field of inquiry?**” A contribution may be empirical, methodological, theoretical, or educational. Emphasis shall be placed on quality rather than quantity of publication. Similarly, originality and endeavors in emerging fields shall be viewed with high regard. Publications in selective journals in the candidate's field and visibility of the contribution are noteworthy. The candidate must have a current and ongoing record of scholarly/creative productivity. Contribution to the field in the form of major publications is mandatory for both tenure and promotion. Faculty members are expected to have a record of grant writing for research, scholarly/creative productivity or for support of teaching activities.

Evidence of scholarship shall include, but is not limited to, the following:

- Copies of published papers
- Copies of books

- Copies of CD, manuals, etc.
- Awards and prizes received for scholarly activities
- Membership in professional organizations
- Letters of invitation to participate in scholarly activities
- Letters of grant awards
- Citations

C. Service

Service is defined as those activities that may be conducted on or off campus and typically consists of activities that assist in the day-to-day running of an academic institution or enhance its image and effectiveness in accomplishing its mission, advanced professional development, or promote community outreach. A record of service to the university, the school, the department, the profession, and the public/community is required of all persons seeking promotion and/or tenure.

- University service** shall include, but is not limited to
 - Serving on university committees
 - Supervising of student organizations
 - Administrative positions (e.g., Director of Undergraduate or Graduate programs; chair of major committees)
- School service** shall include, but is not limited to:
 - Chairperson of a major school committee (e.g., admissions, curriculum, assessment)
 - Supervising student organizations/activities
 - Administrative position (e.g., Dean)
 - Committee member on two committees annually
- Department service** shall include, but is not limited to:
 - Chairperson of a major departmental committee (e.g., admissions, curriculum, assessment, recruitment)
 - Supervising student organizations/activities
 - Administrative position (e.g., Program Director/ Chairperson)
 - Committee member on two committees annually
- Professional service** shall include, but is not limited to
 - Editorship of journals, organization of conferences and workshops
 - Reviewing of grants
 - Refereeing of papers for professional organizations
 - Serving on tenure and promotions committee at another university
 - Participating in professional organizations
 - Serve on national or international committees or boards
 - Visiting scholarship
- Public or community** service shall include, but not limited to

- Using the candidate’s professional expertise to conduct activities that benefit public groups outside the university environment (e.g., participating in health fairs, summer camps, after-school tutoring programs)

Documentation of Service

In evaluating a candidate’s service, the reviewer shall look for productive, sustained, and positive involvement at the university, school, department, profession and community level. The committee shall judge effectiveness of the candidate’s service as either **satisfactory** (i.e., involvement in the activities) or **outstanding** (taking leadership roles). Quality service includes but goes beyond routine responsibilities in the department, school, university, or community, to a candidate’s capacity to grasp opportunities or seek funds to assist an entity to fulfill its missions or advance its well being. Evidence to be submitted shall include, but is not limited to, the following:

- **UNIVERSITY SERVICE**
 - Letter from university committee chairperson
 - Letters of appointment to positions
 - Materials produced from the service provided
 - Citations, awards
- **School Service**
 - Letter from university committee chairperson
 - Letters of appointment to positions
 - Materials produced from the service provided
 - Citations, awards
- **Departmental Service**
 - Letter from university committee chairperson
 - Letters of appointment to positions
 - Materials produced from the service provided
 - Citations, awards
- **Professional Service**
 - Letters of appointment to positions in an organization
 - Citations, awards
 - Journals for which papers were reviewed
- **Public Service**
 - Community needs or interests championed
 - Community projects conducted
 - Invitation to speak or chair a function
 - Letters from community leaders

9.3

Guidelines for Minimum Requirements for Promotion to Each of the Academic Ranks.

These guidelines set forth only the minimal requirements for consideration for promotion in faculty rank. As stated elsewhere in this Handbook, satisfaction of these minimal requirements

does not guarantee promotion, only that the faculty member is eligible to be considered for promotion.

9.4

Instructor to Assistant Professor:

Promotion to the rank of assistant professor requires at least 3 years of full-time academic experience at the rank of instructor or non-teaching (research) doctoral experience. In addition the candidate must have:

- Three years of university teaching experience or equivalent
- An earned Master's degree in the area of primary teaching responsibility
- Above average course and instructor evaluations—completed by students
- Above average supervisor evaluation of instruction
- Above average peer evaluation of instruction
- Above average overall performance appraisal by the immediate supervisor
- A record of service to the university, school, department, and profession or discipline
- A record of research, scholarly/creative productivity that indicates commitment to fulfilling the role of the scholar

9.5

Assistant Professor to Associate Professor

The candidate seeking promotion from assistant professor to associate professor must, at a minimum, demonstrate excellence either in teaching, scholarly/creative productivity, or service and above average in one of the other two areas and average-above average in the other area. Promotion to the rank of associate professor requires at least 5 years of full-time academic experience at the rank of assistant professor. In addition the candidate must have:

- An earned doctorate in either the primary area of discipline or in a related area
- Contribution in major research or scholarly/creative productivity:
 - Major peer-reviewed journal article publication
 - Book—including authorship, chapters, editorship
- Other contributions such as:
 - Funded grants
 - Presentations at national professional meetings
 - Enhancement of teaching and scientific knowledge through peer-reviewed production of CDs, DVDs, films, etc
 - Minor publications
- Above average course and instructor evaluations—completed by students
- Above average supervisor evaluation of instruction
 - Above average peer evaluation of instruction

- A record of service to the university, school, department, and profession or discipline

The evidence presented for promotion to associate professor must reflect work completed since the last promotion review and be indicative of ongoing professional development.

9.6

Associate Professor to Professor

The candidate seeking promotion from Associate Professor to Professor must, at a minimum, demonstrate excellence in either teaching, scholarly/creative productivity, or service and above average in one of the other two areas and average-above average in the other area. In addition the candidate must have:

- An earned doctorate in either the primary area of discipline or in a related area
- Significant major contributions in research or scholarly/creative productivity:
 - Peer-reviewed journal article publication
 - Book—including authorship, chapters, editorship
- Other contributions such as:
 - Funded grants
 - Presentations at national professional meetings
 - Enhancement of teaching and scientific knowledge through peer-reviewed production of CDs, DVDs, films, etc
 - Minor publications
- Above average course and instructor evaluations—completed by students
- Above average supervisor evaluation of instruction
- Above average peer evaluation of instruction
- Above average overall performance appraisal by the immediate supervisor

The evidence presented for promotion to Professor must reflect work completed since the time of the last promotion review and be indicative of ongoing professional development.

Candidates seeking promotion and tenure to the higher ranks of Associate Professor or Professor shall demonstrate substantially greater service with leadership roles. The reviewer shall take into account the demands of teaching and scholarship in evaluating a candidate's service.

Section 10: Appendix 2

LIST OF SCHOOL

10.1

LIST OF SCHOOLS

- School of Agriculture and Applied Sciences
- School of Arts and Sciences
- School of Business
- School of Education and Behavioral Sciences
- School of Nursing and Health Professions
- School of Physical Therapy
- University Libraries

Section 11: Appendix 3

University Promotion and Tenure Committee Calendar

11.1

University Promotion and Tenure Calendar

September Week 1	Notification to probationary tenure track faculty regarding the University Promotion and Tenure Committee calendar
September Week 2	Faculty meet with Department Chairpersons to discuss the University Promotion and Tenure guidelines and timeframes
September Week 3	Dean assembles the School Promotion and Tenure Committee
October Week 2	School Promotion and Tenure Committee convenes and reviews the composition and charge for the committee

October Week 4	School Promotion and Tenure Committee meets to review the University Promotion and Tenure Committee calendar and set dates for review of candidate dossiers
November Week 2	Candidate presents dossier to Department Chairperson and updated curriculum vita of three external discipline reviewers if internal peers are not available to provide recommendation. Chairperson notifies the candidate of external reviewers he or she will also contact.
November Week 4	Chairperson makes the contact with external reviewers in writing, if necessary, and awaits response before making the decision either for or against the granting of promotion and/or tenure to the Dean of the School
December Week 1	Dean of the School notifies the School Promotion and Tenure committee chairperson of dossiers to be reviewed
December Week 2	Chairperson of School Promotion and Tenure Committee convenes a committee meeting and makes a recommendation in writing either for or against granting promotion and/or tenure to the Dean of the school
January Week 3	Dean of the School reviews the dossier and makes a recommendation in writing to the university promotion and/or tenure committee. Dean forwards the dossier to the chairperson of the University Promotion and Tenure Committee
January Week 4	Chairperson of the University Promotion and Tenure Committee convenes a meeting and reviews the composition and charge and the University Promotion and Tenure calendar
February Week 2	University Promotion and Tenure Committee members review the dossiers
February Week 3	University Promotion and Tenure Committee members review the dossiers
February Week 4	University Promotion and Tenure Committee members review the dossiers
March Week 1	University Promotion and Tenure Committee members review the dossiers

March Week 3	University Promotion and Tenure Committee members vote on candidates and notify the Vice President of Academic Affairs in writing recommendation either for or against granting promotion and/or tenure to the applicants.
April Week 1	Vice President of Academic Affairs reviews the recommendation of the University Promotion and Tenure Committee and submits the final recommendation for or against granting promotion and/or tenure to the President to be transmitted to the OSU A&M Board of Regents.
April Week 3	President reviews the candidate's application and recommendation from the Vice President for Academic Affairs, chairperson for the promotion and tenure committee, dean of the school and chairperson of the department and makes a decision whether to recommend reappointment, promotion and/or tenure to the Board of Regents for the candidate.
May Week 1	In cases where reappointment, promotion and/or tenure is not recommended by the President to the Board of Regents, the Vice President for Academic Affairs notifies the candidate of the President's decision.
June	The President's recommendations for reappointment, promotion and/or tenure are presented to the Board of Regents for review and action.
June	The President notifies candidates of the actions taken by the Board of Regents and the Vice President for Academic Affairs forwards the dossiers to the Department of Human Resources for safe storage.

Section 12: Appendix 4

Evaluator's Worksheet

12.1

(Sample Evaluation Form)

Application For Promotion and Tenure

1. Academic Credentials

To be considered for promotion completion of an appropriate educational requirements must be met.

Degree(s) earned: Doctorate [] Professional degree [] Terminal [] Other [].....

Comments:

2. Length of Service

Six years of full-time ranked teaching experience at Langston University or at another accredited institution or institutions of higher education is required. Promotion may be recommended with a shorter length of service than described above by the Department/School/Chair/Dean. Normally, more rapid promotion is based upon extraordinary qualifications of the faculty member.

Length of service: Adequate [] Inadequate [] Special recommendation []

Comments:

3. Teaching Effectiveness

The criteria required for promotion to assistant professor shall have been met. In addition the faculty member shall have achieved recognition by other faculty and students as a superior teacher.

[0 1 2 3 4 NA]

Command of one's subject;

[0 1 2 3 4 NA]

Ability to organize subject matter and to present it clearly, logically, and imaginatively;

[0 1 2 3 4 NA]

Knowledge of current developments in one's subject matter;

[0 1 2 3 4 NA]	Ability to relate one's subject to other areas of knowledge;
[0 1 2 3 4 NA]	Ability to provoke and broaden student interest in the subject matter;
[0 1 2 3 4 NA]	Ability to develop and utilize effective teaching methods and strategies;
[0 1 2 3 4 NA]	Availability for and effectiveness in academic advising and directing of students;
[0 1 2 3 4 NA]	Integrity, fairness and objectivity in grading or otherwise evaluating students.
[0 1 2 3 4 NA]	Recognition by faculty or students as a superior teacher
[0 1 2 3 4 NA]	Other

OVERALL SCORE [0 1 2 3 4 NA]

Comments:

4. Professional Activities

The criteria required for promotion to Assistant Professor shall have been met:

[0 1 2 3 4 NA]	Adequate grasp of one's area of specializing;
[0 1 2 3 4 NA]	Continuing efforts to remain abreast of developments in the area of specializing;
[0 1 2 3 4 NA]	Application of recent scholarship to teaching;
[0 1 2 3 4 NA]	Membership in appropriate professional organizations;
[0 1 2 3 4 NA]	Other efforts to continue academic growth.

In addition, the faculty member shall

[0 1 2 3 4 NA]	Actively participate in professional organizations; Engage in research or other scholarly activities, these might include, but are not limited to:
[0 1 2 3 4 NA]	a. Publication of book(s), article(s), chapters, essays, reviews or other scholarly efforts;
[0 1 2 3 4 NA]	b. Presentation or publication of original productions or creative works before either scholarly audiences or other appropriate forums;
[0 1 2 3 4 NA]	c. Participation in academic conferences, meetings, institutes, or other activities;
[0 1 2 3 4 NA]	d. Service on statewide committees;
[0 1 2 3 4 NA]	e. Consultation with individuals, groups, or organizations utilizing the faculty member's professional expertise;
[0 1 2 3 4 NA]	f. Innovative applications of computers in support of

- [0 1 2 3 4 NA] g. teaching or research.
- [0 1 2 3 4 NA] h. Receipt of awards or fellowships
- [0 1 2 3 4 NA] i. Grants received or written
- [0 1 2 3 4 NA] Appointment or election to positions of leadership
within state, regional, or national professional organizations.
- [0 1 2 3 4 NA] Other

OVERALL SCORE [0 1 2 3 4 NA]

Comments:

5. Departmental Service

The types of service listed in the criteria for Assistant Professor shall have been met:

- [0 1 2 3 4 NA] Service on departmental committees;
- [0 1 2 3 4 NA] Performing departmental and/or instructional program administrative
duties;
- [0 1 2 3 4 NA] Developing the departmental or instructional program curriculum
and/or courses

In addition to such service the faculty member shall

- [0 1 2 3 4 NA] Have served in a leadership capacity in appropriate departmental
activities
- [0 1 2 3 4 NA] Have, when possible, assumed leadership in the design, development
or implementation of new techniques, strategies, courses, academic
programs, degrees or other academic endeavors.
- [0 1 2 3 4 NA] Other

OVERALL SCORE [0 1 2 3 4 NA]

Comments:

6. University Service

The types of service listed in the criteria for Assistant Professor shall have been met:

- [0 1 2 3 4 NA] Participation in committees or organizations within the governance structure;
- [0 1 2 3 4 NA] Service on ad hoc or Advisory University bodies outside the governance structure;
- [0 1 2 3 4 NA] Performance of special administration functions;
- [0 1 2 3 4 NA] Participation in program and/or curriculum development;
- [0 1 2 3 4 NA] Service as a representative of the University and other bodies;
- [0 1 2 3 4 NA] Service as a liaison between Langston University and other entities

In addition to such service the faculty member shall

- [0 1 2 3 4 NA] Have assumed positions of leadership in the performance of such service.
- [0 1 2 3 4 NA] Other

OVERALL SCORE [0 1 2 3 4 NA]

Comments:

7. Student Service

Faculty service to students outside the instructional duties should be considered in evaluation for promotion. Such service may include, but is not limited to, the following:

- [0 1 2 3 4 NA] Participation on department or University recruitment activities;
- [0 1 2 3 4 NA] Sponsorship or directorship of student professional organizations;
- [0 1 2 3 4 NA] Sponsorship of student clubs and social organizations;
- [0 1 2 3 4 NA] Supervision of other organized student activities.
- [0 1 2 3 4 NA] Other

OVERALL SCORE [0 1 2 3 4 NA]

Comments:

8. Community Service

Participation in the types of community service listed in the criteria for assistant professor shall have been met:

- [0 1 2 3 4 NA] Service in the faculty member's area of expertise as a consultant, a resource person, or a researcher;
- [0 1 2 3 4 NA] Giving lectures, serving on panels, performing in creative activities, or otherwise participating in community activities directly related to University functions;
- [0 1 2 3 4 NA] Serving as a University's designated representative at appropriate community functions.
- [0 1 2 3 4 NA] Other

Overall Score [0 1 2 3 4 NA]

Comments:

SUMMARY

Based upon a careful review of all pieces of information tendered in evidence by applicant for promotion, it is my judgment that the applicant has

- a. [] Satisfied the requirements for promotion to a very high degree
- b. [] Satisfied the requirements for promotion to a fair degree
- c. [] Not satisfied the requirements for promotion
- d. [] Not provided adequate evidence for a decision to be made

RECOMMENDATION

- a. [] I recommend the applicant for promotion without reservation
- b. [] I recommend the applicant for promotion with reservation
- c. [] I do not recommend the applicant for promotion.

Comments:

Signed:.....**Date**.....

Section 13: Appendix 5

Dossier Checklist

13.1

Dossier Checklist

Candidate's name

Department.....

School.....

Primary file

- Eligibility for promotion and or tenure
- Applicants summary statement that address the qualification for promotion and/or tenure
- Chairperson's letter of recommendation (To grant or deny request)
- Dean's letter of recommendation (To grant or deny request)
- Recommendation of chairperson of the University Promotion and Tenure Committee
- Most recent three-years of performance appraisals
 - Supervisor appraisals
 - Self-appraisals
 - Peer appraisals
- Most recent three years of student appraisals

Secondary file

- Evidence of teaching effectiveness
- Evidence of scholarly/creative productivity
- Evidence of professional activities
- Evidence of departmental service
- Evidence of university service
- Evidence of student service
- Evidence of community service

Supplementary materials (list)

.....
.....
.....
.....

Signature of candidate.....

Section 14: Appendix 6

Other Policies

14.1 Repairs to Buildings and Equipment

Faculty or staff members who determine that a need exists for repair of buildings or equipment such as radiators, blinds, desks, tables, chairs, boards, electrical outlets, light fixtures, heating controls, etc., should contact Sodexho in the following manner:

Go to the Langston University website at www.lunet.edu, click on the Faculty and Staff tab, then scroll down the page and click on the Sodexho Work Order link to report the problem. In an emergency, call Sodexho at extension 3359.

Problems with computers and related equipment should be made to the Information Technology Services Department in the following manner:

Go to the Langston University website at www.lunet.edu, click on the Faculty and Staff tab, then click on the ITS Technical Work Orders link to report the problem.

Audio-visual equipment such as televisions, VCRs, DVD players, overhead projectors, etc., are maintained by the owning departments and problems should be reported to the appropriate Chair or Administrative Assistant.

14.2 Policy on Compensation for Visiting Faculty

The Visiting Faculty designation is assigned to academic professionals who hold academic rank (Assistant Professor, Associate Professor, or Professor) at another institution of higher education, and who are appointed to teaching, librarianship or other duties at Langston University for a limited period of time. This University recognizes their academic standing and accords them the privileges of tenured or tenure-eligible faculty except the right of participation in University governance.

14.3 Benefits for Retired Persons

Under the provisions of **COBRA**, retirees and vested members are eligible to retain health, dental, vision and/or life insurance with **no time limitations**, as long as their premiums are paid each month. Retirees have 60 days from their retirement date to elect **COBRA** coverage. After 60 days, retirees will lose their right to COBRA coverage.

For additional information, please contact the Oklahoma State and Education Employees Group Insurance Board:

OSEEGIB
3545 N.W. 58th Street
P.O. Box 25947
Oklahoma City, OK 73125

All monies deposited in the employee's account with Oklahoma Teacher Retirement belong to the terminated employee. Notification of termination is the responsibility of the terminated employee. Upon completion of required forms and 4 month waiting period, the money in the account will be remitted to the terminated employee. WITHDRAWALS ARE SUBJECT TO APPLICABLE TAX LAWS IN EFFECT. For additional information please contact the following office:

Oklahoma Teacher Retirement
2601 N. Lincoln
P.O. Box 53524
Oklahoma City, OK 73152

Effective January 1, 2004, the Board of Regents for the A&M Institutions will provide life insurance for eligible Langston University retirees.
For further information, please contact the following office:

Office of Human Resources
Langston University
222 Page Hall-Post Office Box 1205
Langston, OK 73050
(405) 466-2985

Section 15: Appendix 7

Teachers' Retirement System of Oklahoma

15.1

Beginnings

The Teachers' Retirement System of Oklahoma (TRS) was established July 1, 1943, to provide retirement allowances and other specified benefits for qualified employees of state-supported educational institutions.

15.2

Administration

A 13-member Board of Trustees oversees the administration of the System and acts as fiduciary for investing its funds.

15.3

Revenue

The four primary sources of revenue for TRS are contributions from active members, contributions from local schools, dedicated revenue from the State of Oklahoma, and investment income. As a participating member, a faculty member contributes 7% of his or her total compensation. Certain employees at the University of Oklahoma and Oklahoma State University who were employed before July 1, 1995, contribute on less than total compensation. However, these members' retirement benefits also will be calculated to reflect the lower contributions.

The law also requires employers to contribute a percentage of applicable employee earnings. Local schools will pay a contribution rate of 4.8% during the 1999-2000 school year. The local school contribution rate will increase to 5.8% for FY-2001, 6.8% for FY-2002, and 7.05% for FY-2003. Thereafter, the State's contribution will be 3.54% of annual state and income tax revenues.

15.4

Membership

All teachers and other certified employees of common schools, faculty and administrators in public colleges and universities, and administrative personnel of state educational boards and agencies who are employed at least half-time must join TRS. Membership is optional for all other regular employees of public educational institutions who work at least 20 hours per week.

Employees of a charter school as defined in Oklahoma statutes may join the Teachers' Retirement System if the TRS Board of Trustees approves the school's application for membership.

15.5

Service Credit

Employees must work at least six full school months to qualify for one year of membership. A school month is 20 school days of at least six hours. Employees will receive partial credit for employment of fewer than six months or part-time employment

between four and six hours per school day. Employees also may purchase credit for out-of-state service, military service, service with certain Oklahoma governmental entities, and employment in Oklahoma schools before your date of membership.

15.6

Retirement Annuity

A vested member can receive benefits after satisfying eligibility requirements. Members are fully vested after 10 years of contributory Oklahoma membership service. Members may retire at age 62 with unreduced benefits after completing 10 years of Oklahoma service. If a member joined IRS before July 1, 1992, he or she may retire with unreduced benefits when his or her age and years of creditable service total 80 (Rule of 80). For members joining TRS after June 30, 1992, the age and years of creditable service must total 90 (Rule of 90).

You may retire with reduced benefits as early as age 55 if you have at least 10 years of creditable Oklahoma service.

For “Rule of 80” members, the monthly benefit is determined by multiplying the average salary of the three highest years of contributory service by 2%, times years of service, divided by 12. For Rule of 90 members, the benefits will be computed based on an average salary of the five highest consecutive years. TRS offers members five retirement plans, each providing a life benefit to the member and either a lump sum payment to the member’s designated beneficiaries, or continued payments to one surviving beneficiary.

15.7

Disability Benefits

An employee may qualify for disability retirement benefits if a medical condition keeps him or her from performing his or her regular duties as an employee of the public schools. An employee may be considered for a TRS disability retirement benefit if he or she meets the following conditions:

- is bested (at least 10 years’ creditable TRS service), and
- submits a disability retirement application detailing your medication condition, which must have existed while you were employed by the public schools of Oklahoma, and
- his or her application is approved by the TRS Medical Review Board and the Board of Trustees.

If employees are awarded Social Security Disability benefits, they qualify for TRS disability benefits if they incur the disability while employed by the public schools, are vested, and notify TRS of the Social Security award.

15.8

Health Insurance Benefits

If an employee is vested and retires or terminates his or her employment, he or she may elect to continue coverage in the insurance program his or her employer provides to active employees. TRS will pay the first \$70 to \$75 of monthly premiums for each participating retiree (not dependents). The actual amount paid by TRS is determined by the member's total service and average salary at retirement. Dependent and dental coverage is available if he or she is enrolled in the State and Education Employees Group Health and Dental Insurance Plan. If the employee is not enrolled in the state plan, coverage is subject to the provisions of the plan in which the employee is enrolled. If the employee is non-vested, he or she has certain rights under federal law to continue health insurance coverage after his or her employment ends. The employee should request information about continued coverage from his or her school's payroll office or the state's Employees Group Insurance Board before termination.

Section 16: Appendix 8

Employment

16.1

Employment

It is important, both to the individual and to the University, that each person be employed in the job for which he/she is best suited. Occasionally, an employee may be placed in a position that does not match the individual and the job. An employee who wants to be considered for a transfer should contact the Director of Personnel or his/her immediate supervisor. An employee may not transfer during the first 90 days of employment. When an employee is transferred from one department to another, it must be with the full knowledge of both departments concerned.

Employees desiring to terminate their employment relationship with Langston University are urged to notify the University at least two weeks in advance of their intended termination. Such notice should preferably be given in writing to their supervisor and department head. Proper notice generally allows Langston University sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which an employee may be entitled and to include such monies in his or her final paycheck. Without proper notice, however, the employee may have to wait until after the end of the next normal pay period to receive such payments.

Faculty members must give notice of termination of employment 45 days prior to the end of the semester.

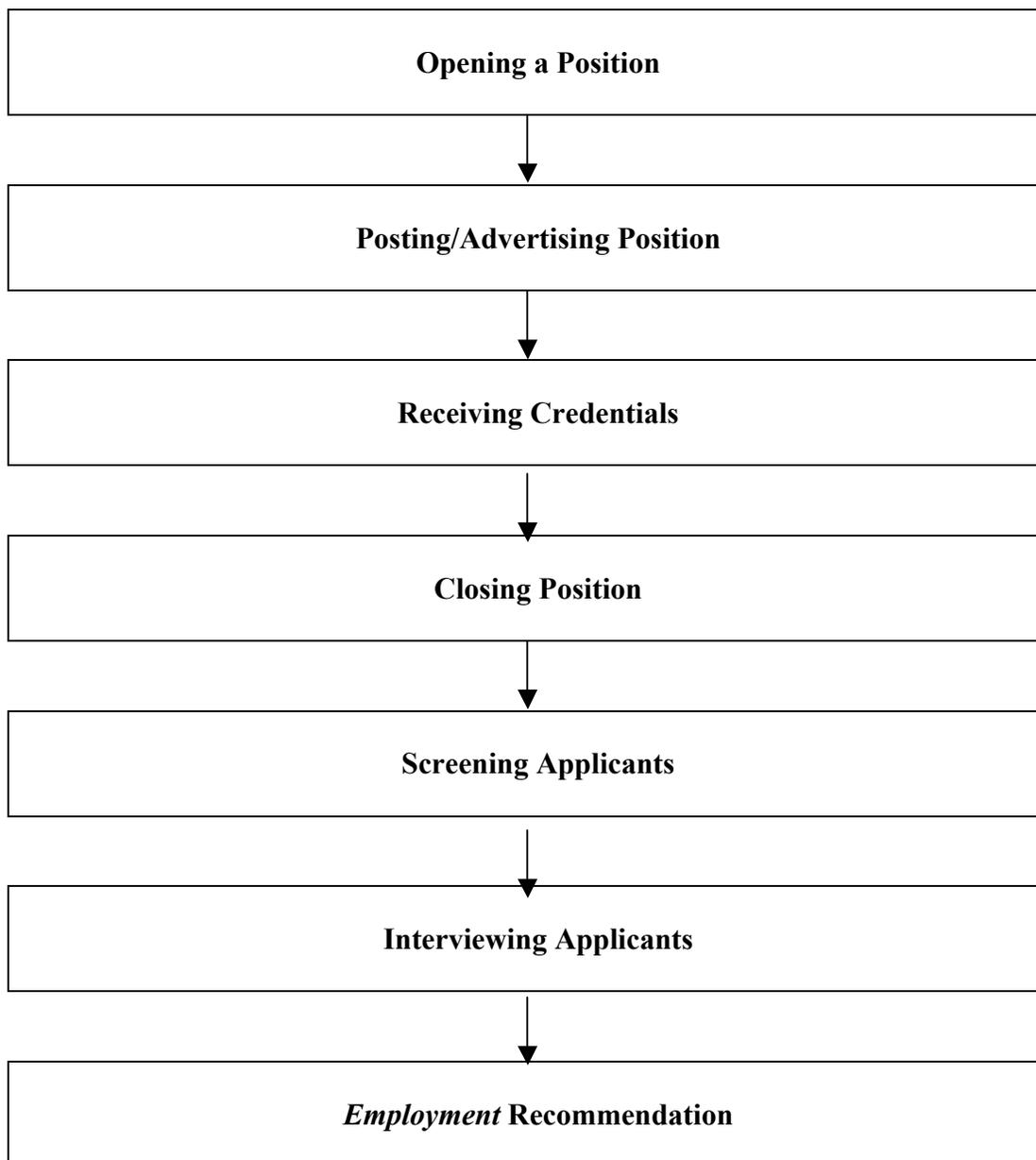
Employees who plan to retire are urged to provide Langston University with a minimum of two months' notice. This will allow ample time for the processing of appropriate retirement forms to insure that retirement benefits to which an employee may be entitled to commence in a timely manner.

As mentioned elsewhere in this Policy Manual, all employment relationships with Langston University are on an at-will basis. Thus, although Langston University hopes that its relationships with employees are long-term and mutually rewarding, the University reserves the right to terminate the employment relationship at any time.

Upon leaving employment with the University, each person must process a clearance form. This form, upon completion, should be given to the Director of Personnel for final certification of clearance. Failure to do so may cause delay in processing a person's final warrant.

16.2

Langston University Hiring Procedures



16.3

Opening a Position

1. Existence of vacancy. The Requisitioner (Dean, Chair, or Supervisor) must call the Accounting Office to make sure there is a funded slot for the position. If there is not funded slot for the position or no position is established and funded, the requisition cannot be processed.
2. The Requisitioner initiates the University Employee Status Requisition form if funding is available. The Requisitioner may also process the form with statement “pending available funds.”
3. The Requisitioner must get the Employee Status Requisition form approved by the following: Supervisor of area, Department/Office Chairperson/Director, Dean (Academic Affairs division only), Vice President, and Accounting Office.
4. If the Employee Status Requisition form is approved by all in Step 3, the form is to be submitted to the Office of Human Resources.
5. The Human Resources Office reviews the Employee Status Requisition form, and if all is in order, submits the form and all pertinent materials to the President or the Vice President or the Vice Presidential designee for disposition.

16.4

Posting/Advertising a Position

1. If the President approves Step 5 of Opening a Position, the Office of Human Resources will use the Employee Status Requisition form to prepare the position announcement. The announcement will contain the minimum qualifications, preferred qualifications, and closing deadline. The Requisitioner must clearly delineate between required and desired qualifications.
2. The Requisitioner, Department/Office Chairperson/Director, Dean, and Vice President will determine if the position announcement will be posted in national, regional, local, and/or professional publications. HR will make the appropriate contacts to publicize the position in the publications selected by the school or administrative unit. It is expected that all searches for tenure-track faculty positions will be conducted on a national level. *The Chronicle of Higher Education*, *Diverse: Issues in Higher Education*, and *HigherEd.com* have national circulation. Positions will also be posted internally and with the nearest Oklahoma Employment Commission.

16.5

Receiving Credentials

1. The Human Resources Office will send an application form and announcements of vacant positions to all requesting the same.
2. The Human Resources Office will acknowledge receipt of all credentials received from interested parties, as well as request additional credentials, if needed. All credentials will be entered into the SCT system.
3. A file will be kept for all posted positions. (All applicants' credentials received, position announcement, "Employee Status Requisition" form, and all other communications regarding the position.)

16.6

Closing a Position

1. Each position is officially closed per deadline date on position announcements. Positions must be open for at least two weeks. Closing dates will be included in the advertisement; the following language is suggested: In order to insure consideration, applications must be received by the closing date.
2. The Screening Committee is selected by the Requisitioner of the area where the opening exists and sent to Human Resources Office for disposition. The Screening Committee must have at least three diversified members. All members cannot be from the same division (i.e. Academic Affairs, Student Affairs, Fiscal Affairs, Institutional Advancement, and School of Agriculture). Presidents cannot serve on a Screening Committee for Faculty appointments. All faculty members cannot be from the same school.
3. The Human Resources Office will notify the Vice President of disposition. If approved, the Requisitioner will notify the committee members.
4. The Chair of the Screening Committee will communicate with the Human Resources Office and committee members as to a time, date, and place for the initial screening of applicants. The confirmed information will be sent in writing to the Human Resources Office, Affirmative Action Officer, Requisitioner, Dean, Department/Office Chairperson/Director, and Vice President.

16.7

Screening Applicants

1. The Requisitioner will receive a copy of all application packages. The Requisitioner is responsible for safeguarding the application packages.

2. The Human Resources Office will complete a pre-screen of the application packages. Applicants with incomplete application packages will be identified by the Human Resources Office. All application packets will be forwarded to the screening committee.
3. The Hiring Procedures Committee will prepare the screening forms. Human Resources will prepare the position announcements, credentials, committee responsibility instructions, and all other materials for the initial screening. Prior to the screening process, a representative from Human Resources will advise the committee on Langston's policies and have the committee sign a declaration to ethically follow these policies.
4. The Screening Committee will review the application packages. Each member will complete a screening form for each applicant. Said forms will be given to the screening committee chairperson for tabulation.
5. All screening forms will be given to the representative from the Human Resources Office. The Human Resources Office will send the results to the appropriate Vice President.
6. The Requisitioner, Screening Committee Chairperson, and the Vice President will identify the number of applicants to be interviewed based on the outcome of the initial screening.

16.8

Interviewing Applicants

1. The Requisitioner will communicate to the Human Resources Office which applicants will be interviewed, and the time, date, and place of the interview. It is recommended that applicants be notified at least fourteen (14) days prior to the interview date. Human Resources Office will notify all applicants to be interviewed. All proficiency tests (lecture, research presentations, where applicable) will be administered concurrently with or prior to the interviewing process by the Human Resources Office.
2. The Human Resources Office will verify prior employment and credentials. The Screening Committee will contact references supplied by the applicant to determine quality of work performance. If a candidate has requested notification prior to contacting references, it is essential that such notification be made. The conversation should be documented. The Human Resources Office will assist in formulation of appropriate questions for the committee.
3. The Human Resources Offices will send a schedule of interview times to the appropriate Vice President, Requisitioner, Screening Committee Chair, and the Affirmative Action Officer. The Screening Committee Chair will notify the committee members of the interview schedules.
4. The Human Resources Office will prepare all interview forms, committee responsibility instructions, permissible inquiry sheets, and any other materials needed to conduct the

interviews. A representative from the Human Resources Office will be present at the interviews.

5. The Screening Committee will develop a list of core interview questions. The same questions will be asked of all candidates when interviews are conducted. Each committee member will complete an interview form.
6. It is highly recommended that a candidate for a faculty position make a formal presentation that provides evidence of his/her abilities as a teacher-scholar. Langston faculty and students may attend such presentations.
7. The President, Vice President, Dean, Chairpersons/Director, Supervisor, Requisitioner may elect to meet and/or interview the candidates. The specific interview format is left to the discretion of the Requisitioner and the University administration.
8. The President will interview and make the final decision on recommendation to the Board of Regents on the hiring of all faculty and key administrators such as Directors, Deans, and Vice Presidents. Each Vice President will interview and make the final decision in consultation with the President on the hiring in his or her unit of all administrators.

16.9

Employee Recommendation

1. Upon receipt of the interview form, the Requisitioner will complete an Employee Status Requisition form recommending employment.
2. All applicable sections for the action(s) requested on the “Employee Status Requisition” form must be completed. This form must be routed to those individuals listed (Department Head, Dean, Vice President, Accounting Office, Human Resources, President) for signatures of approval (in the order listed).
3. After the requisition form has received presidential approval, copies will be sent to the offices of approval signatures, and an offer to hire reflecting the first day of eligible employment will be sent to the recommended individual. The President must approve all employment recommendations before the job is offered to the individual and before the individual reports to work.
4. The Human Resources Office will send notification of a filled position to other applicants.

16.10

BENEFITS

16.11

Employee Benefit Programs

Langston University has established an employee benefits program designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job-related skills.

This section of the Policy Manual is meant to highlight some features of our benefits program. Our group health and life insurance and retirement-related benefits are described more fully in summary plan description booklets (SPD's), with which you are provided once you are eligible to participate. Complete descriptions of our group health insurance programs are also contained in Langston University's master insurance contracts with insurance carriers. In the event of any contradiction between the information appearing in this Policy Manual and our SPD's and the information that appears in these master contracts or master plan documents, the master contracts/documents shall govern in all cases.

Langston University reserves the right to amend, terminate or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

For more complete information regarding any of our benefits program, please contact our Benefits Manager in the Office of Human Resources.

GROUP HEALTH-Blue Cross Blue Shield

Benefits Starting Dates –Benefits start the first day of the month following employment start-date. All benefit enrollment forms have to be returned to the Benefits Department by the fifth of the month following employment hire date. Failure to return all applications by the date previously stated will forfeit enrollment until the next scheduled option period.

Option Period – Option Period is usually in October of each year. This is the time when employees can make changes to their health benefits.

Medical – The University pays up to the standard plan amount. Employment under 75% is not eligible for Health and Life benefits.

Dental – Employee pays dental for themselves and their dependents. Employee must be enrolled in dental to be able to enroll their dependents.

Vision – Employee pays vision for themselves and their dependents. Employee must be enrolled in dental to be able to enroll their dependents.

Dependent Coverage – Dependents can be enrolled in any health, dental or vision benefit that the employee is enrolled in. It must be the same plan as the employee.

Eligibility – Employees should check with the Office of Human Resources for “Eligibility” requirements for dependents as they relate to medical, dental, and/or vision coverage.

Waivers – A waiver must be signed and on file, in the Benefits Office, if the employee declines any health coverage from the University.

Qualifying Events – Change in marital status due to divorce, legal separation, or death. Change in family status due to marriage, birth, adoption, or guardianship. Change in residence, termination of employment or loss of other group coverage.

HIPPA – The Privacy Rule took effect April 14, 2003, with a one-year extension for certain “small plans”. It establishes regulations for the use and disclosure of Protected Health Information (PHI). PHI is any information about health status, provision of health care, or payment for health care that can be linked to an individual. This is interpreted rather broadly and includes any part of a patient’s medical record or payment history.

LIFE INSURANCE

Amount of Coverage – The University pays annual salary x 2=Face Value. Face value gradually decreases at age 65.

SHORT-TERM DISABILITY INSURANCE

Employee-paid benefit, through American Fidelity. Additional information may be obtained in the Office of Human Resources.

LONG-TERM DISABILITY INSURANCE

American Fidelity Long-Term Disability forms must be completed when applying for Short-Term Disability. These forms must be returned to the Office of Human Resources for processing.

WORKERS COMPENSATION

All Langston University employees are covered by workers’ compensation insurance. This insurance covers employees who are injured in the course of the performance of compensated work for the University. This is a University-paid coverage. Workers Compensation packets can be obtained in the Office of Human Resources.

If an employee should happen to be injured on the job, the following steps should be followed immediately:

- Within 24 hours after the injury the employee should make contact with the Department Head/Immediate Supervisor.
- Within 24 hours of the injury, the Department Head/Immediate Supervisor should contact the Safety Officer, Risk Management Officer and the Benefits Office.

- Written documentation from the employee through his/her immediate supervisor should be sent within two (2) days of the injury with the proper signatures.
- Should the employee expect to be off the job for three (3) days or more, a FMLA request for Family Leave form, doctor's statement, and a Request for Leave form should be attached.
- The employee should choose which compensation method they want to use and report it in writing to the Office of Human Resources
- An employee cannot return to work until a release from the physician is in the Office of Human Resources.
- Failure to follow these established University procedures may impede the process of the claim and/or forfeit the claim.

RESIGNATION/RETIREMENT BENEFITS

Upon resigning or retiring from the University, employees should complete a clearance form and meet with the Benefits Manager, to obtain all documents for resignation/retirement benefits.

COBRA is an option that all employees have upon resigning or retiring from the University. Federal law requires that most group health plans give employees and their families the opportunity to continue their health care coverage when there is a "qualifying event" that would result in a loss of coverage under an employer's plan.

OKLAHOMA TEACHERS RETIREMENT (OTR)

If an employee works 75% FTE or greater, the University pays the member contribution or contributory salary (pay + benefits). Langston University also pays employer fee, which is not credited to the member's (employee's) account.

16.12

Time-Off Benefits

If you are a full-time University employee on a twelve (12) month appointment, you may be entitled to leave-with-pay benefits, including

Annual Leave, Sick Leave, Maternity Leave, Funeral Leave, Military Leave, Jury Duty Leave, and Holiday Leave. To be eligible for full benefits, you must be employed one hundred percent (100%) of the time. Employees working fifty percent (50%) to one hundred percent (100%) of the time will earn benefits on a prorated basis.

16.13

Leaves of Absence with Pay

Paid leave and Extended Sick Leave Policy

Paid leave benefits are available to staff and 12-month faculty who hold benefits eligible appointments. Employees on temporary/seasonal and student or wage employees are not eligible for paid leave time. Paid leave time may be used for vacation, personal illness, funeral attendance, illness of a family member or other personal business. Part-time, salaried employees working at least 50% FTE but less than 100% FTE will receive paid leave accrual in proportion to their FTE appointment; a pro-rata basis. The 40-hour work week will be the basis for the pro-rata computations. Earned paid leave time is accrued on a monthly basis according to the schedule below:

Executive Officers (Presidents, Vice Presidents, Associate Vice Presidents, and Assistant Vice Presidents), Administrative Officers (Directors), 12-month faculty (Deans and those with 12-months appointments)

<u>Years of Service</u>	<u>Monthly Hrs.</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
Each Year	22	33 days (264 hrs.)	42days(336 hours)

9-month Faculty and 10-month Staff

<u>Years of Service</u>	<u>Monthly Hrs.</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
Each Year	10.67	12 days (96 hrs.)	42days(336 hours)

All Other Staff

<u>Years of Service</u>	<u>Monthly Hrs.</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
1 st -5 th Year	18	27 days (216 hrs.)	42days(336 hours)
6 th -10 th Year	20	30 days (240 hrs.)	42days(336 hours)
11 th year & over	22	33 days (264 hrs.)	42days(336 hours)

Paid leave time can be accrued up to the maximum allowance listed above. Time accrued beyond the maximum allowance will be deposited in an extended sick leave account. There is a maximum of 120 days for the extended sick leave account. Extended sick leave can be used for extended personal illness requiring more than seven days. An employee may transfer accrued paid leave time to the extended sick leave account. Time deposited in the extended sick leave account may not be transferred back to the paid leave time accrual. Time off the job because of vacation, illness of a family member, funeral attendance, or other personal business is to be reported as paid leave time taken. Absence due to personal illness is to be reported as paid leave time taken for the first seven consecutive work days per illness. No employee will be allowed to take any leave time they have not earned. Leave requests based on the anticipation of accrual may not be granted by the supervisor.

When there is no accrued time in the paid leave account, the first seven days per incident of illness must be taken as leave without pay. Absence due to personal illness over seven consecutive work days will be deducted from the extended sick leave account as long as hours are available. When there is no leave time in the extended sick leave account, absence due to personal illness will be deducted from paid leave time. An employee returning to work on a part-time basis following an extended sick leave may continue to draw from the extended sick leave account for the time not worked until a full release is given by the physician. Recurrence of the same illness within 30 calendar days of returning to work from an extended illness may be considered a continuation of the incident and charged to the employee's extended sick leave.

Absences due to personal illness should be reflected on the employees time and attendance form and requested using a Request for Leave form. The request, whenever possible, must be made prior to the employee's absence. Langston University will require acceptable documentation of a personal illness before allowing any charges to extended sick leave benefits.

Leave taken for personal illness should be taken in the following order: seven work days of paid leave time, then extended sick leave, any available compensatory leave, then the employee's remaining paid leave time, finally, leave without pay. Duration of the personal illness is to be determined by a bona fide medical practitioner. Supervisors must not compel employees to return to work without a medical release. Pregnancy is to be treated as any other extended sick leave. An employee may continue normal duties through pregnancy or use available leave while unable to perform regular duties. Employees who utilize leave for pregnancy shall suffer no penalty, retaliation or other discrimination.

Vacation is to be taken from paid leave time. Authorized holidays falling within an employee's vacation period will not be counted as vacation time. New employees may use their accrued paid leave for personal illness, funeral attendance, illness of a family member or other personal business, but may not use paid leave for vacation until they have been employed at the university for six months. Use of paid leave time for other than personal illness or emergency must be scheduled in advance with supervisory approval. Employees must comply with University policies for reporting absences and approving time off the job. Whenever possible, the university will grant earned paid time off the job at the convenience of the employee. However, departmental needs must be met. Monetary payment to an employee (at the time of resignation, retirement, termination, death of the employee, or any other method of separation from the university) for unused paid leave time or extended sick leave will not be permitted.

16.14

Bereavement (Funeral Leave)

Time required that is incident to death of a relative or friend may be charged to available paid leave. See Paid Leave policy.

16.15

Jury Duty

Court Leave-

Employees who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.

When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

A leave of absence with pay shall be granted the employee when a court appearance is the result of an act performed by the employee as a part of his/her official duties as an employee of the University. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her University Employment. If the employee is required by subpoena to testify in a county other than the county of residence or employment, the employee shall be entitled to receive court reimbursement for mileage if the employee uses his/her own personal vehicle for traveling to that location.

In no case shall a leave of absence with pay be granted to any employee when the court appearance is the result of the employee being involved in a personal litigation case outside his/her scope of employment. Paid leave or compensatory leave, if applicable, may be used in lieu of a leave of absence without pay.

16.16

Voting

Up to two (2) hours off with pay will be given for the purpose of voting in national, state and local elections. A copy of the employee's voter's registration card must be attached to the request. This leave must be requested at least one day prior to the day of the election.

16.17

Medical Leave

Medical leaves of absence are available to eligible employees in the event of serious personal illness or injury. After the third consecutive work day of personal illness, the employee may be asked to provide satisfactory proof of illness, e.g., doctor's statement, etc., to permit further approved leave with pay. Accrued leave, as provided for in the Paid Leave and Extended Sick Leave Policy, shall be used by the employee.

16.18

Military Leave

All regular employees are entitled to leave of absences from their employment at Langston University in order to engage in voluntary or involuntary military services without loss of status or seniority. Employees leaving for military services, when possible, should notify their immediate supervisor and the Director of Human Resources in writing stating estimated leave time, if known. Employees will also be required to submit official written orders issued by the military branch they serve. No advance notice is required if the giving of such advance notice is impossible or unreasonable due to military necessity.

Employees engaging in military service shall be entitled to leave with pay during such period of service for the first thirty (30) regularly scheduled workdays of such service during each federal fiscal year. A leave of absence without pay shall be granted for the remainder of military service in excess of the first thirty (30) scheduled workdays each federal fiscal year. Employees on military leave, on request, can choose to use any accrued unused vacation pay or personal leave pay, but are not required to do so.

16.19

Maternity Leave

Leaves with pay for pregnancy are available to eligible employees through utilization of their accrued extended sick leave as provided in the Paid Leave and Extended Sick leave Policy. Pregnancy is to be treated as any other extended sick leave, with the duration of the personal illness to be determined by a bona fide medical practitioner.

16.20

Professional Leave

Leave with pay may be granted to employees for the purpose of attending direct job/university related conferences, workshops, and/or seminars for personal and professional development where said development will benefit the university. Sorority and Fraternity (or any social organization) conference attendance is not included. The University may or may not contribute to the expense incurred for attendance to these functions. A request for leave form must be completed. All employees utilizing Professional Leave are expected to return to work if the meeting concludes before the end of the workday. The Leave form should reflect the beginning and ending of the meeting. In addition, a paid leave form must be submitted and approved if the employee does not plan to return to work.

16.21

Leaves of Absence without Pay

Leaves of absence without pay may be granted to employees on request at the discretion of the University.

16.22

Administrative Leave

An Administrative Leave with or without pay is 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. Time charged as administrative leave will not be charged to paid leave.

16.23

Leave Sharing Program

Langston University provides a leave sharing program as one of the employment-related benefits afforded to its employees. The purpose of the leave sharing program is to permit Langston University employees to voluntarily donate annual or medical leave to a fellow LU employee, within the terms and conditions set forth in this Policy.

A. DEFINITIONS

1. Close relative of the employee means the spouse, child, stepchild, grandchild, grandparent, stepparent, mother-in-law, father-in-law, or parent of the employee.
2. Extraordinary or severe medical condition means a severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or be separated from employment, and would qualify the employee to receive leave under the Family Medical Leave Act, even if the employee does not qualify for FMLA leave for non-medical reasons.
3. Household member means a person who resides in the same home as a Langston University employee, and who the employee has a reciprocal duty to and does provide financial support for such individual. This term does not include persons sharing the same general house, when the living style is that of a dormitory or commune.

4. Langston University employee means a permanent professional (Prof. Code 1), permanent classified (Prof. Code 2), or permanent faculty (Prof. Code 3) employee with over six (6) months of continuous employment at Langston University. It does not include employees on temporary or other limited term appointments.
5. Vice President means that Vice President of the University having direct or indirect supervision of the employee receiving or donating shared leave.

B. ELIGIBILITY

A Langston University employee is eligible to receive shared leave only if:

1. The Vice President having direct or indirect supervision over the employee determines that the employee, a close relative of the employee, or a household member of the employee has an extraordinary or severe medical condition (In the event that a Vice President or other official of the University reporting directly to the President is the intended recipient of shared leave, the President shall make such determination);
2. The employee has abided by Langston University policies regarding the use of leave;
3. The employee has exhausted or is likely to exhaust all paid annual leave and medical leave accruals due to such extraordinary or severe medical condition, and is not receiving any other form of compensated leave, such as short-term disability payments, workers' compensation payments, or long-term disability payments;
4. The extraordinary or severe medical condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment; and
5. The employee meets all other criteria set forth in this Policy.

C. DONATING LEAVE

A Langston University employee may donate annual or medical leave to another employee only if:

1. The Vice President having direct or indirect supervision of the donating employee determines that the employee has sufficient accrued annual or medical leave to donate to another employee;
2. The donation does not cause the annual leave balance of the donating employee to fall below 80 hours and does not cause the medical leave balance of the donating employee to fall below 80 hours;
3. The donation does not involve excess annual or medical leave that the donor would not be able to otherwise personally use (i.e., due to retirement, resignation, or termination);
4. The employee receiving such donated leave meets all eligibility requirements set forth in this Policy; and
5. The donated leave has been given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual or medical leave for the purposes of the sharing program. All donations to an employee must be submitted together using the appropriate forms. Donations must be submitted within ten (10) working days from the determination of the need for donated leave.

D. CERTIFICATION AND ACCOUNTING REQUIREMENTS

1. The Vice President having direct or indirect supervision of the employee receiving donated leave, prior to approving or disapproving the use of such leave, shall require the employee to submit a medical certificate from a licensed physician or health care practitioner verifying the need for the leave and expected duration of the extraordinary or severe medical condition.
2. The Vice President having direct or indirect supervision of the employee desiring to receive donated leave shall determine the amount of donated leave the employee may receive. A Langston University employee may only receive and use a maximum of 261 days of donated leave during total Langston University employment.
3. Donated annual and medical leave may be transferred between employees in different areas/departments only with the agreement of the Vice President having direct or indirect supervision over the areas or, if the areas/departments are under the supervision of more than one Vice President, only with the agreement of both Vice Presidents with direct or indirect supervision of those areas/departments.
4. The leave received will be designated as donated leave and will be maintained separately in the Human Resources Office from all other leave balances.

5. Donated leave may only be used by the recipient for the purposes specified in this Policy.
6. All forms of paid leave available for use by the recipient must be exhausted prior to using any donated leave.
7. Donated leave not actually used by the recipient during each occurrence of an extraordinary or severe medical condition, as determined by the Vice President of such employee, shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be divided among the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.
8. The employee receiving donated leave shall be paid his or her regular rate of pay. Therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then being paid to the recipient.

(Ex: If Employee A, being paid \$10.00 per hour, donates 2 hours of leave to Employee B., who is paid \$20.00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.)

16.24

Holidays

The following are holidays observed by all departments, schools and divisions of the University by closing all offices in which functions can be discontinued without adversely affecting their services to the public: New Year's Day; Martin Luther King's Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving (to be announced by the Office of the President); Christmas (to be announced by the Office of the President.)

When continuous operations of the university require some departments to be scheduled to work on days otherwise recognized as holidays, these employees will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and all approving supervisors.

A schedule of holiday closings of University Offices and facilities will be developed by the Office of the President for each year depending upon the day on which the actual holiday occurs. Days prior to and after the holiday will also be considered by the Office of the President, consistent with the school year calendar approved by the Governing Board of Regents.

16.25

Family Medical Leave

In order to be compensated while utilizing FMLA, an employee must concurrently use first their paid leave and second their extended medical leave. When all sources of paid leave hours are exhausted, and the employee is unable to return to work, said employee will be placed on a leave without pay status, subject to the limits of the FMLA.

An employee must complete FMLA paperwork if they will be off the job for medical reasons (see below) more than three consecutive work days.

The University will request a re-certification of an employee's FMLA request every 30 days the employee is off the job.

REASONS FOR TAKING LEAVE:

Unpaid leave must be granted for any of the following reasons:

*to care for the employee's child after birth, or placement for adoption or foster care;

*to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

*for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

*The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."

*An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

- The U. S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

Employees can obtain more FMLA information in the Langston University Office of Human Resources.