

# Eastern Oklahoma State College Faculty Handbook

**November 3, 2006**

## **APPROVAL AND EFFECTIVE DATE**

The Eastern Oklahoma State College Board of Regents approved this Faculty Handbook November 3, 2006. The Handbook became effective immediately on that date.

## **DISCLAIMER**

*This Faculty Handbook supercedes all previous Eastern Oklahoma State College Handbooks and policies covering faculty members. In approving the Faculty Handbook for Eastern Oklahoma State College, neither the governing Board of Regents nor Eastern is waiving or restricting its lawful powers, duties, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. This handbook is not intended to create any contractual rights in favor of the employee or the College.*

## **Affirmative Action**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1974, and all other federal, state, school rules, laws, regulations and policies, Eastern Oklahoma State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates. Such non-discrimination applies to all policies, practices, and procedures, including those pertaining to admission.

It is the intent of the Eastern Oklahoma State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, and faculty members who feel discrimination has been shown by the College.

Any complaint, including Title VI, Title IX, and Section 504 complaints may be referred to the Human Resources Manager who is the designated ADA/Section 504 Compliance Officer.

Human Resources Manager  
Eastern Oklahoma State College  
918.465.1777

Complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U. S. Department of Education, Region VII  
Office for Civil Rights  
10220 N. Executive Hills Boulevard  
Kansas City, MO 64153

Title VII and ADA complaints may also be filed with the regional Equal Employment Opportunity Commission. Address correspondence to:

EEOC Office  
200 Park Avenue, Suite 1350  
Oklahoma Tower Building  
Oklahoma City, OK 73102

## **Americans with Disabilities Act**

### **The Law:**

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication services.

### **ADA's definition of a person with disabilities:**

A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities such as persons who are blind, deaf, or use a wheelchair--the definition includes people with a whole range of less apparent disabilities. These include psychological problems, learning disabilities, or chronic health impairment and more. Documentation of the disability is required. A person is considered to be a person with a disability if he or she has a disability, has a record of a disability, or is regarded as having a disability.

### **Eastern Oklahoma State College ADA Policy:**

Eastern Oklahoma State College will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation with respect to employment matters should be coordinated with the Human Resources Office and the disabled individual. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be referred to the Vice President for Academic Affairs, while all other issues of reasonable accommodation should be referred to the Vice President for Administrative Services. Individuals who have complaints alleging discrimination based upon a disability may file them with the college's Equal Employment Opportunity Officer in accordance with prevailing college discrimination grievance procedures.

## **Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals**

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in Eastern Oklahoma State College vehicles, or on Eastern Oklahoma State College sponsored trips.

Exceptions to this policy are police and peace officers employed by Eastern Oklahoma State College, and those who have been called to assist or to perform law enforcement duties on campus, police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of Eastern Oklahoma State College with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on Eastern Oklahoma State College property. Any exceptions are pursuant under state law.

Items used for instruction or training purposes are not considered weapons under this policy.

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## **I. Institutional Information**

### **A. Mission Statement**

The mission of Eastern Oklahoma State College (Eastern) is to generate student learning through its associate degrees and other academic programs which effectively prepare graduates to complete baccalaureate degrees, obtain productive employment, and lead enriched lives of learning. It is simultaneously the mission of the College to engage in educational programming and related activities that promote regional economic and community development.

### **B. Functions**

As a system institution coordinated by the Oklahoma State Regents for Higher Education (OSRHE), Eastern Oklahoma State College is charged with the following functions:

1. To provide general education for all students;
2. To provide education in several basic fields of university-parallel study for those students who plan to transfer to a senior institution and complete a bachelor's degree;
3. To provide one-and two-year programs of technical and occupational education to prepare individuals to enter the labor market;
4. To provide programs of remedial and developmental education for those whose previous education may not have prepared them for college;
5. To provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity;
6. To carry out programs of institutional research designed to improve the institution's efficiency and effectiveness of operation; and
7. To participate in programs of economic development with comprehensive or regional universities toward the end that the needs of each institution's geographic service area are met.

In addition to sharing the functions of the main campus, the OSRHE have charged Eastern's McAlester Campus to serve as the institution responsible for providing and facilitating higher education courses and programs at the lower-division, upper-division, and graduate level in the McAlester area. Specifically, Eastern will contact and make arrangements with other regionally accredited Colleges and universities to offer courses and programs. Currently East Central University and Southeastern Oklahoma State University have extensive offerings at Eastern's McAlester Campus.

### **C. History**

Eastern Oklahoma State College was originally established as the Oklahoma School of Mines and Metallurgy, offering degrees in mining engineering. Although closed during World War I, the school reopened in 1920 with trade and industrial education included in the curriculum. In 1924, the School of Mines added teacher training and extension courses, but, with the local mines rapidly closing, Eastern dropped mining engineering. In 1927, the school's name was

changed to Eastern Oklahoma College and with the change came an added mission of pre-college level instruction. In 1941, the again renamed Eastern Oklahoma State Agricultural and Mechanical College came under the control of the State Board of Agriculture as a two-year college. Finally, in 1972, the legislature returned to the institution the name Eastern Oklahoma State College and created a separate Board of Regents to govern the College. In 1997, Eastern added a second campus in McAlester. Since that time, Eastern has been a comprehensive community college, providing instruction in a wide range of curricula in college transfer and career programs.

## **II. College Organization and Administration**

### **A. The Eastern Board of Regents**

The Board of Regents for Eastern Oklahoma State College governs the institution under the coordination of the Oklahoma State Regents for Higher Education (OSRHE).

### **B. Administrative Organization**

Eastern is organized into six primary areas of responsibility: Office of the President, Academic Affairs, Administrative and Fiscal Affairs, Enrollment Management, Development Foundation, and Administration of the McAlester Campus. The President is the chief executive officer of the College. The Vice President for Academic Affairs (VPAA) is responsible for six academic divisions, academic services and student services. The Vice President of Administrative Services (VPAS) is responsible for budget administration and financial records and for the physical plant operations, auxiliary enterprises, and human resources. The Director of Enrollment Management is responsible for the areas of admissions, financial aid, scholarships, new student advisement, and testing. The Director of Development is responsible for continuing education and business training, the Eastern Foundation, and the alumni association. The Dean of the McAlester Campus is responsible for that campus' operations, credit classes, and university class offerings. ([See Procedures Manual/Organizational Structure](#))

### **C. Academic Organization**

Academic programs are organized and administered through divisions, each headed by an appointed chair, who reports directly to the Vice President for Academic Affairs. At this writing the divisions include Agriculture, Business, Language and Education, Nursing, Social Sciences and Music, and Science and Math.

#### **1. Division Chair**

The President will appoint each Division Chair upon the recommendation of the Vice President for Academic Affairs. The appointment will be made in the spring of each year effective July 1. The Division Chair:

- a. Provides effective leadership for faculty and staff for successful operation of division.

- b. Maintains effective communication with all members of the division.
- c. Promotes the exchange of ideas among the departments for the improvement of instruction, curriculum, etc.
- d. Coordinates equipment budget requests to facilitate joint use of equipment by departments, wherever practical.
- e. Coordinates the expenditure of funds allocated for attendance at professional development meetings, conferences, etc. for faculty members of that division.
- f. Assists the Vice President for Academic Affairs with scheduling, assignments of classrooms, labs, office spaces, and advisee assignments.
- g. Works with the President and Vice President for Academic Affairs in recruiting and in the recommendations of employment of new faculty.
- h. Assists the Vice President for Academic Affairs relative to requirements of the Policy of Tenure and Dismissal, and in working for salary improvements for faculty.
- i. Serves on the Academic Leadership Team.
- j. Performs faculty evaluations as required.
- k. Prepares program reviews, assessments and other reports as required.
- l. Assists in resolving student and faculty issues.
- m. Other duties as assigned.

## **2. Department Chair**

Some divisions are sub-divided into academic departments.

Recommendations for Department Chair will be submitted to the Vice President for Academic Affairs by the Division Chair. If the Vice President for Academic Affairs approves the recommendations, the Division Chair will appoint the Department Chair to serve for one year. The Division Chair will serve as a member of each department in the division. The Department Chair:

- a. Submits operational budget request; supervises expenditure of funds allocated for departmental operational budget.
- b. Submits requests for departmental equipment needs to Division Chairs.
- c. Promotes curriculum development and improvement of effective instruction within the department.
- d. Recommends course schedules and faculty assignments to Division Chair and the Vice President for Academic Affairs.
- e. Assists Division Chair in evaluating adjunct faculty.
- f. Assists Division Chair in preparing reports and student tracking.
- g. Assists Division Chair in conflict resolution.
- h. Coordinates student retention and success initiatives.
- i. Coordinates off-campus activities requested by high schools with the Director of Enrollment Management and will, on occasion, need to assign members of the department the responsibility to fulfill valid requests.

## **D. Faculty Committees**

Faculty committees are instrumental in formulating institutional policy and planning and coordinating activities. Institutional service is a necessary and vital part of faculty responsibilities. Standing committees are organized during the fall semester. Faculty may volunteer to serve on a committee. In addition, appointments may be made with the approval of the appropriate Department Chair, appropriate Division Chair, Vice President for Academic Affairs, and/or the President.

Some college committees may include both faculty and professional staff. When the membership of each committee is constituted, the information will be forwarded to the President's office. The general faculty is to be kept informed of the committees' work. Committees are to meet as deemed necessary and maintain a file of work accomplished. ([See Procedures Manual/Organizational Structure](#))

### **III. Faculty Organization**

#### **A. Purpose**

The Faculty Council is structured and governed according to the criteria set forth in its Constitution and by-laws. The Faculty Council of Eastern Oklahoma State College shall:

1. Represent the faculty as a medium for direct communication with the administration and Board of Regents concerning faculty rights, benefits, salaries, dismissal, tenure, bilateral transfers, leaves, and all other subjects which directly affect the teaching faculty. (Approved by unanimous vote of the Board of Regents on November 9, 1976.)
2. Help plan faculty meetings.
3. Solicit the viewpoints of faculty on any matters which seem appropriate. Promote professional rapport and facilitate communication between the faculty, the administration, the student body and the community.

#### **B. Membership**

Article III, Sections 1, 2, 3, 4 and 5 of the Constitution and by-laws, define criteria for membership. These members elect a chair by majority vote of the Council according to the Faculty Council Constitution and By-Laws. Each division has one representative who serves on the Executive Board for the Council. This member is elected by council members of each division. Executive Board members are elected to two-year terms which expire on alternate years; Agriculture, Business, Social Science and Music in odd numbered years; Language and Education, Nursing, and Science and Mathematics in even numbered years.

### **IV. Faculty Appointments**

#### **A. Appointment of Faculty**

The President shall appoint all faculty and when necessary initiate termination proceedings in accordance with the Eastern Board of Regents' policies.

### **1. Search Process**

- a. The President approves position descriptions and authorizes searches.
- b. The Vice President for Academic Affairs and the appropriate Division and Department Chairs develop and file a job description and coordinate internal and external advertising according to College policies. The breadth of advertisement for positions depends on the nature and level of the position in the organizational structure.
- c. All applicants complete an Eastern Application for Employment. Official transcripts from any institutions of higher learning attended must also be provided before the search is complete. If licenses and certifications are also required, copies of these must be presented.
- d. Applications and related materials are sent to the Human Resources Office or other office designated by the President. Copies of the materials are distributed to the Vice President for Academic Affairs and to members of the search committee.
- e. Appointment of Search Committee—The President will appoint a search committee and name its chair. The search committee will review applicant files and contact references as necessary to narrow the pool to those who appear most qualified and best suited for the position.

### **2. Interview**

The Vice President for Academic Affairs, in coordination with the committee chair, will make logistic arrangements for interviews and function with the search committee chair as campus hosts. The college will pay full or partial travel costs as determined by the President. The interview schedule should involve at least the following: President, Vice President for Academic Affairs, McAlester Dean,\* and search committee. When feasible, the candidate should make a presentation to an actual or hypothetical student audience. A wide range of interested faculty should be invited to the presentation.

\*Not necessary for Agriculture and other Wilburton-only positions.

### **3. Selection**

After the interview process, the search committee chair will recommend to the Vice President for Academic Affairs the name or names of candidates who are acceptable for hiring or recommend an extension of the search. All committee interview materials for each candidate interviewed will be collected by the committee chair and returned to the Human Resource Manager. The Vice President for Academic Affairs will forward the recommendation/s to the President. The President will select one candidate or extend the search process. The President then sends a written offer. Only a written offer, signed by the President, is valid.

- a. If the offer is accepted:
  - i. The Human Resource Manager (HR Manager) prepares a Personnel Action Form and otherwise documents the search.

- ii. President signs the form and returns it to the Human Resources Manager, who keeps all search materials on file for five years.
- b. If the offer is not accepted: The President, in consultation with the Vice President for Academic Affairs and the appropriate Division and Department Chairs, determines whether to continue, re-open, or close the search.

#### **4. Emergency Hires**

The President may set aside the above policy when an emergency hire becomes necessary. An emergency hire generally means, but is not limited to, a situation in which the President believes that it is essential that the position be filled within 30 days.

#### **5. Adjunct Faculty Hires**

The College employs part-time adjunct faculty members on an “as needed” basis. Adjunct Faculty teach sections for which no full-time faculty member is qualified and/or available due to other assignments.

##### **a. Recruitment**

Although the President must approve all college hiring, it is the responsibility of the Division Chair, in conjunction with the Department Chair when appropriate, to recruit qualified individuals. The McAlester Campus Dean will assist with recruitment of part-time faculty for that campus. Any advertising for part-time faculty will be coordinated by the Human Resource Manager, Vice President for Academic Affairs and the Dean of the McAlester Campus, so that ads will cover multiple disciplines and campuses when needed. Application materials will be received in the Human Resource Office (HR). Copies of the materials will be distributed to the Vice President for Academic Affairs, the appropriate Division and Department Chairs.

##### **b. Roster**

The Human Resource Manager’s Office will maintain a file of qualified applicants. Adjunct faculty members are expected to meet the same professional qualifications as full-time faculty members.

##### **c. Selection**

Divisions will request, through the Division Chair, a search for qualified adjunct faculty. Adjunct faculty will be recommended by a committee consisting of the appropriate Department Chair, the appropriate Division Chair, and any appropriate division faculty members. The President makes the final selection. ([See Procedures Manual](#))

##### **d. Curriculum Guidelines**

The Department Chair will provide curriculum guidelines for adjunct faculty. The Division Chair and the Department Chair will share responsibility in overseeing the performance of the adjunct faculty member.

#### **B. Faculty Qualification Requirements**

The Higher Learning Commission of the North Central Association (HLC-NCA) requires that affiliated colleges must have “qualified faculties — people who by formal education or tested experience know what students must learn.” In September 2004 Eastern’s strategic plan committed the College “to substantially improve the academic credentials of its faculty in accordance with generally

accepted standards for community colleges offering career and university parallel programs and with the specific expectations of the Higher Learning Commission, the Eastern Oklahoma State College Board of Regents, the Oklahoma State Regents for Higher Education, and universities accepting students transferring from Eastern for further study.” To realize this goal, Eastern has established the following definitions and explanations:

**1. University Parallel Courses**

Courses that count toward AA or AS with expectation of transfer to universities: The generally accepted minimum faculty credential consists of a masters degree with a major in the teaching field (or a very closely related subject) or a masters degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related field).

**2. Career Courses (Non-University Parallel)**

Courses that count only toward completion of AAS or certificate and that do not transfer to universities (except in certain cases of applied bachelor’s degrees, BAS, BAT, etc.): The generally accepted minimum faculty credential consists of a bachelor’s degree in field (or closely related field) with appropriate work experience. A master’s degree in the field or a related field is preferred. Some programs such as nursing require a master’s degree in field.

**3. Alternative Qualifications**

When qualification is based on factors other than generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document, and the Vice President for Academic Affairs must accept, a *prima fascia* case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

**4. Degrees in Education**

As a general rule, degrees and courses in education (EDUC or equivalent) are considered to be in a “related field” rather than in the major field.

Exceptions:

- Cases such as child development or physical education or business education in which education is the field.
- Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy.

**5. Interdisciplinary Courses**

Courses such as general humanities necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by-case basis.

Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUMAN prefix. On the other hand, broader-based HUMAN courses, HONORS courses, and other interdisciplinary courses may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

**6. Closely Related Fields**

The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. Explanation of qualification based on closely related field should be included in the faculty member's file.

**7. Accredited Institutions**

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged to meet requirements equivalent to regional accreditation in the U.S.A.

**8. 1989 "Grandfather Clause"**

In accordance with the strategic plan in effect at the time of the last North Central visit to Eastern Oklahoma State College, the enforcement of these qualification requirements is intended to apply only to those hired as faculty members on a full-time basis after November 1989. In addition, it is the administration's intent to exempt faculty members who commit to retire effective no later than June 30, 2006. However, this clause will not apply in any individual case that might jeopardize the College's accreditation. In such case, a faculty member hired prior to November 1989 may be required to meet some or all of the qualification requirements specified above.

**C. Board of Regents Policy on Faculty Qualifications (Adopted Nov. 19, 2004)**

**1. Individual Plans for Faculty Hired After 1989**

Working in conjunction with faculty, the administration will analyze the credentials of all faculty members and develop individual qualification plans for those hired after 1989 whose qualification appear to fall below generally-accepted HLC/NCA standards. Tenure status does not automatically guarantee that a faculty member will be qualified under these new standards. The administration will indicate reasonable time frames for individual faculty compliance. Faculty [members] will be asked to sign their individual plans, but each plan will go into effect immediately upon approval by the Vice President for Academic Affairs, regardless of whether the faculty member signs.

**2. Provisions for Faculty Hired in 1989 or earlier**

Although this policy applies immediately only to faculty members hired after 1989, it will in the future apply to faculty hired in 1989 or earlier if representatives of HLC/NCA or the Oklahoma Regents for Higher Education or a specialized accrediting body indicate that the credentials of any individual faculty member present an impediment to institutional accreditation.

### **3. Penalties**

The failure of an individual faculty member to maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the College to return the faculty member to probationary status, not renew his or her contract, and/or dismiss him or her from employment.

### **4. Primacy of this Policy**

The provisions of this policy, which are based on, but not identical to, the 1989 *Handbook*, supersede and replace those of all previous policies, including all college handbooks.

## **v. Contracts**

Faculty members, except Adjunct Faculty, are employed under annual contracts specifying salary and conditions of employment. Faculty contracts, except Adjunct Faculty contracts, are for a teaching load of 15 credit hours per semester. The contract may specify other assignments with an appropriate adjustment of teaching load. The typical faculty contract runs for the Academic Year beginning approximately one week before Fall Semester classes begin and ending approximately three working days after the last day of Spring Semester finals. The Academic Year (AY) contract is informally called a “nine-month” contract because it normally covers approximately the nine months from mid August to mid May. Faculty contracts may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the college.

Each faculty member receives two copies of the contract offer covering the period of employment. Each faculty member has a specified reasonable number of days from the date indicated on the contract to accept the offer by signing and returning one copy of the contract to the President’s Office. The second copy should be retained by the faculty member. Contract offers not received in the President’s Office by the deadline date are considered to have been declined. As a courtesy, any faculty member who does not wish to accept a contract should return both unsigned copies to the President's Office.

There are four types of faculty contracts depending on the time of service, nature of the position, and level of performance. The four types include:

- adjunct
- probationary
- non-tenured
- tenured

### **A. Adjunct Appointment and Contract**

Adjunct faculty members are those employed part-time on an as-needed, semester-by-semester basis. Employment for one semester carries no expectation whatsoever of continued employment in future semesters. Continuation of employment is on an as-needed basis depending on enrollment, the quality of the individual’s performance, and other factors. It is the responsibility of the Division Chair, in coordination with the appropriate

Department Chair, to evaluate the performance of part-time adjunct faculty members. The McAlester Campus Dean will assist in the evaluation of individuals teaching on that campus. Individuals who perform poorly will be removed from the approved roster.

When the Division Chair, in coordination with the appropriate Department Chair, prepares the semester schedule of classes, he or she will indicate which sections are anticipated to be taught by part-time adjunct faculty. The Vice President for Academic Affairs will approve or modify the schedule as appropriate for budgetary, staffing, or other reasons. Although every effort will be made to offer courses with the planned faculty members, the actual determination of course assignments for both full- and part-time faculty members is not finalized until the end of the drop/add period each semester.

Part-time, adjunct faculty members are compensated on a per-semester-hour basis.

**B. Probationary Faculty Appointment and Contract**

All newly-employed faculty are employed on a probationary status for their first five years. The award of a probationary appointment for one year imposes no obligation on the college to offer an appointment for the following year.

**C. Non-Tenure Faculty Appointment and Contract**

- a. Following the probationary period, a faculty member may be offered a non-tenure contract. The non-tenured contract offers some procedural protection. The award of a non-tenure contract for one year imposes no obligation on the college to offer a contract for the following year, but it does impose some procedural obligations on the College.
- b. The President may designate some non-tenure positions as “not tenure eligible.” This designation is reserved primarily for programs expected to be of limited duration and/or for programs with problematic enrollment patterns in which cases the College needs to retain staffing flexibility.

**D. Tenured Contract**

Tenured faculty members have the assurance of annual contract renewal except in case of dismissal or non-renewal for cause, or in case of financial exigency or program termination. Details are outlined in the appropriate sections of this handbook. (See Tenure and Financial Exigency)

**VI. Faculty Rights and Responsibilities**

**A. Academic Budgets**

**1. Expenses**

The College will make funds available to provide for expenses covered in connection with a teaching program including, but not limited to the following:

- a. Expendable office supplies and duplication services.
- b. Expendable supplies for lab work.
- c. Long distance telephone calls.
- d. Equipment needs.

- e. Postage.
- f. Travel.
- g. Professional Development.

Funds may be accessed following the guidelines established by the Office of Administrative Services. (See Purchasing Policies and Procedures)

## **2. Budget Requests**

Academic budgets will be reviewed annually by Division and Department Chairs to determine amount of funds needed. A Division Chair in coordination with Department Chairs prepares a request for funds using forms provided by the Office of the Vice President of Administrative Services.

## **B. Academic Freedom**

Academic Freedom at Eastern is based on academic tradition and on the College's Board of Regents' adopted policies. In addition, the protected rights of the faculty that fall within the rubric of academic freedom are balanced against the protected academic freedom rights of the College and of the students.

A faculty member is entitled to speak or write as a citizen of the nation, state, and community without fear of institutional censorship or discipline. He or she must avoid the impression that he or she speaks or acts for the college when speaking or acting as a private person.

A faculty member is entitled to full freedom in the classroom in discussing the subject that he or she teaches. However, a faculty member using controversial material in the classroom should introduce such material only as it has a clear relationship to the subject field.

Faculty members are free to pursue scholarly inquiry without undue restriction and to voice and publish individual conclusions and results. However, in the spirit of academic freedom, faculty members should be tolerant of other viewpoints, seek an attitude of scholarly objectivity, and support the free exchange of ideas.

## **C. Advisory Committees**

All programs at Eastern must be an integral part of the college community and reflect the occupational and aesthetic needs of the community.

To meet the needs of the community, close cooperation between Eastern and members of the community is essential. The establishment of Advisory Committees is an efficient and inclusive way of providing this cooperation.

### **1. Members**

Members of an Advisory Committee are nominated by Division or Department Chairs and approved by the Vice President for Academic Affairs.

### **2. Duties of Advisory Committee**

The duties of an Advisory Committee should extend beyond giving advice, but the Committee has neither legislative nor administrative authority. The following guidelines may be utilized by the Advisory Committees:

- a. Make surveys of community needs.
- b. Determine and verify needs for training.
- c. Provide tangible evidence that industry is supporting the program.
- d. Review past accomplishments and forecast trends affecting training and employment of program graduates.
- e. Evaluate the program and provide input to faculty concerning curricular issues.
- f. Provide financial, legislative and moral support.
- g. Promote the program to the community and employers.
- h. Recommend facilities and standards for shops and laboratories.
- i. Recommend standards for selection of equipment and instructional materials.
- j. Secure donations of equipment and supplies.
- k. Call attention to new technical developments which might require changes in curriculum.
- l. Recommend minimum qualifications for selections of faculty.
- m. Locate placement opportunities for students.
- n. Recommend criteria for evaluating student performance.
- o. Assist in developing cooperative work experience programs for students.
- p. Aid in building the prestige of and respect for the educational program.

### **3. Committee Structure and Operation**

- a. A set of guidelines and responsibilities should be provided to the committee and clarify the proper position of the committee within the college organization. The chair of the appropriate department should design the agenda for the first meeting since it will usually fall to that individual to serve as chair.
- b. It is recommended that each committee schedule a minimum of two meetings per school year.

## **D. Definitions of Faculty**

### **1. Full-time Faculty on Faculty Contract**

Individuals whose *primary* responsibility is instruction of students in academic courses (including developmental and HPER courses) who are employed on at least an 80% instructional basis for the academic year are considered to be members of the faculty and are employed by faculty contract. Temporary reassignment for special projects shall not exclude an individual from faculty membership.

### **2. Faculty Appointments with Administrative Responsibilities**

Faculty members may be assigned administrative responsibilities such as Division Chair, Department Chair, program coordinator, or similar duties. Such appointment does not remove the individual from faculty status.

### **3. Faculty Appointment of Key Administrators.**

Key administrators such as the vice presidents, deans, and directors may be given faculty status by the President if they hold appropriate credentials and teach academic credit classes on an occasional basis.

### **4. Adjunct Faculty Members**

Any individual other than a full-time faculty member or a key administrator with faculty status who is assigned to teach an academic class is considered to be an adjunct member of the faculty.

### **5. Eastern Employees as Adjunct Faculty Members**

Adjunct teaching by an exempt employee of Eastern may be done during regular working hours with no additional compensation or during off hours with compensation as arranged among the employee, the employee's supervisor, the appropriate Division Chair, and the Vice President for Academic Affairs. The President, Vice Presidents and Deans are not eligible for additional compensation for teaching.

Consideration of utilization of a non-exempt employee for adjunct teaching requires approval by the Vice President for Academic Affairs and the Vice President of Administrative Services.

## **E. Discipline, Dismissal & Non-renewal Policies**

Disciplinary actions will be taken against faculty members who fail to fulfill their obligations as faculty members or who violate ethical or professional standards of conduct.

### **1. Suspension**

- a. The President shall have the right to suspend any faculty member, with pay and benefits, at any time that he or she determines that such suspension is in the best interest of Eastern Oklahoma State College. Within **ten (10) days** after the suspension becomes effective, the President shall initiate dismissal proceedings against the faculty member or shall restore the faculty member to his or her position and rescind the suspension.
- b. The President shall have the right to suspend, with pay, any faculty member formally arrested or charged with a felony.

### **2. Dismissal**

"Dismissal" means the discontinuation of service of a faculty member during the term of a written contract. Only the President or the Eastern Board of Regents may dismiss a faculty member.

### **3. Procedures for Non-renewal of Probationary and Non-tenured Instructors**

A recommendation for non-renewal shall be mailed or hand-delivered to a probationary faculty member or a non-tenured faculty member by **April 10**.

**4. Appeals**

- a. A probationary or non–tenured faculty member may appeal his or her dismissal or non–renewal based only on claims of discrimination as defined by law.
- b. After any appeal, the President will send notice of the Board of Regents’ decision to the faculty member. The notice shall state the basis for the decision. The decision of the Board of Regents shall be final.

**5. Procedures for Dismissal of Tenured Instructors**

See Tenure and Financial Exigency

**G. Drug-Free Workplace**

Eastern maintains a Drug-Free Workplace Policy in compliance with the Federal Drug-Free Workplace Act. The Human Resources Office will provide each employee with a copy of this policy. Each employee must sign it, and return it to that office.

**H. Employment Files**

The Manager of Human Resources, the President, and the Vice President for Academic Affairs maintain personnel files, which are confidential, except as provided by the Open Records Act at 51, O.S., Section 24A.7.

**I. Ethical Behavior**

Eastern strongly believes that ethical responsibility is a necessary consideration to ensure institutional integrity. However, the various duties and functions performed by faculty and professional staff require attention to ethical issues too numerous to specify. Although ethical behavior is at best difficult to define, adherence to accepted norms for preferred and prohibited behavior is appropriate and certainly expected. The emphasis on ethical conduct is meant to enhance the quality of the educational process and is not intended to limit or infringe upon the academic freedom afforded the faculty and their means of classroom instruction.

**J. Evaluations**

**1. Faculty**

Regular and systematic evaluation of faculty is conducted to aid in the improvement of the quality of instruction. All faculty members (probationary, non-tenured, and tenured) shall be evaluated, in writing, by the Division Chair on an annual (academic year) basis. The Vice President for Academic Affairs in coordination with the Evaluation Committee will establish and notify faculty of the forms and procedures to be used in the evaluation process. Such procedure must provide for a performance evaluation and for an evaluation conference between the faculty member and his or her Division Chair or other direct supervisor. The performance evaluation will be filed in the office of the Vice President for Academic Affairs and will be retained throughout the individual's employment at Eastern and for such time after that as may be required by state record retention schedules.

Whenever the Division Chair, the Vice President for Academic Affairs, or the President identifies a serious performance issue which needs corrective action by a faculty member then the Division Chair, the Vice President for Academic Affairs or the President shall:

- a. Notify the faculty, in writing, and make a reasonable effort to assist the faculty in correcting the performance or conduct; and
- b. Establish a reasonable time for improvement taking into consideration the nature and gravity of the faculty member's performance or conduct.
- c. Unless the President defines the faculty's performance as threatening to the welfare of the College or its students, the above-described evaluation

and corrective action procedures shall be a condition precedent to dismissal or contract non-renewal of any faculty.

## **2. Evaluation of Administrative Services**

Faculty will evaluate the administrative functions of the academic and administrative areas of the college on an annual basis. The Evaluation Committee in coordination with the President will establish and notify faculty of the forms and procedures to be used in the evaluation process. Such procedure must provide for a written report that will be submitted to and filed with the President.

## **K. Faculty Duties and Responsibilities**

In general, the duties and responsibilities of faculty members fall into seven broad categories. Effective, ethical, and responsible performance is expected in all seven. Teaching is foremost among these; otherwise the balance among them will vary according to the individual faculty member's field of expertise, duties, and other factors.

### **1. Provide instruction according to the philosophy of the community college.**

Faculty members are to teach in a manner best calculated to result in student achievement of the intended learning outcomes. The faculty must provide effective instruction to the students according to the course description, outline, and schedule of classes. The faculty also has the responsibility of improving professional competence, instructional techniques, and remaining current and prepared in-field, through methods such as in-service training, additional course work, professional meetings, etc.

### **2. Syllabus**

Faculty members are to prepare a course syllabus for each course instructed. He or she must create an updated syllabus (biannually) for each course instructed and file copies with the Vice President for Academic Affairs and the appropriate Division Chair. ([See Procedures Manual](#)) Information contained in the course syllabus, especially class attendance, makeup examinations and grading policies should be made known to the students enrolled in the course at the first class meeting.

### **3. Outcomes Assessment**

The faculty will implement or participate as directed in the implementation of an outcomes assessment procedure to evaluate the effectiveness of the degree program. An annual outcomes assessment report will be submitted to the Vice President for Academic Affairs and should include the following: the name of the degree program, name of responsible faculty member, program mission and goals, populations assessed, outcomes assessed, methods used, summary of results, and use of assessment results to date.

### **4. Student Advisement**

The faculty member will advise students regarding their academic and career goals and assist them with their academic needs. The faculty will serve as faculty advisor to students assigned to him/her and adhere to advisement guidelines set forth under the institution's proactive advisement system.

### **5. Service to the Institution**

The faculty member will provide service to the institution including, but not necessarily limited to, sponsorship of student organizations and service on committees, councils, task forces, etc. The faculty will work with colleagues and administrators in improving the environment of the college through responsible professional, ethical, and moral conduct.

### **6. Faculty Meetings**

The faculty is expected to attend all faculty meetings. (See Meetings)

### **7. Community Involvement**

Faculty should be involved in the development of one or more communities served by the College. Their involvement should reflect positively on the College. (This provision should not be interpreted to imply any limitation on the responsibly exercised free speech rights of a faculty member.)

## **L. Harassment**

Each employee and student is protected in all aspects of his or her employment or educational experience at Eastern against any conduct that denies him or her equal access to employment or education based upon compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1974, and all other federal, state, school rules, laws, regulations and policies.

Harassment is any conduct, verbal, or physical, on- or off- campus, that has the effect of unreasonably interfering with an individual or group's employment or educational performance at Eastern or that creates an intimidating, hostile, or offensive work or learning environment. Harassment on the basis of race, creed, color, national origin, gender, age, veteran status, or disability is prohibited. Procedures for filing a complaint are the same procedures used to file sexual harassment complaints. (See Sexual Harassment)

## **M. Loyalty Oath**

The State of Oklahoma requires a loyalty oath of its employees. The Human Resources Office will provide each employee with a copy of this policy. Each employee must sign, and return it to that office.

## **N. Meetings**

### **1. General Faculty Meetings and Commencement**

All faculty members are expected to be in attendance at faculty meetings and all Commencement exercises. If a faculty member is unable to attend a faculty meeting or Commencement, the absence must be approved in advance with the Division Chair and the Vice President for Academic Affairs.

A faculty meeting shall be called when deemed necessary by the Vice President for Academic Affairs, the President, or by the Faculty Council

Chair in accordance with the Faculty Council Constitution. The agenda for meetings deemed necessary by the Vice President for Academic Affairs or the President shall be prepared by the Vice President for Academic Affairs or the President with advice and suggestions from the Faculty Council Chair. Meetings shall be devoted to the following:

- a. Professional development.
- b. Reports from faculty committees.
- c. Informational meetings concerning all phases of the institution's operations including ways of implementing the mission of the College and increasing operational effectiveness.
- d. The opportunity for the exchange of ideas and opinions.

## **2. Division Meetings**

Divisions will conduct regular divisional meetings with an agenda and minutes under the leadership of the Division Chair. Division members are expected to be in attendance at these meetings. If a faculty member is unable to attend a division meeting, the absence must be approved in advance with the Division Chair.

## **O. Nepotism**

Except as prohibited by the laws of the State of Oklahoma, relationship by one faculty member to another faculty member within the third degree of consanguinity or affinity shall not, in itself, be a bar to appointment, employment, re-employment, transfer or advancement at Eastern Oklahoma State College nor to eligibility for tenure.

### **1. Supervision of Relatives**

Notwithstanding the foregoing, effective July 1, 2004, no person shall be hired, reassigned, promoted or re-employed for a new fiscal year contract period to any position in which the faculty member will be either a supervisor or a subordinate to another faculty member to whom he or she is related by affinity or consanguinity within the third degree. At no time shall any two faculty members so related be given executive or administrative positions of any kind within any budgetary unit hierarchy.

### **2. Definition of Relationship Degree**

Relatives within the third degree of relationship are as follows: great-grandparent, grandparent, parent, spouse, son, daughter, grandson, granddaughter, great-grandson, great-granddaughter, uncle, aunt, niece, nephew or corresponding in-law relationship.

### **3. Definition of Supervisor**

The supervisory or subordinate relationship shall be any relationship in which either related faculty member is directly responsible for making recommendations regarding promotion, dismissal, re-employment, salary, assignment or any other type of employment action.

**4. Student Employment**

This policy does not apply to student positions as long as all students within a department are treated similarly in all respects.

**P. Outside Employment**

It is recognized that some faculty will be invited to participate as consultants or perform other duties for additional salary on occasion. The general position of the college is that such part-time work for other employers may be accepted provided there is no interference or conflict of interest with college duties. Outside employment involving 40 or more hours in any month of the academic year requires advanced written permission of the Vice President for Academic Affairs.

**Q. Political Activities**

Faculty members may exercise their full rights to political participation so long as their involvement does not imply College endorsement of any political candidate or cause, does not use College time or resources in such efforts, and does not interfere with the rights of students, faculty or other staff members.

**R. Professional Development**

Faculty members are strongly encouraged to take advantage of professional improvement opportunities, and ongoing professional development is a requirement for continued employment. It is important to note that although professional development often involves attendance at off-campus meetings, many other activities conducted on-campus may constitute professional development.

**1. Approval**

If attendance at professional development meetings, workshops, etc. will result in absence from classes and/or missing scheduled classes, the faculty member must obtain the written approval of the Division Chair in coordination with the appropriate Department Chair.\* If approval is granted, it is the faculty member's responsibility to arrange an educationally valuable alternative experience for students in the class missed (class "covered" by colleague; guest speaker, special assignment, guided review, etc.).

\*The approval or disapproval decision of the Division Chair will be based on the value of the activity to the College.

**2. Reimbursement**

- a. In order to assist in funding professional development, budget allocations are made to the divisions by department on a per faculty rate. Coordination of expenses will be the responsibility of the Division Chair and the appropriate Department Chair. (It is not intended that the funds necessarily be prorated equally among the faculty members in each division.)
- b. Requests for reimbursement of expenses should be made by the faculty member on the appropriate forms. ([See Procedures Manual](#))

**3. Additional Professional Development Funds**

- a. The College endeavors to fund professional development activities to the extent that funds are available and will be distributed at least in part

through the office of the Vice President for Academic Affairs. When additional funds are available to the Vice President for Academic Affairs, he or she with the Academic Leadership Team will establish an application process for these funds. Approval to fund an activity will be based on the value of the activity to the institution.

- b. Requests for reimbursement of expenses should be made by the faculty member on the appropriate forms. ([See Procedures Manual](#))

#### **S. Public Relations Appearance Off–Campus**

Many requests are received by the College to provide speakers and entertainment for schools, churches, civic groups, etc. Insofar as practical, these requests should be met in the interest of public relations. Caution must be exercised to ensure that class attendance, study time, etc. is not infringed upon unduly.

#### **T. Salary Policy**

##### **1. Salary Formula**

A basic salary formula is employed. Salary is normally determined by degrees earned, additional graduate hours, and experience. ([See Appendix A](#))

##### **2. Payment Period**

- a. Appointments for full–time instructional personnel are for a period of nine to twelve months and paid in twelve monthly payments.
- b. Appointments for instructional personnel less than full–time will be paid according to contract.

3. Salary adjustments for the **next** academic year for **increased** academic qualifications should be approved by **March 1**. Upon completion of course work, an official transcript must be forwarded to the Human Resources Manager and the Vice President for Academic Affairs before payroll adjustments can be made. Other salary adjustments may be made at anytime.

#### **U. Sexual Harassment Policy**

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Eastern Oklahoma State College adopts the following policy concerning sexual harassment. (Also, see Harassment and the Student Handbook for additional details.)

The College will follow procedures that will ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred.

##### **1. Definition**

Unwelcome sexual advances, requests for sexual favors and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- b. submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting the individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

## **2. Specific Examples**

For clarification, the following behavior may be construed as sexual harassment:

- a. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones.
  - *Written*—includes but is not limited to suggestive or obscene letters, notes, emails or invitations.
  - *Verbal* - includes but is not limited to derogatory comments, slurs, jokes, or epithets.
  - *Physical* - includes but is not limited to assault, improper touching, impeding, or blocking movement.
  - *Visual* - includes but is not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters.
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Retaliation, threats, or implied threats of retaliation following rejection of or reporting of or complaining about sexual harassment.

## **3. Sexual Harassment Student Complaint Against Another Student**

Students believing that they may have been subject to sexual harassment should report to the Dean of Students Office to file a complaint and discuss possible options available to resolve the complaint. Violations of the Sexual Harassment Policy will follow procedures as listed in the Student Code of Conduct in the Student Handbook. Contact the Dean of Students in Student Union 118 or at 918.465.1756. If a student feels uncomfortable making the report to the Dean of Students, he or she may contact the Counselor or the Vice President for Academic Affairs.

## **4. Sexual Harassment Faculty Complaint Against a Student**

A faculty member believing that they may have been subject to sexual harassment by a student should report to the Dean of Students Office and the Vice President for Academic Affairs to file a complaint and discuss possible options available to resolve the complaint. Violations of the Sexual Harassment Policy will follow procedures as listed in the Student Code of Conduct in the Student Handbook.

**5. Sexual Harassment Student Complaint Against Faculty**

Students believing that he or she may have been subject to sexual harassment or any form of discrimination should report to the Dean of Students Office to file a complaint. The following procedures should be initiated.

a. *Step One: Informal Resolution*

The Dean of Students and the complainant will discuss the possible options available for resolving the issue. If the Dean of Students determines the complaint has merit, the Dean of Students will notify the faculty member and his or her Division Chair that a complaint has been filed **within one week of the filing of the complaint**. If the matter remains unresolved after the informal process, the student may proceed to Step Two.

b. *Step Two: Formal Resolution*

The student will present charges against the faculty member in written form to the Dean of Students **within one week** of the conclusion of the process conducted in Step One.

i. Upon receipt of the complaint, the Dean of Students will notify the Division Chair and the accused faculty member.

ii. An investigation and hearing will be conducted by a Hearing Committee consisting of the Human Resources Manager or his or her designee, the Faculty Council Chair and the Student Senate President. The committee will meet within **15 working days** of receipt of the complaint.

iii. The results of the investigation and hearing will be set forth in a written report. The report will:

- a) Describe the circumstances regarding the complaint;
- b) Provide a summary of the testimony of each witness, including the complainant and the respondent;
- c) Analyze any relevant data or evidence;
- d) Determine the committee's finding as to whether harassment did or did not occur with respect to each allegation in the complaint;
- e) Outline the proposed resolution of the complaint, including imposed sanctions, if any.
- f) The original report will be filed with the Human Resources Manager with copies being submitted to the faculty member and the student.

c. *Step Three: Appeals Procedure*

If either party is dissatisfied with the determination of the Hearing Committee, they may file a written appeal requesting a review before the Vice President for Academic Affairs. The Vice President for Academic Affairs, **within five (5) working days** of the determination, will review the report findings and issue a decision **within five (5) working days** of receipt of the Hearing Committee's recommendations.

If the Vice President for Academic Affairs supports the Hearing Committee's determination, no further action is warranted. If the Vice President for Academic Affairs disagrees with the Hearing Committee's determination, then a review will be conducted by the President **within five (5) working days** of the Vice President for Academic Affairs' determination. The President's review will normally be limited to

determining if appropriate procedures for due process were followed. In extraordinary circumstances, as determined by the President, he or she may make a decision on the merits of the case. The President's ruling will be final.

- d. If the person accused of sexual harassment serves in a position hearing or making any decisions concerning the complaint, the President will appoint a different individual to fulfill that position.

**6. Faculty Complaint Against Faculty, Professional Staff or Administrator**

A faculty member believing that he or she may have been subject to sexual harassment or discrimination by another faculty member, professional staff or administrator should report to his or her Division Chair and the Human Resources Manager to file a complaint. In the event the Division Chair is the respondent the faculty member should report to the Human Resources Manager and the Vice President for Academic Affairs to file a complaint. In the event the Vice President for Academic Affairs is the respondent the faculty member should report to his or her Division Chair and the President to file a complaint. The following procedures should be initiated.

a. *Step One: Informal Resolution*

Discussion of complaint and possible options available toward resolving the issue will be conducted by the complainant's immediate supervisor/s. In the event the immediate supervisor is the respondent, the faculty member should report to the next level of supervision. A written report of the proceedings will be filed with the Human Resources Manager.

b. *Step Two: Formal Resolution*

If unresolved after the informal process, the faculty member may submit a written formal complaint to the Human Resources Manager or his or her designee.

- i. After receipt of the complaint by the Human Resources Manager or his or her designee, a hearing and investigation will be conducted by a Hearing Committee consisting of one faculty member, one staff member and one administrator appointed by the Human Resources Manager or his or her designee. If the respondent is the Human Resources Manager, the President shall appoint members to the Hearing Committee consisting of one faculty member, one staff member and one administrator. If the respondent is the President, the Board of Regents shall appoint members to the Hearing Committee.

- ii. The results of the investigation will be set forth in a written report. The report will:

- a) Describe the circumstances regarding the complaint;
- b) Provide a summary of the testimony of each witness, including the complainant and the accused;

- c) Analyze any relevant data or evidence;
- d) Determine the committee's finding as to whether harassment did or did not occur with respect to each allegation in the complaint;
- e) Outline the proposed resolution of the complaint, including imposed sanctions, if any.
- f) The original report will be filed with the Human Resources Manager with copies being submitted to the President and the parties involved.

c. *Step Three: Appeals Process*

If either party is dissatisfied with the determination of the Hearing Committee, they may file a written appeal requesting a review by the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the report findings and issue a decision.

If the Vice President for Academic Affairs supports the Hearing Committee's determination, no further action is warranted. If the Vice President for Academic Affairs disagrees with the Hearing Committee's determination, then a review will be conducted by the College President. The President's review will normally be limited to determining if appropriate procedures for due process were followed. In extraordinary circumstances, as determined by the President, he or she may make a decision on the merits of the case. The President's ruling will be final, unless the President is the respondent, in which case the Board of Regents' ruling will be final.

**7. Withdrawal of Complaint**

The complainant may withdraw the complaint at any point prior to the adjournment of a formal hearing. Upon withdrawal of the complaint, all records pertaining to the complaint shall be destroyed.

**8. Implementation of Recommendations**

Within **ten (10) working days** of receipt of the Hearing Committee's report or the result of the Vice President for Academic Affairs' review, the President will either implement the report's recommendations or indicate in writing to the committee chair and the parties involved the reasons for taking other actions or no actions.

**V. Sexual Relationship Policy**

Eastern's educational mission is promoted by professionalism in faculty–student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the institution's educational mission. Trust and respect are diminished when those in position of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the institution.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. Romantic or sexual relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student.

Voluntary consent by the student in such a relationship is suspect, given the fundamentally unequal nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior, because it places the faculty member in a position to favor or advantage one student's interest at the expense of the others and implicitly makes obtaining benefits contingent on romantic or sexual favors. Therefore, the institution will view it as unethical if faculty members engage in a romantic or sexual relationship with a student enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship, and will be cause for immediate dismissal of the faculty member.

**1. Faculty/Student Relationships Within the Instructional Context**

It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member.

**2. Faculty/Student Relationships Outside the Instructional Context**

Romantic or sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic area or in areas that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a romantic or sexual relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the college.

**3. Previous Relationships**

Previous relationships of a romantic or sexual nature occurring prior to and ending before the professional/collegial student/faculty relationship are not subject to these guidelines.

**W. Smoking Policy**

All tobacco products are prohibited in all College-owned buildings and vehicles, with the exception of designated residences which are vented in such a way as to prevent the escape of the smoke into other enclosed areas. Outside, smoking

and the use of other tobacco products is permitted only in designated areas and in compliance with Title 21, O.S., Section 1247.

**X. Soliciting on Campus**

Sales of products or services on campus by off campus entities for profit are prohibited unless authorized by the President in writing.

This policy does not include fund raising projects for student organizations. Those requests should be made through the Office of the Dean of Student Services.

**Y. Teaching Assignments**

**1. Standard Teaching Load**

The standard faculty work load is thirty credit hours or equivalent per academic year. There is no distinction between day and evening offerings in regard to standard teaching load for on- or off-campus classes. Course offerings in excess of standard teaching loads may be required of departments due to enrollment fluctuation.

**2. Overload Payment**

Faculty teaching over 30 credit hours for the academic year will be compensated at the current adjunct rate of pay for the additional credit hours.

**3. Overload Assignment Procedure**

Upon recommendation of the Division Chair, in coordination with the Department Chair, assignments will be made to individuals qualified to teach the overload section(s) according to the following criteria.

- a. Faculty from the department with the overload requirement.
- b. Faculty having the approval of the Division Chair in which the overload is required.
- c. Adjunct faculty having the approval of the Division Chair in which the overload is required.
- d. Division Chairs may approve a one-course overload for full-time faculty. Any additional overload must be approved by the Vice President for Academic Affairs.
- e. Teaching loads for adjunct faculty that would exceed 50 percent of a full-time contract must be recommended by the appropriate Division Chair and approved by the Vice President for Academic Affairs.

**4. Course Cancellations**

Class offerings with an inadequate number of students will be reviewed to determine possibility of cancellation.

**Z. Tenure**

Faculty tenure is a means of recognizing excellence in the professional educator. Tenure may be interpreted as an assurance to the faculty member

that he or she may expect to continue his or her position unless adequate cause for dismissal, non-renewal of contract, or return to probationary status is demonstrated in a fair hearing before the Board of Regents, following the appeals procedure, outlined in the faculty handbook. Tenure assures the faculty member of the opportunity for lateral transfer, if all conditions for such a transfer are met, should his or her program be discontinued.

Tenure also assures the students of Eastern Oklahoma State College and public, who rely upon the faculty's professional integrity that a tenured faculty is, in fact, qualified and has been recognized by the administration and tenured colleagues for expertise in a particular discipline.

### 1. Granting of Tenure

To be granted tenure, a probationary or non-tenured faculty must have completed four years\* of continuous full-time instructional employment at Eastern Oklahoma State College. In effect, a faculty member may be evaluated for tenure during his or her fourth year. If tenure is awarded, it becomes effective July 1 following the award. Time served for required military duty will not be counted as a disruption in continuous employment.

\*The requirement for tenure eligibility for faculty who began employment prior to the 2006–2007 academic year remains three years.

### 2. Criteria for Granting Tenure

In order to be tenured, the faculty member must meet **all** of the following criteria:

- a. Hold a minimum of a Master's degree.
- b. Demonstrate professional excellence in classroom instruction.
- c. Be fully qualified in discipline(s) taught. (See the Faculty Qualification Requirements section for details.)
- d. Demonstrate a record of institutional and community service. Application of professional skills to service to the community is not required but may be considered.
- e. Endeavor to maintain professional excellence.
- f. Implement the stated mission of Eastern Oklahoma State College.

Each division is responsible for developing any additional criteria against which the faculty member is to be evaluated. The Division Chair will submit the additional criteria to the Vice President for Academic Affairs for review. The Vice President for Academic Affairs will notify the Faculty Council of the additional criteria.

### 3. Steps in the Process for Granting Tenure

- a. *Application for Tenure*: The eligible faculty member must notify his or her Division Chair (or Vice President for Academic Affairs if no Division Chair) that he or she is applying for tenure. The candidate for tenure will prepare a written application in support of his or her candidacy. ([See Procedures Manual](#)) This application will be read by the voting tenured faculty members, so confidential information known only to the Division Chair and/or Vice President for Academic Affairs may be withheld. This notification and application must be submitted by **March 1**, of the fourth year of employment, or the next business day thereafter.
- b. *Tenured Faculty Meeting*: The granting of tenure for the faculty member will be considered by all tenured\* faculty members within the division, the Division Chair, and the administration. The Division Chair will call a meeting of the tenured faculty within the division. If there are fewer than five tenured faculty in a division, the number will be supplemented by the necessary number from the tenured faculty of Eastern Oklahoma State College. The Vice President for Academic Affairs will be responsible for

having the tenured faculty of the college elect such additional members. The candidate's written application will be provided in advance of the meeting of tenured faculty. At this meeting, a chair will be elected to conduct the vote. A vote will be taken by secret ballot. The chair of the meeting will forward the results of the vote to the Vice President for Academic Affairs.

\*Tenured faculty members related in the first degree to the candidate are not allowed to serve. Others with potential conflicts of interest should also withdraw.

- c. *Vice President for Academic Affairs*: If the faculty member receives a recommendation for tenure by majority vote, The Vice President for Academic Affairs will submit the committee's recommendation as well as his or her recommendation to the President.
- d. *President*:
  - i. If the recommendation from the President is positive, he or she will submit the candidate to the Board of Regents for final consideration.
  - ii. In the case of a negative recommendation from the President, he or she will notify the Vice President for Academic Affairs who will, in turn, notify the candidate and the Division Chair. All notifications must be in writing and take place **within ten working days** after the President receives the recommendations of the committee and the Vice President.
- e. *Board of Regents*:
  - i. A candidate for tenure who receives a negative recommendation from the President may appeal to the Board of Regents on two grounds only:

*Procedural Error*: Allegation of procedural errors of such a grievous nature that a reasonable person would conclude that the candidate was not given full and fair consideration.

*Discrimination*: Allegation of discrimination on the grounds of race, ethnicity, creed, exercise of constitutional rights (such as First Amendment) or other legally and constitutionally protected status or right.
  - ii. In the absence of reasonable cause to believe that allegations related to procedure and/or discrimination have merit, the Board of Regents will *not* consider appeals of the judgments made by the tenured faculty, Division Chair (supervisor), Vice President for Academic Affairs, President, or any other individual involved in the deliberative process.
  - iii. By official action, the Board of Regents will accept or reject the President's recommendation for granting of tenure. There is no appeal of the decision of the Board. The President will notify the faculty member, in writing, of whether tenure status has been granted **no later than ten days** after the Board of Regent's decision. If tenure is denied, a written report to that effect will be sent to the Division Chair.

#### **4. Removal of Tenure With or Without Dismissal**

Removal of tenure must be for cause. The mere existence of cause does not necessarily result in loss of tenure. The College may choose to invoke sanctions short of loss of tenure or dismissal. In order for the cause to result in removal of tenure or “for cause” dismissal, the violation must be documented, significant, and persistent or if not persistent, the violation must be especially severe. Except in cases determined to be especially severe, the faculty member must have been warned and given a reasonable opportunity to correct the problem before action for removal of tenure or dismissal may proceed.

If the Division Chair, Vice President for Academic Affairs, or President believes that tenure status should be removed from any tenured faculty, the Division Chair will call a meeting of the tenured faculty (See note Tenure 3.b) within the division. At this meeting, the Division Chair will present facts showing cause for removal of tenure. The faculty member shall have the opportunity to present his or her position. After this hearing, a vote will be taken by secret ballot to recommend either removal of tenure or continuation of tenure. The recommendation of the tenured faculty within the division will be forwarded to the Vice President for Academic Affairs who will submit the recommendation to the President. The President will submit the recommendation of the tenured faculty within the division along with his recommendation to the Board of Regents. The Board of Regents will make the final decision.

A faculty member who has lost tenure, but who has not been dismissed, may request to complete a comprehensive program of improvement as directed by his or her Division Chair and the Vice President of Academic Affairs. Upon satisfactory completion of the program of improvement the faculty member may reapply for tenure.

#### **5. Appeals to the Board of Regents**

##### **a. Tenure**

- i. A tenured faculty member who receives a negative recommendation from the President may appeal to the Board of Regents on two grounds only:

*Procedural Error:* Allegation of procedural errors of such a grievous nature that a reasonable person would conclude that the candidate was not given full and fair consideration.

*Discrimination:* Allegation of discrimination on the grounds of race, ethnicity, creed, exercise of constitutional rights (such as First Amendment) or other legally and constitutionally protected status or right.

- ii. In the absence of reasonable cause to believe that allegations related to procedure and/or discrimination have merit, the Board of Regents will *not*

consider appeals of the judgments made by the tenured faculty, Division Chair (supervisor), Vice President for Academic Affairs, President, or any other individual involved in the deliberative process.

b. Dismissal

In cases in which the President recommends tenure removal and/or dismissal of a tenured faculty member, the faculty member must be notified in writing **within 10 days** of the recommendation. Receipt of notification is required.

- i. The faculty member may request a hearing before the Eastern Board of Regents before final action is taken. The hearing must take place in a timely manner.
- ii. At the hearing the faculty member may be represented by counsel, but the faculty member must speak for himself or herself.
- iii. The dismissal hearing shall be conducted in "open" session. If it is necessary to disclose information which is required by law to be kept confidential, the Eastern Board of Regents shall receive such information in executive session prior to taking any action.
- iv. The President and the faculty member involved shall have the right to present his or her side of the matter.
- v. After due consideration of the evidence presented at the hearing, the Eastern Board of Regents shall vote, in open session, on the following: (1) whether to remove tenure and (2) whether to dismiss the faculty member.
- vi. The faculty member shall be sent notice of the decision of the Board of Regents by certified mail, restricted delivery, return receipt requested, or by personal delivery **within 10 days** of the decision.

**6. Steps in the Appeal Process**

- a. *Submit the Appeal:* A tenure candidate wishing to make an appeal must submit the appeal in writing to the Secretary of the Board of Regents **within 10 working days** of receipt of a negative recommendation from the President. The Secretary will notify the Chair. Appeals not filed by this deadline will be automatically rejected unless the appellant can prove to the satisfaction of the Chair of the Board of Regents that factors beyond the appellants control made it unreasonable to file **within the 10 days** allotted.
- b. *Consideration by Committee:* The Chairman of the Board of Regents will appoint a committee of at least three members of the Board to hear the appeal. The committee will set a hearing time at which time the candidate will be given the opportunity to state his or her appeal and the President will have the opportunity to respond. Either party may designate attorneys or others to state all or part of their cases. The Committee of the Board may require either or both parties to produce documents, and the Committee may require any employee of the College to appear. The appellant may call witnesses, but the Board has no power to compel their attendance. The committee will confine the hearing to arguments to determine if the negative tenure recommendation flowed from procedural

or discriminatory error. Any argument not germane to such allegation(s) will be ruled out of order.

- c. *Board Action.* The Committee will make its recommendation to the Board at the next meeting. If the Board finds no substantive procedural error or discrimination, the matter is terminated. If the Board finds procedural or discriminatory error, it does not necessarily result in the granting of tenure. The Board may adopt any remedy it deems appropriate. The Board's decision is final and non-appealable.

## **7. No Administrative Tenure**

Tenure is not applicable to service in administrative assignments. Tenured faculty members who accept appointments to administrative positions do not relinquish their tenure as a faculty member. Administrators granted tenure while administrators acquire tenure only in the faculty, not in the administrative position. Upon reassignment to the faculty, tenure status will continue.

## **8. Special Cases for Tenure (Immediate or Accelerated Tenure)**

- a. In special cases, in order to attract or retain exceptionally highly qualified and outstanding individuals for Eastern Oklahoma State College, Eastern may grant tenure immediately upon appointment or after an accelerated probationary period of service, shorter than normal. The granting of immediate or accelerated tenure should be done only in cases of truly outstanding accomplishment by the individual; it should not become the routine method of hiring or retaining faculty and administrators.
- b. To be eligible for immediate or accelerated tenure, the individual must have been granted tenure at some time previous to his or her arrival at Eastern through a merit-based, deliberative process at another accredited college or university or during previous service at Eastern. (Tenure acquired merely by length of service at a previous institution does not qualify an individual for immediate or accelerated tenure at Eastern.)
- c. The individual must not have lost tenure at a previous institution for cause. (Tenure ended due to voluntary resignation, program closure, or financial exigency at a previous institution does not disqualify an individual from immediate or accelerated tenure at Eastern.)
- d. Immediate or accelerated tenure may be granted by the Board of Regents after review by the tenured faculty in the affected division and upon recommendation by the President in the following cases:
  - i. Endowed or externally supplemented faculty "chair" or special instructorship.
  - ii. Division Chair or other program director/coordinator
- e. Although this section deals with immediate or accelerated tenure, it should not be interpreted to mean that individuals in these categories are limited to immediate or accelerated tenure; they may also go through the normal tenure steps.

## **9. Non-renewal of tenured faculty member due to program termination or contraction.**

The Oklahoma State Regents for Higher Education may terminate a program at any time. From time-to-time the College may also determine that it is appropriate to terminate an academic program or significantly contract its size due to lack of enrollment and/or employer need. In such case, the College may decline to renew the contracts of faculty members in that program, including tenured faculty members. This provision is subject to the following considerations:

- a. Any program considered for termination or contraction in size by the College will first be reviewed by the Academic Leadership Team to determine program viability based on current enrollment, past history, future demands, cyclical enrollment patterns, and other relevant information.
- b. Any faculty member considered for termination or reduction in compensation will have his or her personnel file reviewed by the Vice President for Academic Affairs and the faculty member's Division Chair
- c. Any probationary or non-tenured faculty members in the program will be non-renewed before any tenured faculty member, presuming that the tenured faculty member is qualified to teach the remaining courses.
- d. If, at the time of the program closure or contraction, the College has an opening in another program for which a tenured faculty member non-renewed under this provision is fully qualified, that faculty member will be given the option of transfer to that position. There must be an opening; the non-renewed faculty member does not have the right to "bump" another tenured faculty member. If there is no opening, the President may determine whether the non-renewed faculty member may "bump" a non-tenured faculty member.
- e. If, within two years of the program closure or contraction, the College decides to reopen or revitalize the program with a new faculty position, the tenured faculty member previously non-renewed will be given the opportunity to assume the new position presuming that he or she remains fully qualified. (Note: in a case in which more than one tenured faculty member was non-renewed upon program closure or contraction, the College may choose which non-renewed individual to re-hire according to qualifications and program needs with regard to years of service and previous tenure status.)

**10. Dismissal, non-renewal, or reduction in salary due to financial exigency.**

The Financial Exigency Policy approved by the Eastern Board of Regents applies to faculty positions, including tenured faculty members with the following additional considerations. ( Financial Exigency Policy.)

- Faculty grievance and appeal procedures will be maintained.
- Provisions of the preceding section will be observed.
- If reductions in force are made in a case in which both tenured and untenured individuals who are fully qualified may be affected, untenured individuals will be affected first.

- When position restorations are made within two years following financial exigency, previously tenured faculty members will have priority.

## VII. Financial Exigency

### A. Definitions

#### 1. Financial Exigency

Financial exigency shall mean a state of financial crisis brought about by a decrease in Educational and General Part I budget allocation to the college and/or a significant shortfall in total college funding, which would:

- a. Necessitate the elimination or reduction of existing instructional programs; or
- b. Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or,
- c. Seriously erode the quality of any existing program.

#### 2. Financial Exigency Committee

The Financial Exigency Committee shall be composed of the President, who shall serve as Chair, the Vice Presidents, and other designees as may be deemed appropriate at the time. At the time of this Handbook adoption, the committee shall include the incumbents of the following described positions.

Vice President for Academic Affairs	Human Resources Manager
Vice President of Administrative Services	Director of the Physical Plant
Dean of the McAlester Campus	Chair of Faculty Council
Director of Enrollment Management	One (1) elected representative of the Division Chairs
Director of Development	Athletic Director

In addition, the President may appoint to the committee such other faculty, Administrative Staff, staff, or students to assure appropriate representation of all groups within the College community.

The purpose of the Financial Exigency Committee is to recommend budget alterations, including those involving personnel, to the President.

#### 3. The Termination Review Committee

The Termination Review Committee shall be composed of a chair and six members, three of whom shall be faculty members and three of whom shall be Staff. The Vice President for Academic Affairs shall determine two of the faculty members of the committee by random selection from among faculty with three years or more of service, and one faculty member of the committee from among other faculty. Any faculty member so chosen may

decline to serve. When the committee considers the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings. All members shall be voting members.

The purpose of the Termination Review Committee is to review terminations under exigency and make recommendations to the President as to their justification.

## **B. Policy and Procedures**

### **1. Declaration**

When, in his opinion, a state of financial exigency is impending, the President, in consultation with the Financial Exigency Committee and the Chair of the Board of Regents, shall declare the College to be in a state of financial exigency.

### **2. Preliminary Action Plan**

Following the declaration, the President shall convene the Financial Exigency Committee and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature and extent of the crisis and developing a Preliminary Action Plan to return the College to a stable financial state. Upon completion of its evaluation, the committee shall prepare and recommend its Preliminary Action Plan to the President.

### **3. Exigency Action Plan**

The President shall review and consider the Preliminary Action Plan and seek such other advice and counsel from faculty, students, and other interested parties, as he or she shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the Board of Regents an Exigency Action Plan for alleviating the financial crisis at the College.

### **4. Action by Board of Regents**

The Board of Regents has ultimate responsibility for the financial integrity of the College. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the College to a stable financial state. Any Action Plan adopted by the Board of Regents will not identify specific faculty or staff for termination, but may identify budgetary goals and areas and units for reductions.

### **5. Action Plan Implementation**

Following adoption by the Board of Regents, the President shall direct the executive officers to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities or services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

## **C. Guidelines**

### **1. Termination of Employment**

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the College and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Financial Exigency Committee and other units develop their respective plans, they should consider such factors as centrality to the College's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and / or income generating ability. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the College and to the mission of Eastern Oklahoma State College.

## **2. Program Deletions**

If an academic program at the College is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the College will explore making special allowances for such students. Special allowances might include such actions as permitting students to complete programs by taking work in related departments, assisting them to locate the same program at other institutions, or other means of meeting the academic needs of affected students.

## **3. Personnel Reduction**

Anyone terminated may appeal in writing to the Termination Review Committee to reverse its decision. Such an appellant does have a right to a hearing before the committee. As such a review, the Termination Review Committee will recommend either termination or continuance of the person to the President. The President's decision will be final. Tenured faculty has the right to follow the appeals process to the Board of Regents. (See Tenure)

# **VIII. BENEFITS**

## **A. Employee Benefits**

The institution offers various benefits to eligible employees and their dependents. Eligible employees are employees employed at least half-time and occupying permanent positions. The institution pays for the cost of the employee's benefits unless otherwise noted below. The institution does not pay for the cost of any dependent's elected benefit. Detailed information concerning all benefits is available in the Human Resources Office. A brief synopsis of the major benefits is listed below:

### **1. Health/Dental/Basic Life Insurance**

Group medical, dental, and basic life insurance is provided to all eligible employees.

### **2. Life Insurance**

Group life insurance is provided to all eligible employees in the amount of two times the annual salary rounded to the nearest thousand.

### **3. Long Term Disability Insurance**

Long term disability insurance is provided to all eligible employees. It is effective after 30 working days of time lost.

**4. Retirement Benefits**

All eligible employees become members of the Teachers' Retirement System of Oklahoma. Eastern pays 100 percent of the faculty member's contribution to the state retirement system.

**5. Social Security Benefits**

Matching contribution is paid by the institution.

**6. Unemployment Insurance**

All employees are covered by unemployment insurance.

**7. Workers Compensation Insurance**

All employees and volunteers are covered by workers' compensation insurance. If a faculty member is injured on the job, the Human Resources Manager must be notified within one business day. The Office of Human Resources will provide the necessary information for filing a claim. (Also see Emergency Procedures)

**B. Optional Pay Related Benefits**

Employees may also elect to pay for additional, optional benefits to be deducted from the employee's pay. Details of these benefits are available in the human resources office.

**C. Retirement Program**

Employees hired prior to July 1, 1995 can apply for early retirement supplement upon approval of the Board of Regents for Eastern Oklahoma State College. However, for a person under age 62 to be eligible for additional retirement supplement, the individual must have completed 25 years of service in the Oklahoma State System of Higher Education with ten years at Eastern Oklahoma State College. Eligibility for retirement supplement shall be based on years of service and salary level at the time of retirement.

Retirement allowance will consist of one-half the monthly compensation base to be received in monthly payments each year. Determination of supplemental benefits is based on the combination of retiree's FICA and Teachers' Retirement benefits, based on the maximum retirement compensation amount. If the total of these benefits are less than one-half the monthly compensation base, a supplement from Eastern Oklahoma State College will be paid to raise the retirement to one-half the monthly compensation base. If the sum of the retiree's FICA and Teachers' Retirement benefits are more than one-half the monthly compensation base, no supplement will be awarded by Eastern. There will be no supplemental retirement for personnel hired on or after July 1, 1995.

Eastern follows current guidelines proclaimed by the Oklahoma Teachers' Retirement System. Complete information concerning the Teachers' Retirement System of Oklahoma can be obtained from the Human Resources Office or by contacting the Teacher's Retirement System in Oklahoma City (1-877-738-6365) or ([www.ok.gov/TRS/](http://www.ok.gov/TRS/)).

Employees should contact the human resources office three to six months prior to a planned date for retirement.

**D. Leaves of Absence** (Listed alphabetically)

**1. Family Medical Leave Act**

The Family Medical Leave Act of 1993 gives eligible faculty up to 12 weeks unpaid, job-guaranteed leave for childbirth, adoption, and foster child placement as well as serious illness either of a faculty member or of his or her immediate family. Eligible faculty are those who have been employed by the college for at least 12 months or a total of 52 weeks and have worked at least 1,250 hours during the most recent 12-month period prior to the FMLA qualifying event. The 12-month period is based on the anniversary date of employment. Faculty members wishing to take Family Medical Leave must provide the college with medical certification that demonstrates the need for the leave. Faculty members taking a Family Medical Leave will not lose any employment benefit (such as rank or credit for years of service) accrued prior to the beginning of the leave. Faculty members will also continue to be covered by all group insurance plans in which they were enrolled prior to the beginning of the leave; however, a faculty member will continue to be responsible for payment of premiums for any additional coverage or elected dependent coverage. It is the faculty member's responsibility to contact the Human Resources Office as soon as possible to determine premium payment requirements.

**2. Leave Without Pay**

Full-time, tenured faculty members, may request leave without pay for a one-year period after being employed five consecutive years at Eastern. Faculty application for leave shall be made to the Vice President for Academic Affairs through the appropriate Division Chair prior to **March 1**. The applicant shall be notified in writing of the decision by **April 10**. If the request is approved, the applicant will be allowed to return to his or her previous position at the end of the leave period as in accordance with the "Leave Without Pay" agreement. ([See Procedures Manual](#))

**3. Military Leave**

Military leave for employees of Eastern Oklahoma State College will be granted on the basis of twenty calendar days per year.

Employees ordered to active duty or service, will be entitled to a leave of absence for the period of such service without loss of status or efficiency and without loss of pay during the first twenty (20) work days per calendar year. Those faculty taking military leave shall notify as soon as possible, the Vice-President for Academic Affairs and their respective Division and Department Chair so that appropriate arrangements concerning classes may be made.

**4. Sabbatical Leave**

Full-time faculty shall be eligible to apply for sabbatical leave for the purpose of pursuing graduate studies, research, or learning new technologies through employment. Faculty members desiring a sabbatical leave must submit an

- application, to include a plan of study, to the appropriate Department/Division Chair and the Vice President for Academic Affairs.
- a. The number of full-time faculty on academic year sabbatical during a given year shall not exceed five per cent (5%) of the full-time faculty.
  - b. If funds are available, a faculty member receiving a full year sabbatical (nine or more graduate hours each semester for two semesters) shall be paid by Eastern at the rate of one-half the nine-month salary for teaching faculty received the school year immediately preceding the sabbatical.
  - c. An obligation of three-years employment by Eastern shall be incurred immediately following the sabbatical or the salary received during the sabbatical must be repaid.
  - d. Applications for sabbatical leave must be received by the President's Office **by March 1**, and may be **canceled** by the applicant through **April 1**.
  - e. The Vice President for Academic Affairs shall advise the President, whose decision on the application is final. The President will notify the applicant no later than **April 10**.
  - f. Subsequent to notification of acceptance of the application, the individual shall give the college a security for return to employment with a sabbatical leave bond in the amount of the salary which will be paid to the employee during the sabbatical period issued by a surety company recognized by the State Insurance Commissioner of Oklahoma.
  - g. Criteria for determining individuals who will receive sabbatical approval include but are not limited to the following. Tenured faculty over non-tenured.
    - Applicant working on advanced degree as evidenced by a program of study.
    - Applicant not previously awarded a sabbatical.
    - Applicant for academic year not within three years of retirement.
    - Applicant involved in disciplines in which technologies, knowledge, etc., are rapidly advancing.

##### 5. Sick Leave

Full-time faculty members are entitled to accrue sick leave with pay at the rate of one and one-fourth days per month (10 hours). There is no limit to the number of days/hours that may be accumulated. However, a maximum of 120 days or 960 hours may be utilized during an academic year. Members of the Oklahoma Teachers' Retirement System shall be entitled to have their accumulated days of sick leave credited toward the years of service. A retiring faculty member will be granted 120 days/960 hours of sick leave to use as a year toward retirement if he or she has or would have accumulated such leave, OTRS Rules: 715:10-5-28 and 715:10-5-29. A maximum of five (5) days annually (not cumulative) may be charged against sick leave as personal leave for full-time faculty only.

A faculty member who takes sick leave shall notify his or her Department and Division Chairs as soon as possible. Division Chairs who are absent shall notify the Vice President for Academic Affairs. Upon returning, the faculty member/Division Chair will obtain a sick leave report form from the Office of Human Resources. ([See Procedures Manual](#)) It is the responsibility

of the employee to obtain and complete this form, obtain the appropriate signatures and forward the form to the Human Resources Manager.

If the employee is absent due to illness for more than five (5) consecutive days, a certificate of illness signed by the attending physician may be required. This certificate shall be filed with the Human Resources Manager.

#### 6. Sick Leave Donation Policy

Employees may donate sick leave to a fellow employee who has exhausted available sick leave. The criteria for donating sick leave are:

- Donated sick leave must be voluntary and a donation form ([See Procedures Manual](#)) must be sent to the Human Resources Manager stating the recipient and the amount of sick leave to be donated. Donating employees may remain anonymous. The Vice President of Administrative Services will notify the recipient of the amount of sick leave being donated.
- Employees may donate a maximum of 15 days/120 hours of sick leave annually.
- Donating employees cannot cause their sick leave balances to fall below 90 days/720 hours.
- Unused donated sick leave will be forfeited by the donor and the recipient.
- Over his or her lifetime, an employee may receive a maximum of 45 days/360 hours of donated sick leave.
- The college may require a medical affidavit from the recipient employee.

#### E. Tuition Waiver

Regular, full-time Eastern employees, their spouses, and their children are entitled to receive a 100% **tuition-only** waiver benefit. **This benefit applies to tuition charges only; all fees must be paid by the student.** Employees are responsible for notifying the Scholarship Coordinator in the Financial Aid Office and providing a copy of the tuition charges to the Scholarship Coordinator.

##### 1. Employees

The **tuition-only** waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second

week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

**2. Spouse and Dependents**

Spouse and dependents are eligible. Dependents may receive the 100% **tuition-only** waiver for any year in which an employee claimed them as dependents on federal income tax forms. Dependents must notify the Scholarship Coordinator and provide a copy of the employees income tax form with the copy of tuition charges for the semester.

**3. Retirees and Dependents**

Under the conditions listed below, retirees and their spouses and dependents will receive a 50% **tuition-only** waiver. Waivers for retirees are limited to those persons who had five years of service at Eastern and who retired from employment at Eastern under the Oklahoma Teacher's Retirement Plan. Waivers for spouses and dependents of these retirees are limited to any year in which an employee claimed them as dependents on federal income tax forms. Dependents must notify the Scholarship Coordinator and provide a copy of the employees income tax form with the copy of tuition charges for the semester.

**4. Condition of Benefit**

All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver. The Scholarship Coordinator in the Financial Aid Office should be contacted for questions concerning the application of tuition waivers.

**5. Condition of Courses at No Cost to Employee**

Employees, as well as all Oklahoma residents, who are 65 years of age or older may audit classes without charge. Enrollment is contingent upon available space.

**IX. Handbook Revision Policy**

The Faculty Handbook contains information of general interest to the faculty. Sources used in the preparation of the Faculty Handbook include, but are not limited to, the following: the most recent edition of the Faculty Handbook; minutes of the Eastern Oklahoma Board of Regents; Oklahoma State Regents for Higher Education Policies and Procedures Manual; Student Handbook; Staff Handbook; and minutes of the Faculty Council.

The Faculty Council Executive Board, the Vice President for Academic Affairs and the Vice President of Administrative Services will review the Faculty Handbook on an annual basis. The review process must be completed and any changes recommended to the President in time for him or her to form recommendations

and revisions comments before the revisions are presented to the Eastern Board of Regents at a regents' meeting.

Recommendations for revisions must be approved by the Eastern Oklahoma State College Board of Regents before a change may be implemented.

The Faculty Handbook will be updated with **all** changes on an annual basis and made available to the faculty.

## X. **ACADEMIC POLICIES AND PROCEDURES**

### A. **Academic Integrity**

Eastern expects its students to demonstrate integrity in their academic work. Acts violating the expected integrity include:

1. Cheating on examinations, quizzes or other written work;
2. Giving assistance to or receiving assistance from another during an examination or quiz;
3. Plagiarism, that is:
  - a. The use of another's published work wholly or in part without recognition or proper documentation;
  - b. The use of another student's work as one's own;
  - c. The purchase, use or provision of an already prepared paper;
4. Falsifying any academic record;
5. Obtaining, or attempting to obtain, copies of uncirculated examinations or examination questions.

If a faculty member identifies a violation of academic integrity where an academic penalty is imposed that could be appealed, the faculty member should contact the appropriate Division Chair and the Dean of Students. The procedures for cases involving charges of a violation of academic integrity are outlined in the Student Handbook and in Appendix I.

### B. **Academic Standing Policy**

#### 1. **Academic Probation and Suspension**

A student will be placed on academic probation if the student fails to meet the following requirements:

<i>Credit Hours Attempted</i>	<i>GPA Requirement</i>
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Freshmen students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed as detailed in the State Regents' *Grading Policy*, remedial/developmental (pre-college) courses, and physical education activity courses.

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

## **2. Academic Suspension Appeals**

A student must document any extraordinary personal circumstances that contributed to his or her academic deficiencies. The documentation will be submitted to the Registrar and the information provided to the Vice President for Academic Affairs to be presented and considered at the next regularly scheduled meeting of the Academic Leadership Team.

The student will be notified of the decision made by the committee and if allowed to continue, the student will be on academic probation and must maintain a 2.00 GPA each semester attempted or raise his or her cumulative GPA to the designated level.

## **3. Readmission of Suspended Students**

A student, who has not attended college for one regular semester after having been academically suspended, may request readmission to the Registrar. The decision is made by the Vice President for Academic Affairs and if the student is allowed to return, he or she is notified that he or she will be admitted on probation and that a suspended student may be readmitted only one time. Such students must maintain a 2.00 GPA each semester attempted while on probation or raise their cumulative GPA to the designated level. If the student is suspended a second time, he or she will not be considered for readmission until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his or her cumulative GPA to the retention standard.

## **4. Reinstatement of Suspended Students at System Institutions**

If a student is suspended from another Oklahoma institution and would otherwise be qualified, he or she may request, in writing, admission to the college. The request will be submitted to the Registrar who will present it to a committee composed of the Vice President for Academic Affairs, Registrar, and one faculty member. The student will be notified and if admitted will be on probation. Such students must maintain a 2.00 GPA each semester attempted or raise their cumulative GPA to the designated level.

## **C. Access to Student Records**

### **1. Directory Information**

In compliance with the Federal Education Rights and Privacy Act (**FERPA**), Eastern Oklahoma State College designates the following information as public or directory information:

- a. Student's name, address and telephone numbers.
- b. Date and place of birth.
- c. Major field of study.
- d. Participation in officially-recognized sports.
- e. Weight and height of athletic team members.
- f. Dates of attendance.
- g. Degrees and awards received.
- h. Dates and institutions previously attended.
- i. Enrollment status (full-time or part-time).

Directory information may be released to the public without prior authorization of the students.

Students may withhold directory information by the submission of a written request to the Registrar's Office on a semester-by-semester basis. The request may be submitted at any time during the regular semester (fall, spring, or summer).

Eastern will continue withholding addresses and telephone numbers in the student directory that is available in the Registrar's and other offices for public use. Addresses and telephone numbers will be released on a case-by-case basis at the discretion of the College.

## **2. Non-Directory Information**

Non-directory information includes the following:

- a. ACT scores.
- b. Grades.
- c. High School and college transcripts.
- d. Social Security Numbers.
- e. Resident Halls.
- f. Financial Aid records.
- g. Records of disciplinary proceedings, etc.

Eastern Oklahoma State College may disclose non-directory information about a student to a third party without the student's consent, subpoena or court order under the following circumstances.

- a. Parents or legal guardians of a dependent student as defined under section 152 of the Internal Revenue Code.
- b. College faculty and staff with a legitimate educational "need to know."
- c. Representative of agencies or organizations from which financial aid has been received by the students.
- d. Officials of other educational institutions in which the student intends to enroll.
- e. Certain federal and state officials; organizations conducting studies on behalf of the College; and, accrediting institutions.
- f. In emergencies, where information is necessary to protect the health or safety of the student or other.

In all other situations, Eastern must have the student's written consent to release non-directory information. This requirement applies to parents of students 18 years or older (unless the student is defined as a dependent under the tax code), spouse, all other relatives, legislators, police, FBI agents or other governmental authorities who request private information about a student without a subpoena, warrant or other court order.

A student's written consent to release non-directory information must include the following:

- a. The name of the person, agency, firm, etc., to receive the record.
- b. The specific record(s) to be released.
- c. The reasons for the release.

The Federal Education Rights and Privacy Act of 1974 provides that all records maintained on a student be made available for inspection by the student. The student must not only have access to the full records, but also be given opportunity to challenge any portion thereof.

Additional information about access to student records is available in the Registrar's Office.

#### **D. Advanced Standing Policy**

In accordance with policy established by the Oklahoma State Regents for Higher Education, Eastern awards advanced standing credit for learning experiences received outside the formal college setting

##### **1. Basis for Receiving Advanced Standing**

- a. Examinations designed and administered by Eastern faculty.
- b. Satisfactory scores on national exams such as subject matter exams by College Level Examination Program (CLEP).
- c. Military service learning experience as recommended by the American Council on Education.

##### **2. The following conditions and/or limitations apply:**

- a. A student must be enrolled at Eastern to be eligible to apply for advanced standing credit in any course.
- b. A student must have successfully completed twelve (12) or more semester hours at Eastern before advanced standing credit can be recorded on his or her transcript by the Registrar.
- c. A student may not earn more than one-half of the credit hours required for graduation at Eastern by the advanced standing procedure.
- d. A neutral grade of "P" on the transcript will identify credit earned by advanced standing. A proficiency level of "C" or better is required to earn the "P" grade.
- e. Advanced standing credit can **ONLY** be awarded for courses which Eastern is authorized to teach.
- f. A student may take only **ONE** advanced standing examination in any given course. (An examination cannot be taken again if a failing grade is received the first time.)
- g. The student must make written application for advanced standing, indicating the course desired, and secure approval as indicated on the form for advanced standing.
- h. The Vice President for Academic Affairs will appoint a three-member faculty committee to design and evaluate each local examination for which application is made.

##### **NO EXAMS MAY BE ADMINISTERED PRIOR TO THIS AUTHORIZATION**

- i. Advanced standing credit for English 1113 and English 1213 is awarded for a satisfactory CLEP score at the grade "B" level. To qualify for the CLEP test a student must have a qualifying ACT score and complete a writing sample on campus for evaluation by the members of the English Department or submit a portfolio of written

work completed to meet senior English requirements or completed independently.

- j. Local examinations will NOT be authorized for subjects for which CLEP has been approved.
- k. The student is responsible for all fees charged by College Entrance Examination Board (CEEB) for the CLEP examinations. No additional fees will be charged to record credit by CLEP or military experiences.
- l. A fee of \$50 per credit hour must be paid to the Business Office for each exam prior to taking the examination.
- m. A student MAY NOT apply for advanced standing credit in a course after enrolling in the course. For advising purposes, advanced standing exams should be attempted before the semester begins.

#### **E. Computer Use Policy**

Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern mission of instruction, research and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the Eastern community. The preservation of that privilege for the full community requires that each faculty member comply with institutional and external standards for appropriate use. Policies and general guidelines have been developed regarding the use of Eastern computing resources equipment, services, software, and computer accounts by students, faculty, staff, and administration. ([See Appendix B](#)) The computer use document must be dated, signed and returned to the Office of Human Resources.

#### **F. Copyright Policy**

Faculty are expected to adhere to copyright laws in the use of classroom materials. Faculty should become familiar with the basic guidelines as provided by the Assistant Vice President for Institutional Research and Media Services. These guidelines are based on extensive study of the available information on copyright laws. Copies of the copyright policy in its entirety are available in the campus library.

***The copyright laws of the United States (Title 17 United States Code) govern the making of photocopies or other reproduction of copyrighted materials.***

***Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" (see below), that user may be liable for copyright infringement.***

***The staff at the Eastern Library Media Center reserves the right to refuse to accept a copying order if, in the staff member's judgment, fulfillment of the order would violate the copyright law.***

**1. Fair Use**

*The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use in the copyright laws. These copyright laws are often revised, so the guidelines may change in the future. There may also be new technologies which will have to be covered by future copyright laws.*

**2. Single Copying For Teachers**

A single copy may be made of any of the following by and for a teacher for his or her scholarly research or use in teaching or preparation for a class

- a. A chapter from a book
- b. An article from a periodical or newspaper
- c. A short story, short essay, or short poem
- d. A chart, graph, diagram, drawing, cartoon, or picture

**a. Multiple Copies For Classroom Use**

Multiple copies (not to exceed more than one copy per pupil in a class) may be made by or for the teacher giving the course for classroom use or discussion provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below.
- b. The copying meets the cumulative effect test as defined below.
- c. Each copy includes a notice of copyright.

**4. Definitions:**

a. Brevity

In poetry one can copy a complete poem if less than 250 words and if printed on not more than two pages OR if from a longer poem, an excerpt of not more than 250 words. In prose, one can copy the complete article, story, or essay if not more than 2,500 words OR an excerpt from a longer work not more than 1,000 words or 10% of the work, whichever is less. In illustrations, one can copy one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

b. Spontaneity

The copying is at the instance and inspiration of the individual teacher.

The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

c. Cumulative Effect

The copying is for only one course in the school where the copies are made. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author nor more than three from the same collective work or periodical during the same class term.

There should be no more than **nine** instances of multiple copying for one course during one class term. The distribution of the same photocopied material should not occur every semester. These limitations do not apply to current news periodicals and newspapers.

**5. Copying shall not be used to create or replace or substitute for anthologies, compilations, or collective works. There should not be**

**copies from “consumable” sources such as workbooks, exercises, test booklets, and the like. Copying should not substitute for the purchase of books, publishers’ reprints, or periodicals.**

**6. Guidelines For Music**

Eastern purchases licensing agreements which allow the college to use music in most instances, such as use by the Pom and Dance team for entertainment at games. These licensing agreements will cover the use of a song in a classroom setting by a teacher and his or her students. If for instance the Spanish class used a song as part of a presentation, this would be covered. HOWEVER, the licensing agreements do not allow/cover for the copying of an entire album, CD, tape, etc. The general rule of thumb is to only be able to use copies of only 10% of the CD, etc. The use must be for the students.

Emergency copies may be made of the entire CD, etc., if the purchased copy is damaged or in perishable condition and there is not time before a performance to purchase another or if there is not another able to be purchased.

**G. Course by Arrangement—Policies**

The administration, faculty and staff at Eastern realize that class participation and regular class attendance are vital to student success and retention. Under special circumstances, however, a student may request to complete a course by arrangement. ([See Procedures Manual](#))

**H. Duplication Services**

Duplication services are available in each instructional building and the McAlester Campus. Faculty members will receive a copy card which can be inserted in any copy machine. Duplication costs will be charged to respective budgets. ([See Procedures Manual](#))

**I. Emergency Policies and Procedures**

The College is committed to providing a safe and healthy workplace for all employees. The College will provide employees with current safety procedures and health alerts. ([See Procedures Manual](#))

**J. Facilities Reservations**

Various facilities of Eastern Oklahoma State College can be reserved by completing a reservations form. Available facilities include the Ballroom, East Cafeteria, and the President’s Dining Room located in the E. T. Dunlap Student Union Building; the conference room and the computer lab in the Bill Hill Library; classroom facilities; and Mitchell Auditorium. ([See Procedures Manual](#))

**K. General Enrollment Policies and Procedures**

The Registrar, the Director of Enrollment Management, the Vice President for Academic Affairs, and the Academic Leadership Team will establish policies and procedures for enrolling students in compliance with state and federal guidelines. ([See Procedures Manual](#))

**L. General Enrollment Policies and Procedures—Advisor and/or Major Change**

Advisor and/or major change are initiated in the Registrar's Office upon request by student and/or recommendation of former advisor.

**M. Grades Appeals Policies and Procedures**

This policy on Grade and Academic Action Appeals applies to all matters concerning grades, progression in a program of study, or any evaluation that affects a student's academic record. Students have the right to be graded in a reasonable, fair, and nondiscriminatory manner. They have the right to have grading policies consistently applied as stated. In classes and class-related settings, students have the obligation to act with academic integrity and to exhibit respect for other students and for faculty members.

**1. Reasons for Grade and Academic Action Appeal**

An academic appeal will be considered if there is evidence that one or more of the following situations may exist: (1) error in calculation of grade; (2) deviation from the syllabus (or published revisions thereto) or college policy; (3) disparate academic treatment of a student; (4) inappropriate penalties imposed for an academic integrity violation; (5) factual error in the grading of test or other assignment. \* Ultimately, only a faculty member can change a grade.

*\* Important note on reasons for appeal:* An academic appeal cannot be based on generalized dissatisfaction with a grade, penalty, or outcome of a course. Neither is general disagreement with the faculty's professional judgment of the quality of the student's work and/or performance a basis for an academic appeal. To be considered an "appeal" rather than merely a "complaint," the student's case must present specific and detailed reasons why the student believes that the grade or other academic action was unjustified.

**2. Timeline**

An appeal must be initiated and pursued in a timely manner or it will be rejected on procedural grounds and the original grade or action will stand. "Timely manner" means that the student must follow the timeframes as outlined. (See [Procedures Manual](#)) In exceptional cases such as serious illness and at his or her discretion, the Vice President for Academic Affairs can approve time extensions. Delay or neglect on the part of the student will not justify an exception.

**3. Procedures**

Steps in the grade and academic action appeal process are outlined in the Student Handbook and in [Procedures Manual](#).

## N. Grading Policy & Procedures

### 1. Grades

The quality of a student's work in a course is indicated by grades as follows:

Letter Grades	Rate	Grade Points Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	GPA Neutral
AU	Indicates Audit	GPA Neutral
W	Withdrawal	GPA Neutral
AW	Administrative Withdrawal	GPA Neutral
P/NP	Indicates Pass-No Pass	GPA Neutral

Note: Zero level courses are not included in any GPA calculation

The following is an explanation of standards by which faculty evaluates the quality of class work performed by students:

- A – Student has demonstrated a high degree of achievement of all objectives of the course, plus the ability to apply this knowledge to original situations.
- B – Student has completed all major objectives of the course, has an understanding of the subject and is competent in applying this knowledge to original situations.
- C – Student has completed most major objectives of the course and is capable of applying the knowledge in routine situations.
- D – Student has completed a minimum acceptable number of the major objectives of the course and has limited ability to apply this knowledge.
- F – Student did not complete a minimum acceptable number of the major objectives of the course or has left school without officially withdrawing.
- I – Student did not complete work. “I” grades may be assigned provided the student is passing the course and has completed a substantial portion of the coursework for the semester but is unable to complete the work due to extenuating circumstances. The faculty and the student complete and sign an “I” contract and agree on the work to be performed and a deadline for completion. The faculty and student should each retain copies of the “I” contract and additional copies be submitted to the Division Chair and the Registrar. The “I” is changed by the faculty through the grade change procedure. An “I” grade becomes a credit-bearing grade or an “F” by the agreed upon date. The “I” contract will be monitored by the Registrar’s office; however, the faculty must change grades. Grades not changed by the end of the deadline will automatically revert to an “F” grade.

AU – Audit Status is used for the student not seeking to obtain course credit, but who is enrolled to gain course information.

W – Student has officially withdrawn from college or has dropped the course. Withdrawals will not be recorded on the student transcript if transacted by the following deadlines:

- Fall or Spring semesters—by the end of the second week of classes
- Summer session (8 weeks)—by the end of the first week of classes
- Summer session (4 weeks)—by the end of the first week of classes
- Intersession courses—by the end of the second day of class
- Weekend classes—by the end of the week prior to the second weekend of class

No course withdrawals, including complete withdraws, are permitted after the dates listed above. A student who ceases attendance before the term is over, and does not complete the procedure to completely withdraw or drop an individual course by the last date to withdraw may petition the Registrar for an exception. Permission may be approved if proper evidence exists to show that the withdrawal or drop could not be completed during the required time because of an emergency, the faculty confirms the student's absence and is in agreement with the exception. Regardless of the circumstances, all approved withdrawals and drops after the deadline will be reflected on the transcript as "W" for passing and "F" for failing.

AW – An administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn for disciplinary or financial reasons, or inadequate class attendance. A faculty should assign an "AW" due to attendance only if that student ceases to attend class prior to the scheduled drop/add period (not all students are reported as no shows). After the initial drop/add period, students are responsible for withdrawing from classes or the institution. A student who ceases attendance after the initial drop/add period should receive "F" grades. Poor academic performance will not be a consideration for assigning a student an "AW."

P – This grade is used to evaluate course credit for military service, physical education activity courses, satisfactory completion of an advanced standing exam and satisfactory completion of a developmental zero level college course. It is a neutral grade and has no effect on GPA.

NP – This is a neutral Non Passing grade that may be given for unsatisfactory completion of a developmental zero level college course or physical education activity course.

## **2. Repeated Courses**

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The "Explanation of Grades" section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "D" or "Fs" repeated may do so with the original grades and repeat grades averaged.

## **3. Academic Reprieve**

In accordance with the policies of the Oklahoma State Regents for Higher Education and Eastern Oklahoma State College, a student may request an academic reprieve if he or she meets the following guidelines:

- a. At least three years must have elapsed between the period in which the grades being requested for reprieve were earned and the request for a reprieve.
- b. Prior to requesting the reprieve, the student applying for reprieve must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded coursework (a minimum of 12 credit hours) excluding activity and performance courses. This coursework may have been completed at any accredited higher education institution.
- c. The request may be for one semester/term or two consecutive semesters/terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included.
- d. A student may not receive more than one academic reprieve during his or her academic career. Further, the student will not be eligible to receive a reprieve if he or she has previously had a reprieve request denied.
- e. These semester grades will not be calculated in the retention/graduation GPA.

## **4. Grade Books**

Grade books are available to faculty members in the Vice President for Academic Affairs Office. It is recommended that faculty members keep these grade books for future reference after the recorded academic year.

## **5. Student Progress Grade Reports**

- a. Student progress grade reports for each course will be entered by faculty into the Progress Grade Report program on the campus network. The reporting period will be determined by the Academic Leadership Team and published on the college calendar. Only those students who are making a D, F, I, or NP will be entered into the program.
- b. Adjunct faculty will be provided a Progress Grade reporting form by the Office of the Vice President for Academic Affairs. The completed forms will be submitted to the Office of the Vice President for Academic Affairs no later than the last day of the reporting period/s. Personnel in the Academic Affairs Office will enter the Student progress grades into the Progress Grade Report program on the campus network.

- c. Student progress grade reports will be available to faculty advisors on the campus network after the reporting period/s. Students not making satisfactory progress should be contacted by his or her advisor for counseling. Student Services will assist advisors in contacting students and scheduling appointments (See Proactive Advisement).

#### **6. Semester Grades**

- a. As a result of federal laws and regulations, Family Educational Rights and Privacy Act (FERPA) of 1974, semester grades will not be posted. Instructors are required to submit to the Registrar's office the final semester grade for each student whose name appears on the official "Instructor Grade Report." Instructor grade reports are the official record of the student's grades and are permanently filed at the college.
- b. Semester grades will be mailed to the individual student. Students who do not receive grades in the mail are responsible for ordering a transcript from the Registrar's office.

### **O. Purchasing Policies and Procedures**

#### **1. Expending Departmental Funds**

- a. An account number will be established in the Office of the Vice President of Administrative Services for each of the departmental budgets.
- b. Faculty may purchase supplies from the bookstore having the supplies charged to the departmental account.
- c. Faculty may also apply for a college credit card, through the office of the Vice President for Administrative Services, to make departmental purchases. (See [Procedures Manual](#)) The Credit Card Request Form is also available on the campus local area network. Purchases will be charged to the faculty member's departmental account.
- d. When a department wishes to purchase supplies, equipment, or services, a purchase requisition must be issued, with the exception of purchases made with a departmental credit card. Preparation of purchase requisitions must follow the guidelines as provided by the Office of the Vice President for Administrative Services. (See [Procedures Manual](#))
- e. Long distance telephone calls can be made from offices with direct outside lines by dialing 9 and then the number. All long distance telephone calls will be charged to the appropriate departmental budget.
- f. Travel for teams representing the college will be made in the routine manner. The expense of such travel will be charged to the departmental budget account authorized to support such travel. Requests for advance funds from state monies to support student travel must be approved by the Vice President of Administrative Services at least two days prior to departure.
- g. Travel by faculty to professional development meetings will be coordinated by the Division Chair and Department Chair. Travel requests will be made in the routine manner by the Division and/or Department Chair and must be approved by the Vice President for Academic Affairs.
- h. Monthly reports of expenditures will be available to Division and Department Chairs.
- i. Quarterly budget allocations will be made based on anticipated college income. Necessity may require adjustments in budgets.

## **2. Bid Requirements**

- a. Items costing \$2,500 or more will require that formal mailed bids be received through the office of the Vice President of Administrative Services. Requests for formal bids must be accompanied by a description of the item(s) to be acquired, suggested vendors, budget number and the time table for delivery. Formal bids will require a minimum of three weeks to receive quotes.
- b. Informal bids can be taken on items ranging in cost from \$0 to \$2,499. Informal bids can be received via the telephone by the individual requesting the purchase. The purchase request must be accompanied with a listing of the telephone quotes taken on the items. Three vendor quotes should be taken on all informal quotes.

## **P. Travel Policies and Procedures**

Transportation will be provided for faculty members and student groups when representing Eastern as requested by the college.

Faculty members must request and obtain approval to travel with the Division Chair and the Vice President for Academic Affairs. Travel requests and travel request reimbursements should be prepared following the guidelines as outlined by the Office of the Vice President of Administrative Services. ([See Procedures Manual](#)) If a faculty member plans to be absent from classes/labs, arrangements to cover all classes/labs must be approved by the Division Chair.

### **1. Liability Insurance**

College employees are covered for liability while operating a College vehicle or while operating their personal vehicle on official College business.

### **2. College Vehicles**

If available, a college vehicle will be assigned for approved travel. If a college vehicle is not available, a personal car may be authorized for approved travel with reimbursement to be made at the current state approved rate. (If a person prefers to take a personal car although a college vehicle is available, there will be no reimbursement for automobile expenses.) A record must be kept of the odometer reading, for college and private vehicles, upon departure from and return arrival to the college. Vehicles are assigned on a first-come first-serve basis.

### **3. Out-of-State Travel**

All out-of-state travel must have approval of the Eastern Board of Regents. (Such approval must be granted by the President and submitted to the Board of Regents for ratification at the next regular Board meeting.)

### **4. Travel by Air**

Air fare must be coach fare and must be authorized by the Office of the Vice President of Administrative Services.

**5. Advance for Student Travel**

Student advances cannot be used for state employees under any circumstances per state law. To receive advance funds for student travel, Section 1 of the Student Advance Form must be completed at least **10 working days** prior to trip. ([See Procedures Manual](#))

**6. Official Teams**

The travel expense of official college teams will be approved by the Vice President of Administrative Services or Business Office Accountant.

## XI. Appendices

### Appendix A—[Computer Use Policy](#)

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#### Computer Use Policy

##### A. Purpose and Scope

1.01 Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern Oklahoma State College (EOSC) mission of instruction, research and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the Eastern Oklahoma State College community. The preservation of that privilege for the full community requires that each individual student, faculty member, staff member, and administrator comply with institutional and external standards for appropriate use. This policy will establish the general guidelines for the use of Eastern Oklahoma State College computing resources equipment, services, software, and computer accounts by students, faculty, staff and administration.

##### B. Definitions

- 2.01 Abuser. Any user or other person who engages in misuse of computing resources as defined in Section 3.02 of this Policy.
- 2.02 Computing resources - includes computers, computer equipment, computer assistance services, software, computer accounts provided by Eastern Oklahoma State College, information resources, electronic communication facilities (including electronic mail, telephone mail, Internet access, network access), or systems with similar functions.
- 2.03 Computer account - the combination of a user number, username, or user-ID and a password that allows an individual access to a mainframe computer or some other shared computer or network.
- 2.04 Information resources - data or information and the software and hardware that render data or information available to users.
- 2.05 Network - a group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.
- 2.06 Peripherals - special-purpose devices attached to a computer or computer network, such as printers, scanners, plotters, and similar equipment.
- 2.07 Server - a computer that contains information shared by other computers on a network.
- 2.08 Software - programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.
- 2.09 System Administrator - faculty, staff, or administrators employed by a central computing department such as Computer Services whose responsibilities include system, site, or network administration *and* other faculty, staff or administrators whose duties include system, site, or network administration. System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. System administrators include any persons responsible for a system which provides the capability to assign accounts to other users.
- 2.10 User - any individual who uses, logs in, attempts to use, or attempts to log in to a system, whether by direct connection or across one or more networks, or who attempts to connect to or traverse a

network, whether via hardware, software or both. Each user is responsible for his or her use of the computer resources and for learning proper data management strategies.

**C. Policy**

- 3.01 Appropriate Use of Computing Resources. The computing resources provided by Eastern Oklahoma State College are primarily intended for teaching, educational, research and administrative purposes, and may generally be used only for authorized Eastern Oklahoma State College-related activities. Use of the computing resources is governed by all applicable Eastern Oklahoma State College policies, including, but not limited to, sexual harassment, copyright, and student and employee disciplinary policies, as well as by applicable Federal, State and local laws.
- 3.02 Prohibited Use of Computing Resources. Eastern Oklahoma State College characterizes misuse of computing and information resources and privileges as unethical and unacceptable. Misuse constitutes cause for taking disciplinary action. Misuse of computing resources includes, but is not limited to, the following:
- a. attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization;
  - b. accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information or network in question is owned by Eastern Oklahoma State College, including, but not limited to, abuse or misuse of networks to which Eastern Oklahoma State College belongs or computers at other sites connected to those networks;
  - c. circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations;
  - d. sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without his or her permission;
  - e. sending *any* fraudulent electronic transmission, including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or vouchers, and fraudulent electronic authorization of purchase requisitions or vouchers;
  - f. violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization;
  - g. using Eastern Oklahoma State College computing resources to harass or threaten others;
  - h. using Eastern Oklahoma State College computing resources for development, posting, transmission of, or link to, any of the following: commercial or personal advertisements; solutions; promotions; destructive programs; political material; messages which are fraudulent, harassing, obscene, indecent, profane, intimidating, or otherwise unlawful; or any other unauthorized or personal use;
  - i. taking advantage of another's naiveté or negligence to gain access to any computer account, data, software, or file that does not belong to the user or for which the user has not received explicit authorization to access;
  - j. physically interfering with other users' access to the Eastern Oklahoma State College computing resources;
  - k. encroaching on others' use of Eastern Oklahoma State College computer resources, including but not limited to: disrupting other users' use of computer resources by excessive game playing; by sending electronic chain letters or other excessive messages, either locally or off-campus; printing excessive copies of documents, files, data or programs; modifying system facilities, operating systems, or disk partitions; attempting to crash or tie up an Eastern Oklahoma State College or network computer; or damaging or vandalizing Eastern Oklahoma State College or network computing resources, equipment, software, or computer files;
  - l. disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner;
  - m. reading other users' data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission; or
  - n. violating any applicable federal, state or local law.

- 3.03 User Responsibility. All users of Eastern Oklahoma State College computing resources must act responsibly. Every user is responsible for the integrity of these resources. All users of Eastern Oklahoma State College-owned or Eastern Oklahoma State College-leased computing resources must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements. It is the policy of Eastern Oklahoma State College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.
- 3.04 Password Protection. Each user is responsible for maintaining absolute security of any password or password right granted to the user. Passwords must not be "shared" with another user. Password security helps to protect the Eastern Oklahoma State College system against unauthorized access.
- 3.05 Computing Resource Access. Access to Eastern Oklahoma State College's computing resources is a privilege granted to Eastern Oklahoma State College students, faculty, staff and administrators. Eastern Oklahoma State College reserves the right to limit, restrict, or extend computing privileges and access to its information resources.
- 3.06 Freedom of Communication. It is the intention of Eastern Oklahoma State College to maximize freedom of communication for purposes that further the goals of Eastern Oklahoma State College. Eastern Oklahoma State College places high value on open communication of ideas, including those new and controversial.
- 3.07 General Right of Privacy. A general right of privacy should be extended to the extent possible to the electronic environment. Eastern Oklahoma State College and all electronic users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate institution official, or required by law. Privacy is mitigated by the following circumstances.
- a. Eastern Oklahoma State College is an agency of the State of Oklahoma and therefore subject to the Oklahoma Open Records Act. For Eastern Oklahoma State College employees, electronic information created in the performance of their duties may be public records, just as are paper records. Such records may be subject to review and/or release under Oklahoma law. All computer files and e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. In these cases, disclosure of personal e-mail or files not related to the specific issue discussed in any Open Records request or discovery will be avoided to the extent allowed by law.
  - b. Administrative files of Eastern Oklahoma State College are generated as part of the process of managing the institution. Files that employees create or maintain can be reviewed by supervisors within this administrative context. Generally, faculty research files and files relating to scholarly endeavor will not be subject to such a review.
  - c. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may monitor any computing activity or examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. Sometimes system administrators may monitor computing activity or access files to determine if security violations have occurred or are occurring. In that event, the user should be notified as soon as practical. System administrators at all times have an obligation to maintain the privacy of a user's files, electronic mail, and activity logs.
  - d. Computer systems and stored data are subject to review by authorized personnel for audit purposes or when a violation of Eastern Oklahoma State College policy or law is suspected.
- 3.08 Disclaimer. Eastern Oklahoma State College makes no warranties of any kind, whether express or implied, regarding the electronic communications facilities or services it provides. Eastern Oklahoma State College will not be responsible for any damages suffered by a user through the use of the

Eastern Oklahoma State College electronic communications facilities or services, including, but not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or by any error or omission by any user. Use of any information obtained via the Internet will be at the user's risk. Eastern Oklahoma State College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications facilities and services.

**D. Procedure**

- 4.01 Computer accounts will be issued to authorized users only by Computer Services personnel.
- 4.02 Prior to issuance of an account and password, all users must execute such forms, including an acknowledgment and acceptance of the terms of this policy, as may be reasonably required by Eastern Oklahoma State College.
- 4.03 User passwords must be kept private, and may not be disclosed to any other individual or entity. Passwords should be memorized; however, if a password is written down, it must be kept at all times in the user's wallet, purse, or other confidential location. A password must NEVER be posted or placed where it can be discovered by someone other than the user.
- 4.04 Each user will select a User-ID in accordance with rules established by Computer Services. The User-ID will be used consistently for all logons.
- 4.05 Personal passwords will be maintained by the individual user and must be changed at least every 180 days or at more frequent intervals as the user may elect. Passwords shall be selected in accordance with rules established by Computer Services. In the event another person learns a user's password, the user must immediately change the password.
- 4.06 Any user who learns of an unauthorized use of his or her account must report the unauthorized use to Computer Services immediately.
- 4.07 In the event it appears that a user has abused or is abusing his or her computing privileges or engages in any misuse of computing resources, then Eastern Oklahoma State College may pursue any or all of the following steps to protect the user community:
  - a. take action to protect the system(s), user jobs, and user files from damage;
  - b. begin an investigation, and notify the suspected abuser's project director, faculty, academic advisor, dean or administrative officer of the investigation;
  - c. refer the matter for processing through the appropriate Eastern Oklahoma State College disciplinary system;
  - d. suspend or restrict the suspected abuser's computing privileges during the investigation and disciplinary processing. A user may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the procedures existing at the time the user requests an appeal, which procedures will be provided to the appealing user in writing;
  - e. inspect the alleged abuser's files, diskettes, and/or tapes. System administrators must have reasonable cause to believe that the trail of evidence leads to the user's computing activities or computing files before inspecting any user's files;
  - f. in the event the misuse also constitutes a violation of any applicable federal, state or local law, Eastern Oklahoma State College will refer the matter to appropriate law enforcement authorities.