FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, May 8, 2018**

# Board of Regents Room, 412 Student Union

**AGENDA:**

1. Roll Call

2. Approval of the April 10, 2018 Minutes

3. Approval of Agenda

4. Special Report:

A. Chris Ormsbee – ITLE – Learning Management System Proposal

5. President Hargis – Remarks and Comments

6. Report of Status of Faculty Council Recommendations:

President Hargis, Provost Sandefur, and/or Vice Presidents

7. Reports of Liaison Representatives –

1. Graduate Council – Rebecca Sheehan

The new application admissions system went out for bid.

Space in the old Business building will be used as a success center for graduate students and focus on the professional development programming under the *3600 Critical Skills for Career Success* digital badge programming.

The Graduate Council approved the resolution clarifying that the Graduate and Professional Student Government Association (GPSGA) is an autonomous entity (from SGA) as it was intended and will continue to function as such.

New recommendations for admission TOEFL subscore requirements for additional English language courses will be resolved during the May Graduate Council meeting.

Graduate Council approved the following programs:

* New Program Request for Graduate Certificate Effective Teaching in Secondary Schools.
* New Program Request for Ph. D. in Curriculum Studies
* New Program Request for Graduate Certificate in Comparative and International Education.
* New Program Request for Graduate Certificate in Building Level Leadership.
* New Program Request for Graduate Certificate in District Level Leadership.
* New Program Request for Graduate Certificate in Elementary Mathematics Specialist.

1. GPSGA – Kathy Essmiller/Jessica Schnaiter-Brasche

GPSGA held elections on 4/4 and Kathy Essmiller will be next year's President.

1. Women’s Faculty Council – Steph Link

The WFC held their 2018 Research Awards Reception on April 16th. We awarded nearly

$20,000 in funding to 31 students:

* PhD students (9 STEM, 9 Social Sciences and Humanities)
* MS students (3 STEM, 3 Social Sciences and Humanities)
* Undergraduates (5 STEM, 1 Social Sciences and Humanities)

Information about awardees can be found on our website at www.womensfacultycouncil.okstate.edu. We also want to express a sincere thank you to our sponsors, the research awards committee chair, and our reviewers.

|  |  |  |
| --- | --- | --- |
| **2018 WFC Research Award Sponsors** | **2018 WFC Research Award Reviewers** | |
| Center for Veterinary Health Sciences College of Agricultural Sciences & Natural Resources College of Arts & Sciences  College of Education, Health & Aviation College of Engineering, Architecture, & Technology College of Human Sciences Graduate College Institute for Technology and Learning Excellence Office of Institutional Diversity  Office of the President Office of the Provost / Academic Affairs Spears School of Business Vice President for Research | Marianna Patrauchan (Chair)  Kelly S. Harrison  Chris Hutchens  Awilda Rodriguez Carrion  Carla D. Garzon  Shitao Li  Eric Chan-Tin  Ashlee N Ford Versypt  Noha Youssef  Dingbo Lin  Claudia Otto  Gretchen Cole-Lade  Cinthya Ippoliti | Peter Richtsmeier  Rebekah Herrick  Sabiha Parveen  Rachel Mosier  Louise Siddons  Sheri Vasinda  Alana S Pulay  Heather Lanners  Holly Luetkenhaus  Helen Clements  Julie Pearson-Little Thunder  Bruce W. Russell Jeanine P. Porck |

Currently, we have several *key announcements* about the upcoming year, and we hope to receive your ideas and contributions:

* **WFC Vice Chair Nominations:** If you know any qualified individuals who may be interested in serving as Vice Chair for 2018-2019, please consider nominating them. Self-nominations are also welcome.
* **Guest Speakers**: The WFC invites monthly speakers to attend our 2018-2019 general meetings. If you are interested in hearing about a specific topic related to women in higher education or if you or someone you know would be interested in presenting, please let us know.
* **Research Interests:** One of the primary roles of the WFC is to collect insights about needs and problems which are primarily the result of the changing roles of women in society and in institutions of higher education. If there is a topic of inquiry that you are especially interested in or data that you or your academic unit needs to demonstrate the current status of women across campus, please contact us.
* **Faculty Awards:** The WFC hopes to initiate two new award categories specific to promoting progress toward equality of opportunity for women and men in all segments of the University community. Please consider serving on our fall WFC Awards Committee that will define the awards and draft nomination criteria.

Please contact the 2017-2018 WFC Chair, Sarah Milligan ([sarah.milligan@okstate.edu](mailto:sarah.milligan@okstate.edu)).

1. Wellness Center – Kim Beard



8. Reports of Standing Committees:

a. **Academic Standards and Policies: Scott Johnson – Update/Year End Report**

Recommendation: Proposal to Change Appeal of Final Grade Not Involving Alleged Violations of Academic Integrity\*

Year-End Report 2017-18

ACADEMIC STANDARDS AND POLICIES COMMITTEE

May 3, 2017

Scott Johnson, Chair (Business); Chad Depperschmidt (Educational Studies); Jon Ramsey (Agricultural Education, Communications and Leadership); Rebecca Sheehan (Geography); Karin Schestokat (Foreign Languages); Thomas Wikle (Geography); Heather Yates (Engineering Technology); Carol Jones (Biosystems / Agricultural Engineering); Kathryn Castle (Emeriti)

The committee made the following recommendations to Faculty Council this year:

1. Changes to UAR 5.6 Course Prerequisites, which provides clarification that academic advisors do not have authority to waive course prerequisites but do have the authority to provide overrides after verifying that students have met (or are currently meeting) the prerequisites.
2. Changes to UAR 2.1 Classification of Students, which changes the number of credit hours required to attain sophomore, junior and senior status.
3. Changes to UAR 4.7 Graduate Credit Hours for a Senior and Graduate College Policy 6.10 Undergraduate Student Enrollment in Graduate Courses, allows students admitted to accelerated master’s degree programs to use a portion of the graduate credit toward meeting undergraduate degree requirements.
4. Changes to policy for grade appeals not involving academic integrity violations, which allow for expanded membership of ad hoc committees if necessary.

Other issues of the committee:

1. Provided a representative to the Tuition Appeals and Late Drop committees (usually Jon Ramsey)
2. Decided to take no action on a request to change the final exam makeup policy.
3. Tom Wikle gathered information about the response rate for online Student Survey of Instruction. The number of students that respond is much lower than with the paper-based surveys. Based on feedback from faculty we conclude there is a general dissatisfaction with the new method.

Respectfully submitted, Scott Johnson

b. **Athletics: Terry Collins – Year End Report**

Faculty Council Athletic Committee Year-End Report (2017-18 AY)

The 2017-18 AY committee focused on identifying critical inhibiters for the Academic Services for Student Athletes (ASSA) regarding scheduling issues for student athletes. This is a further evaluation and investigation of work by the Academic Integrity Committee of the Athletic Council AY 2015-16 and 2016-17 annual reports. The Faculty Council Athletic Committee had the opportunity to meet with the Director and Staff from the ASSA in March 2018. The agenda for the meeting was to discuss student athlete scheduling issues related to course offerings, lab session conflicts with practice times and events, and the difficulty of matriculation through some degree programs at OSU. The findings and conclusions from the meeting will provide the 2018-19 AY Athletic Committee a couple of potential recommendations to move forward.

One unexpected outcome of the meeting was the variability in how university sanctioned absences for (out-of-town) sporting events were treated as an absence for student athletes. The ASSA mentioned that some class syllabi are very stringent on how an absence is treated regardless of the nature of the absence. Further investigation by the 2018-19 AY Athletic Committee is recommended to examine how wide-spread this issue is across campus.

c. **Budget: Steve Wanger – Update/Year End Report**

Recommendation: Examining the Long-Term Retention of Associate Professors\*

Year-End Report 2017-18

BUDGET COMMITTEE

May 8, 2018

Committee Members: Stephen P. Wanger (Chair), Isabel Alvarez-Sancho (General Faculty Member), Andrea Arquitt (Emeritus Faculty Member), Laura Belmonte (Ex-Officio Member),

Jam Khojasteh (FC Member), Dingbo Lin (General Faculty Member), David Oberhelman (FC Member), Griffin Pivateau (FC Member), Michele Seikel (General Faculty Member).

In January, the committee mourned the un-timely death of Dr. David Oberhelman, who chaired the committee during the fall 2017 semester.

During the academic year, the committee received multiple briefings from:

* Joe Weaver, Senior Vice President for Administration and Finance
* Dr. Christie Hawkins, Associate Vice President for Administration and Finance, and Director of Institutional Research and Information Management.

We express our gratitude for the time and assistance that the committee received from both administrators.

During the spring semester, a committee member attended each Unit (college) Budget Briefing. These included: Agricultural Sciences and Natural Resources; Arts and Sciences; Center for Veterinary Health Sciences; Edmon Low Library; Education, Health and Aviation; Engineering, Architecture and Technology; Graduate College; Honors College; Human Sciences; Spears School of Business. The committee observed two primary trends during these briefings. First, multiple colleges plan to request additional student fees to offset declining state appropriations. Second, also to increase revenue streams, multiple colleges plan to expand academic programs and/or seek funding for additional research and instructional space.

The committee made two recommendations. *Mitigating Faculty Salary Compression* (Recommendation No. 18-04-01-BUDGET) recommended that, “The salary increment granted at the time of promotion from Associate Professor to Professor be increased from $7,500 to $10,000.” The intent of the recommendation was to make the average salary of OSU Professors more competitive with Big 12 and peer universities by buttressing the recent institutional practice that grants $5,000 salary increases to Professors at each successful 5-year cumulative review.

*Examining the Long-Term Retention of Associate Professors* (Recommendation No. 18-05-01-BUDGET) recommended that, “The Faculty Council establish and charge an ad hoc committee to examine the long-term retention of Associate Professors, including barriers to and incentives for promotion to Professor.” The intent of the recommendation was to explore how OSU may better retain Associate Professors, given that compared to peer universities, it appears that OSU may have both a higher percentage of Associate Professors and a higher percentage of Associate Professors remaining in the rank for an extended period.

d. **Campus Facilities, Safety, and Security: Erik Ekman – Year End Report**

The Campus Facilities, Safety and Security committee met several times throughout the year to discuss a range of issues brought up by various campus constituencies.

The September 27 meeting included a discussion of accessible parking around the Paul Miller and Student Union buildings. Several accessible spots were lost when the when the lot near Paul Miller was converted to a sculpture garden several years ago. While the university has complied with federal law by creating additional accessible parking in lots 22 and 25, these spaces are considerably further from the buildings in question than the old Paul Miller spaces were and for faculty with limited mobility may create a significant burden.

The committee also heard reports from Facilities Management and Long Range Facilities Planning.

As a result of discussions around various construction and renovation projects on campus, the committee decided to meet with Dr. Leon McClinton, Director of Housing & Residential Life for its next meeting on October 25 for a discussion of campus life and student housing.

In late November the committee met with Steven Spradling of Parking and Transportation Services to discuss parking and transit issues during game days, particularly Thursday evening football games because of a resolution passed by the Arts and Sciences Council. Mr. Spradling informed us that the university had no control over the football schedule and part of the confusion surrounding last year’s Thursday game resulted from poor communication and the fact that the university had not had a game at that time in several years. He and committee agreed to improve communication about alternate parking and bus and shuttle schedules and that a member of the Facilities committee would participate in future facilities planning of Thursday evening games.

The committee also met with Campus Police and other members of the campus community to discuss emergency action plans and other aspects of campus security on February 19. As a result of these discussions, Assistant Chief of Police Joe Milek made a presentation to the full Faculty Council in March on the Orange Shield application and the departments to better engage the campus community. Both the committee and members of the Campus Police agreed that they should meet regularly.

e. **Diversity: Justin Moss – Year End Report**

Faculty Council Diversity Committee Report – May 8, 2018

The OSU Faculty Council Diversity Committee meetings in 2017-2018 focused on issues of Inclusion and Diversity on campus with a focus on Inclusion and Diversity training for faculty search committees.

The OSU Faculty Council recently passed the recommendation for Search and Screen Committee Best Practices (17-03-02-FAC-ASP). As a follow-up to the Search and Screen Committee Best Practices recommendation, the Faculty Council Diversity Committee discussed options for voluntary Inclusion and Diversity training for faculty search and screen committees. The committee also weighed options for the possibility of a formal program to provide Inclusion Diversity training for faculty search and screen

committees. The Faculty Council Diversity Committee met with Dr. Jason Kirksey of the Office of

Institutional Diversity. Dr. Kirksey informed the Committee that the Office of Institutional Diversity currently provides training to faculty search and screen committees by request. This training has also been offered Department/College/Program wide at various times, including a recent training for the College of Human Sciences. There is also a program for Inclusion and Diversity training and mitigation of implicit bias available through the College of Arts and Sciences.

A goal of the Faculty Council Diversity Committee is to continue to take steps and support initiatives towards a culture of inclusion at OSU. The Committee is still in discussion concerning a possible recommendation towards a mandatory training/workshop program that could be offered for faculty search and screen committees as a whole, or just to faculty search and screen committee chairs to ensure that OSU policy and procedures are adhered to throughout a search and screen process.

The Faculty Council Diversity Committee will continue to obtain input from Colleges and Programs throughout campus and will continue discussion of possible recommendations in 2018-2019.

f. **Faculty: Chris Richards – Update/Year End Report**

Recommendation: Changes to Charter & Bylaws of the General Faculty of Oklahoma State University\*

Recommendation: Policy Statement to Govern Appointments, Tenure, Promotions, and related matters of the Faculty of Oklahoma State University.\*

**FACULTY COMMITTEE**

2017-18 Annual Report

May 8, 2018

**Members:**

Chris Richards, Faculty Committee Chair (Animal Science)

Robert Emerson (Civil and Environmental Engineering)

Shaoqian Zhang (Art)

David Oberhelman (Library)

Pamela Lovern, Faculty Council Secretary, Ex Officio (Physiological Sciences)

Udaya DeSilva (Animal Science)

Jason Stone (General Studies, OKC)

Nicholas Materer (Chemistry)

Barbara Miller (Emeriti Association)

**Faculty Committee completed work on the following documents:**

17-03-02-Faculty-ASP: Guidelines for Search and Screen Committee Best Practices

* Passed March 21, 2017
* Review by the Deans Council, Legal, and EEO resulted in some additional comments.
* Faculty committee included a link to NSF resources, and a description that in certain instances “OSU is an AA/EEO/E-Verify Employer” can replace the full statement.
* It was determined the changes were editorial and an updated document was forwarded to the Deans Council.
* Current status: Accepted by all parties. Available online at <https://eeo.okstate.edu/sites/default/files/Faculty%20Search%20and%20Screen%20Comm%20Best%20Practices-Dec%202017-final%20appd-to%20AAEEO.pdf>

17-03-01-Faculty-ASP: Revisions to Policy 2-0905, “Nomination and Appointment Process for Regents Professor”

* Passed March 21, 2017.
* A subcommittee from Faculty Committee and the Deans Council (Drs. Tucker, Coon, Lloyd, and Richards) was formed to address concerns expressed by the Deans Council.
* The Faculty Committee made some edits for clarity and technical corrections.
* These edits were not determined by the committee and executive team not to affect the document. It was returned to and accepted by Deans Council.

“Charter and Bylaws of the General Faculty”

* Edits were made to adjust the role of succession in the occurrence of a vacancy in the Chair position. Additional edits were made to clarify that those above the department head/chair level are not eligible participate in Faculty Council.
* Current status: Recommendation being presented at the May 8, 2018 meeting of the Faculty Council.

“Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University”

* Work continued review and edits initiated by the committee in 2016-2017.
* Additional sections edited included:
  + Section 2.3, Grounds for Dispute
  + Appendix B - The previously university edited version of the AAUP academic freedom statement has been replaced with the current AAUP statement as written.
  + Appendix C - General Termination Procedures - timelines for actions changed.
  + Appendix E – Dispute Resolution Procedure edited to allow for additional members if needed.
* Current status: Recommendation being presented at the May 8, 2018 meeting of the Faculty Council.

**Other activities:**

The committee reviewed changes to the Reagents Distinguished Teaching Award guidelines proposed by the Provost. The largest change allowed non-tenure tract faculty to be considered. This made the award consistent with those of the Regents Distinguished Research Award. The committee returned no objections to the changes.

A petition was received to review actions for violations of Academic Freedom. The committee found that the petition as presented did not represented an academic freedom violation under the OSU policy in the handbook.

Upon the request of the Provost, Faculty Committee is currently reviewing 3 dossiers for reappointment, promotion and tenure. The committee will submit its recommendation to the Provost by May 15, 2018.

**Ongoing Activities:**

Oklahoma State University Policy and Procedures 2-0901: Informal Ombudsman Review of Qualified Faculty Employment Issues, and Informal Voluntary Mediation of Qualified Faculty Employment Issues. The Ombudsman has updated the policy (currently approved policy dated September 1999) and the committee has initiated review of the changes.

The University Network on Community Engagement (UNCE) has suggested language for department-level RPT policies related to engaged scholarship, service-learning, community-engaged research and similar type scholarship. The Faculty Committee conducted an initial review of the document. It was recommended that the committee meet with representatives from the UNCE to provide additional information related to the document provided.

g. **Long-Range Planning and Information Technology: Nathan Walker – Year End Report**

Year-end Report 2017-18

LONG RANGE PLANNING AND INFORMATION TECHNOLOGY COMMITTEE

May 8, 2018

Faculty Council members: Nathan Walker (Chair, Entomology and Plant Pathology), Laura Belmonte (History, Faculty Council Vice Chair), Eric Rebek (Entomology and Plant Pathology)

Members: Victor Baeza (Library), Matt Bowler (Management), John Fitzpatrick (Veterinary Medicine, Emeritus), Shane Lyon (Veterinary Medicine), Ki Cole (Education, Health, and Aviation) and Subhash Kak (Electrical and Computer Engineering)

The committee made the following recommendation in collaboration with Student Affairs and Learning Resources and Academic Standards and Policies to Faculty Council this year:

1. Guidelines for using social networks in University courses. Faculty Council approved the recommendation on March 13, 2018.

**Ongoing effort:**

* After review by the Research Committee the Intellectual Property and Copyright policy was returned back to the committee. The policy is currently under review by the Committee. A recommendation should come before the Faculty Council in the fall semester.

**Other activities:**

1. The committee met with Jana Phillips, Assistant University Architect from Long Range Facilities Planning to discuss current and planned construction and demolition projects to be conducted on campus.
2. Members of the committee met with Chris Ormsbee to review a possible new on-line course management system.

h. **Research: Andrew Doust – Year End Report**

**Research Committee, Faculty Council**

**Annual Report 2017-2018**

**Committee members**: Andrew Doust (Chair), Arpita Basu, Jennifer Borland, Franklin Champlin, Daniel Lao Davila, Nurhan Dunford, Cristina Gonzalez, David Lewis, Andrew Wadoski

Our main work this year has been on revising the Intellectual Property and Copyright Policy.  This policy was sent to us from the Long Range Planning and Informational Technology Committee.  Several months into the semester, we also received a Working Report from the original committee convened by Provost Sternberg that clarified many of the reasons for changing the existing document.  The Research Committee met with Vice President Kenneth Sewell and I (AD) met with Associate General Counsel John Price and Associate Vice President for Technology Development Steve Price, to discuss the document.  The Research Committee drafted a report on several shortcomings that we identified in the document, including an inconsistent copyright policy for academic works and their licensing by the University, and an excessively University-centric (to the detriment of faculty relations and understanding) tone in the document.  This report and a revised IP&C policy has been sent back to the LRP&IT committee for further action.

In other matters, we met with Brenda Smith, Associate Dean of the Graduate College regarding obstacle to research at OSU, and with Vice President Sewell regarding research priorities for the university.  We also successfully lobbied VPR Sewell to include a Faculty-organized symposium at Research Week, and gave feedback on Research Week related activities.

i. **Retirement & Fringe Benefits: Bobbikay Lewis – Year End Report**

j. **Rules and Procedures: Pamela Lovern – Year End Report**

**Rules and Procedures Committee**

2017-18 Annual Report

May 4, 2018

**Members:**

Pamela Lovern, Rules & Procedures Committee Chair & Secretary, Faculty Council (Physiological Sciences), Rene Hurst (OSU-OKC), Subhash Kak (Electrical & Computer Engineering), Jennifer Borland (Art).

This year, the Rules & Procedures Committee oversaw the election of new Faculty Council representatives and a new Faculty Council Vice Chair. Election results are below:

Vice Chair: Udaya DeSilva

A&S: Cindy Melancon (1 year term)

Christopher Crick, Kristen Baum & Ramesh Kaipa (3 year terms)

CASNR: Justin Talley & Scott Frasier

CEAT: Heather Yates

CoEHA: Benjamin Bindewald

Library: Karen Neurohr

Multi-cultural: Gopal Kakani

The committee will also oversee the composition of the standing committees of Faculty Council for the 2018-19 year. The Committee Preference Survey will be distributed to faculty across OSU soon and the committee will use the results as a guideline for assigning members to each committee.

Respectfully submitted,

Pamela Lovern, Rules & Procedures Committee chair

k. **Student Affairs and Learning Resources: Gina Peek – Year End Report**

# 

# OSU Faculty Council

Student Affairs and Learning Resources

## May 4, 2018

## Committee members: Gina Peek, Chair (Design, Housing & Merchandising), Shaoqian Zhang (Art, Graphic Design & Art History), Rebecca Sheehan (Geography), Steve Wanger (Educational Studies), Adam Molnar (Statistics), Adriana Petrova (Design, Housing & Merchandising), Kent Sampson (Emeriti Association), Jessica Schnaiter-Brasche (GPSGA) and Matti Betts (SGA).

|  |  |
| --- | --- |
| Recommendation | SALR made the following recommendation to Faculty Council:March 13: Guidelines for Using Social Networks in University Courses. The recommendation was presented to Faculty Council. Faculty Council Chair asked for discussion. Seeing none moved to a vote. Motion passed. |
| Ongoing effort | SALR has been examining textbooks costs.SALR actively pursued the request made by Provost Sandefur to begin a dialogue with Faculty Council about how we can help reduce costs to students, particularly with regards to textbooks and fees. SALR created a survey to inquire how/if faculty are keeping costs down; this will be distributed to faculty from the Provost’s office. SALR will analyze data and create a document recommending three (3) for best practices. |

9. Old Business –

10. New Business –

11. Adjournment

*Refreshments will be served at 2:45 p.m.*

**Amended by Passed Failed**

**Recommendation No.**  18/05/01/ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Academic Standards & Policies 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:** Proposal to Change APPEAL OF FINAL GRADE NOT INVOLVING ALLEGED VIOLATIONS OF ACADEMIC INTEGRITY to allow for expanded pool of eligible members of ad hoc committees. Proposed by Office of Academic Affairs, April 25, 2018

**Background and Rationale**

The current grade appeals policy calls for the formation of an ad hoc committee when the grade appeal involves a current member of the Grade Appeals Board or when there is an appeal of the decision by the Grade Appeals Board. This committee is that includes “three former chairs or co-chairs of the Grade Appeals Board, a past chair of ASAPC selected by the Office of Academic Affairs…” Recently, there has been concern about finding enough qualified people in a timely manner. The proposed policy change addresses this issue by allowing past members of the Grade Appeals Board or faculty council members to serve if necessary.

**Proposed Policy Updates with Track Changes:**

2.02 In the event that a grade appeal shall involve any current member of the Board as a party (either student or instructor), an ad hoc board shall be convened to hear the appeal.

1. The ad hoc board shall be composed of three former chairs or co-chairs of the Grade Appeals Board, a past chair of ASAPC selected by the Office of Academic Affairs, and one student selected by the Office of Academic Affairs on the advice of the President of the Student Government Association (if the appeal involves an undergraduate student) or of the President of the Graduate and Professional Student Association (if the appeal involves a graduate student). One of the faculty members shall be designated as chair of the ad hoc board by the Office of Academic Affairs.
2. In the event there are not enough former chairs or co-chairs of the Grade Appeals Board or past chairs of the Academic Standards and Policies Committee to establish a quorum, past members of the Grade Appeals Board may be selected to serve on an ad hoc board. Input from Faculty Council Officers and the Academic Standards and Policies Committee may be sought for additional ad hoc board members in the event a quorum of the ad hoc board cannot be established with former chairs or co-chairs of the Grade Appeals Board, past chairs of the Academic Standards and Policies Committee, or past members of the Grade Appeals Board.
3. The ad hoc board shall hear the appeal as soon as is reasonably possible and shall adhere to all rules, regulations, and procedures applicable to the Grade Appeals Board which shall be in force at the time of the consideration of the appeal.

2.03 The procedures of the Grade Appeals Board assume that faculty will ensure the existence of relevant evidence in the form of major projects and exams. (A major project or exam that is considered worth 10 percent or more of the final grade.) The faculty member is expected to do this by (a) returning the project or exam to the student, or (b) retaining it for a period not less than the time during which an appeal can be made. It is understood that if the faculty returns the work, the student shall be provided a reasonable opportunity to pick it up.

2.04 Both parties have five (5) business days to file a written appeal with the Provost's Office of the GAB decision. The ad hoc panel hearing the appeal will be the three former chairs or co-chairs of the Grade Appeals Board, a past chair of ASAPC selected by the Office of Academic Affairs, and one student from the Grade Appeals Board who did not participate in the original hearing. The ad hoc panel may either uphold the decision of the GAB, nullify the decision, or return the case to the GAB for rehearing. Grounds for appeal will be the failure of the GAB to follow its own policy and procedures or if new information related to the original decision becomes available. To be heard, the appeal must include specific written information stating the grounds of the appeal.

1. In the event there are not enough former chairs or co-chairs of the Grade Appeals Board or past chairs of the Academic Standards and Policies Committee to establish a quorum, past members of the Grade Appeals Board may be selected to serve on an ad hoc board. Input from Faculty Council Officers and the Academic Standards and Policies Committee may be sought for additional ad hoc board members in the event a quorum of the ad hoc board cannot be established with former chairs or co-chairs of the Grade Appeals Board, past chairs of the Academic Standards and Policies Committee, or past members of the Grade Appeals Board.

**Effects of the Proposed Changes**

1. Allows for the timely formation of ad hoc committees for grade appeals.

**Discussion/Approval Record**

|  |  |
| --- | --- |
| Committee/Council | Date Approved |
| Graduate Council |  |
| Directors of Student Academic Services |  |
| Instruction Council |  |
| Faculty Council Academic Standards and Policies Committee | April 25, 2018 |
| Faculty Council |  |
| Council of Deans and Provost |  |

**Amended by Passed Failed**

**Recommendation No.** 18/05/01/BUDGET   1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Budget Committee  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:** Examining the Long-Term Retention of Associate Professors

**The Faculty Council Budget Committee Recommends to President Hargis that:**

The Faculty Council establish and charge an ad hoc committee to examine the long-term retention of Associate Professors, including barriers to and incentives for promotion to Professor.

**Rationale:**

Data from the Oklahoma State University (OSU) Office of Institutional Research and Information Management (OIRIM) indicate that of the 262 current Associate Professors at OSU, 203 (77%) have been in that rank for 10 years or less and 59 (23%) have remained in the rank for more than 10 years.

Compared to peer universities, it appears that OSU may have both a higher percentage of Associate Professors and a higher percentage of Associate Professors remaining in the rank for an extended period.

The Budget Committee accordingly recommends that an ad hoc committee—charged by the Faculty Council to examine the long-term retention of Associate Professors and to offer recommendations—is both timely and necessary.

**Amended by Passed Failed**

**Recommendation No.** 18/05/01/Faculty 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Faculty Committee 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**   Changes to Charter & Bylaws of the General Faculty of Oklahoma State University

**The Faculty Council Recommends to President Hargis that:**

The following changes be made to the Charter & Bylaws of the General Faculty of Oklahoma State University.

**Article I: The General Faculty: Sect. 4 Officers**

**Current text with edits:**

The officers of the General Faculty shall consist of the Chair, the Vice-Chair, the Past-Chair and the Secretary. The Vice-Chair and the Secretary shall be elected by the General Faculty from nominations made by the Faculty Council. The Vice-Chair shall be elected for a term of one year and then shall automatically become Chair for the succeeding year. The Chair shall not be eligible for immediate re-election as Vice-Chair. The Secretary shall be elected for a term of three years and shall be eligible for re-election. The Secretary shall keep complete records of Faculty proceedings and be responsible for the secretarial work related to the business of the General Faculty. Only voting members who have had at least three years of faculty service shall be eligible to hold any elective office of the General Faculty. Persons who hold administrative positions above department head, department chair, unit head or equivalent, are not eligible for election or service as officers of the General Faculty.

**Article IV: III: E 2-Procedure for Filling Vacancies: a**

**Current text:**

A vacancy in the office of Chair shall be filled by the Vice-Chair, who shall serve out the term of the incumbent and succeed to his or her regular term of Chair the following Faculty Council year. A new Vice-Chair shall be elected following Bylaw III, Section C, who shall serve out the term of the incumbent and then a regular term as Vice-Chair. The Vice-Chair shall succeed as Chair upon completion of the regular term. A vacancy shall be filled within 60 days unless it occurs during the summer term or one month prior to the end of the spring semester. In such a case, the vacancy shall be filled within 60 days after the start of the fall term of the year in which the vacancy occurs.

**Proposed text:**

If a vacancy in the office of Chair occurs after January 1, then the vacancy shall be filled by the Vice-Chair. In this case, the Secretary and the Past Chair will fulfill the duties of the Vice-Chair until a new Vice-Chair is elected during the regular election process.

If the vacancy occurs prior to January 1, the current Past Chair will serve as Chair until January 1 and then fulfill the duties of the Vice-Chair for the remainder of the term. The Vice-Chair will serve as Chair from January 1 until the end of the term and then serve his or her own respective term. In this case the faculty member who has just completed their term as Past Chair will serve as Past Chair for the remainder of the current term.

**Rationale:**

The proposed changes more clearly define the limits the service on faculty council to faculty members and department heads/chairs.

The proposed changes also provide for an equitable division of service as Chair between the Past Chair and Vice Chair in instances when the Chair position is vacated. It further defines who will fill the role of vice-chair until the next regular election.

**Amended by Passed Failed**

**Recommendation No.** 18/05/02/Faculty 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**    2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**    Approval of the Preface and Body of the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters

of the Faculty of Oklahoma State University”

**The Faculty Council Recommends to President Hargis that:**

We recommend that the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University” be approved in its proposed form. A summary of the proposed changes has been created by the Faculty Committee and is included below. A link is provided to the complete document with track changes indicating specific modifications that will be incorporated by this recommendation.

**Rationale:**

The proposed changes represent changes to the “Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University”. A portion of the changes are indicated to update the document with previously approved changes in policies or procedures. Additional changes noted in the summary and final document are changes identified by the faculty as necessary. Approval of this document in its entirety will provide for an approved current document. The last changes incorporated into the document were in 2008 and the last approval of a complete preface and body of the document was in 2006.

**Faculty Committee Summary of Proposed Changes to OSU Policy Statement to Govern Appointments, Tenure, Promotion, and Related matters of Faculty of Oklahoma State University**

This summary has been developed by the Faculty Committee of Faculty Council to assist faculty members in identifying changes proposed in the faculty handbook. For complete review and context, please refer to the edited faculty handbook.

Changes not specifically summarized include numerical index sections and page numbers which have been altered with the summarized changes to last approved by the OSU Board of Regents on March 7, 2008.

**Section 1**

Footnote 1 changes the location of P and P letters changed from paper format in departments and university library to electronic on university website

1.1.5.2 Added information that a cumulative review of a faculty member will qualify as the annual appraisal and development for that year.

1.4.1 Deletes Instructor level for tenure track faculty appointments.

1.4.2 Changes section numbers to correct errors.

1.4.3 deleted as related to appointment of instructor

**Non-Tenure Track Faculty Appointments and Titles**

1.5.1 Adjunct faculty was more defined with titles from Adjunct Instructor to Adjunct Professor. It also defined opportunities for paid for service (e.g. teaching) or unpaid for service (e.g. graduate advisory committees)

1.5.x Sections edited to reflect Non-tenure Track Faculty Positions defined in P&P 2-0903 (April 2017) that included Extension Specialists, Professional Practice Faculty, and Teaching Faculty

1.5.6 Research Faculty – changes wording from professor to faculty throughout the description

1.5.7 Temporary Faculty Appointments – wording for terms and conditions has been adjusted to focus on specifying terms in the offer letter.

1.7.2Nonreappointment. (relates to non-tenure track faculty) – describes notice of non-reappointment is not required, letters should state conditions of reappointment, and notices for positions with less than or more than one year of service.

**Suspensions, Disciplinary Actions etc.**

1.13 language added to state that results of disciplinary inquiries should be submitted to the VPAA.

1.13.2 added language to reflect that admonitions may be issued orally or in writing.

1.14.3 added transfer of programs to another department or a different OSU campus to terminations or reassignment associated with department of program discontinuance.

1.16.2 Deleted section (C) acts of moral turpitude from Grounds of Dismissal

**Dispute Resolution Policy**

2.3 The section on Grounds for Dispute was completely re-written for clarity and to spell-out examples of grounds to file a claim of dispute. The section also clarifies the avenue a faculty member should take to resolve a dispute.

2.4 Ombudsperson – adds that ombudsperson assistance is voluntary and confidential, informal, and is an effort to find mutually satisfactory and agreeable resolution. Also specifies that faculty may not be penalized for using this service nor that they should be required to use ombudsperson services.

**Appendix A**

**Statement on Professional Ethics**

The introductory statement has been amended to represent the most recent version approved by the AAUP which is the foundation of Appendix A.

In section 3, “In the exchange of criticism and ideas professors show due respect for the opinions of others” was replaced with “even when it leads to findings and conclusions that differ from their own.”

**Appendix B**

**Academic Freedom**

The previously university edited version of the AAUP academic freedom statement has been replaced with the current AAUP statement as written.

**Appendix C**

**General Termination Procedures**

Section 5 amended to begin the hearing within 20 working days but no sooner than 15 working days.

**Appendix E**

**Dispute Resolution Procedure**

Section 2 - amended to allow to limit the administrative appointment of the chair to no more than 25%. Provides for inclusion of Faculty Council Secretaries if less than 6 past chairs are unavailable for selection by the chair. Provides that only 1 dispute committee member can have an administrative appointment. Define the determination of conflicts of interest as the role of the FC Chair. Changes the time for the selected committee to respond to 20 working days after the petition is filed.

Section 4 - removes instructors

Section 5 - provides that names provided by Institutional Research and Information Management