

# BACONE COLLEGE



## FACULTY HANDBOOK

**Office of Academic Affairs**

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# **BACONE COLLEGE FACULTY HANDBOOK**

## **Introduction**

### **History of the College**

Oklahoma's oldest continuing center of higher education began in 1880. With the help of the American Baptist Home Mission Society, Professor Almon C. Bacone, a missionary teacher, started a school in the Cherokee Baptist Mission at Tablequah, Indian Territory. The only faculty, Professor Bacone, enrolled three students and began his work. By the end of the first semester, the student body had quadrupled; by the end of the first year, student population was fifty-six and the faculty numbered three.

Seeing the need to expand, an appeal was made to the Creek Tribal Council for 160 acres of land in Muskogee, the “Indian Capital of the World”. The land was granted and in 1885 Indian University was moved to its present site. In 1910, it was renamed Bacone Indian University after its founder and first president and was later changed to Bacone College.

Classes from first grade through four years of college met in Rockefeller Hall, a three-story building made possible by a \$10,000 contribution from John D. Rockefeller. “Old Rock”, as it came to be called, served as classroom, dormitory, dining hall, chapel, teachers’ quarters, and administration building. It was razed in 1938 and Memorial Chapel stands in its place.

Professor Bacone dreamed of a school, based on Christian principles, for the education of American Indians. The college has retained its Christian heritage, but it is not reserved strictly for American Indians. Its Mission Statement calls for meeting the needs of American Indians in a multicultural setting. All students, regardless of race, color, national origin, sex, age, or religion are welcomed and encouraged to attend Bacone College. Throughout its history, the college has attracted Indian and non-Indian students. Bacone attempts to prepare Indian students to function in the mainstream of society, without losing their culture and heritage.

The college has never lost its concern for the individual student. Learning is seen as a way of life that encourages flexibility, breadth of perspective, and respect for the contributions made to the quality of human existence by those of all ages and races. As the student body has grown and the needs of society have become more complex, the curriculum has changed to meet the needs of the students. In 1999 Bacone College began the transition from a two to four-year institution, now offering bachelor’s degree programs. In 2005 the College’s regional accrediting agency, the Higher Learning Commission, authorized the College unlimited authority in the awarding of bachelor’s degrees signaling its successful transition to a four-year institution.

The campus contains many reminders of Bacone's history, tradition, and goals. One of these is a small cemetery, the final resting place of Bacone Presidents Almon C. Bacone (1880 - 1896) and Benjamin D. Weeks (1918 - 1941), as well as others associated with the school over the years. Another reminder on the west side of the campus proper is a stone pulpit that marks the spot on which President Bacone and two Baptist missionaries who were also trustees of Indian

University, Samuel Murrow and Daniel Rogers, knelt in prayer to dedicate to the Christian education of American Indians the 160 acres of land received from the Creek Indians.

Today the College offers an opportunity for reflection upon how we, of all races and ethnic backgrounds, can live, study, work, and worship together in order to strive not only for a meaningful educational experience, but for a society committed to Christian values and principles.

## **Mission Statement**

Bacone College, an independent institution related to the American Baptist Churches, USA, maintains its commitment to serve American Indians within a culturally diverse community. The College, through its baccalaureate and associate degree programs, challenges students to develop intellectual and social skills, spiritual values, and healthy lifestyles by providing education in a nurturing Christian environment.

## **Vision Statement**

We believe our shared vision of the future of Bacone College is essential to the growth and development of our institution. We visualize that Bacone College will be known in the American Indian communities, American Baptist churches, and geographical region for providing excellent academic programs that prepare students for lives of meaning, purpose, and service. The College will build upon its Christian foundation and be recognized for its rich multicultural environment.

Bacone's campus climate of mutual respect and cooperation will attract students, faculty, and staff and will promote lifelong pride in, and loyalty to, the College. Academic and support activities, athletics, and student life will be marked by achievement of high standards with integrity. The College community will celebrate the accomplishments of all its members.

Bacone's academic offerings will emphasize both professional programs and the liberal arts. In addition, Bacone will provide faculty who have expertise in their respective disciplines and use effective practices in teaching and learning. The College will develop, implement, and maintain academic policies and support services that promote a high graduation rate.

The student life programs of the College will foster the development of Christian maturity. Student clubs, organizations, and athletic programs will provide students with opportunities for personal and spiritual growth. Relationships built through participation in these programs will foster team building, community service, and pride in Bacone. The campus life experiences will develop and enhance the appreciation and understanding of the arts, American Indian heritage, and Christian faith.

Bacone's Board of Trustees will exercise careful fiduciary and oversight responsibilities for the College, will personally provide financial support, and will enthusiastically promote the interests of the College among its various constituencies. Bacone College's administration will assure that

policies, practices, and structures will encourage participation in decision-making by faculty, staff, and all others affected and will ensure collegial governance.

Bacone College will be financially solvent, having sufficient endowments and income from student tuition and fees to enable the College to fully meet its mission. While preserving its historic heritage, the campus will have well-maintained buildings and grounds and state-of-the-art equipment and technology to meet the demands of the College's academic and student-life programs.

Our College community will encompass a sense of stability, involvement, and belonging. Further, our College community will embody faith, hope, diversity, common enterprise, high standards, and a passion for learning. We look forward to the future and the opportunity to expand our horizons, extend our vision, improve our services, and contribute to the further development of our institution and the students we serve.

## **Institutional Education Goals**

To fulfill its mission, the College has established goals stipulating it will provide:

- 1) Intellectually challenging baccalaureate and associate degree programs that include study in both professional programs and the arts and sciences.
- 2) A core curriculum, which allows students to demonstrate critical thinking, computer proficiency, computational ability, and self-expression in writing and oral form in understanding and developing new ideas and presenting them to others.
- 3) The opportunity for students to learn and live in a diverse cultural collegiate community.
- 4) Emphasis and privilege in its curricular and co-curricular programs to the voice and culture of American Indians as represented in the College's students, staff, and faculty.
- 5) The opportunity for students to experience personal and spiritual growth and to acquire knowledge of Christian values and perspectives.
- 6) Academic and non-academic support services that facilitate student success.

## **Core Curriculum Goals**

The College has adopted the following goals in its core curriculum that all students are required to master. Students will be:

- 1) Informed, responsible, resourceful citizens and community leaders in a local and global context.
- 2) Critical thinkers with effective communication skills.
- 3) Individuals appreciative of aesthetic expressions.



- 4) Learners who are competent in mathematical reasoning and scientific inquiry and demonstrate proficiency in basic computer skills.
- 5) Individuals with an awareness of cultural diversity and social heritage.
- 6) Spiritually self-aware, self-directed, life-long learner
- 7) Ethical and moral decision makers.

## **Student Outcomes**

The College, in partially assessing its success in accomplishing its educational and core curriculum goals, regularly evaluates the following student outcomes:

- 1) Students will achieve minimum or higher passing scores on standardized assessment tests associated with their majors and will demonstrate satisfactory achievement in selected capstone courses or projects specific to each baccalaureate and associate degree program.
- 2) A majority of students will rate their programs as being intellectually challenging on a graduate survey.
- 3) Students seeking the Associate of Science or the Associate of Arts degree will take a minimum of six (6) credit hours of guided electives in the liberal arts.
- 4) Students seeking the bachelor's level degree will take a minimum of nine (9) credit hours of guided electives in the liberal arts.
- 5) Students will demonstrate participation in community service projects through various course experiences.
- 6) Students will demonstrate participation in campus and community cultural and civic events.
- 7) Upon completion of the core curriculum, a majority of students will have achieved a minimum grade of "C" in all course work designated as the Core Curriculum.
- 8) Students will demonstrate satisfactory ability to write and speak in Standard English documented by students achieving a minimum grade of "C" in English Composition I, II, and Speech/Logic.
- 9) Students will demonstrate ability to critically evaluate information and its sources.
- 10) Students will score at or above the national norms in critical thinking, reading, and writing in each of these competency areas of the CAAP assessment.
- 11) Students will participate in the study of aesthetics and actively engage in artistic expression.
- 12) Students will demonstrate proficiency in the computational techniques, technology, and analytical skills necessary to succeed in their chosen major.

- 13) Students will score at or above the national norms in the scientific reasoning and mathematics competency areas of the CAAP assessment.
- 14) Students will demonstrate proficiency in basic computer skills.
- 15) Students will participate in culturally diverse, college-sponsored activities.
- 16) Students will pass at least six (6) credit hours in an associates program and nine (9) credit hours in a bachelors program of select, required courses that expose students to issues of cultural diversity, including a three-credit course in American Indian Studies.
- 17) Students will have the opportunity to participate in Indian cultural events that are held on a regular basis.
- 18) Students will successfully complete at least one religion course while at Bacone.
- 19) Students will acknowledge on a graduate survey that Bacone College provided opportunity for personal and spiritual growth through a Christian perspective.
- 20) Students will have an opportunity to participate in college sponsored activities and organizations that foster personal and spiritual growth.
- 21) Students will demonstrate knowledge of and ability to apply a reasoned code of ethics.
- 22) Students served by the Academic Support Center's programs will identify on a graduate survey that these contributed to their academic success.
- 23) Students will acknowledge on a graduate survey their satisfaction with non-academic support services (i.e., Business Office, Bookstore, Student Life, etc.).
- 24) Students will utilize learning labs and tutors as needed, especially in traditional problem areas such as writing, mathematics, and the natural sciences.
- 25) Through diagnosis of their learning styles, students will be better able to take responsibility for their learning.

## **Organizational Chart of the College**

*See* Appendices

## **Organization of Academic Program**

### ***Vice President for Academic Affairs***

The Vice President for Academic Affairs is directly responsible to the President of the College. Under the general direction of the President, the Vice President for Academic Affairs is responsible for facilitating the planning, supervising, and evaluating of the academic program of the College. The Chief Academic Officer provides leadership for the faculty in establishing and maintaining an instructional program that fulfills the educational goals and objectives of the institution.

The Vice President for Academic Affairs supervises the academic personnel of the College, including deans, division chairs, faculty, registrar, library, and special academic program personnel. The Vice President for Academic Affairs plans and administers the academic program budget and supervises the operation of the registrar's office, the library, and other related academic programs.

This administrator is an ex officio member of all College standing and ad hoc committees that are directly related to the academic programs of the College and is a member of the President's Cabinet. This individual serves as the liaison to the Academic Committee of the Board of Trustees.

### ***Appointment of Deans and Chairs in the College's Academic Schools and Divisions***

Deans and chairs are selected through a process in which the Executive Vice President & Dean of Faculty first consults with faculty in the schools and divisions regarding their recommendation for a person to serve in that capacity. The Vice President for Academic Affairs, taking into consideration the recommendation of faculty within the school or division, makes recommendation to the President for approval. The President then appoints an individual to serve in the capacity of dean or chair. Appointments are open-ended with the dean or chair serving in that capacity as long as the expectations and needs of the College and the school or division are met or until the individual no longer wishes to serve in that capacity.

The College conducts its academic programs through the following schools and divisions, each of which is administered by a Dean or Division Chair.

Department of Applied and Health Sciences  
Department of American Indian Studies  
Department of Business  
Department of Education  
Department of Liberal Arts and Humanities  
Rennard Strickland School of Tribal Law and Criminal Justice

### ***Evaluation of Deans, Division Chairs, and Academic Program Directors***

Deans have full-time administrative positions with faculty status and are given release time to teach. The Vice President for Academic Affairs, using an Administrators Evaluation Form, will evaluate each Dean annually.

Division Chairs and Academic Program Directors have full-time faculty positions and are given release time for administrative duties. As full-time faculty, Division Chairs and Academic Program Directors use the same evaluation form and procedure as all other full-time faculty. *See Faculty Evaluation*, below.

### ***Duties of Deans, Division Chairs, and Academic Program Directors***

Division Chairs and Academic Program Directors primarily serve in a support position to faculty in their respective divisions. This support is accomplished in the following ways (but not exclusively limited to just these areas):

- 1) Represent the division and its faculty at the AAC meetings.
- 2) Sign class slips and PO requests before submitting to the Office of Academic Affairs.

- 3) Meet with students as part of the academic grievance process to attempt to reconcile differences between students and faculty within their division.
- 4) Initiate and oversee the process to hire full-time and/or adjunct faculty to teach courses within the division.
- 5) Work with faculty in their division to create the schedule of course offerings for the academic terms and submit the draft schedule to the Registrar's Office.
- 6) Make sure advising is being handled appropriately within the division.
- 7) Work with the Admissions Office in recruiting students into programs within the division.
- 8) Other duties as assigned by the EVPDF or Associate Dean of Faculty.

### ***Absence or Removal of Division Chairs***

When a Division Chair is absent for reasons of vacation leave, sick leave, or paid leave of absence; for a period of less than one month, he/she has the authority to appoint a member of the division to carry out the duties in his/her absence. When a Division Chair is to be absent for a period of longer than one month and the President has approved the absence, the Vice President for Academic Affairs will appoint an acting Chair after consultation with the division's personnel.

A Division Chair can be relieved of his/her administrative duties by the Vice President for Academic Affairs at any time during the appointment for one of the following reasons:

- 1) Upon the recommendation of a two-thirds vote of the faculty within the division.
- 2) If, in the judgment of the Vice President for Academic Affairs, the Chair fails to carry out his/her duties and responsibilities.

### ***Program Directors***

Program Directors may be appointed from time to time to assist in implementing various programs of the College. The Vice President for Academic Affairs in consultation with the appropriate Dean or Division Chair with the approval of the President make such appointments. The Program Directors report to the Dean or Chair of the school or division the program is associated.

### ***Faculty***

The faculty of Bacone College consists of all persons who are appointed by the College to teach one or more courses in the College. Faculty function under the general supervision of the Vice President for Academic Affairs and where appropriate, under Deans and Division Chairs of the respective schools or divisions. By accepting a faculty position, a person is subject to all pertinent rules and regulations of the College and is conferred particular rights and responsibilities as indicated in this *Faculty Handbook*.

Teaching faculty hold either full-time or adjunct appointments. Full-time teaching faculty include all Division Chairs, Academic Program Directors, and those persons whose primary responsibility is teaching and who hold a provisional or continuous contract with the College. Adjunct faculty teach for the College under a term contract.

## ***Faculty Governance***

### **Faculty Assembly**

The Faculty Assembly meets monthly during the academic year between August and May. These meetings are for discussion and action regarding issues of specific concern to the faculty and for purposes of general communication. The Vice President for Academic Affairs convenes all Faculty Assembly meetings. All of the College's full-time teaching faculty and Deans are required to attend. The Faculty Assembly entertains reports and recommendations from the President, Academic Affairs Council, Faculty Senate, and Student Affairs Council. In addition, the Athletic Committee, Multicultural Committee, and the Social Committee also report directly to the Assembly. Only full-time teaching faculty and Deans hold voting privileges in Faculty Assembly and actions approved by vote are then made as recommendations to the President.

### **Academic Affairs Council**

The Academic Affairs Council (AAC) is responsible for recommending changes in the College's academic policies, procedures, and curriculum to Faculty Assembly. The AAC meets biweekly, or as needed and is chaired by the Vice President for Academic Affairs. Particular committees and/or areas for which the AAC is concerned include new courses and programs, student academic appeals, students on academic warning, probation, or suspension, academic scholarships, and academic assessment. Required regular membership includes:

- 1) The Dean or Chair from each school or division.
- 2) Directors of academic support departments including the library, Student Support Services and the Registrar.
- 3) The Vice President for Academic Affairs.

### **Faculty Senate**

Faculty Senate is composed of eight members, all of whom must be full-time teaching faculty as defined in the *Faculty Handbook*. All members will be elected, with one person from each of the following schools or divisions and one at large person. Representatives will come from the Schools/Divisions Academic Support, American Indian Studies, Applied and Health Sciences, Business, Education, Liberal Arts and Humanities, and the Rennard Strickland School of Tribal Law and Criminal Justice. Members will serve for two academic years.

Senate President will be elected by Faculty Senate from its members. The Senate President in turn will select a senate member to serve as Vice-President. The term of the Senate President will be for one year. The President of the Faculty Senate can be recalled at any time by either;

- 1) A minimum of 5/7 vote by the senate.
- 2) Initiation by any faculty by asking for a no confidence vote at a faculty assembly meeting. A simple majority vote of no confidence by faculty assembly will force the senate to consider a recall at the senate's next scheduled meeting.

The duties of the senate will include; making recommendations regarding faculty rank and promotion, faculty professional development, faculty handbook, faculty salary ranges, faculty contracts, faculty grievances and faculty awards. The senate will also work on any directives from administration or the Board of Trustees. The senate members will be responsible for communicating discussion items with their division/school and for bringing issues from faculty to the senate. The senate will have the authority to form standing or ad hoc subcommittees, working groups, etc. as needed, composed either of its own members or from the general faculty. Senate will make recommendations or motions to Faculty Assembly for required action.

The faculty seat on the President's Cabinet will come from the senate. Faculty representatives to Board of Trustee committee meetings will continue to be selected from the general faculty.

Faculty Senate will meet on the second and fourth Monday of each month. Meetings are open to all faculty who wish to attend but participation is limited to being observers only. Any non-senate faculty who wishes to address the senate, must inform the Senate President prior to the meeting for inclusion on the agenda and will have a limited time (as determined by the senate president) to make their address. In extreme cases, the senate will be allowed to call a meeting of the entire faculty, generally to allow open discussion by all faculty.

### **Student Affairs Council**

The Student Affairs Council (SAC) is responsible for providing assistance and recommendations in all student life issues. The SAC receives recommendations from staff and subordinate committees and prepares and recommends proposals to Faculty Assembly. The SAC meets monthly and as needed. The SAC elects its own leadership and operates under its own rules. Particular committees and/or areas for which the SAC is concerned include student publications. Required, regular membership includes:

- 1) One faculty elected from each school or division and approved by vote of Faculty Assembly.
- 2) Two members of the faculty elected at large by the Faculty Assembly.
- 3) The Assistant Vice President of Student Life.

## ***Organizational Chart for Faculty Governance***

See hyperlink to Bacone Operating and Procedures Manual.

### ***Councils and Committees***

Councils and committees assist the administration in making decisions affecting the College. Their function is to involve representatives of the College community who possess special knowledge, interest, and skills in the decision-making process; to increase open communication within the College; and to assist in formulating and communicating appropriate recommendations addressing College programs and policies.

Ad hoc committees may be formed at any time to assist in researching issues and developing recommendations. Such committees report their findings to the respective individual or group that appointed the committee.

Agenda are typically prepared for each Council and Committee meeting by the chair of that Council or Committee. Minutes for each Council and Committee meeting are recorded by a person appointed by the respective Council or Committee or a designated alternate and approved by that Council or Committee. Approved minutes are then forwarded to the office of the Vice President for Academic Affairs for posting on the College's computer network. All full-time faculty are required to serve on a minimum of two councils/committees or engage in other forms of approved campus/community service. Election of new Council and Committee members is made at the beginning of the academic year, during Faculty Retreat.

### ***Change in Academic Programs***

A significant change in one of the College's academic programs comprises a process and policy that involves both faculty and trustees; where the latter must give final approval.

Significant changes in academic programs can include:

- 1) Realigning a program under a different division or school.
- 2) Redirecting a program in order to change its focus.
- 3) Reducing the scope of a program.
- 4) Eliminating a program.

Recommendation for changes in academic programs may occur as a result of periodic reviews of all academic programs by the Vice President for Academic Affairs with the assistance of the Academic Affairs Council. Those reviews will consider information such as:

- 1) The number of majors enrolled in a program over the past five years.
- 2) The number of graduates from a program during the past five years and their success following graduation.

- 3) The average number of students in a program over the past five years.
- 4) The cost per credit hour generated in operating a program.
- 5) The student load for faculty in a program during the past five years.
- 6) Changes in the structure of a program during the past five years and the results of those changes.
- 7) Changes in a program's structure anticipated for the next five years and the rationale for making those changes.
- 8) Future needs of the College in fulfilling its stated mission.

The Trustees, President, Vice President for Academic Affairs, the Academic Affairs Council, the Dean of a School, Division Chair, or Program Director can initiate a proposal. A recommendation to change an academic program may be made if one or more of the following conditions exist:

- 1) Over a period of two or more years, the program has had a number of students that is one-third or less historical enrollments.
- 2) Evaluation of job opportunities and/or graduates over a period of two or more years indicates that the program is not producing marketable graduates.
- 3) Previous attempts to revitalize a program have not been successful.
- 4) A program is no longer essential to fulfilling the mission of the College.
- 5) The financial health of the College would be improved by changes in a program.

The Vice President for Academic Affairs will inform the faculty associated with a program being considered for change and give them opportunity to prepare a defense against the proposal.

The Academic Affairs Council, in consultation with the Vice President for Academic Affairs, makes a recommendation to the President concerning the proposed changes, after reviewing the proposal.

The Vice President for Academic Affairs will also inform the entire faculty of the intent to change the program and give justification for the decision. This notification will allow an opportunity for all College faculty to discuss the proposed change.

The President's Cabinet will review the proposal for program change, the recommendation of the Academic Affairs Council, faculty discussion, and any defense offered by the faculty of the effected program. The President's Cabinet will then make its recommendation to the President. The President will in turn present to the Board of Trustees his recommendations. The Board of Trustees will make any final decision regarding changes to academic programs.



Following a decision by the Board of Trustees to change an academic program, the Vice President for Academic Affairs will work with the Academic Affairs Council, the Division Chair, and faculty associated with the program to make the changes necessitated by the decision.

## **Faculty Contractual Provisions**

Faculty Contractual Provisions are those policies listed below that constitute the contractual agreement between the college and the faculty. Changes in the contractual agreement become effective with the issuing of new contracts. Changes in the contractual agreement must be made in accordance with established procedures as indicated below.

Matters covered in this section apply to all teaching faculty unless otherwise specified. Policies regarding Adjunct or Artist/Writer/Scholar in Residence positions are covered in the *Adjunct Faculty Handbook*. For those holding combined faculty and administrative appointments, this section applies only to the faculty part of the appointment. Faculty holding combined appointments should refer to the *Staff Manual* for a description of the rights and obligations associated with the non-faculty responsibilities of their appointments.

### ***Contract Length***

Full-time teaching faculty are issued twelve (12) month contracts (a full academic year). However, a full-time faculty is only required to teach in the fall and spring semesters; employee benefits are in effect for the entire term of the contract. There is no expectation or requirement that full-time faculty teach during the summer term, but instead use this time for academic preparation. All adjunct faculty are issued a contract which is typically for a single academic term.

### ***Definition of the Academic Year***

An academic year begins with the first fall faculty meeting/workshop and ends on the last day of the summer term. The academic year consists of two (2) semesters, each semester totaling a minimum of sixteen (16) weeks and summer terms of four (4) and eight (8) weeks.

### ***Faculty Teaching Load***

Faculty teaching loads in accordance with Board of Trustee Policy are prescribed by the administration. For the fall through spring semester period, each full-time member of the teaching faculty is required to conduct a total of twenty-seven (27) credit hours of instruction unless otherwise indicated. Laboratory portions of courses indicated as zero (0) credit hours are awarded one (1) credit hour toward the teaching load for each two (2) hour laboratory section scheduled. Equivalent credits for nontraditional instruction (hospital clinicals, classroom observations, etc.) are negotiated between the Dean or Division Chair and the Vice President for Academic Affairs. Faculty members teaching class sections by means of special arrangement receive, toward their teaching loads, the full credit that is indicated in the catalog for that course. Equivalent credit for directed studies is negotiated between the faculty member, student, and the Vice President for Academic Affairs.

Faculty may be released from a portion of his/her required teaching load, without loss of compensation, if 1) he/she is required to perform certain administrative responsibilities (e.g. serve as a Division Chair or Program Director), 2) he/she agrees to carry out a special project or service beyond what is required in his/her contract or 3) he/she is subject to the requirements of an accrediting or other regulating body. The amount of release time from a full teaching load for reasons number 1 and 2 is determined by the Vice President for Academic Affairs.

Class size is not a factor when determining teaching load for the fall and spring semester. It may be necessary at times however for the Vice President for Academic Affairs to cancel a course or a section of a course. Cancellation occurs only when 1) there is fewer than five (5) students enrolled AND 2) the faculty can be reassigned to either a different course or another section of the same course that has five (5) or more students. Courses required by students in a particular degree program will not be canceled for low enrollment if the cancellation were to result in delaying a student's degree completion. Classes being taught by special arrangement or directed studies will also not be canceled due to low enrollment.

If faculty teaches more than the total required credit hours during the fall through spring semester period, he/she will be paid additional compensation for the overload, (See Compensation, below). Because heavy teaching loads reduce time for other duties by full-time faculty, six (6) credit hours in the fall-spring semester period is recommended as the maximum overload.

### ***Categories of Faculty Service***

Full-time faculty, regardless of rank, are identified in one of the following categories of service.

Category	Faculty Category Description	Description
1	<u>Faculty with Summer Release Time</u>	Full-time faculty with Faculty Rank and Status whose primary responsibility is teaching and granted release time during the summer academic terms. These faculty are governed by the Faculty Handbook and accrue sick leave and personal days as identified below. <sup>1</sup> Faculty in this category receive an annual contract and may teach during the summer academic terms and receive additional compensation.
2	<u>Faculty with Summer Release Time and Primarily Have Non-Instructional Responsibilities</u>	Full-time faculty with Faculty Rank and Status, who primarily serve in non-instructional academic support and/or administrative areas. These faculty are governed by the Faculty Handbook, except for the accrual of vacation, sick leave, and personal days whereby they follow the accrual rates identified below. <sup>1</sup> Faculty in this category receive an annual contract and may teach during the summer academic terms and receive additional compensation.
3	<u>Faculty without Summer Release Time and Primarily Have Non-Instructional Responsibilities</u>	Full-time faculty with Faculty Rank and Status whose primary responsibilities are administrative in nature. These faculty are governed by the Faculty Handbook and accrue vacation, sick

		leave, and personal days as identified below. <sup>2</sup> In addition, these individuals follow the campus closure dates and not the Academic Calendar. These persons receive an annual contract and release time to teach.
4	<u>Faculty without Summer Release Time and Primarily Have Instructional Responsibilities</u>	Full-time faculty with Faculty Rank and Status whose primary responsibility is instruction. However, faculty could be assigned release time for administrative and/or academic support responsibilities as well. These faculty are governed by the Faculty Handbook and accrue vacation, sick leave, and personal days as identified below. <sup>2</sup> In addition, these individuals follow the campus closure dates and not the Academic Calendar. These persons receive an annual contract.

**<sup>1</sup>Faculty within either Category One or Two shall accrue sick leave and personal days at the following rates:**

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**SICK LEAVE**

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Sick leave shall accrue at the rate of one and one-third (1 1/3) days per month or a maximum of sixteen (16) days per calendar year. Sick time may be accumulated up to a maximum total of sixty (60) days. Sick time does not accrue during sick leave or short-term disability. Sick time is accrued during breaks and holidays in the academic calendar.

Sick time may be used for any illness that requires time off from work. A pregnancy-related illness shall be treated as any temporary disability for all personnel actions (length and extension of leave, retention of rank, reinstatement, or fringe benefits). The employee's physician determines the length of time off due to pregnancy. Payment during this time will be covered first by the sick leave policy and then by the short-term disability policy.

Sick time may also be used to care for the illness of the faculty's spouse, child, parent, or any other individual for whom the faculty has primary care responsibilities.

The College, through the faculty, Dean or Division Chair, reserves the right to request proof of illness from a physician in any case where the faculty is absent due to illness or where a request is made to use sick time because of the illness of a spouse, child, parent, or other dependent.

No payment shall be made at any time for unused sick leave. Termination of employment with the College will result in a forfeiting of all unused sick leave. In addition, the following rules apply:

Sick leave does not accumulate as a right.

Faculty shall notify the Office of the Vice President for Academic Affairs immediately regarding the need for sick leave.

No advance in sick leave shall be granted under any circumstances.

No sick leave shall be granted until three (3) months of service have been completed. Sick leave may not be taken during any form of non-paid lay-off.

Faculty shall not undertake any gainful employment during sick leave.

No faculty injured on duty shall suffer a loss of pay for any portion of the waiting period prior to the initial wage-loss benefit payment by the Worker's Compensation Insurance carrier, provided the employee has sick leave or personal leave to cover the period. Employees injured on duty shall be eligible for the benefits of sick leave under the same conditions as uninjured employees.

Compensation for sick leave requires the faculty to fill out an online "Absentee Report" and submit it to the EVPDF for approval and submission to Human Resources.

Sick leave shall not affect faculty rank, position, or rate of pay.

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**PERSONAL DAYS**

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Up to three (3) days per calendar year can be taken without the need for statement of reason. However, the faculty must report the need for personal leave to his/her immediate supervisor prior to the absence and to H/R for record keeping purposes. These days will not accumulate and cannot be carried over to a different calendar year.

**<sup>2</sup>Faculty within either Category Three or Four shall accrue vacation time, sick leave, and personal days at the following rates:**

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**VACATION TIME**

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- .5769 working days per biweekly pay period, or fifteen (15) days per year.

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**SICK LEAVE**

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- .3846 working days per biweekly pay period, or ten (10) days per year.

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**PERSONAL DAYS**

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- Two (2) Personal Days per fiscal year. Personal Days may not be carried forward or accrued into the next fiscal year.

## ***Academic Ranks and Titles for Faculty***

Full-time members of the teaching faculty hold one of the four academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. These faculty have full-time teaching duties or have teaching plus other institutionally related duties equivalent to a full-time teaching load. Persons with the rank of Professor Emeritus or the titles of Artist/Writer/Scholar in Residence or Adjunct are also considered to be members of the faculty although none is granted voting rights at Faculty Assembly.

Whenever a decision is necessary on whether an individual has the appropriate professional degree or its equivalent as required for a particular rank, such decision will be recommended by the Appropriate Dean or Division Chair to the Vice President for Academic Affairs.

### **Instructor**

An Instructor should hold an earned Master's Degree or terminal degree relevant to the teaching field that has been awarded by a regionally or nationally accredited institution and/or an internationally recognized institution. A Baccalaureate Degree is acceptable for faculty teaching only in selected fields in the associate degree programs. In some cases, such as in practice-oriented disciplines or programs, "tested experience" in the field may be substituted for formal education preparation or teaching experience when that tested experience is validated through some objective measure(s) that ensures the individual's knowledge, expertise, and competence are equal to or greater than that expected from formal education or teaching experience. Instructors must demonstrate the potential for satisfactory fulfillment of the duties and responsibilities of faculty.

### **Assistant Professor**

An Assistant Professor should hold an earned Doctorate Degree or terminal degree relevant to the teaching field that has been awarded by a regionally or nationally accredited institution and/or an internationally recognized institution. Appointees not holding a Doctorate should have a minimum of two (2) years college level teaching experience and should demonstrate promise of ability to teach, perform research, participate in scholarly development or creative activities, and are of service and long-range usefulness to the institution. In some cases, such as in practice-oriented disciplines or programs, "tested experience" in the field may be substituted for formal education preparation or teaching experience when that tested experience is validated through some objective measure(s) that ensures the individual's knowledge, expertise and competence are equal to or greater than that expected from formal education or teaching experience.

### **Associate Professor**

An Associate Professor should hold an earned Doctorate Degree or terminal degree relevant to the teaching field awarded by a regionally or nationally accredited institution and/or internationally recognized institution. Associates should have a minimum of five (5) years of college level teaching experience if less than an earned Doctorate degree is held. In some cases, such as in practice-oriented disciplines or programs, "tested experience" in the field may be substituted for formal education preparation or teaching experience when that tested experience is validated through some objective measure(s) that ensures the individual's knowledge, expertise and competence are equal to or greater than that expected from formal education or teaching experience. Associates should

display a demonstrated teaching ability, active participation in faculty committees, research/scholarship, creative activities, contributions to the institution and the community, and in selected instances, performance of non-teaching or administrative duties.

### **Professor**

A Professor should have an earned Doctorate Degree or terminal degree relevant to the teaching field awarded by a regionally or nationally accredited institution and/or internationally recognized institution. In some cases, such as in practice-oriented disciplines or programs, “tested experience” in the field may be substituted for formal education preparation or teaching experience when that tested experience is validated through some objective measure(s) that ensures the individual’s knowledge, expertise and competence are equal to or greater than that expected from formal education or teaching experience. Professors should have a minimum of ten (10) years teaching experience at the college level or a reasonable equivalent. Professors should demonstrate excellent teaching ability, student advising, research, scholarly development, creative activities, service, and in selected instances, performance of non-teaching or administrative duties.

### **Professor Emeritus**

In recognition of meritorious service, Bacone College may confer the rank of Professor Emeritus on members of the faculty who have attained the rank of Professor, Associate Professor, or Assistant Professor and who, at the time of their full retirement from the college, have held a full-time faculty position for ten (10) or more years. Recommendations for the conferment of this rank shall be made by a majority vote of the Faculty Assembly to the Board of Trustees.

A Professor Emeritus is accorded full faculty status with regard to faculty social activities, admission to athletic events, fine arts performances, and other cultural activities. Emeriti are also accorded library privileges and are listed in the college catalog during the remainder of their lifetimes. No compensation accrues by virtue of this rank, and for the purposes of Faculty Assembly, a Professor Emeritus is not considered a voting member of the faculty.

### **Artist/Writer/Scholar in Residence**

The college may offer appointment to persons whose artistic/teaching experience as well as their professional study equip them for instructional and performance responsibilities. Such individuals are designated artists, writers, or scholars in residence and perform their responsibilities as regular members of the faculty.

Artists/writers/scholars in residence hold part or full-time positions. They receive term contracts from the Vice President for Academic Affairs upon the recommendation of the Dean or Division Chair of the appropriate school or division. Their terms and conditions of employment are determined on an individual basis prior to appointment. For purposes of Faculty Assembly, Artists/writers/scholars in residence are not considered voting members of the faculty.

## **Adjunct Faculty**

Adjunct faculty are part-time instructors employed to teach specific courses at the need of the college. Adjuncts are appointed by the Vice President for Academic Affairs upon the recommendation of the Dean or Division Chair of the school or division in which they will serve. Adjunct faculty receive compensation determined by the number of contact or credit hours they are contracted to teach and by the enrollment figures in their courses. All adjunct faculty shall have a term contract.

Adjunct faculty have the same freedom and responsibilities in the management of their courses as do full-time faculty. As part of their responsibilities, adjunct faculty are expected to spend a reasonable amount of time on campus each week so that they will be available to counsel students regarding their course work. (Approximately one-half hour per week in addition to class time for each credit hour taught shall be considered a reasonable amount of time). For the purposes of Faculty Assembly, adjuncts are not considered voting members of the faculty.

## ***Credit for Experience***

For the purposes of offering initial rank or determining when faculty shall be eligible for promotion, the following guidelines may be used to determine what credit may be allowed for previous experience:

- 1) Faculty or prospective faculty may be allowed one year's credit for each year's full time teaching experience in the field of specialization, or its equivalent in teaching and academic administrative responsibility at a college or university recognized by an accreditation agency approved by the State of Oklahoma or federal agencies of education, provided that position held one of the ranks listed above.
- 2) Faculty or prospective faculty may be allowed one year's credit for each two years' full-time experience in the field of specialization in elementary, secondary, or post-secondary institutions recognized by an accreditation agency approved by the state of Oklahoma or federal agencies of education. Both the number of years of experience and the rank held shall be considered in determining eligibility for promotion.
- 3) Faculty may be allowed one year's credit for each three years' full-time experience in a non-teaching profession related to the field of specialization.

## ***Locus of Appointment***

Appointments to Bacone College are specific to a school or division. The school or division in which the appointment is held shall be specified in the annual contract. In certain situations, when faculty is employed to teach in more than one academic school and/or division the locus of appointment shall be to both.

## ***Types of Contracts***

### **Term Contracts**

Term contracts are issued for a specific period and carry no obligation or promise of future employment. Term contracts may be offered by the College at any time. A person offered a term contract will have two weeks to accept or reject the contract. See Appendices for a sample contract.

### **Provisional Contracts**

A provisional contract is a full-time contract for a twelve-month period with a twelve (12) month payout and a teaching load as previously defined. The provisional period is meant to give faculty time to demonstrate his/her ability and gives the College's faculty and administration time to observe and evaluate faculty in a faculty position. During this period, faculty on a provisional contract has the same rights and responsibilities as all other faculty members of the College. Faculty members holding provisional appointments are evaluated for reappointment on a yearly basis. A provisional contract carries no obligation or promise of further employment beyond its term.

Faculty in good standing typically receives a minimum of three provisional contracts. However, faculty who have taught full-time at Bacone College under a term contract for one or two years immediately preceding the year in which they receive their first provisional contract, will receive full credit for those years under term contract, as a part of their provisional period. At the end of the third provisional contract, a determination is made by the College resulting in one of the following:

- 1) The faculty's provisional contract is not renewed and employment by the College is terminated.
- 2) The faculty is offered an additional provisional contract. During the time of this provisional contract, the faculty may be asked to engage in study in order to achieve additional skills or academic competencies needed by the college or to engage in faculty development intended to address specific areas of weakness. In such cases the expectations of the college shall be precisely stated in writing at the time the contract is offered. The college may provide financial and/or other appropriate support for the faculty who is asked to engage in additional studies or in faculty development activities, as funds are available.
- 3) The faculty is offered a continuous contract.

### **Continuous Contracts**

A continuous contract is a full-time contract for a twelve (12) month period with a twelve (12) month payout and a teaching load as previously defined. A continuous contract confers on faculty the right to be re-employed from contract term to contract term until the faculty resigns, retires, is terminated, laid off, or dismissed in accordance with the policies and procedures in this handbook. Faculty on a continuous contract may not be reduced in salary, rank, or contract term except for just cause or pursuant to a reduction in force. Faculty on continuous contract will receive a yearly appointment contract subject to the conditions described in this handbook.



### **Contracts for Summer Term Teaching**

Full-time faculty on a provisional or continuous contract will have opportunity to teach for the college during the summer if requested by the Vice President for Academic Affairs. All contracts for summer teaching are term contracts. The maximum teaching load for summer term faculty should not exceed nine (9) credit hours.

## ***Compensation***

### **Pay Ranges & Schedules**

Determination of yearly compensation at the time of appointment is made by the Vice President for Academic Affairs with approval from the President. Compensation is based on the candidate's educational qualifications and experience relative to salaries received by faculty currently employed at that rank. Faculty salary ranges by rank are reviewed each year using the latest Integrated Postsecondary Education Data System (IPEDS) data from the Department of Education's Institute of Education Sciences National Center for Education Statistics' (<http://nces.ed.gov/IPEDSPAS/expt/default.aspx>) website where a listing of the average faculty salaries for the following four -year private institutions in Oklahoma are derived:

Mid-America Christian University  
Oklahoma Baptist University  
Oklahoma Christian University  
Oklahoma Wesleyan University  
Saint Gregory's University  
Southern Nazarene University

Using these averages, the College creates a salary range for a particular rank that is \$5,000 above and below the published average for that rank. When fiscally possible, the College automatically adjusts the salary of faculty that drops below the salary range for his or her rank. The following are annual ranges for full-time faculty as of *Fall 2014*:

<i>Full Professor</i>	\$53,387.00 - \$63,387.00
<i>Associate Professor</i>	\$48,844.00 - \$58,844.00
<i>Assistant Professor</i>	\$40,920.00 - \$50,920.00
<i>Instructor</i>	\$30,897.00 - \$40,897.00

Full-time and adjunct teaching faculty are paid biweekly with full-time faculty paid over a twelve (12) month period and adjuncts paid over the term in which they teach. Faculty must be notified of any involuntary change to the compensation schedule one full pay period prior to the change.

### **Teaching Overloads, Summer Term, & Special Arrangement Courses**

Compensation for a teaching overload (more credit hours than contract specifies), is calculated in the spring semester, after enrollment figures are finalized and is based on the following schedule:

- 1) Courses with 5 or more students - paid at the adjunct rate
- 2) Courses with less than 5 students - paid at 1/5 adjunct rate times the number of students in the smallest class taught

Compensation for all faculty teaching courses during the summer term(s) follows the following schedule:

- 1) Courses with 5 or more students - paid at the adjunct rate
- 2) Courses with less than 5 students - paid at 1/5 adjunct rate times the number of students in the smallest class taught

Compensation for any course taught at any time by special arrangement or directed studies is \$200 per course.

### **Faculty Merit Bonus Policy**

See Appendices.

### **Through Separately Funded Programs**

Bacone College faculty may be involved in programs that are funded outside normal channels of College support. These include Federal, State, and Foundation grants, cooperative programs with other institutions, and contracts with business firms, acceptable within guidelines determined by the College. The grant application and subsequent agreement will set the specific arrangements for each individual grant.

#### **Proposal**

A proposal for a grant to be funded by a source outside the College must first be reviewed by the Development Office, the Chief Financial Officer and the Vice President for Academic Affairs. All proposals must be approved by the President. When matching funds from the College, are required, the proposal must come before the Board of Trustees for approval.

The Chief Financial Officer will review the proposal to assure that proper arrangements have been made for matching funds, release time, services in-kind, furniture, use of campus facilities, and the like.

The Vice President for Academic Affairs and the President will determine what personnel may be involved in the performance of the grant. Prior to the submission of a proposal, the President must approve, in writing, compensation arrangements at no less than the college pay scale for all personnel with full-time appointments.

#### **Project Administration**

The College will follow the regulations established by the grantor in the administration of grant funds. Grants for research, education activities, special programs, and the like are agreements between Bacone College and the grantor. Under most circumstances, grants that make specific reference to current faculty, administrators or staff members, should provide specific provisions for transition in the event personnel

changes occur.

Faculty who is participating in a separately funded program will consult with the Dean or Division Chair and the Vice President for Academic Affairs concerning the time required for his/her participation in the program. Approval of the program by the College will be contingent upon an agreement between the faculty and the Vice President for Academic Affairs with approval of the President that the faculty will either:

- 1) Be able to continue performing his/her duties and receive full compensation from the College while fulfilling the terms of the grant, or
- 2) Be given a reduction in responsibilities to the College and a subsequent reduction in compensation during the time he/she will be working on the grant.

The faculty may receive compensation from the granting agency as allowable under the grant upon approval of the grant by the College and the granting agency. Faculty and other employees specifically hired through the provisions of a grant are not promised continued employment with the College after the expiration of the grant unless specified in writing and approved by the Vice President and Dean of the Faculty prior to the start of the grant.

## ***Benefits***

All full-time faculty are eligible for the following benefits beginning in the first full month after a 30-day waiting period from the date of hire. Details regarding current benefits are available from the Office of Human Resources.

### **Health Insurance**

The College offers optional group health insurance for both employees and their families with costs being shared by the College and the employee.

### **Long-Term Disability, Life/Accidental Death & Dismemberment Insurance**

The College offers long-term disability as well as optional life/AD&D insurance at no cost to the employee.

### **Dental Insurance**

The College offers optional dental insurance for both employees and their families with all costs being assumed by the employee.

### **Voluntary Insurance**

The College makes available various insurances with all costs being assumed by the employee. These insurances include:

- Supplemental Life / Accidental Death & Dismemberment Insurance
- Whole Life Insurance
- Short-Term Disability Insurance
- Critical Illness Insurance

**Retirement**

Participation in Bacone College’s retirement plan is voluntary, but highly encouraged. The retirement plan is a five-for-five plan. Full-time faculty may choose to contribute more than 5%, but the college will match only 5%. For those who contribute less than 5% there is no Bacone College match. Eligible adjunct faculty may participate in the plan but will not receive a matching contribution by Bacone College. Faculty are encouraged to consult with TIAA-CREF customer service representative accessible by toll free phone number (1-800-842-2733).

**Worker's Compensation Insurance**

Worker's Compensation Insurance covers any injury sustained in performing duties for the College. Any on-the-job injury should be reported immediately to Human Resources so that treatment can be authorized, and accident forms completed. The College will transmit Worker's Compensation Insurance payments to the employee.

No injured employee shall suffer a loss of pay for any portion of the waiting period prior to the initial wage-loss benefit payment by the Worker's Compensation Insurance carrier, provided the employee has sick leave or personal leave to cover the period.

**Paid Leave of Absence**

In certain circumstances, faculty may receive a paid leave of absence. However, there will be no payment for unused “paid leave of absence”.

A paid leave of absence may be granted for the following reasons:

1) Jury Duty

Faculty called for jury duty should notify their Dean or Division Chair and the Vice President for Academic Affairs immediately. A copy of the jury duty summons should be turned into Human Resources. Recommendations for exemption from jury duty will be made only in those cases where a faculty’s absence would seriously impair the operation of the College. On any day when faculty on jury duty is not required to report to the court and/or on days when he/she is excused early, the faculty is expected to return to work. Faculty must give the College their jury pay.

2) Examinations

Absences for the purpose of taking examinations required for the necessary performance of duties to the College, must be authorized by the Vice President for Academic Affairs.

3) Epidemics, Public Emergencies, or Quarantines

When stipulated by the President of the College, absences granted because of epidemics, quarantines, or public emergencies shall be granted for the duration of the cause.

4) Death in the Family

A maximum of three (3) days is granted in the case of death in the immediate family (father, mother, sister, brother, grandparents, spouse, children, in-laws). However, the faculty must report the need for a leave of absence to his/her immediate supervisor prior to the absence and to H/R for record keeping purposes. These days will not accumulate and cannot be carried over to a different calendar year.

5) Personal Leave (*See* accrual rate under “Categories of Faculty Service”)

### **Military Duty**

Faculty who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal law. Faculty are required to notify their Dean or Division Chair and the Vice President for Academic Affairs as soon as they are aware of the military obligation. A copy of the military orders to report for duty should be attached to the signed Leave Request form for this absence.

### **Holiday Leave and Campus Academic Calendar Breaks**

Faculty receive as time-off, all academic calendar breaks and holidays observed by the college.

**Sick Leave (*See* sick leave accrual rate and policy under “Categories of Faculty Service”)**

### **Tuition Waiver for Dependents**

Full-time employees at Bacone College are entitled to a waiver of tuition for dependents. Dependent status is verified by immediate past or current year status in employees IRS filing. The maximum tuition waiver granted is for the full cost of tuition. In addition, activity fees are waived, but all other fees are charged according to the current fee schedule. All dependents are required to apply for all federal financial aid available to them. However, the financial aid director, in cases where it is apparent that the dependent is not entitled to any federal financial aid, may make a specific waiver of this requirement, in writing. When federal financial aid, including Pell grants and SEOG's, is made available to a student, the tuition waiver will then be in an amount that when used in conjunction with the federal aid, meets the costs of tuition, additional fees, plus all required textbooks, for the courses in which the dependent is enrolled.

The tuition waiver is not granted in addition to the federal financial aid, but is used to supplement, as needed, the total cost of tuition fees and textbooks. Other financial aid granted to the dependent, such as work study and OTAG are allowed in addition to the tuition waivers, provided they do not exceed the demonstrated need budget of the student. Institutional financial aid is not given to dependent students in addition to the tuition waiver. See Human Resources for procedures to be used in applying for this benefit.

## **Moving Expenses**

*See Appendices* for the College's Moving Expense Reimbursement Policy.

## **Religious Beliefs**

As a church-related institution, Bacone College has a unique responsibility to its constituency and to the academic community. The philosophy of the College concerning its religious expression has been summarized in the following statement:

*Bacone College was founded as an institution dedicated to the pursuit of truth within the constructs of the Christian faith. There is no attempt to seek religious conformity from faculty, staff, or students of diverse persuasions. The freedom of the individual to develop his/her own spiritual insights is one of the most cherished traditions on this campus.*

All faculty who accept appointment should be in basic sympathy with the traditions and endeavors of the institution, should seek to further its nurturing Christian environment, and should dedicate their influence and abilities to its continuing development.

## **Changes to Faculty-College Contractual Agreements**

### ***Origin of Revisions***

Any suggested revisions to any Faculty-College contract may originate from the Trustees, President, Vice President for Academic Affairs, Chief Financial Officer, a member of the faculty, or any of the College's standing, ad hoc committees, or subcommittees.

### ***Review of Revisions***

The Trustees, President, and Faculty Senate will review suggestions for revisions. Any changes to those suggested revisions will be submitted in writing by those review bodies to the originator of the revision(s). This review process may occur as often as necessary to obtain a final version of the suggested revisions. Consideration of any proposed revisions may be stopped by the mutual consent of the Trustees, President, and Faculty Senate.

### ***Approval of Revisions***

The originator of the revisions shall send a final draft to the President and Faculty Senate. Both will respond in writing to the originator as to whether those respective groups have accepted the suggested revisions.

If both accept the suggested revisions, those revisions will then be presented to the Faculty Assembly for a majority vote. If Faculty Assembly approves the suggested revisions, a recommendation for a change in contract(s) is then forwarded to the President. If the President agrees with the faculty recommendation, a recommendation from the President is then formulated and sent to the Board of Trustees for their final approval.

Once revisions have been voted on by Faculty Assembly, no further changes may be made to those revisions or any other portion of the particular contract in question, without another full review process taking place, as described above.

## **Policies on Recruitment and Appointment**

### ***Recruitment of Full-Time Faculty***

It is the desire of Bacone College to recruit faculty who have the potential to become outstanding teachers. In hiring, the College follows all the provisions of the Equal Employment Opportunity and Affirmative Action Laws. In order to achieve this end, the College is highly selective in making initial appointments. In recruiting new faculty, Bacone College complies with all Federal and State non-discrimination laws and is an equal opportunity employer. In keeping with its role and mission, Bacone College reserves the right to make employment decisions based on American Indian heritage and commitment to Christian beliefs when all other qualifications are equal.

When a Dean or Division Chair perceives a need for new faculty, either because of program changes or resignation, he/she will file a written request with the Vice President for Academic Affairs which includes justification for filling the position, a job description for the position, recommendations for title and/or rank, and the criteria by which applicants will be evaluated. The Vice President for Academic Affairs will review the request and if necessary, will confer with the school or division concerning revisions. The Executive Vice President & Dean of Faculty will then consult with the President to secure permission to initiate a job search and to establish rank and salary range. If necessary, criteria by which the applicants will be evaluated will be revised by the school or division to reflect the rank approved by the administrative officers.

If permission to initiate a job search is denied, the Vice President for Academic Affairs will communicate in writing to the Dean or Division Chairperson the reasons for the denial. Upon request, the Vice President for Academic Affairs will meet with the school or division to discuss reasons for position denial or for change of title or rank. If the school or division is not satisfied, it may appeal to the President for a review of the decision. The decision of the President is final.

Appropriate announcements and advertisements of the vacancy will be prepared by the Vice President for Academic Affairs and the Dean or Division Chair and appropriate means of circulation will be identified. All positions will be advertised on campus for a period of three days before a broader search begins. The position will be publicized in a manner calculated to reach the broadest pool of applicants in the designated search area. Special efforts will be made in choice of advertising media and choice of dissemination of announcements to ensure that American Indian applicants and other minority applicants are represented within the pool. Advertisements and announcements will be forwarded to the Vice President for Academic

Affairs for review and then submitted by the personnel officer to the appropriate publications and graduate schools.

Applications will be received in the Office of Human Resources where they will be logged and forwarded to the Dean or Division Chair. The Dean or Division Chair will appoint a Search Committee composed of full-time faculty from their School or Division with the Dean or Division Chair serving as chair of the Search Committee. The Search Committee will screen the applicants by applying the previously agreed on criteria. Members of the Search Committee are obligated, as are the administrative officers of the College, to treat all application files and all relevant school or division deliberations as confidential material.

The Search Committee will confer on the results of the screening and identify the best-qualified candidates for further consideration. Candidates in whom the College has no further interest will be so notified by the Office of Human Resources. Completed files of candidates who are of interest to the College will be reviewed by the Vice President for Academic Affairs and members from the appropriate School or Division to identify the candidate or candidates who will be invited to campus for interviews.

It is the responsibility of the Dean or Division Chair and the Vice President for Academic Affairs to communicate to candidates information concerning the standards and policies of the institution as outlined in this handbook.

When candidates are invited to the campus, the Dean or Division Chair will coordinate with the administrative assistant to the Vice President for Academic Affairs the scheduling of interviews. Interviews will involve the President, Vice President for Academic Affairs, the Dean or Division Chair and members of the Search Committee.

After interviewing the candidates, the Dean or Division Chair, after consultation with the Search Committee, shall make a specific recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will then recommend to the President whether or not to offer a contract. The Vice President for Academic Affairs will also inform the Dean or Division Chairperson of the President's decision and if applicable, the reasons for the decision. If a specific candidate has been selected, the Executive Vice President & Dean of Faculty then directs the preparation of a contract and the Dean or Division Chair notifies the selected candidate. After the completion of negotiation and execution of a contract, all other candidates will be notified that the position has been filled.

The Vice President for Academic Affairs makes determination of rank with recommendation from the Dean or Division Chair. The precise terms and conditions of every new appointment will be clearly stated in the initial contract, a copy of which will be put in the individual's personnel file. The rank offered new full-time faculty must be in accord with the requirements of that rank.

In hiring, the College follows all the provisions of the Equal Employment Opportunity and Affirmative Action Laws.



### ***Recruitment of Adjunct Faculty***

In order to maintain the quality of instruction necessary to fulfill the educational mission of the college, the Vice President for Academic Affairs and Dean or Division Chair will seek persons to fill adjunct positions who meet or exceed the minimum criteria for the rank of Instructor. The Vice President for Academic Affairs will then recommend to the President whether or not to offer a contract.

The appointment of adjunct faculty is subject to adequate enrollment in the faculty course. The contract will indicate the enrollment necessary for the course to be taught.

### ***Appointment of Summer Term Faculty***

All faculty who teach during the summer term, are employed as adjuncts with term contracts except in those cases where a full-time faculty member is completing their teaching load as specified in their provisional or continuous contract. Faculty members hired to teach in the summer term who have already completed their teaching load requirements as specified in their provisional or continuous contracts, shall receive compensation for courses taught during the summer term in addition to their regular pay.

Summer term faculty are appointed by the Vice President for Academic Affairs upon recommendation by the Dean or Division Chair. Time spent in summer school teaching does not count toward status, promotion, or sabbatical of full-time Bacone College faculty.

All summer term faculty are expected to be available for a reasonable amount of time to counsel students regarding their course work. Summer term faculty may also be required to advise new, returning, and transfer students as part of the summer enrollment procedure.

### **Faculty Personnel Records**

Because appointment as a full-time faculty member may lead to a continuing relationship with the College, it is essential that adequate and detailed documentation support every action involving each faculty member employed by the College, especially those actions pertaining to appointment, promotion, faculty status, separation, and dismissal. Materials containing a supervisor's warning, sanction, or commendation are to be kept in the faculty member's personnel file with the faculty member's full knowledge of any warning, sanction, or commendation. The faculty member should be given every opportunity to place his/her own interpretation of any circumstance leading to a sanction or warning.

***All personnel records will be kept in strictest confidence. Material concerning faculty benefits will be kept in the Human Resources Office, other materials shall be kept in the office of the Vice President for Academic Affairs. Files will be available for confidential use only to those individuals indicated below. However, the college may permit access to and copying from such files pursuant to lawful requests by federal or state agencies relevant to investigations, hearings, and other such proceedings pending before such agencies or the courts.***

### ***Pre-Employment File***

The pre-employment file contains all materials required or received by the College in connection with the faculty member's original appointment. Prior to an appointment, this file is available only to the President, Vice President for Academic Affairs, the Dean or Division Chair, members of the Search Committee, and the Human Resources Office. After employment, the file will be available only to the President, the Vice President for Academic Affairs, the Dean or Division Chair, the appropriate professional staff, and the Human Resources Office. All resumes, dossiers, evaluation forms, and correspondence pertinent to the search will be returned to the office of the Vice President for Academic Affairs for inclusion in this file.

### ***Personnel File***

An individual faculty member's personnel file will include, but is not limited to the following:

- 1) A copy of the faculty member's academic contract(s).
- 2) Information relating to the faculty member's academic and professional accomplishments submitted by the faculty member or placed in the file at his/her request.
- 3) Copies of ratings and evaluations of the faculty member's professional performance completed by students, colleagues, or supervisors at the request of the Vice President for Academic Affairs or the faculty member's Dean or Division Chair.
- 4) Personnel information.

A faculty member will receive a written notification when any materials are added to his/her personnel file. A faculty member's personnel file is available only to the President and Vice President for Academic Affairs and their professional staffs, the individual's Dean or Division Chair, the Human Resources Office, and the faculty member. A faculty member may authorize in writing access to his/her file by a person not indicated in this paragraph. Availability is also granted to accrediting agencies, federal and state auditors, and other authorized personnel of the College as necessary in order to perform their duties.

A faculty member may, for the cost of duplication, obtain copies of material in his/her personnel file. Any such copies will be made by administrative personnel.

### **Faculty Evaluation**

The faculty evaluation is meant to encourage and assist all full-time faculty members whose primary responsibility is teaching, to develop and perform to the best of their ability. A Professor Emeritus and Artist/Writer/Scholar in Residence are not subject to this evaluation process. Adjunct faculty may be evaluated by the Dean or Division Chair of their school or division and should refer to the *Adjunct Faculty Fact Sheet* for more information.

The overall evaluation of faculty members is determined by their performance in a number of different areas, both inside and outside the classroom. An evaluation is done using the *Faculty*

*Evaluation Summary (See Appendices)* and the *Survey of Student Opinion of Instruction*. Use of any additional criteria for evaluation or any change to the above-mentioned evaluation instruments must be approved prior to their use by a majority vote of the Faculty Assembly.

## ***Evaluation Instruments***

### **1) Faculty Evaluation Summary**

The *Faculty Evaluation Summary* is used to assess a faculty member's effectiveness in the areas of:

- a) Advising
- b) Teaching and Related Activities
- c) Scholarly and Professional Development
- d) Service to Bacone College and the Community

Goals and objectives for the following academic year will also be identified. Each area for evaluation, lists a number of suggested activities that can be used to satisfy that specific area. The activities listed are not meant to be the only allowed activities and every listed activity for an area does not have to be satisfied in order to receive a favorable evaluation for that area.

A *Faculty Evaluation Summary* is completed each year in the spring semester by every appropriate faculty member, as a means of self-evaluation and by all Deans and Division Chairs on each of the faculty members in their school or division. Once completed, a faculty member meets with his/her Dean or Division Chair to discuss each other's evaluations and come to a consensus regarding any disagreements. Both *Faculty Evaluation Summaries* are then submitted to the Vice President for Academic Affairs. Copies of those evaluations may be made and retained by the faculty member and the Dean or Division Chair.

### **2) Online Student Course Evaluation Surveys**

The College's faculty have developed and approved a Student Course Evaluation Survey that students access online and rate the quality of their learning experience in a particular class. These surveys are conducted each semester with the respective faculty member receiving an analysis of the students' responses within a timely manner; usually within the semester the surveys are given. The analyses include comparisons of the students' responses in each of the survey items to other courses taught within the school/division and across campus. Deans/Division chairs use this information in helping to determine if the adjunct faculty member is to be asked to teach again and how the College can assist the adjunct in improving his or her instruction.

## ***Classroom Observation***

The Vice President for Academic Affairs and/or his/her Dean or Division Chair may observe a faculty member on a provisional contract in the classroom during a class session. This observation is meant to obtain firsthand information regarding that faculty member's teaching effectiveness in a realistic setting. The specific class & time for this observation is decided on by agreement between the specific observer and the faculty member. The results of this observation are done in writing, a copy of which is forwarded to the faculty member prior to the evaluation process.

The Vice President for Academic Affairs may observe any faculty in his/her classrooms, regardless of the faculty member's contract status.

## ***Evaluation Process***

A faculty member meets jointly, one time every spring semester, for a performance review meeting with the Vice President for Academic Affairs and his/her Dean or Division Chair. At that meeting, the results of the appropriate evaluation instruments are considered, and the faculty member is allowed to respond to any questions. A final determination for renewal of contract is made by the Vice President for Academic Affairs based on the performance review and taking into consideration the recommendation of the faculty member's Dean or Division Chair. All documents pertaining to a faculty member's performance review, including the evaluation instruments should be retained in that faculty member's personnel file.

Division Chairs and Program Directors use the same evaluation instruments and follow the same evaluation process. The only exception is that the performance review meeting for Division Chairs involves only the Vice President for Academic Affairs and the Division Chair.

## **Promotion in Rank**

After the initial appointment, faculty members advance to higher ranks through an application and review process. A faculty member who is eligible (for eligibility of each academic rank *See Academic Ranks and Titles for Faculty*) and interested in possible promotion should complete an application (*See Appendices*) and submit it along with a professional portfolio to their Dean or Division Chair for a recommendation and signature (*See Appendices*) for an outline of the portfolio). The application and portfolio are then forwarded to the Faculty Senate for review by the Faculty Promotion/Evaluation Committee who makes a recommendation to the Vice President for Academic Affairs. Following the Faculty Senate subcommittee review, portfolios will be on display at the library for viewing by other College personnel. The Vice President for Academic Affairs will review all submitted material and make a recommendation to the President. A recommendation by the President will then be forwarded to the Board of Trustees for final approval.

The Vice President for Academic Affairs will notify faculty of the status of their application. The awarding of the promotion in rank, will qualify the faculty member for an increase in salary within the range specified for that rank. Awarded promotions will take effect at the beginning of the following contract.

The following is the time sequence for applying for promotion:

August - October	Applications accepted. <u>No application will be accepted for that year after October 31<sup>st</sup>.</u>
November - January	Faculty Senate reviews applications and submits recommendations to the Vice President for Academic Affairs.
February - March	Portfolios on display. Recommendations made from the Vice President for Academic Affairs to the President.
April - May	Recommendation made from the President to the Board of Trustees (at the Board's spring meeting).
May	Faculty notified of results of application.

## **Separation From The College**

It may be necessary, at times, for the College and a faculty member to sever their professional relationship. Various means of separation are possible and are defined below.

### ***Non-Reappointment***

Non-Reappointment occurs when the College has decided not to renew a provisional contract at the conclusion of its term. A Dean or Division Chair will recommend annually to the Vice President for Academic Affairs which faculty on a provisional contract shall be re-appointed and which shall not. The decision not to reappoint a provisional faculty member rests with the President upon the recommendation from the Vice President for Academic Affairs. The Vice President for Academic Affairs's judgment should be made in consultation with the Dean or Division Chair. In situations that so warrant, the Vice President for Academic Affairs may also consult other faculty in the College. Notification of non-reappointment of faculty members on provisional contracts will occur by June 1 of the academic year.

### ***Resignation***

Resignation is when a faculty member severs his/her relationship with the College. Since the college views fulfilling its responsibilities and obligations as contracted, the college also expects faculty members to reciprocate by fulfilling their obligations for the entire period of the contract. On rare occasions, when it is of benefit to the college and the faculty member, the college may accept a resignation offered in writing at least sixty (60) days in advance of the proposed termination date. The college is not obligated to accept a resignation where the termination occurs before the end of the contractual period.

In the event a faculty member chooses to not sign a renewal of an employment contract, the college will view that position open and needing to be filled.

## ***Termination***

Termination is when the College severs its relationship with a faculty member. A faculty member can be terminated without cause following sixty (60) days advance notice by the College. Reasons for such termination could include:

- 1) Prolonged mental or physical illness
- 2) Change in an academic program
- 3) Financial crisis or exigency

### **1) Prolonged Mental or Physical Illness**

Termination for medical reasons will be based upon clear and convincing medical evidence that a faculty member is or will be unable to perform his/her normal duties due to medical circumstances, despite reasonable accommodation by the College. The decision to terminate for such reasons will be made only after the faculty member or his/her representative, has been informed in writing as to the basis of the proposed action. The faculty member or his/her representative can have such a termination decision reviewed by the Faculty Senate by submitting a request in writing, to the President within ten (10) working days after receiving notification of separation. The situation will be reviewed by the Faculty Senate before any action is taken by the President. The College will in each case work to ease the burden of any such termination as far as is contractually possible.

### **2) Change in an Academic Program**

When it is deemed necessary to eliminate a faculty position for reasons of a change in an academic program, recommendations concerning which faculty positions shall be eliminated will be made to the President by the Vice President for Academic Affairs in consultation with the appropriate Dean or Division Chair. The following criteria will be used for making decisions unless the Dean or Division Chair and the Vice President for Academic Affairs agree that the institution and/or school or division would be better served by following other criteria established by that school or division:

- a) A faculty member on continuous contract will not be terminated in favor of a faculty member on provisional contract, except where a serious distortion of the academic programs would result.
- b) If faculty members have the same contract status, those faculty who have served the College for the least number of years, will be terminated first.
- c) If faculty members have the same contract status and the same length of service, those faculty with the lowest degree level will be terminated first.

Notice of termination for a change in an academic program, should be given as early as possible but must be made not less than six (6) months in advance of the effective date of termination.

### **3) Financial Crisis or Exigency**

Financial crisis occurs when the College completes or foresees completing a fiscal year with an operating deficit. Financial exigency occurs when there is an urgent need for the College to revise its monetary expenditures in order to assure those expenditures do not exceed revenue. The Board of Trustees must officially declare that financial crisis or exigency exists. When financial crisis or exigency exists, the President will inform the faculty about the financial situation of the College. This notification will occur at the earliest possible date and before any faculty layoffs are implemented.

If financial exigency or crisis necessitate the termination a faculty member, notice of termination will be given as soon as possible in advance of the effective date. In addition, extensive efforts will be made by the College to either place such faculty members in another appropriate position within the institution or offer assistance so they may continue their work elsewhere. When financial reductions are made, the faculty shall not be made to bear an undue proportion of the College's financial burden.

If a full-time faculty member is terminated due to financial crisis or exigency, the released faculty member's position will not be filled by a replacement within a period of twenty-four (24) calendar months, unless the released faculty member has been offered reappointment at the rank and contract status held at the time of termination. That individual will be given an official notice of at least thirty (30) calendar days, within which time he/she may accept or decline the reappointment. It is the responsibility of the terminated faculty member to see that the institution remains informed of his/her whereabouts during the twenty-four (24) month period.

### ***Dismissal***

Dismissal is when the College severs its relationship with a faculty member for adequate cause prior to the end of a contract. The College may dismiss a faculty member at any time, after giving the faculty member a notice in writing, at least thirty (30) days in advance.

A notice of dismissal will be preceded by a written admonition from the appropriate administrative officer describing the alleged problem and warning the faculty member that his/her contract is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the faculty member does not contest the allegation and fulfills his/her duties, the matter is settled with no further action being taken. If the faculty member fails to correct the problem, dismissal proceedings may be initiated.

Adequate cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue in his/her professional capacity as a teacher in this College. Dismissal proceedings may be instituted only for one or more of the following reasons:

- 1) Professional incompetence.
- 2) Continued neglect of academic duties in spite of written warnings.
- 3) Serious personal or professional misconduct.
- 4) Deliberate and serious violations of the rights and freedoms of fellow faculty members, administrators, or students.
- 5) Conviction for a felony.
- 6) Falsification of credentials or experience.
- 7) Failure to observe the professional or ethical standards of a faculty member's discipline.
- 8) Failure to follow the professional responsibilities, ethics, and academic policies of this handbook in spite of written warnings.
- 9) Any other just or legal cause.

In every instance, the dismissal procedure will proceed by means of the following two steps:

- 1) A written notice of dismissal is sent to the faculty member from the Vice President for Academic Affairs that a recommendation for dismissal for cause will be made to the President. This notice will contain a written statement of the reasons for the recommendation and the information supporting those reasons.
- 2) A reasonable opportunity will be given to the faculty member to meet with the President or designee, in order to present a defense against the dismissal recommendation. That meeting will occur before such recommendation is acted upon by the President or designee.

In all cases involving dismissal for cause, the burden of proof that adequate cause exists shall be on the College and that proof will be clear and convincing even when considering the faculty member's record as a whole. The decision of the President or designee may be the basis of a grievance (See Grievances and Complaints in this handbook). In all cases of dismissal, the President determines what, if any, salary payments are to be made beyond the date of dismissal.

### ***Suspension***

Suspension is the temporary separation of a faculty member from the College where it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the College poses an immediate threat of harm or disruption to the College community. Suspension shall be with pay and shall last only as long as the threat of harm continues or until dismissal for cause occurs. A suspension can also be a basis of a grievance (See Grievances and Complaints in this handbook).



## **Minor Sanctions**

If the Vice President for Academic Affairs believes that the conduct of a faculty member justifies imposition of a minor sanction such as a reprimand or a demand for restitution, the Vice President for Academic Affairs will notify the faculty member of the basis of the proposed sanction. This rationale and the proposed sanction will be in writing. The faculty member will be allowed the opportunity to express in writing his/her view of the conduct, and it too will be placed in the faculty member's personnel file in the Office of Academic Affairs. The Vice President and Dean of the Faculty must also provide the faculty member an opportunity to persuade him or her that the proposed sanction should not be imposed. The faculty member may appeal any decision of the Vice President for Academic Affairs through the grievance procedure (See Grievances and Complaints in this handbook).

## **Faculty Workplace Policies & Procedures**

### ***Civil Rights***

Bacone College is committed to maintaining a humane atmosphere in which the sex, age, race, color, belief, national or ethnic origin, physical or mental handicap, or veteran status of an individual or group is respected and not disparaged.

Faculty members, like all employees of the College, are protected by the federal laws regarding Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities. Bacone College treats AIDS and HIV infections as disabilities in accordance with the Americans with Disabilities Act. See the *Staff Handbook* for more details.

### ***Sexual Harassment Policy***

The College maintains a policy against any form of sexual harassment among faculty, staff and students (*Sexual Harassment Policy*, See Appendices).

### ***Nepotism***

The College maintains a policy against nepotism that applies to all employees of the institution (*Nepotism Policy*, See Appendices).

### ***Investigations and Appeals***

Any faculty member, who believes that they have been harmed by any of the above-mentioned acts, should submit, in writing, as soon as possible, a sufficiently specific complaint to the Vice President for Academic Affairs, their Dean or Division Chair or the Director of Human Resources. The individual(s) charged in the complaint will be promptly notified and given an opportunity to respond.

The appropriate College authorities will immediately conduct an investigation of the complaint in an expeditious manner, assuring maximum confidentiality. It should be recognized, that a lengthy period of time between the alleged occurrence(s) and an investigation might make fact-

finding extremely difficult or impossible. Any individual bringing a complaint, founded in good faith, will at no time suffer retaliation of any kind.

If the complaint is found to be valid, appropriate action will be taken to remedy the situation. Depending on the nature and seriousness of the offense, action can include suspension, dismissal or other discipline and/or counseling of the offending party/parties. If the offender is a faculty member, dismissal or suspension will follow the policies and procedures outlined above Separation from The College. An accused faculty member can petition for a grievance (*See Appendices*) by Faculty Senate in response to any actions resulting from a complaint.

## **Faculty Rights**

In the solution of difficult problems, all members of the academic community must take note of their responsibility to society, the institution, and to each other. In reconciling conflicting interests, the following shall not be tolerated: 1) physical force, 2) harassment of any kind, 3) any and all disruptive acts that interfere with ordinary institutional activities.

### ***Academic Freedom***

The College holds to the principle that institutions of higher education are committed to open and rational discussion as a principal means for the clarification of issues and the resolution of problems. The search for truth can best be advanced when responsible and sensitive individuals operate in an atmosphere of freedom. All members of the academic community should be free to pursue their rightful goals, speak openly, be heard, study, instruct, administer, and conduct research.

Academic freedom, however, should be distinguished clearly from constitutional freedom, the latter being freedom which all citizens enjoy equally under the law. Academic freedom is an additional assurance, to those who teach and pursue knowledge, of rights of expression regarding teaching and research within specific areas of recognized professional competencies.

#### **Academic Freedom in the Classroom**

Faculty are entitled to freedom in the classroom in discussing a subject. Controversial material shall be taught objectively, and the teacher shall not introduce controversial material having no relation to the subject.

#### **Academic Freedom for Librarians**

All full-time professional librarians are granted academic freedom. As an academic institution with a goal of developing critical thinking in the search for truth, professional librarians, like faculty, are obligated to make available to the students, books and materials representing various viewpoints on particular subjects or propositions. Therefore, professional librarians are free from fear of dismissal or reprisal for carrying out the following job-related tasks:

- 1) The selection of publications, including determination of what to discard from an existing collection and what to accept or refuse from donors.

- 2) The determination of restrictions on circulation or on access with regard to library materials.
- 3) The determination of the degree of prominence in the shelving of selected library materials.
- 4) The issuing of bibliographies that might include controversial publications.
- 5) The advising of students as to their reading selections.

## ***Classroom Rights***

### **Classroom Department**

A Faculty is responsible for maintaining an orderly environment conducive to learning, it is therefore the Faculty's right to dismiss, for that class period, any student whose dress or behavior is seriously interfering with the instruction of the course.

### **Academic Misconduct**

The College maintains a policy concerning student academic misconduct, (*See Appendices*) which includes cheating, plagiarism, giving or receiving help on an examination or paper when it is expressly forbidden by the instructor, and any other practices which demonstrate a lack of academic integrity.

It is the responsibility of the instructor to take necessary precautions to prevent the unauthorized circulation of examination materials and to exercise reasonable watchfulness to prevent cheating on examinations.

Faculty who encounter instances of academic misconduct and students so accused must follow the procedures as outlined in *See Appendices*. A student found guilty of academic misconduct will be subject to academic sanctions ranging from failure in the course or assignment to dismissal from the College in cases of repeated and/or flagrant violations. Records of academic misconduct cases will be kept in a confidential file in the Office of the Vice President for Academic Affairs. *Academic Misconduct Policy (See Appendices)*.

### **Audio/Video Recorders in the Classroom**

Because indiscriminate or unauthorized use of audio/video recorders, including the recording functions of cell phones, can be an infringement on the property rights of the teacher's classroom materials and a restriction on the freedom of expression of both students and teachers, the use of audio/video recording devices in the classroom by students without authorization from the teacher is prohibited. In addition, the participation of individual students in a class should not be included in a recording, without their permission.

Recordings shall be used only for the student's private study and information from those recordings will not be made available to persons not enrolled in the course.

### **Visitation in Classes**

Fellow faculty, administrators, prospective students, or other individuals who are not enrolled in the faculty's course who wish to visit one or more classes for the purpose of their own edification or in order to make an authorized evaluation of the Faculty will make arrangements with the instructor to attend class before the beginning of the class session. The instructor may refuse admission to his/her class to anyone not enrolled in the class, other than a college administrator or faculty conducting an official evaluation.

### ***Office Facilities***

All full time faculty will be assigned office space on campus appropriately equipped. The Vice President for Academic Affairs or Dean or Division Chair is responsible for assigning office space. Adjunct faculty will be assigned office space when it is available.

### ***Political Activity***

As a private citizen, any member of the faculty may endorse political candidates and take an active part in responsibilities of citizenship. However, faculty may not actively engage in campaigning for political candidates on campus or imply any endorsement of candidates by the College.

Any member of the faculty engaging in direct political activity off campus which will involve a substantial amount of time is expected to work out an agreement for released time with his/her Dean or Division Chair with the approval of the Vice President for Academic Affairs.

College faculty employed in federally funded programs must abide by limitations of the federal government relative to political activity.

### ***Sabbatical Leave***

Sabbatical leave is not automatically guaranteed but must be earned through demonstrated commitment to the ideal of improving the quality of instruction at the College. The following policy/procedure applies to any sabbatical leave by a full-time member of the faculty:

- 1) Faculty will be eligible to make application (*See Appendices*) for sabbatical leave of one semester with full pay and benefits, or of one academic year at half pay and benefits, after six academic years of full-time teaching. ***The application must be submitted to the Vice President for Academic Affairs at least one year before the beginning date of the sabbatical.*** It will specify in detail the study to be undertaken, such as coursework for an advanced degree, participation in a special training program, seminar, or workshop, individual research and reading leading to publication of a scholarly paper or monograph, or other scholarly activities deemed appropriate by the Vice President for Academic Affairs.

- 2) The Vice President for Academic Affairs will assess the impact of the applicant's leave on both the School or Division's teaching program and the faculty professional growth.
- 3) The Vice President for Academic Affairs, in consultation with the President, will then send the application to the Academic Committee of the Board of Trustees *at the first BOT meeting following the submission of the application to the EVPDF and will include* background information on the potential impact of the proposed sabbatical activity on the College and a recommendation for action. The Academic Committee will make a recommendation to the Board of Trustees, which will then approve or deny the application.

A sabbatical leave may be delayed if the recipient's absence from the campus would cause undue hardship on the institution. A delayed leave will not delay future eligibility for subsequent sabbaticals.

Because sabbatical leave is considered an investment in the future of the College, individuals receiving leave will agree to return to their teaching duties for a period of at least one year after the sabbatical or to repay the salary that they receive while on leave.

The Board of Trustees will require a report of the sabbatical leave to be filed by the faculty within one month of the beginning of the academic year following the leave. The report will include an account of the activities carried out during the leave and copies of written work produced as a result. The report will be submitted to the President and the Vice President for Academic Affairs, who will forward it to the Board of Trustees. In all cases of sabbatical leave, the Executive Vice President & Dean of Faculty must be able to assure the Board of Trustees that replacement faculty meet standards that the College has set for its faculty.

## **Professional Travel Expenses**

The College encourages professional development of faculty resulting from attending meetings of professional societies, seminars, etc. and will provide financial support as funds are available.

Professional travel having prior authorization by the faculty Dean or Division Chair and the Vice President for Academic Affairs, will be reimbursed according to the College's Travel Policy. A Travel Expense Report, available through the Business Office, is required in order to receive reimbursement. Internal Revenue Service regulations are very explicit regarding documentary evidence such as receipts, paid bills, canceled checks, etc., from any expenditure for lodging or travel away from home regardless of the amount.

All Travel Expense Reports of faculty require the signature of the faculty who traveled, his/her Dean or Division Chair and the Vice President for Academic Affairs. *See Travel Policy* on the College's computer system (J:drive).

## **Grievances and Complaints**

A grievance is defined as an alleged misapplication, misinterpretation, or violation of any provision in this handbook.

Grievances are heard by the Faculty Senate. A faculty can file a grievance by submitting, in writing, to the head of the Faculty Senate a petition for review. Petitions with sufficient merit will be reviewed by the Faculty Senate which, will make a recommendation to the President. When the resident is named as a subject in a grievance case, the Faculty Senate shall transmit its summary and recommendations to the Board of Trustees whose actions shall be final. All grievance proceedings of the Faculty Senate will be closed and confidential.

Any other concern not meeting the definition of a grievance shall be treated as a complaint. Complaints should be submitted, in writing, to any member of the Faculty Senate for inclusion on the agenda of the next scheduled meeting. Such complaints will be brought to the floor and discussed and an appropriate course of action determined. The complaining party will be informed as to the action taken by the Faculty Senate.

## **Involvement in Selection of Senior Administrators**

Faculty will assist the College with the search for and selection of senior administrators. Representatives selected by the faculty will be allowed to participate on any search committee or other group charged with filling a senior administrative post. Such representatives should be allowed full access to the pre-employment files of any candidates and any and all deliberations pertaining to evaluation, interviewing, selection and hiring of a candidate. All proceedings of these committees are to be held in a confidential trust.

## **Pursuit of Grants**

Faculty are free to pursue grants within the guidelines set by the Board of Trustees. For additional information, *See* above, Faculty Contractual Provisions, *Compensation*, *Thorough Separately Funded Programs*. Any proposal involving new courses or programs must have the approval of the Academic Affairs Council prior to submission.

## **Faculty Responsibilities**

Faculty are responsible for knowing and adhering to all regulations and policies of the College that are listed in this handbook, the College catalog and/or on the College's computer system (J: drive). All faculty are also responsible for understanding the mission and goals of the institution and the nature of its students as well as their professional obligations as indicated in this handbook.

The work of faculty consists of teaching, student advising, professional development and service to the College and the community. These areas are detailed in the following sections.

## ***Teaching***

Faculty responsibilities related to teaching include:

- 1) Establishing course objectives and requirements.
- 2) Selecting textbooks and supplemental course material.
- 3) Preparing and submitting textbook/supplemental course material orders.
- 4) Planning, preparing and presenting course material.
- 5) Preparing, administering and grading course assignments and examinations.
- 6) Calculating and reporting student grades and attendance.
- 7) Assisting students in mastering course material.
- 8) Establishing and evaluating the curriculum, subject matter and methods of instruction.
- 9) Establishing the standards for the academic performance of students.
- 10) Assisting in the determination of degree requirements.
- 11) Participating in preparation of class schedules.

## ***Textbook Approval***

Faculty, Dean or Division Chair, and the Vice President for Academic Affairs must approve the selection of textbooks and supplemental material.

## ***College Bookstore***

The primary purpose of the campus Bookstore is to supply for sale all textbooks and supplemental materials used in courses offered by the College. The private sale of such instructional materials by a faculty is not allowed, except by special approval by the Vice President for Academic Affairs. All textbooks and other course materials will be ordered through the College Bookstore.

## ***Course Design and Implementation***

Faculty is responsible for planning their courses in a manner that accurately reflects the course description listed in the College catalog. A faculty may make revisions in a course for legitimate pedagogical reasons as long as those changes are not so extensive that the course fails to satisfy the catalog description. Each course must have a syllabus, which is to be made available to each student in a class and sent to the office of the Vice President for Academic Affairs. All syllabi should contain the *Statement on Learning and Physical Disabilities* (*See Appendices*) and the *Academic Misconduct Policy* (*See Appendices*).

## ***Class Schedules***

The Dean or Division Chair arranges the schedule of each faculty, in consultation with the faculty. The complete schedule of each school or division is subject to the approval by the Vice President for Academic Affairs.

### ***Class Meetings & Canceling Classes***

Faculty is expected to meet with their classes on every scheduled meeting time and for the entire length of the class period as identified in the College's Course Schedule. Classes should begin on time and be conducted at an appropriate college level. Attendance for each class must be taken by faculty and recorded on the College's computer system.

If for any reason the faculty cannot meet a class, the faculty will contact the Division Chair and the Vice President for Academic Affairs, even if arrangements have been made for the course to meet in the faculty's absence. If a faculty cannot be present and no arrangements have been made for a class to meet, the Office of the Vice President for Academic Affairs will notify students that the class is canceled.

If faculty wishes to change a class location or time, the Vice President for Academic Affairs must approve such changes. If a change is approved, a *Class Slip* form available through the Office of the Registrar is to be completed.

In cases of inclement weather, the Vice President for Academic Affairs will make the determination as to whether the College will operate under a delayed start schedule or will be closed for that day. The Vice President for Academic Affairs will then notify, by 6 a.m., the major radio and TV stations and have an announcement posted on the College's website. *Inclement Weather Policy*, *See Appendices*.

No food or drinks are allowed in classrooms. It is also the faculty's responsibility to assure that no mess remains following each class meeting. *Food and Drink in the Classroom Policy*, *See Appendices*.

### ***Final Exams***

The College requires that a final examination be administered in every course, although faculty determines the structure of the final examination. All final exams will be administered at the time and location indicated on the final exam schedule. The Vice President for Academic Affairs must approve any waiver of a final examination or change to the time and location. Copies of the final exam for each course taught must be submitted to the Office of Academic Affairs by the end of Final Exams Week each semester.

### ***Determining and Reporting Grades***

Faculty is responsible for determining the instruments and value of each that will be used in determining a student's grade. The instruments used and their values will be listed on the syllabus for each course. Grades may be posted for students, but anonymity must be maintained by listing those grades by a designator for each student, not to include their name or social security number. Mid-term grades of D or F and all final grades will also be reported to the Office of the Registrar.



### ***Faculty Assistance & Academic Support Services***

Faculty should be willing to help students in their classes by striving to present course material in a clear, straightforward manner. In addition, faculty should also be willing to answer student's questions, about course material, both inside and outside the classroom.

The College is committed to the academic success of students. To this end, peer tutors and a tutorial lab are available through the Division of Academic Support. Faculty should refer students who may benefit from additional help to the Division of Academic Support, for academic assistance.

Faculty members are also encouraged to aid in locating capable students to provide legitimate tutorial assistance and to work with student tutors in their disciplines to see that tutorial sessions are accurate and helpful.

### ***Office Hours***

Faculty will schedule a minimum of ten (10) office hours per week and distributed throughout the week as to be convenient to students. Office hours will be determined by each faculty at the beginning of each semester and announced to students and posted on the faculty's office door. Copies of faculty schedules, including office hours, will be forwarded to the Office of the Vice President for Academic Affairs at the beginning of each semester.

### ***Course Offerings***

The appropriate School or Division determines course offerings. It is the responsibility of the Dean or Division Chair, with the assistance of faculty, to periodically review course offerings. The Academic Affairs Council and the Vice President for Academic Affairs must approve proposed changes in course offerings. For all new courses being proposed, a syllabus must be presented to the Academic Affairs Council for review prior to approval. All new courses must be approved by the Academic Affairs Council and the Vice President for Academic Affairs.

Changes to course offerings and new courses will begin at the start of the next academic term unless a delay, for a legitimate academic reason, is requested by the School, Division or the Vice President for Academic Affairs. It is the responsibility of Deans or Division Chairs to assure that all course offerings listed in the catalog are accurate and current.

### ***Course by Special Arrangement***

Faculty may occasionally offer courses by special arrangement. The Dean or Division Chair and the Vice President for Academic Affairs must approve courses taught by special arrangement.

### ***Course by Directed Study***

In consultation with an advisor or sponsor, students are invited to propose directed study in subject areas not included in the catalog or in the regular curriculum. This opportunity is available as an accommodation to students where special need, strong interest, and a lack of appropriate alternatives exist. Approval of directed study is by the student's advisor, the

applicable division chair/dean, the Registrar, and the Vice President for Academic Affairs.

### ***Special Fees***

All course related fees are imposed and collected by the College. Any request by faculty for fees above and beyond what are normally assessed to students, will be made to the Vice President for Academic Affairs. If such fees are imposed, faculty will not be allowed to collect those fees from students unless approved to do so by the Board of Trustees.

### ***Student Advising***

Faculty is responsible for careful and accurate advisement of students. Faculty is expected to meet with their assigned advisees at least twice a semester. These meetings can occur during regularly scheduled office hours and can include the pre-registration period. In addition, faculty will also be available to advise students during the regular enrollment periods immediately preceding the fall and spring semesters.

Students who desire to change advisor must complete a *Change of Advisor* (available from the Registrar's Office) form and submit it to the Office of the Registrar. A faculty member should then transfer the student's advisement folder to the receiving advisor.

### ***Professional Development***

is expected to engage in professional development activities. Every year, faculty member must submit a professional development plan to the Office of the Vice President for Academic Affairs by the end of the fourth week of the fall semester. The *Professional Development Plan* form is available on the College's computer system (J:Drive). Goals for professional development may include college courses, obtaining an advanced degree or certification, seminars, workshops, research, publications, compositions, presentations, or other activities that enhance or broaden the teaching area. In addition, professional conventions, conferences or meetings, membership in professional organizations, curriculum design, accreditation team membership, or other appropriate professional activities can also serve as goals.

Funds for professional development activities are usually made available by the College. Once a professional development plan is on file with the Vice President for Academic Affairs, a request for professional development funds (PDF) can be submitted to the Office of the Vice President for Academic Affairs. PDF requests forms are available on the College's computer system (J:drive). All requests, and any supporting documentation, are then reviewed first by the Professional Development Fund Subcommittee of the Faculty Senate and then by the Vice President for Academic Affairs, as indicated in the *Professional Development Fund Policy (See Appendices)*.

### ***Service to the College and the Community***

#### **Service to the College**

Faculty members are expected to serve the College by assuming responsibilities assigned to them by the Vice President for Academic Affairs. These may include serving on specific committees, aiding in campus events sponsored by the College, or assisting with minor administrative responsibilities. The following areas also apply to all full-time faculty members.

#### **College Councils and Committees**

All faculty members are required to serve on a minimum of two (2) councils and/or committees during the regular nine-month academic calendar. This can include any of the Colleges standing committees or councils as well as any study groups, ad hoc or other special committees. Exceptions may be granted by the Vice President for Academic Affairs to those faculty who are carrying especially large teaching loads, are involved in other service activities, or are in their first full-time contract.

### **School or Division Meetings**

Faculty member belongs to a School or Division of the College. Therefore, faculty should attend all School or Division meetings, perform any duties assigned and participate in the work of their School or Division.

### **Faculty Assembly**

All full-time teaching faculty are required to attend all faculty assembly meetings, held once a month during the academic year between August and May. Special meetings may be called when necessary. Faculty is excused from attending only for an illness or by a prior approval of the Vice President for Academic Affairs for professional or personal responsibilities.

### **Faculty Senate**

All members of the Faculty Senate are expected to attend all senate meetings, held twice a month during the regular nine-month academic year, when classes are in session. Special meetings may be called when necessary.

### **Bacone Medicine Hour**

Faculty members are encouraged to attend the weekly Bacone Hour programs held in the chapel during the fall and spring semesters when classes are in session. No administrative or faculty meetings are to be scheduled or held during Bacone Hour.

### **Convocation, Honors Assembly, & Commencement**

Faculty is required to attend the Matriculation Ceremony conducted at the beginning of each semester and Honors Assembly and Commencement exercises, held at the end of each spring semester. Academic or traditional regalia is required for these events. Note: The College Bookstore will assist faculty in purchasing or renting academic regalia. The individual is responsible for the rental or purchase fees.

### **Other**

Faculty members are encouraged to attend lectures, concerts, dramatic productions, athletic events, and other events sponsored by the College.

### **Community Service**

The College recognizes its faculty as professionals with unique and varied capabilities are able to make useful contributions to the larger social communities of which they are a part. The College encourages faculty to accept opportunities for service that do not interfere with the performance of their duties at the College.

### **Professional Ethics**

A Code of Ethics has been established for all faculty. *See* Appendices.

### **Faculty Awards**

## Procedures

Two awards are given annually to faculty who have demonstrated professional excellence. These awards are voted on and presented at the end of the academic year at the Honor Awards Assembly. Faculty Senate will send out a notice to division chairs, deans, and the student senate advisor by February 15<sup>th</sup> asking for nominations and a biography for each nominee. On March 1<sup>st</sup> a second call for nominees will be sent out to all appropriate parties. All nominations must be submitted to faculty senate by March 15<sup>th</sup>. Voting for the awards will take place over a two-week time frame ending no later than April 7<sup>th</sup>. In case of a tie there will be a runoff election between those faculty. The runoff election will take place over a two- day period. Notification of voting dates will be posted on Moodle, the Baconian, and through campus e-mail.

1. The **Dr. Walter Richard West Award** is presented to the faculty who has demonstrated excellence in teaching. The faculty and the student senate nominate individuals for this award. Both faculty and the student body vote on this award.

Criteria: The following criteria have been selected to determine the recipient of the Walter Richard West Award:

- The faculty must be:
- Current full-time teaching faculty,
- Has demonstrated innovative teaching ability,
- Has made significant contributions to the motivation and success of students,
- Winners for the last three years are ineligible

Faculty voters are expected to choose from among their colleagues that individual who best exemplifies the criteria. In order for any nomination to receive full consideration, the voter must describe in specific detail how the nominee meets the criteria. Everyone is admonished to be sure to elaborate by giving concrete examples.

2. The **Teacher of the Year Award** is presented to a faculty who has demonstrated all around excellence as a faculty. Individuals are nominated by and voted on solely by the faculty.

Criteria: The following criteria have been selected to determine the recipient of the Bacone Teacher of the Year:

The faculty member must be:

- A full-time faculty member of Bacone College
- Participate in at least one campus wide committee and may also sponsor a student organization
- Demonstrate service to the institution
- Winners for the last three years are ineligible

The honor of Faculty Marshal is bestowed upon the Teacher of the Year and in that capacity the faculty will lead faculty into various campus activities/ceremonies (i.e. Matriculation, Honors Assembly, and Commencement). In the event that the Teacher of the Year is unavailable the following procedure will be used to replace the Faculty Marshal for campus events:

- a) Previous year's Teacher of the Year Award recipient

- b) Current Dr. Walter Richard West Award recipient

## **Research**

Since Bacone College is primarily a teaching institution, research is not required but is encouraged of all faculty. However, it is the responsibility of all faculty to cooperate in the routine collection of data for institutional and instructional use (e.g. absentee reporting, etc.) Any faculty conducting research is responsible for adhering to the ethical standards established by their profession. Faculty members who are supervising students or other individuals in research are held accountable for the ethical behavior of all individuals involved in the project.

If a research project involves any use of test subjects, a proposal must be submitted and approved by the Academic Affairs Council College and the Vice President for Academic Affairs before any research activities begin. The process is initiated by the Principal Investigator who shall obtain the approval of the appropriate Dean or Department Chair.

A description of the project should include the following:

- 1) An explanation of the purposes and benefits of the research.
- 2) The methods used for selecting subjects, informing them of the nature of the research, including known risks involved and giving them the opportunity to decide whether to participate or not. (Informed Consent)
- 3) The means by which the privacy of subjects will be protected.
- 4) A description of any physical and/or psychological risks that may be present.
- 5) The steps to be taken to reduce any risks or discomfort to subjects.

## **Institutional Review Board**

### **Jurisdiction of the Institutional Review Board**

1. All research conducted by faculty, students and staff of Bacone College that involves human subjects must be approved by the Institutional Review Board (IRB). This requirement applies to unfunded research, research funded by the federal government, and research funded by other sources.
2. Certain kinds of research involving human subjects require limited Institutional Review Board review and approval. These categories of exempt research are described in the Code of Federal Regulations, [45CFR46.104](#).
  1. Investigators who wish to conduct exempt research should obtain confirmation from the Institutional Review Board that the research is, in fact, exempt.
  2. To obtain such confirmation, investigators should inform the Institutional Review Board of exempt research which they are proposing by submitting the request for exemption form.
  3. The Institutional Review Board will send the investigator a memo confirming or not confirming that the research is exempt.
  4. Research to meet degree requirements must either be exempt as defined above or

must be approved by the Institutional Review Board.

5. Classroom activities and laboratory exercises in which the students serve as subjects should be limited to exempt procedures. Lists of such exempt procedures including the information in section B above should be submitted to the committee before they are carried out.

### **Rules and Regulations Governing the Institutional Review Board**

1. The Board operates under rules defined in the [Code of Federal Regulations 45CFR46](#), March 8, 1983 and [The Belmont Report](#) (Ethical Principles and Guidelines for the Protection of Human Subjects of Research) prepared by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. The Board will usually meet monthly, on the third Thursday of the month, and will consider all proposals submitted one week prior to the meeting. Proposals are due by noon on the second Thursday of the month.

### **Approval and Disapproval of Proposals**

1. Except for research exempted or waived under Section 104 of the Federal Policy, all human subject research will be reviewed, prospectively approved, and subjected to continuing oversight, as applicable. The Institutional Review Board will have authority to approve, require modifications in, or disapprove the covered human subject research. For a proposal to be approved, its benefits must outweigh the risks to the subjects, it must conform to the ethical principles in the Belmont Report and there must be appropriate methods for obtaining informed consent from the subjects. In summary:
  1. The need to do experiments in humans as opposed to experimental animals must be demonstrated.
  2. Risks to subjects must be minimized.
  3. Risks must be reasonable in relation to anticipated benefits of research.
  4. Selection of subjects must be fair.
  5. There must be procedures for obtaining and documenting informed consent.
  6. There must be provisions to protect the privacy of subjects and maintain confidentiality of records.
  7. There must be appropriate additional safeguards to protect the rights of children, economically or educationally disadvantaged persons, severely ill persons, mentally ill persons and prisoners.
  8. The Bacone College IRB operates by consensus. To be approved, a protocol must receive a majority vote (>50%) from the members present at a meeting, as long as there is a quorum present at the meeting. To achieve a quorum, at least one more than half the number of regular IRB members (i.e., a majority), including a nonscientist, must be present. The IRB cannot review research if a quorum is not present. The board may lose quorum if members recuse themselves due to a conflict, or if the nonscientist has to leave the room. If the quorum is lost, then the protocol being considered will be tabled until it can be reconsidered at a meeting where sufficient members are present to meet a quorum, even with recusals. Any member's request for clarification or revision of an application will be documented in the IRB's final decision. The numbers of members voting For or Against will be recorded in the minutes.
  9. **Consultants:** The IRB may use non-member consultants for advice and information in specialized areas as needed. These consultants may be BACONE COLLEGE faculty, staff, or students, or may be unaffiliated with BACONE COLLEGE. The IRB Chair is responsible for arranging for the use of formal consultants. The formal consultants may be asked to present their assessments in writing or to attend IRB

meetings in person or by phone. Consultants do not vote during IRB meetings and are bound by the same confidentiality and conflict of interest disclosure requirements as all other attendees at an IRB meeting. In addition, IRB members may directly contact non-member colleagues for information that would be helpful for their reviews; in this case, the IRB member will remind the colleague of confidentiality obligations and will document in the electronic system that an informal consultation took place.

10. Within 10 days of Board review, investigators will receive written notification of approval, disapproval or the changes necessary before approval will be given. Reasons for disapproval will be communicated to the investigator.
11. Approvals are for a period of one year, unless the Board votes to impose a shorter period of approval. Approximately one month prior to expiration of approval, the IRB will send renewal forms to the investigator to be returned for reapproval prior to the expiration date. Protocols can be renewed for up to 5 years.
12. Investigators will be given an opportunity to appeal any disapprovals or unfavorable decisions of the Board.

### **Expedited Review**

1. Certain kinds of research involving minimal risks may be approved by expedited review according to the policies and procedures in section 110 of the federal policy.
2. Such proposals will be reviewed by at least two members of the Board, using the review template, with the following possible outcomes:
  1. The reviewers will unanimously approve or disapprove the proposal. Either reviewer may require that modifications to the proposal be made prior to approval.
  2. One or both reviewers will recommend that the proposal be reviewed by the full Board, in which case it will be considered at the next meeting.
3. The decision of the reviewers will be presented to the full IRB for approval at the next meeting. Should the IRB wish to add restrictions or clarifications, the investigators will be asked, in writing, to suspend the research until these adjustments have been made. Continuing review of expedited, FDA-funded applications will be the same as for applications reviewed by the full committee.
4. Minor changes in previously approved research may be reviewed and approved by the Chair.
5. All members are notified of expedited reviews and their outcomes by listing them on the meeting agenda.

### **Research Involving Students**

1. Since any request made by a faculty member of a student who is taking one of his or her courses could be construed as coercive, it is recommended that faculty members seek student subjects from populations of students outside of their own courses.
2. Faculty members should seek student subjects in their own courses only if the research has educational value (for the subject) that is relevant to the course in which the subject is enrolled. The educational benefit for the student should be described in the Human Research Application.
3. If compensating subjects for their participation, the compensation must be for the level of participation.
4. If academic credit is given for participation as a subject in human research, there must be alternative ways to obtain such academic credit and these alternatives must be no more inconvenient, no more uncomfortable, no more risky, and no more time-consuming than participating as a subject in the research. Also, if academic credit is used as an incentive to attract subjects, it is mandatory that an educational component relevant to the course be built

into the experience of the subject.

### **Informed Consent**

1. Except where specifically waived or altered by the IRB under Sections 116(e) and (f), or 117(c) of the Federal Policy, all human subject research will require **written informed consent**, in language understandable to the subject (or the subject's legally authorized representative), including the following basic elements per Section 116(a) and (b) of the Federal Policy:
  1. Identification as research; purposes, duration, and procedures; procedures which are experimental.
  2. Reasonably foreseeable risks or discomforts.
  3. Reasonably expected benefits to the subject or others.
  4. Alternative procedures or treatments, if any, that might be advantageous to the subject.
  5. Extent of confidentiality to be maintained.
  6. Whether compensation or medical treatment are available if injury occurs (if more than minimal risk).
  7. Whom to contact for answers to questions about the research, subjects' rights, and research-related injury.
  8. Participation is voluntary; refusal to participate, or discontinuation of participation, will involve no penalty or loss of benefits to which subject is entitled.
  9. When appropriate, additional elements per Section 116(e) and (f) of the Federal Policy.

### **Investigator's Responsibilities**

1. Investigators must receive education on the ethical conduct of human research and provide documentation of such education at the time that their proposed research is submitted to the Board. Information about on-line and other sources of education is available from the Institutional Review Board Office or the web site: <https://www.citiprogram.org/>
2. Investigators must be qualified to perform the proposed research and must obtain Board approval before beginning the research.
3. Investigators must disclose all conflicts of interest and must develop a management plan for any conflicts relevant to the proposed research.
4. Investigators must obtain informed consent in the manner approved by the Board.
5. Investigators must keep records of numbers of subjects studied and any adverse reactions.
6. Investigators must monitor subjects for and immediately (**within 3 calendar days**) report adverse reactions, injuries, breaches in confidentiality or detrimental effects to the Board. If an adverse reaction occurs, the research should be discontinued until the Institutional Review Board has been informed and has given approval to continue the research.
7. Investigators must report any proposed changes in the experimental protocol to the Board and obtain re-approval before instituting the changes in the experimental design.

### **Ongoing Review (for FDA-funded protocols and full committee reviewed protocols)**

1. Investigators will be informed of the above investigator's responsibilities.
2. Approximately one year after the approval of a proposal, investigators will be sent a questionnaire concerning the research. The response will be reviewed by the Chair or, at his discretion, the Board. If there are no problems or matters of concern the Chair can re-approve the proposal for a period of one year. If research is still on-going four years after the original approval, a new application must be submitted.
3. At the time a proposal is submitted, the Board may request follow-up reports from investigators at shorter intervals than one year. The Board may also request other



mechanisms of oversight for specific proposals.

### **Violations**

1. Examples of violations include but are not limited to:
  1. Doing human research without prior approval of the Board.
  2. Doing research in a way different from that described in the approved proposal.
  3. Failure to follow approved informed consent procedures
  4. Failure to report adverse reactions, injuries, breaches of confidentiality or detrimental effects.
  5. Doing research after approval has expired.
2. Violations will result in immediate termination of approval to do the research and will be reported to the Office of Research Compliance at Bacone College.

### **Oversight**

- The Bacone College IRB reports directly to the Office of Research Compliance. The Office of Research Compliance has the ultimate responsibility for all IRB functions and may revise or override IRB decisions if necessary.
- The Bacone College IRB Chair is responsible for addressing subject complaints, concerns, or questions. If necessary, the Office of Research Compliance will be included in the discussion with the subjects.

### **Contingency Plan**

- In the event that the IRB is unable to continue oversight of ongoing projects, such as loss due to fire or a natural disaster or the IRB closes, oversight will be transferred temporarily or permanently to the University of Montana IRB, with which we have an ongoing agreement, or to a commercial IRB if necessary. For disruptions limited in scope, severity, and duration, the role of the University of Montana IRB will be to provide services on behalf of the Bacone College IRB, which would not constitute transfer of oversight to the commercial IRB. Otherwise, the transfer of oversight for the life of the study will follow the FDA recommendations for transferring research oversight. The IRB Chair and/or Office of Research Compliance will be responsible managing the transfer of oversight.

Proposed research projects should meet the following criteria:

- 1) Project subjects will be given enough information to make an informed decision as to whether to participate, including an explanation of the purposes of the research and any risks or discomforts that might be involved.
- 2) The risks or discomforts to the participants will be minimized and in reasonable proportion to the expected benefits and knowledge gained.
- 3) Responses and observations are recorded in such a way that the human subjects cannot be identified either directly or through identifiers linked to the subject.
- 4) The research will not place any individual subject or the College at risk of criminal or civil liability or damage a subject's financial standing, employability, or moral reputation.
- 5) Should the research deal with sensitive aspects of the subject's own behavior and/or beliefs (such as illegal conduct, drug use, sexual behavior, or the use of alcohol) the purposes for and potential benefits to be derived from the project shall be demonstrated

to be consistent with the statement of mission and purpose of the institution and violations of the modesty of participants will be minimized in every reasonable way.

The research observes established standards of professional and Christian ethics.

### **IRB Renewal**

NOTE: "The IRB and investigators must plan ahead to meet required continuing review dates. If an investigator has failed to provide continuing review information to the IRB or the IRB has not reviewed and approved a research study by the continuing review date specified by the IRB, the research must stop..." Enrollment of new subjects cannot occur after the expiration of IRB approval."

The Bacone College IRB Committee or Office of Academic Affairs will send out renewal forms approximately one (1) month prior to the renewal date. The approval number assigned to the protocol is indicated in brackets after the title of the protocol. The approval number is usually two or three letters (PI's initials) followed by six numbers, which is the date the protocol was approved. So, if Dr. John Doe's protocol was approved on October 24, 2014, his assigned approval number would be JD102414. This way you know when your renewals are due. If you know that your protocol is nearing the expiration date and you have not received the renewal forms from our office, please contact our office as soon as possible so that your approval does not lapse. It is ultimately the responsibility of the PI to maintain compliance with these regulations. There is a 30-day window in which protocols can be renewed (not more than 30 days prior to renewal date and absolutely not after the renewal date).

The guidance document for renewals is found at: <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-continuing-review-2010/index.html>.

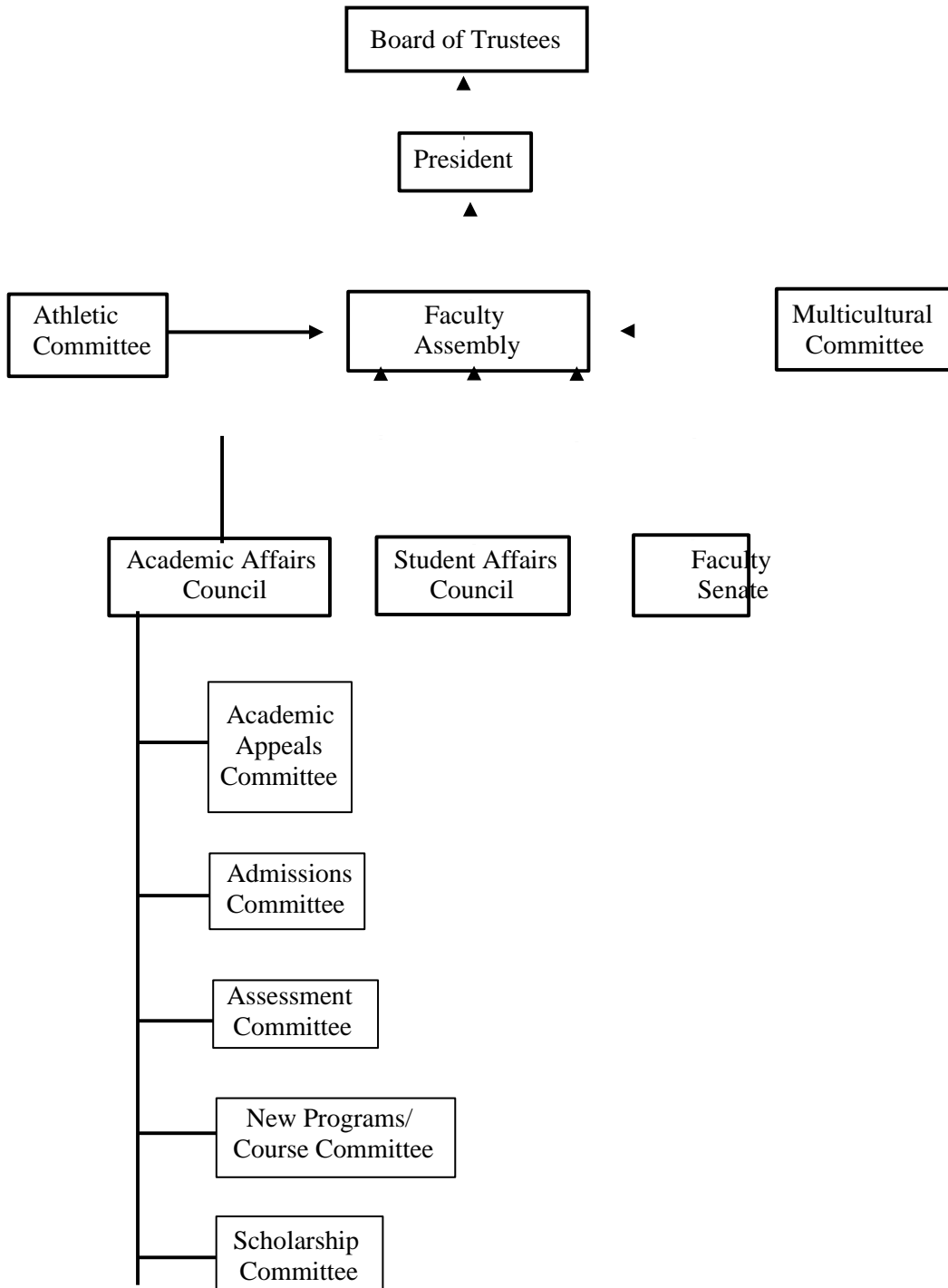
## Appendix A



Organizational Chart  
2012.pdf

**Appendix B**

**Organizational Chart For Faculty Governance**





**BACONE  
COLLEGE**

**APPENDIX C**

**Contract #20XX/XX - - - - -**

*Value and Opportunity  
Since 1880*



March 31, 20XX

Dear Dr. **XXXXX XXXXX**:

The purpose of this correspondence is to invite you into an employment relationship with Bacone College as a full-time faculty member. The following are the terms and conditions of the employment relationship between you and the College for the forthcoming academic year. This letter, when signed and dated by you in the spaces provided, will constitute the contractual agreement between you and the College:

RANK: Professor	DIVISION: General Studies FIELD: English	CONTRACT STATUS: Continuous	CATEGORY: I
TERM OF CONTRACT: One-Year Contract	PAYOUT OPTION: 26 bi-weekly payments/12 months		

COMPENSATION: \$XXXXX; includes teaching, advising, and other assignments as mutually agreed upon; teaching load is 27 credit hours, or its equivalency as negotiated with the Executive Vice President and Dean of Faculty, for the fiscal year August 1, 20XX through July 31, 20XX.

BENEFITS:	Health Insurance*: ../ TIAA*: ../	Life Insurance*: ../ FICA*: ../	Dental Insurance*: ../ Long-Term Disability Insurance*: ../
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\*Please note that some of the above benefits are only available to you if you apply to receive them and the provider of the benefit accepts your application. For the specific amounts you will receive, as well as any other benefits you may qualify for, please contact the Benefits Coordinator in the Business Office.

CREDENTIALS: If you have not done so already, you must furnish the College with official copies of all transcripts bearing the stamp of the Registrar from the university issuing them. Send these to the Office of Academic Affairs no later than 90 days following the beginning of classes for which you are responsible.

In addition to the foregoing employment terms, by signing this letter agreement you are also agreeing to be bound by all rules, regulations, and expectations published in the College's official documents.

This letter of agreement shall be governed by the Faculty Handbook.

The term of your employment with the College is for the 20XX-20XX academic year.

If the foregoing conditions and terms are agreeable to you, please sign and date this letter in the spaces provided. Return the original to the Office of Academic Affairs no later than two weeks after receipt of this agreement and retain the copy of our executed agreement for your files.

Sincerely,

Robert K. Brown, Ph.D.  
Executive Vice President and Dean of Faculty

Robert J. Duncan, Jr., D. Min.  
President

\_\_\_\_\_  
Date

Signature \_\_\_\_\_

2299 Old Bacone Road t Muskogee, OK 74403-1568  
Phone: (918) 683-4581  
[www.bacone.edu](http://www.bacone.edu)

## Appendix D

### FACULTY MERIT BONUS POLICY

1. This policy pertains to only full-time faculty, Division Chairs and Deans who hold faculty status. It does not include adjunct faculty, staff, or administrators.
2. In the spring semester, (at the same time as the *Faculty Evaluation Summary*) faculty can submit to their Dean/Division Chair a *Merit Bonus Checklist*.
3. Any activity marked should have been performed between the previous May graduation and the end of the current spring semester.
4. Merit activities should be accompanied by supporting documentation.
5. If faculty has performed a listed activity multiple times within a given evaluation period (e.g. written multiple works), points for each will be awarded.
6. Once a specific activity (e.g. presentation, performance, etc.) has been used toward a merit bonus, it can not be used again. If a presentation is delivered multiple times, the presenter must justify the additional points.
7. After the merit activity has been verified, the checklist is signed by faculty and the Dean or Department Chair and forwarded with the supporting documentation to the Office of Academic Affairs.
  8. Two representatives from the Faculty Senate and the Executive Vice President for Academic Affairs (VPAA) will then review each submittal.
9. If approved by the Faculty Senate representatives and the VPAA, a recommendation for a merit bonus is forwarded to the President.
10. Merit bonuses will be distributed according to the following:
  - a. Only individuals with the five highest point totals will receive a bonus.
  - b. In the case that multiple individuals have the same point totals, those persons will be ranked by seniority at Bacone, with the most senior faculty receiving the highest rank within the group.
  - c. The bonus amount for each individual will be based on their percentage of the total points accumulated from the five individuals with the highest number of points.
11. By the following fall semester, the Faculty Senate will make known to the entire faculty, through email or other appropriate means, the names and activities of the faculty who have been recommended for a merit bonus.
12. If no money is available in a given year for merit bonuses, points can be held over for up to three years and used toward a bonus award.
13. A merit bonus will not take the place of cost-of-living or other raises.

## Merit Bonus Checklist

I. Required Activities (Activities must be completed by the end of the current academic year)

A. Teaching Hours + Release Time (24-27 minimum) \_\_\_\_\_ (total hours)

B. Service to Campus Community: Faculty list two activities.  
Deans & Division Chairs include all activities required by the specific for position held.

1. Councils \_\_\_\_\_

2. Committees \_\_\_\_\_

3. Task forces \_\_\_\_\_

4. Working groups \_\_\_\_\_

5. Advisor for student organizations \_\_\_\_\_

C. Professional Development Plan on file in the office of the Vice President for Academic Affairs  
\_\_\_\_\_ (y/n)

D. Advising students as specified in contract \_\_\_\_\_ (*where appropriate*)

**The minimum for parts I, A, B, C and D (where appropriate) must be met to be eligible for a merit bonus.**

II.	<u>Merit Activities</u>	<u>Point Value</u>	<u>Points Awarded</u>
<b>A.</b>	<b>Teaching Effectiveness</b>		
	Attach a narrative and include documentation (e.g. copies of class material, instructor outlines) explaining any innovative approach to teaching, use of technology, action research accomplished, or other significant activity used to improve student learning. Why the activity should be considered innovative and proof of its effectiveness (e.g. pre and post test scores) should also be included.	2 (each)	
<b>B.</b>	<b>Advising/Retention</b>		
	Attach a narrative and include documentation (e.g. copies of documents used, retention reports) explaining any innovative activity that has improved student advising or increased student retention. Why the activity should be considered innovative should be included.	2 (each)	

<b>C.</b>	<b>Service to Campus Community</b>		
1.	Serve as chair/co-chair of a campus council, committee, task force, or working group <i>including those listed in Part IB, unless required by an individual's position</i> . Proof must be included.	2 (each)	
2.	Serve as a faculty advisor for a student organization. <i>other than those listed in Part IB</i> . Proof must be included.	2 (each)	
3.	Actively participate on a campus council, committee, task force, working group or as an advisor for a student organization other than those listed in part IB. Include a short description and documentation (e.g. meeting minutes) of activities performed and a record of regular attendance at meetings.	1 (each)	
<b>D.</b>	<b>Professional Development/Community Activity</b>		
1.	Presentation of original work, research or artistic production or participating in a workshop at a national meeting, <i>if not part of one's contractual obligation</i> . Proof of such work must be included.	2 (each)	
2.	Writing an article, book or other monograph that has been published at least once. Proof of such work must be included.	2 (ea. wk)	
3.	Producing a creative work. Include proof of such work.	2 (each)	
4.	Hold office or other active participation in a national professional organization. Include a narrative describing the participation and documentation of activities performed.	2 (each)	
5.	Develop and implement a new degree program. Proof of such work must be included.	2 (each)	
<b>E.</b>	<b>Other Activities</b>		
	This section should include any professional activity not included in Part II A-D above. Attach a narrative explaining the activities and why they should be considered meritorious. Proof of activities must be included.	1 (each up to a total of 5)	
		<b>Point Total</b>	

\_\_\_\_\_  
Faculty Date

\_\_\_\_\_  
Dean/Division Chair Date

\_\_\_\_\_  
Vice President for Academic Affairs Date

\_\_\_\_\_  
President Date



## Appendix E

# MOVING EXPENSE REIMBURSEMENT POLICY

### APPLIES TO:

Full-Time, Cabinet-Level Administrative Staff, Head Coaches and Full-Time Faculty

### POLICY STATEMENT:

It is the policy of the College to permit the reimbursement of non-taxable\* moving expenses, either by a commercial or non-commercial mover, and only for new full-time, cabinet-level administrative staff and faculty according to the schedule listed below. All qualified moving expenses must be adequately documented with a list of expenses supported by original invoices, receipts, etc. and submitted to the Business Office within 30 days after the move has occurred. Reimbursement for moving expenses will occur within 4 weeks after submission of receipts and appropriate reimbursement form.

**Local Moves:** No moving allowance will be granted for moves within a 50-mile radius of Muskogee, OK.

**One-year Full-Time, Temporary Replacement (Interim) Faculty:** Up to \$500. (This is for qualified moving expenses only, not commuting expenses.)

**Full-Time Faculty and Head Coaches:** Up to \$500 if under 500 miles and up to \$1,500 if over 500 miles.

**Full-Time, Cabinet Level Administrative Staff:** Up to \$1500

**\*Non-Taxable Moving Expenses** – not subject to tax withholding or reporting on Form W-2, if supported by adequate documentation. In general, moving expenses must be incurred within one year of commencing employment in order to be considered non-taxable:

- The cost of moving household goods and personal property to the new primary residence; and
- The cost of traveling, excluding meals, to the new primary residence for the employee, spouse and other dependents. Such costs would include airfare, mileage reimbursement for driving a personal automobile (limited to \$.10 per mile or actual out-of-pocket costs for gas and oil), and lodging costs en route from the old primary residence (but not meals).
- Additional information is available in IRS publication 521 – Moving Expenses.

**Appendix F**

Faculty Being Evaluated: \_\_\_\_\_  
(Please Print)

**BACONE COLLEGE  
FACULTY EVALUATION SUMMARY  
ACADEMIC YEAR: 200\_\_ - 200\_\_**

**OVERALL PERFORMANCE APPRAISAL**

Unacceptable	Meets Expectations Expectations	Exceeds

Faculty Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The signatures below indicate that the attached evaluation was reviewed and discussed by the faculty and department chairperson.

Signature of Faculty \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**Return to the Office of Academic Affairs no later than MARCH 1, 200\_\_.**

The signatures below indicate that the attached evaluation was reviewed and discussed by the faculty, department chairperson, and Academic Vice President

Signature of Faculty \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Signature of Academic Vice President \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Evaluation Period: \_\_\_\_\_

I. Identify the main functions of the position.

Descriptive Narrative

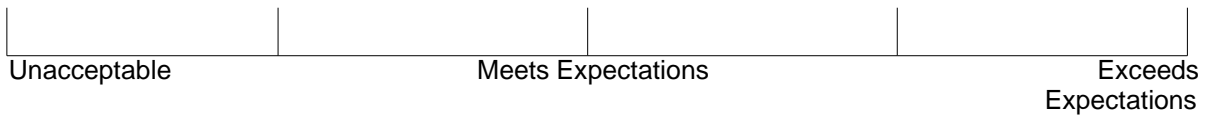
The duties of this position include:

II. Appraise how well the faculty met the objectives established for the evaluation period in terms of:

**Advising**

*Suggested Activities:*

- A. Initiates mentoring relationships with each advisee
- B. Reviews student's ACT scores, high school grades, and pre-test scores
- C. Counsels the advisee in enrolling in appropriate level course work
- D. Keeps an up-to-date personnel folder on each advisee
- E. Schedules each advisee for a minimum of two conferences per semester
- F. Announces, posts, and maintains office hours for scheduled and unscheduled conferences with advisees
- G. Refers students for tutorial assistance when needed
- H. Discusses career goals and helps provide/secure needed information for the advisees
- I. Assumes leadership role with all advisees



Narrative

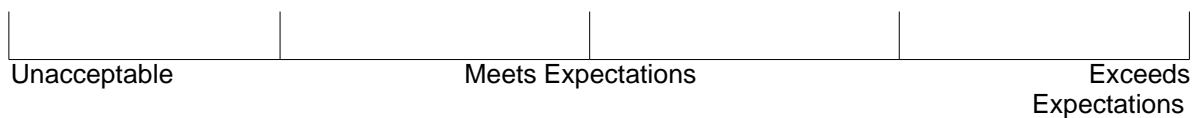
A. Strengths

B. Weaknesses that can be improved upon

## Teaching and Related Activities

### *Suggested Activities:*

- A. Develops course designs which help students master the contents of the course, e.g., course syllabus, learning packages
- B. Selects textbooks appropriate for course instruction
- C. Assures evaluation is continuous, varied, and consistent with current knowledge
- D. Provides record keeping that is systematic and helpful to students in assessing their progress
- E. Participates in the development of new courses and the improvement of existing courses needed by the department
- F. Maintains a high level of knowledge regarding all major texts and teaching materials for the courses' instruction within the area of expertise
- G. Assists in the development of the library holdings by becoming acquainted with its holdings, requesting additional materials, and integrating the materials into the learning activities provided for students
- H. Completes student progress and correct grade reports in conformance with published deadlines
- I. Verifies course syllabi and final exams are up-to-date and are on file in the Academic Vice President's office



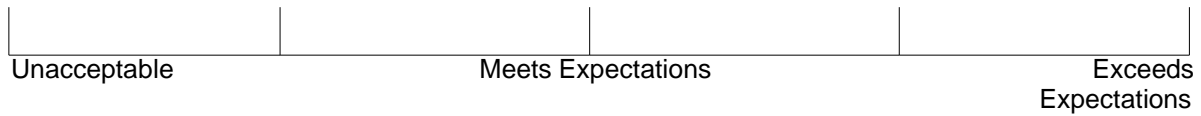
### Narrative

- A. Strengths
  
  
  
  
  
  
  
  
  
  
- B. Weaknesses that can be improved upon

## Scholarly and Professional Development

*Suggested Activities:*

- A. PROVIDES EVIDENCE OF PARTICIPATION IN PROFESSIONAL ORGANIZATIONS, MEETINGS, SEMINARS, WORKSHOPS, OR SPECIAL STUDY GROUPS*
- B. ESTABLISHES AND MAINTAINS AN ANNUAL PROFESSIONAL GROWTH PLAN*
- C. PROVIDES EVIDENCE OF SELF-IMPROVEMENT THROUGH ADDITIONAL GRADUATE STUDY OR CONTINUING EDUCATION*
- D. PROVIDES EVIDENCE OF PUBLISHING, PERFORMING, OR EXHIBITING IN MAJOR OR RELATED FIELD*
- E. READS AT LEAST ONE PROFESSIONAL JOURNAL IN THE DISCIPLINE ON A REGULAR BASIS*
- F. TAKES INITIATIVE TO ENHANCE UNDERSTANDING IN FIELD OR DISCIPLINE*



Narrative

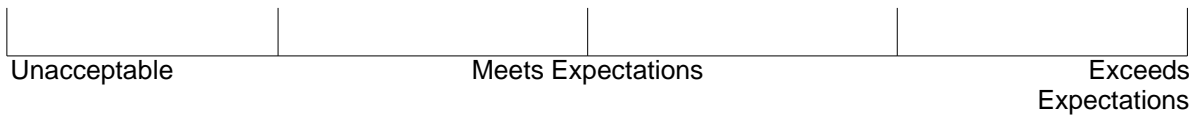
A. Strengths

B. Weaknesses that can be improved upon

## Service to Bacone College and the Community

### Suggested Activities:

- A. WORKS EFFECTIVELY AS A MEMBER OF STANDING OR AD HOC COMMITTEES**
- B. IMPROVES COLLEGE- COMMUNITY RELATIONSHIPS THROUGH MEMBERSHIP IN COMMUNITY AND CIVIC ORGANIZATIONS**
- C. DEMONSTRATES LEADERSHIP IN CIVIC ORGANIZATIONS, CONSULTING, OR COORDINATING SPECIAL PROJECTS**
- D. SUPPORTS COLLEGE DEVELOPMENT THROUGH PARTICIPATION IN FACULTY AND DEPARTMENTAL MEETINGS, ATTENDANCE AT COMMENCEMENT, AND SERVICE ON COLLEGE- WIDE COMMITTEES**



### Narrative

A. Strengths

B. Weaknesses that can be improved upon

### III. Concluding Comments

A. Of these four areas (advising, teaching and related activities, scholarly and professional development, and service to Bacone/Community) how has the faculty demonstrated effectiveness as a faculty at this institution?

B. Do you think that beyond these four areas, the faculty has provided leadership and initiative at Bacone College?

BACONE COLLEGE  
FACULTY PERFORMANCE APPRAISAL

IV. Goals and Objectives for the evaluation period: 200\_\_-200\_\_ Academic Year

A. Goal:

Objectives:

B. Goal:

Objectives:

C. Goal:

Objectives:

**Appendix G**

**APPLICATION FOR PROMOTION IN RANK**

Name of Applicant \_\_\_\_\_

Proposed Rank \_\_\_\_\_

Current Rank and Position Held \_\_\_\_\_

Years of Service at Bacone College \_\_\_\_\_ From \_\_\_\_\_ through \_\_\_\_\_

Years of Experience Prior to Bacone College \_\_\_\_\_

Highest Degree Held \_\_\_\_\_

Performance Evaluation Results Since Last Promotion (Copies of evaluations may be attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach Portfolio for review.

Additional information for consideration

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPLICATION FOR PROMOTION IN RANK  
RECOMMENDATIONS**

Name of Applicant \_\_\_\_\_

Rank applied for \_\_\_\_\_

Recommendation by Division/Department Chair or Dean is:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

Reason(s) for denial of promotion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Division/Department Chair or Dean \_\_\_\_\_

Recommendation by Faculty Senate is:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

Reason(s) for denial of promotion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Approving Official from Faculty Senate

\_\_\_\_\_

Recommendation by the Academic Vice President:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

Reason(s) for denial of promotion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of VPAA \_\_\_\_\_

Recommendation by the President is:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

Reason(s) for denial of promotion.

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Signature of the President \_\_\_\_\_

Action taken by the Board of Trustees is:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

Reason(s) for denial of promotion.

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Signature of Approving Official \_\_\_\_\_

## Appendix I

### **PROPOSED OUTLINE FOR FACULTY PROMOTION/ ADVANCEMENT IN RANK PORTFOLIO\***

- I. Title Page (See attached)
- II. Approval Signature Page
  - a. Necessary approvals for submission
    1. Appropriate Dean/Chair
    2. Faculty Senate Chair
- III. Rationale for Promotion/Advancement in Rank (No more than five pages)
- IV. Narrative on Standard One: Teaching and Related Activity Effectiveness (No more than three pages)
  - a. A minimum of two items of supporting documentation for Standard One
- V. Narrative on Standard Two: Advising Effectiveness (No more than three pages)
  - a. A minimum of two items of supporting documentation for Standard Two
- VI. Narrative on Standard Three: Effective Service to Bacone College and the Community (No more than three pages)
  - a. A minimum of two items of supporting documentation for Standard Three
- VII. Narrative on Standard Four: Effectiveness in Scholarly and Professional Development (No more than three pages)
  - a. A minimum of two items of supporting documentation for Standard Four
- VIII. Conclusion (No more than two pages)
- IX. Current Vitae

\*Additional guidelines:

- a. 12 pt font
- b. Double-spaced
- c. Must be submitted in three-ring binder with applicant's name and descriptive title on cover

**PROFESSIONAL PORTFOLIO**

**of**

**Jane Doe, Ph.D.  
Assistant Professor  
Division of Humanities**

**Submitted to the**

**Bacone College**

**FACULTY SENATE**

**in Partial Fulfillment of Requirements**

**for Advancement in Rank from**

**Assistant Professor of (current rank)**

**to**

**Associate Professor of (proposed rank)**

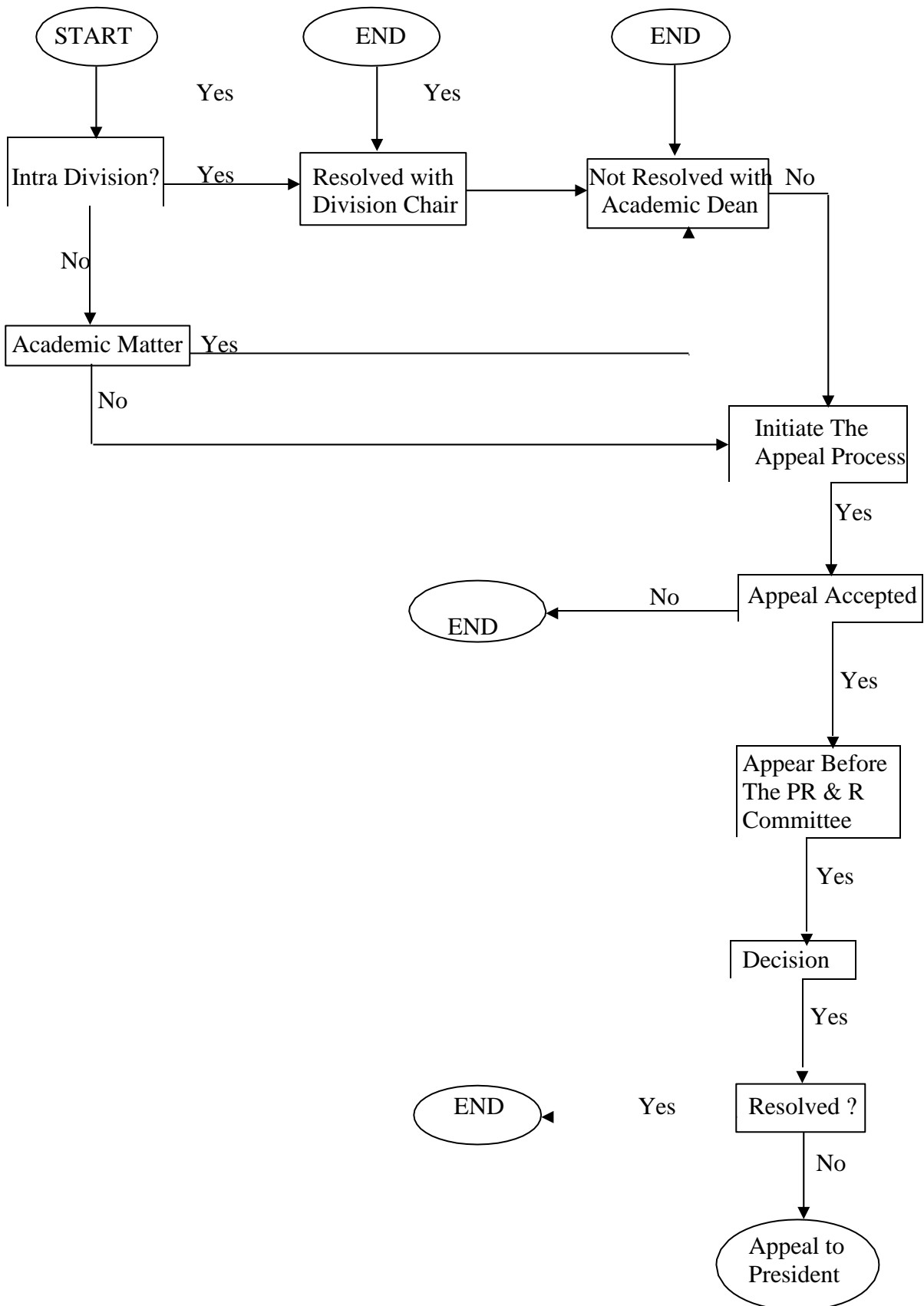
**October 31 (month), 2003 (year)**

## Appendix J

### **GRIEVANCE PROCEDURE**

1. The Committee will hear cases only after a written petition has been received by the President of the BFS from the person concerned.
2. The petition shall include all statements, in writing and dated, with stated attempt to resolve.
3. The Committee will hear those cases brought forward through procedures specified in this document and in the Faculty Handbook.
4. The hearing will be scheduled within 3-5 days after written appeal has been submitted.
5. The Committee will notify all parties involved that an appeal has been filed.
6. The hearing, and date of hearing, will be confidential unless the BFS member waives the right, and chooses to make the hearing public.
7. The committee reserves the right to hold an executive session before reporting its recommendations.
8. Voting will be by secret ballot.
9. Committee recommendations will be reported on a majority vote.
10. The Bacone Faculty Senate Code of Ethics will be the guideline for the recommendations.
11. Recommendations will be made to the parties involved and said recommendations forwarded to the President of the College.
12. Prior to all meetings, two dated statements of the problem, in writing, will be signed by both parties and a copy will be retained by each.

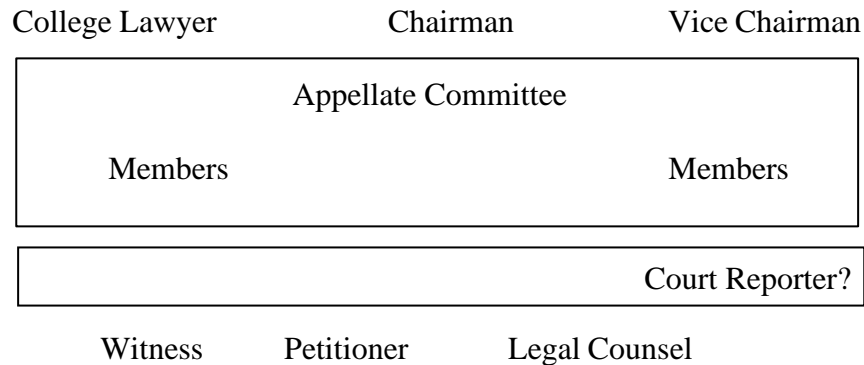
## Grievance Procedure Flow Chart



## Procedural Dialogue For Appellate Committee Hearings

The Chairman states the name of the person scheduled for a hearing and asks her/him to come to the table facing the Committee. In addition, ask if accompanied by legal counsel and to identify by name and address.

### Room Arrangement



The Chairman sits at the center of the table with officers and members seated at right and left of Chairman. Informal conversation and "off the record" statements will be avoided, and all proceedings will be reported verbatim. The faculty requesting the hearing must be present during all open sessions of the Committee hearings. This hearing may be conducted as an open or closed session according to the petitioner's request.

**Chairman:** This open/closed hearing will come to order. The Appellate Committee has been elected , at the request of Bacone College, from the Bacone Faculty Senate for the purpose of "reviewing information and due process on the failure to renew his/her contract or on his/her dismissal as a faculty of Bacone College."

**Chairman:** The following members of the Committee are: (Name all Committee members and alternates.)

**Chairman:** This is the matter of \_\_\_\_\_(petitioner) relative to an appeal made \_\_\_\_\_(date) to this Committee after following established procedures.

**Chairman:** The legal counsel representing the Committee is \_\_\_\_\_for Bacone College.

**Chairman:** Is any voting member of this Committee aware of any reason which would render him/her unable to accord this faculty a fair and impartial hearing? Does the petitioner has any objections to any Committee member serving? (Alternate members must be present to fill in for any member of the Committee who wishes to be excused.)

**Chairman:** Let the record show that all members answered in the negative. (If any member answers affirmatively, the Chairman states:)

\_\_\_\_\_, you are excused from further participation in this hearing. According to our rules the selection of the replacement will be by lot. (The alternates' names will be placed in a container and the replacement will be drawn.)

\_\_\_\_\_ will serve in place of \_\_\_\_\_ (excused).

**Chairman:** The Secretary for the Committee will read the petition filed by \_\_\_\_\_ (petitioner).

**Chairman:** Mr./Mrs. \_\_\_\_\_, do you have further information other than what has been provided to present to this Committee? (The faculty requesting the hearing and/or the petitioner's lawyer presents any further information at this point, after which members of the Committee may ask questions of the faculty regarding the testimony.)

**Chairman:** Bacone Representative \_\_\_\_\_ (President, Vice President, etc.), do you wish to present other information or clarify any information in regard to this hearing? (The Bacone Representative may present information at this time after which members of the Committee may ask questions of the College Administration regarding the testimony.)

**Chairman:** Is there any other information either side wishes to add?

**Chairman:** The Committee has now heard all the testimony and received the evidence in this matter concerning \_\_\_\_\_ (petitioner). The Committee will now be closed and go into executive session for the purpose of discussing its decision in this case.

(The Chairman presides during the closed sessions to arrive at the findings and recommendations. Before the Committee session is reopened, the vote of each member must be cast by secret ballot. The Chairman does not vote.)

**Chairman:** The session will come to order. Will the Committee present its findings.

**Recorder:** The Committee makes a finding that: (Finding shall be based upon majority vote of the Committee.)



## Appendix K

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# ACADEMIC MISCONDUCT POLICY

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THE FUNDAMENTAL PRINCIPLE OF ACADEMIC LIFE IS INTEGRITY. THE BACONE COLLEGE COMMUNITY DOES NOT CONDONE ACADEMIC DISHONESTY IN ANY FORM. WHEN AN ACT OF ACADEMIC DISHONESTY HAS OCCURRED, THE INCIDENT MUST BE REPORTED TO THE OFFICE OF ACADEMIC AFFAIRS BY THE FACULTY MEMBER WHOSE CLASS( ES) THE ACT( S) OF ACADEMIC DISHONESTY OCCURRED. FOLLOWING THE REPORTING OF THE INCIDENT( S) THE SUBSEQUENT ACTIONS MAY BE TAKEN:

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1. The instructor has the right to not accept the assignment or test in question and record a “zero” for the assignment or test, and/or require the student to redo the assignment (or test) or require the student to complete a substitute assignment or test.
2. The student may be dropped from the class and assigned a failing grade (F). A written recommendation from the instructor is required.
3. In cases of extreme or repeated incidents (two or more) of academic dishonesty, the student may be suspended from the College.

The instructor and/or the Vice President for Academic Affairs (EVPDF) will notify the student as to the action taken. If the student believes there has been an erroneous accusation made, the student may appeal the action. The student must file a written appeal within 10 working days of notification. The EVPDF hears the appeal in the presence of the student, the instructor and the division chair. The student and faculty are informed in writing of the action taken.

## Appendix L

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### **STATEMENT ON LEARNING AND PHYSICAL DISABILITIES**

Bacone College accepts students with learning and physical disabilities and provides reasonable accommodation to help them be successful. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. Students needing accommodation should apply as early as possible, usually the semester before they plan to attend classes. Immediately after admittance, students need to identify and document the nature of their disabilities. It is the responsibility of the student to provide the College with appropriate materials documenting the learning and/or physical disability. This documentation usually consists of a recent high school Individualized Education Program (IEP) or results from testing done by a psychologist, psychiatrist, medical doctor and/or another qualified, licensed individual. The College does not provide assessment services for students who may be learning disabled nor does the College have structured programs available for students with emotional or behavioral disabilities. For more information, call Dr. Robert K. Brown, Executive Vice President Academic Affairs, at 918-781-7218.

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## Appendix M

### **PROFESSIONAL DEVELOPMENT FUND POLICY**

A three member Professional Development Subcommittee (PDS) is appointed by the Chair of the Faculty Senate at the beginning of each academic year. Each member of the PDS will be from a different school or division. The PDS will meet on a regular basis beginning at the start of the academic year in order to evaluate submitted requests for professional development funds. Requests will be categorized as follows;

1. Tuition reimbursement

Funds which will cover tuition at the in-state rate are available only for those seeking a terminal or other appropriate advanced degrees. If a faculty member receives such funding, he/she will be contractually obligated to Bacone College for as many semesters as he/she received tuition reimbursements. Such obligation will begin following the completion of his/her terminal or advanced degree. If a faculty severs his/her relationship with Bacone prior to completing the degree or leaves his/her degree program for longer than 12 months, he/she must pay back to Bacone, in a timely manner, all reimbursement monies. No tuition reimbursement will be made for any courses that have not been successfully completed as defined by the institution from which the degree is being sought.

2. Professional Growth

Funds are available for faculty who incur expenses relating to research, paper presentations, professional membership dues, travel expenses related to professional growth, etc. Any activities involving travel must adhere to the College's current travel policy. The deadline for submitting requests for these monies is the last working day (Monday - Friday) of April.

The maximum amount of funds allotted to each faculty for this category for a given academic year may vary from year to year. Faculty can submit multiple requests for funds throughout the academic year.

A faculty should submit a request for funds to cover ALL expenses anticipated for that year's professional growth even if that total exceeds the maximum funds allotted for an individual that year.

The PDS will forward its recommendations regarding all requests for professional development monies to the Vice President for Academic Affairs who will evaluate those requests for funds to determine the cost and relative merits of those requests.

Application for Professional Development funds should proceed according to the following;

1. A professional development plan should be submitted to the Office of the Vice President for Academic Affairs (EVPDF) by the end of the fourth week of the fall semester.
2. Once a professional development plan is on file in the office of the EVPDF, a Request for Professional Development Funds form should be completed and sent to the office of the EVPDF. The deadline for submitting requests is the last working day (Monday – Friday) of April. Any requests submitted after that time up until the beginning of the following fall semester will be reviewed by the EVPDF only and any monies received will be applied to the funds made available for the following academic year.
3. Once the request for professional development funds has been reviewed by the PDS and approved by the EVPDF, a purchase order (PO) should be completed and forwarded to the office of the EVPDF for approval by the EVPDF and the President. (The PO may be submitted at the same time as the Request for Professional Development Funds form.)
4. Upon notification by the office of the EVPDF that the PO has been approved, the faculty can proceed with the professional development activity.
5. For activities which do not require travel (e.g. memberships, subscriptions, etc.), proof of said activity can be attached to the approved PO and sent to accounts payable in order to receive a reimbursement check.
6. For activities which require travel (e.g. conferences, presentations, etc.), a Travel & Entertainment Reimbursement Form must be completed and submitted along with all receipts to the office of the EVPDF within 3 weeks of return. The College may pay certain travel expenses (e.g. airfare, hotel, conference fees) directly to vendors in advance of any travel. See the office of the EVPDF for details.

\*\* All forms for the above, are available on the J:drive of the College's computer system under the folders "Campus Forms", "Academic Affairs", "Professional Development".

Total funds earmarked for professional growth but not used by the end of April, may go to help offset expenses incurred by faculty who exceeded the maximum allotted amount. In May the PDS will determine if any faculty are eligible for additional funds and the amount of any additional funds they would receive by the following rationale;

1. Any faculty whose actual expenses exceed the maximum allotted funds by \$50.00 or more is eligible for additional monies.
2. Additional money for professional growth will be distributed to eligible faculty only if the total amount of unused funds divided equally over all eligible faculty is \$50.00 or more per individual.

If the distribution of additional money is necessary, the PDS will submit requests for supplemental reimbursement checks to the office of the EVPDF no later than the Friday before graduation.

## **Appendix N**

### **THE CODE OF ETHICS OF THE BACONE FACULTY SENATE**

#### **PREAMBLE**

We believe: The development of a Code of Ethics is an essential characteristic of a profession and provides one means whereby professional standards may be established, maintained, and improved. A code indicates a profession's acceptance of the responsibility and trust with which it has been invested. Each individual, upon entering a profession, inherits a measure of that responsibility and trust and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

#### **EDUCATOR' S RESPONSIBILITIES Commitment to the Student**

1. The educator promotes student participation in programs and student benefits with respect for the dignity of humanity, unrestricted by considerations of nationality, race, creed, color, gender, marital status, political or religious beliefs, handicap, sexual preference, social or cultural backgrounds, or status as a veteran.
2. The educator safeguards the student's right to privacy by protecting information of a confidential nature, sharing only that information which serves a compelling professional service or is required by law.
3. The educator encourages the student to become independent in the pursuit of learning.
4. The educator acts to safeguard the student from conditions harmful to learning or to health and safety.
5. The educator encourages student discussion, thus exposing students to varying points of view and opinions.
6. The educator is responsible to present material without suppression or distortion of subject matter.
7. The educator shall maintain the dignity and self-worth of the student and shall not intentionally expose the student to embarrassment or disparagement, or use professional relationships with students to private advantage.

#### **COMMITMENT TO THE PROFESSION**

1. The educator shall be honest in representing his/her professional qualifications and in recommendation of other candidates for professional positions.
2. The educator shall maintain confidentiality in regard to information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
3. The educator shall not knowingly make false or malicious statements about a colleague.

4. The educator shall be objective in evaluating a student performance and shall not lower standards for any student.
5. The educator shall enforce the college's policy regarding attendance.
6. The educator shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
7. The educator shall engage in research activities or other professional pursuits for self-improvement.
8. The educator shall evaluate his/her course offerings and shall update his/her course syllabi on the basis of the evaluation.
9. Educators are role models for their students and should set standards of behavior through personal example.

#### **COMMITMENT TO BACONE COLLEGE**

1. The educator's loyalty to the employing institution shall be reflected in positive support of the institution and in positive support of other faculty.
2. The educator shall separate his/her private opinion and views from those of the institution when representing Bacone College to the public.
3. The educator shall present the facts concerning educational matters in direct and indirect public expressions.
4. The educator shall not exploit institutional privileges for private gain or to promote political candidates or partisan political activities.
5. The educator realizes that teaching is a profession requiring much time and energy; therefore, the teacher shall not engage in any activity or additional employment for monetary or other value that would detract from teaching responsibilities.

#### **EDUCATOR'S RIGHTS** **Commitment to the Educator**

1. The educator is entitled to expect the confidence, respect and support of the administration.
2. The educator is entitled to be treated with respect by students.
3. The educator is entitled to an opportunity for professional growth and advancement.
4. The educator is entitled to supportive services such as adequate maintenance and secretarial services.

5. The educator is entitled to be consulted and informed when curriculum and/or staff changes in his/her field of teaching are being considered.
6. The educator is entitled to an administration and faculty which nourishes an academic atmosphere.
7. The educator is entitled to constructive criticism in all aspects of academic life without fear of jeopardizing his/her employment.
8. The educator is entitled to expect contract renewal unless s/he continues to violate certain standards after receiving a written admonition from the administration. If an admonition has been received, the educator is entitled to defend himself/herself before a panel of administrators and peers as defined in sections of the Constitution, By-laws, and Faculty Handbook related to the Professional Rights and Responsibilities Committee or other pertinent committees.

Exceptions to this include [1] educators under special funding; [2] educators not rehired because of retrenchment; [3] educators who grossly violate the Code of Ethics of normal ethical behavior.

9. The educator is entitled to a completed contract by three [3] weeks after the Spring Board meeting.
10. The educator is entitled to notification of renewal or nonrenewal of the next year's academic contract by the end of the 8<sup>th</sup> week of the spring semester.
11. The educator is entitled to a grievance system which can determine whether or not rights or ethics have been violated.
12. The educator is entitled to academic freedom in terms of teaching material. The exercise of academic freedom requires sensitivity to the mission of the College.



**Appendix O**

**APPLICATION FOR SABBATICAL LEAVE**

*The application must be submitted to the Vice President for Academic Affairs at least one year before the beginning date of the sabbatical.*

*(Sabbatical Leave procedure from the Faculty Handbook attached hereto and made a part hereof)*

Name of Applicant \_\_\_\_\_

**Historical Information of Applicant**

Current Rank and Position Held \_\_\_\_\_

Years of Service at Bacone College \_\_\_\_\_\* from \_\_\_\_\_ through \_\_\_\_\_  
\*Must be six academic years of full-time teaching

Years of Experience Prior to Bacone College \_\_\_\_\_

Highest Degree Held \_\_\_\_\_

**Sabbatical Information**

Length of Sabbatical Being Requested (check one):

\_\_\_\_\_ One semester (**full** pay and benefits)  
from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_

\_\_\_\_\_ One academic year (**half** pay and benefits)  
from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_

Study to be undertaken (details may be attached by separate document and referenced here):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval Process from Executive Vice President & Dean of Faculty through Board of Trustees**

Receipt of Application: \_\_\_\_\_ Consult with President: \_\_\_\_\_

Forward Recommendation to Academic Affairs Committee of BOT: \_\_\_\_\_; including

- \_\_\_\_\_ Potential Impact of the activity on the College
- \_\_\_\_\_ Replacement Faculty and his/her qualifications

1. Recommendation from Vice President for Academic Affairs and the President

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

If not approved, reason(s) for denial of sabbatical

\_\_\_\_\_

Signatures of Vice President for Academic Affairs: \_\_\_\_\_

and President: \_\_\_\_\_

2. Recommendation from Academic Affairs Committee of BOT to the Board of Trustees:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

If not approved, reason(s) for denial of sabbatical

\_\_\_\_\_  
\_\_\_\_\_

Signature of Approving Official: \_\_\_\_\_

3. Recommendation from Board of Trustees:

\_\_\_\_\_ approved.

\_\_\_\_\_ not approved.

If not approved, reason(s) for denial of sabbatical

\_\_\_\_\_  
\_\_\_\_\_

Signature of Approving Official: \_\_\_\_\_

4. Vice President for Academic Affairs advises Faculty of Decision and issues revised Letter of Employment with correct salary: \_\_\_\_\_

**Post-Sabbatical Requirements**

\_\_\_\_\_ Applicant returns to teaching duties for a period of at least one year after sabbatical (from \_\_\_\_\_ through \_\_\_\_\_ - obligation fulfilled \_\_\_\_\_).  
YES/NO

**OR**

\_\_\_\_\_ Applicant will repay the salary received while on leave.  
Amount received: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Applicant will file a report within one month of the beginning of the academic year following the leave (Report to be presented to President and Vice President for Academic Affairs).

Date Report Due: \_\_\_\_\_ Date Report Received: \_\_\_\_\_

\_\_\_\_\_ Report forwarded to Board of Trustees.  
Date Forwarded to BOT: \_\_\_\_\_

\_\_\_\_\_ Sabbatical File Closed.

**Appendix P**

**BACONE COLLEGE**  
**Request for Designation of Research as Exempt from the**  
**Requirement of Institutional Review Board Review**

(11/14/2019)

\*\*\*\*\*  
\*\*\*

THIS AREA IS FOR INSTITUTIONAL REVIEW BOARD USE ONLY. DO NOT WRITE IN THIS AREA.

Confirmation Date:

Application Number:

\*\*\*\*\*  
\*\*\*

**DATE:** \_\_\_\_\_

**I. PRINCIPAL INVESTIGATOR(s):**

Name:

Complete Department and/or Home Address (where you want the approval letter sent):

Telephone:

E-Mail Address:

DATE TRAINING COMPLETED: \_\_\_\_\_ [*Suggested training: CITI training; see website for link*]

Name of Faculty Sponsor (if above is a student; this is suggested complete CITI training):

SIGNATURE (INVESTIGATOR or ADVISOR): \_\_\_\_\_

(If more than one investigator, repeat information for all investigators or team members.)

**II. TITLE OF RESEARCH PROJECT:** (Try to keep title on first page.)

**III. BRIEF DESCRIPTION OF RESEARCH METHODS** (also see section VII). If using a survey/questionnaire, provide a copy with this application.

**IV. RISKS AND INCONVENIENCES TO SUBJECTS** (also see section VII; **do not answer 'None'**):

**V. SUBJECTS:**

A. Expected numbers of subjects: \_\_\_\_\_

B. Will research involve minors (age <18 years)? Yes No  
(If 'Yes', please specify and justify.)

C. Will research involve prisoners? Yes No

D. Will research involve any specific ethnic, racial, religious, etc. groups of people?  
(If 'Yes', please specify and justify.) Yes No

E. Will a consent form be used? (Please use accepted format from our website. Be sure to indicate that participation is voluntary. Provide a stand-alone copy. Do not include the form here.)

VI. FOR RESEARCH INVOLVING SURVEYS OR QUESTIONNAIRES:

(Be sure to indicate on each instrument, survey or questionnaire that participation is voluntary.)

A. Is information being collected about:

Sexual behavior?	Yes	No
Criminal behavior?	Yes	No
Alcohol or substance abuse?	Yes	No
Matters affecting employment?	Yes	No
Matters relating to civil litigation?	Yes	No

B. Will the information obtained be completely anonymous, with no identifying information linked to the responding subjects? Yes No

C. If identifying information will be linked to the responding subjects, how will the subjects be identified? (Please circle or bold your answers)

By name	Yes	No
By code	Yes	No
By other identifying information	Yes	No

D. Does this survey utilize a standardized and/or validated survey tool/questionnaire? Yes No

VII. FOR RESEARCH BEING CONDUCTED IN A CLASSROOM SETTING:

A. Will research involve blood draws? (If Yes, please follow protocol listed in the "Guidelines for Describing Risks: blood, etc.", section I-VI.)

VIII. FOR RESEARCH INVOLVING PATIENT INFORMATION, MATERIALS, BLOOD OR TISSUE SPECIMENS RECEIVED FROM OTHER INSTITUTIONS:

A. Are these materials linked in any way to the patient (code, identifier, or other link to patient identity)? Yes No

B. Are you involved in the design of the study for which the materials are being collected? Yes No

C. Will your name appear on publications resulting from this research? Yes No

D. Where are the subjects from whom this material is being collected?

E. Has an IRB at the institution releasing this material reviewed the proposed project? (If "Yes", please provide documentation.) Yes No

F. Regarding the above materials or data, will you be:

Collecting them	Yes	No
Receiving them	Yes	No
Sending them	Yes	No

G. Do the materials/instrument already exist? Yes No

H. Are the materials/instrument being collected for the purpose of this study? Yes No

I. Do the materials come from subjects who are:

Minors	Yes	No
Prisoners	Yes	No
Pregnant women	Yes	No

J. Does this materials/instrument originate from a patient population that, for religious or other reasons, would prohibit its use in biomedical research?

Yes No Unknown source

IX. FOR RESEARCH INVOLVING MEDICAL AND/OR INSURANCE RECORDS

A. Does this research involve the use of:

Medical, psychiatric and/or psychological records	Yes	No
Health insurance records	Yes	No
Any other records containing information regarding personal health and illness	Yes	No

If you answered "Yes" to any of the items in this section, you must complete the HIPAA Worksheet.

**Appendix Q**

**Full Committee Review**   
**Expedited Review**

**BACONE COLLEGE  
Institutional Review Board Application for Review  
(11/15/2019)**

\*\*\*\*\*  
**THIS AREA IS FOR INSTITUTIONAL REVIEW BOARD USE ONLY. DO NOT WRITE IN THIS AREA**

Application Number:  
Disapproved:

Approval Date:  
IRB Chair's Signature:

\*\*\*\*\*

**Date:**

I. Investigators and Associates (list all investigators involved; application will be filed under name of first person listed)

NAME: TITLE:  
DEPT: PHONE #:  
Complete Department and/or Home Address (where you want the approval letter sent):  
E-MAIL ADDRESS:  
DATE TRAINING COMPLETED: \_\_\_\_\_ [Suggested training: CITI Training; see website for link]

SIGNATURE (PI or ADVISOR): \_\_\_\_\_

NAME: TITLE:  
DEPT: PHONE #:  
COMPLETE ADDRESS:  
E-MAIL ADDRESS:  
DATE TRAINING COMPLETED: \_\_\_\_\_ [Required training: CITI Training; see website for link]

**(repeat for additional investigators if needed; or delete extra if not necessary)**

Do you as PI, any family member or any of the involved researchers or their family members have consulting agreements, management responsibilities or substantial equity (greater than \$10,000 in value or greater than 5% total equity) in the sponsor, subcontractor or in the technology, or serve on the Board of the Sponsor?  
\_\_\_\_ YES \_\_\_\_ NO

If you answered Yes, you will need to contact Kellie Peterson, Legal Counsel-JD at 406-994-3480.

II. Title of Proposal: *[please try to keep title on front page; use smaller font and delete excess lines if necessary]*

III. Beginning Date for Use of Human Subjects:

IV. Type of Grant and/or Project (if applicable)  
Research Grant:  
Contract:  
Training Grant:  
Classroom Experiments/Projects:  
Thesis Project:

Other (Specify):

V. Name of Funding Agency to which Proposal is Being Submitted (if applicable):

VI. Signatures

Submitted by Investigator

Typed Name:

Signature:

Date:

Faculty sponsor (for student)

Typed Name:

Signature:

Date:

VII. Summary of Activity. Provide answers to each section and add space as needed. Do not refer to an accompanying grant or contract proposal.

A. RATIONALE AND PURPOSE OF RESEARCH. (What question is being asked?)

B. RESEARCH PROCEDURES INVOLVED. Provide a short description of sequence and methods of procedures that will be performed with human subjects. Include details of painful or uncomfortable procedures, frequency of procedures, time involved, names of psychological tests, questionnaires, restrictions on usual life patterns, and follow up procedures. **If you are planning on posting flyers, posters, etc. anywhere on Campus, you must check with the building managers and/or departments located in BACONE COLLEGE buildings and obtain their approval prior to the posting.**

C. DECEPTION - If any deception (withholding of complete information) is required for the validity of this activity, explain why this is necessary and attach debriefing statement.

D. SUBJECTS

1. Approximate number and ages

How Many Subjects:

Age Range of Subjects:

How Many Normal/Control:

Age Range of Normal/Control:

2. Criteria for selection:

3. Criteria for exclusion:

4. Source of Subjects (including patients):

5. Who will approach subjects and how? Explain steps taken to avoid coercion.

6. Will subjects receive payments, service without charge, or extra course credit? Yes or No  
(If yes, what amount and how? Are there other ways to receive similar benefits?)

7. Location(s) where procedures will be carried out.

E. RISKS AND BENEFITS (ADVERSE EFFECTS)

1. Describe nature and amount of risk and/or adverse effects (including side effects), substantial stress, discomfort, or invasion of privacy involved.
2. Will this study preclude standard procedures (e.g., medical or psychological care, school attendance, etc.)? If yes, explain.
3. Describe the expected benefits for individual subjects and/or society.

F. ADVERSE EFFECTS

1. How will possible adverse effects be handled?

By investigator(s):

Referred by investigator(s) to appropriate care:

Other (explain):

2. Are facilities/equipment adequate to handle possible adverse effects? Yes or No (If no, explain.)
3. Describe arrangements for financial responsibility for any possible adverse effects.

Bacone College compensation (explain):

Sponsoring agency insurance:

Subject is responsible:

Other (explain):

G. CONFIDENTIALITY OF RESEARCH DATA

1. Will data be coded? Yes or No
2. Will master code be kept separate from data? Yes or No
3. Will any other agency have access to identifiable data? Yes or No (If yes, explain.)
4. How will documents, data be stored and protected?  
Locked file:  
Computer with restricted password:  
Other (explain):

VIII. Checklist to be completed by Investigator(s)

- A. Will any group, agency, or organization be involved? Yes or No (If yes, please confirm that appropriate permissions have been obtained.)
- B. Will materials with potential radiation risk be used (e.g. x-rays, radioisotopes)? Yes or No
  1. Status of annual review by BACONE COLLEGE Radiation Sources Committee (RSC).  
Pending or Approved  
(If approved, attach one copy of approval notice.)



2. Title of application submitted to BACONE COLLEGE RSC (if different).
- C. Will human blood be utilized in your proposal? Yes or No  
(If yes, please answer the following)
1. Will blood be drawn? Yes or No  
(If yes, who will draw the blood and how is the individual qualified to draw blood?  
What procedure will be utilized?)
  2. Will the blood be tested for HIV? Yes or No
  3. What disposition will be made of unused blood?
  4. Has the Bacone College designated Occupational Health Officer been contacted? Yes or No
- D. Will non-investigational drugs or other substances be used for purposes of the research? Yes or No
- Name:  
Dose:  
Source:  
How Administered:  
Side effects:
- E. Will any investigational new drug or other investigational substance be used? Yes or No  
*[If yes, provide information requested below and one copy of: 1) available toxicity data; 2) reports of animal studies; 3) description of studies done in humans; 4) concise review of the literature prepared by the investigator(s); and 5) the drug protocol.]*
- Name:  
Dose:  
Source:  
How Administered:  
IND Number:  
Phase of Testing:
- F. Will an investigational device be used? Yes or No  
(If yes, provide name, source description of purpose, how used, and status with the U.S. Food and Drug Administration FDA). Include a statement as to whether or not device poses a significant risk. Attach any relevant material.)
- G. Will academic records be used? Yes or No
- H. Will this research involve the use of:  
Medical, psychiatric and/or psychological records Yes or No  
Health insurance records Yes or No  
Any other records containing information regarding personal health and illness Yes or No
- If you answered "Yes" to any of the items under "H.", you must complete the **HIPAA worksheet**.
- I. Will audio-visual or tape recordings or photographs be made? Yes or No
- J. Will written consent form(s) be used? (Yes or No. If no, explain.) (Please use accepted format from our website. Be sure to indicate that participation is voluntary. Provide a stand-alone copy; do not include the form here.)