



JEANNINE RAINBOLT  
COLLEGE OF EDUCATION  
*The* UNIVERSITY *of* OKLAHOMA

# *Policy Manual*

*Revised August 2024*

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## **VARIOUS UNIVERSITY POLICIES**

[HB 1854 – equal access for statewide professional educators’ associations to students](#)

[University Conflict of Interest Policy](#)

[University Minors on Campus Policy](#)

[University Student Conduct Policies](#)

[University Guidelines for Tenure, Promotion, and Post Tenure Review](#)

## **INSTITUTIONAL EQUITY POLICIES**

[Consensual Sexual Relationships Policy](#)

[Sexual Misconduct Policy](#)

[Equal Opportunity Policy](#)

[University's Statement of Commitment to Affirmative Action](#)

[Non-Discrimination Policy](#)

[OU Electronic and Information Technology and Multimedia Accessibility Policy](#)

[Reporting Responsibilities](#)

# POLICY MANUAL<sup>1</sup>

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## INTRODUCTION

This manual is a description of the organization and policy structure of the Jeannine Rainbolt College of Education, an administrative unit of the University of Oklahoma. It is a guide for administrative decision making and it includes policies that are currently applicable. Whenever possible, links to university documents are used to ensure contents of this manual are consistent with current university information and policies.

## SECTION I: PURPOSE AND DIRECTION

During the 2020-21 academic year, following the release of the University of Oklahoma's *Lead On, University* strategic plan, the college faculty, staff, and students engaged in purposeful conversation through various meetings, including department meetings, Ad Council and Expanded Ad Council, open forums, and college-wide meetings, to develop a vision for the work of the college and plan for our future work together. The result of this collective effort was purpose and direction for the college, as well as a strategic plan that is in alignment with and supportive of the University's strategic plan.

The comprehensive version of the university's strategic plan, *Lead On, University*, is located in the following link: [Lead On, University, Strategic Plan](#).

### PURPOSE

Advance justice and promote dignity in and through education.

### DIRECTION

The Jeannine Rainbolt College of Education aspires to become a diverse and inclusive community of learners who engage in transformative scholarship with and in communities to advance justice and promote human dignity.

- *Diverse and inclusive community of learners.* We commit, as a faculty, staff, and students to identifying and rectifying our own tacit and explicit practices of harm and exclusion as we strive

toward a culture that recognizes, affirms, and reflects diverse backgrounds, experiences, knowledge traditions, viewpoints, and beliefs.

- *Transformative scholarship with and in diverse communities.* We commit, as faculty, staff, and students to engage, study, teach, work, learn, and live, in relation to others, in relation to land and place, and in harmony and solidarity with communities.
- *Advancing justice and promoting human dignity.* We commit, as faculty, staff, and students to the intentional struggle toward a future in which we imagine educational systems as places of human and group thriving.

Our Strategic Plan is comprised of three impact drivers that define how we organize and conceptualize our work to fulfill our Purpose.

<sup>1</sup>*The official policy document for The University of Oklahoma is the Faculty Handbook, [Faculty Handbook](#). Every effort has been made to ensure the contents of this manual are consistent with that document. The Faculty Handbook should be used to supplement the information in this manual and if there should be any instances of conflict between what is stated in the Faculty Handbook and this manual, the Faculty Handbook is the final authority.*

## SECTION II: ADMINISTRATIVE ORGANIZATION

The basic administrative unit is the college. The three sub-units within the college are the departments of Instructional Leadership and Academic Curriculum, Educational Leadership and Policy Studies, and Educational Psychology. Much of the administrative authority and responsibility for operation of the college has been delegated to the departments.

The chief executive officer of the college is the dean, who is the director of teacher education and of the Education Professions division (EPD). Directly responsible to the dean are the associate dean for professional education, the associate dean for research and graduate studies, and the associate dean for the Tulsa campus. The offices of Graduate and Undergraduate Advising, Field Experiences, the Center for Educational Development and Research (CEDaR), Center for Leadership and Ethics Change (CLEC), Curriculum Library, Early Childhood Education Institute (ECEI), Institute for Child Development (ICD), Institute for the Study of Education Finance (ISEF), John W. Renner Science Education Center, and the K-20 Center for Educational and Community Renewal, Leadership and Policy Center for Thriving Schools and Communities (THRIVE) and the Zarrow Institute on Transition and Self-Determination are also part of the dean's responsibility.

The chief administrative official in each department is the department chair. Within the guidelines of university and college policies, faculty and staff assigned to the departments are administratively responsible to their respective department chairpersons.

## **AUTHORITY AND RESPONSIBILITY OF THE COLLEGE AND DEAN**

The dean has administrative, leadership, and organizational responsibility for the college and its administrative sub-units. They represent the college in relations with the university Board of Regents, president, senior vice president and provost, other colleges, and other administrative officers of the university. They are responsible for carrying out the policies of the university as well as for preparation, submission, and implementation of the college budget. The dean's responsibilities are presented below:

### **-ADMINISTRATIVE DUTIES-**

The dean is responsible for carrying out the policies of the university and for executing such roles as the college faculty may adopt. They are responsible for the preparation and submission of the budget for the college and for its implementation when approved. The dean makes recommendations through the provost to the president for the appointment, promotion, tenure, dismissal, retirement, and other personnel policies pertaining to faculty members in the college, taking into consideration approved guidelines. These recommendations are made in consultation with members of the units affected. Other responsibilities as outlined in the Faculty Handbook (section 2.8.1D) include:

- Representing the college whenever appropriate.
- Providing leadership in the organization, operation, development, and evaluation of the instructional, research/creative activity, and service programs appropriate to the college and consistent with university and college strategic planning.
- Setting priorities for college-level alumni development and fund-raising activities and assisting the college and its separate units with implementing and maintaining an active alumni development and fund-raising program.
- Planning, preparing, submitting, and managing the college budget.
- Fostering the welfare of the entire college faculty and staff and encouraging, facilitating, and mentoring their work and professional development.
- Recommending the appointment, promotion, and tenure of faculty according to the university and college guidelines.
- Providing leadership to the faculty in reviewing, evaluating, and developing appropriate curricula and effective academic programs of study within the college.



- Seeking advice from faculty, chairs/directors, and staff on matters affecting the college.
- Reorganizing its units, when it is in the best interest of the college, to respond to new circumstances or to strengthen existing programs, consulting with and informing the college faculty and staff before recommending approval of a recommendation.
- Evaluating the performance of unit chairs/directors and other administrative staff reporting to the dean according to university and college policies
- Fostering a spirit of collaboration and support within the college.

**-LEADERSHIP FUNCTION-**

The dean has an obligation to foster the welfare of the entire college faculty and staff and to encourage and facilitate their work and professional development. They assure that faculty members understand university, college, and departmental policies. The dean is responsible for the review and evaluation of the academic programs within the college. They are expected to provide guidance to the faculty in developing appropriate and effective programs of study. In conjunction with the college's board of advocates, the dean is responsible for promoting college development activities.

**-ORGANIZATION-**

The dean is responsible for the administrative organization of the college. The programs and faculty in the college are divided into three departments that have been approved by the provost, president, and the Board of Regents. The purpose of these departments is to provide groupings for faculty associated with one or more related academic programs and disciplines. This leads to more active participation by the faculty in carrying out the work of the college.

**-EVALUATION-**

The dean is responsible for evaluating the performance of the unit chairs/directors and administrative staff as instructed in section 2.8.2 of the *Faculty Handbook*. Evaluation of the dean's performance is carried out by university officers to whom the dean is responsible. It includes but is not limited to confidential evaluation by the faculty and staff of the college. The faculty and staff's assessment of the performance of the dean is carried out at regular intervals, as provided by faculty senate action as approved by the president. The primary purpose of evaluations is to provide constructive information toward improved performance of the dean; hence, the information will be made available to the dean, as well as to the university officers to whom the dean is responsible.

## **AUTHORITY AND RESPONSIBILITY OF ASSOCIATE DEANS**

Jeannine Rainbolt College of Education associate deans are experienced educators and scholars who work with the dean to advance the college's purpose and direction. They serve as members of the college's leadership team in various capacities including active membership on both the Administrative Council and Expanded Administrative Council and they report directly to the dean. The associate deans represent the college whenever appropriate and work in service to the entire faculty, staff, and students in the college on both campuses. They contribute to the general spirit of cooperation and collegiality in the college and to the welfare of all faculty, staff, and students, encouraging, facilitating, and mentoring their work and professional development. Given the increased service responsibilities at the college, university, and community levels, the associate deans typically have a reduced teaching load and reduced service responsibilities in their department.

### **ASSOCIATE DEAN FOR PROFESSIONAL EDUCATION**

The associate dean for professional education is a key member of the dean's administrative team and assists the dean in leading initiatives to support the college's professional education programs and partnerships with local education entities and state education agencies. They promote student, faculty, staff, and college success by providing leadership and coordination of university-wide teacher and professional education as the chair of the Education Professions Division Council; represent and promote the JRCoE on campus and in the state and nation through leadership and service on committees and with organizations important to the college's professional education programs and the continued accreditation of those programs, and; serves as the coordinator for state and national accreditation efforts for the college's professional education programs. They work closely with all departments and university partners to provide leadership in support of professional education and undergraduate program enhancement and growth.

### **ASSOCIATE DEAN FOR RESEARCH AND GRADUATE STUDIES**

The associate dean for research and graduate studies is a key member of the dean's administrative team and assists the dean in leading initiatives to significantly expand the college's scholarly productivity and increase its research funding. They work closely with department chairs, faculty, and graduate students on matters related to research, scholarship, and graduate education and serve

as the director of the Center for Education Development and Research (CEDaR). They work to foster a supportive environment that encourages research and grantsmanship and facilitates post-award execution, provide professional development and mentorship opportunities in research for junior faculty and graduate students; foster research integration within the college, identify potential research funding sources, leverage research expertise within the college to pursue large funding opportunities, manage and grow the college research infrastructure and capacity, and work closely with all departments and university partners to provide leadership in support of graduate program enhancement and growth.

#### **ASSOCIATE DEAN FOR TULSA**

The associate dean for Tulsa is a key member of the dean's administrative team and assists the dean in leading initiatives to support the students, faculty, staff, and college programs based on the Tulsa campus. They serve as the liaison for the JRCoE and the OU-Tulsa administration, work closely with the graduate college deans on both campuses, manages the OU-Tulsa budget, and coordinates with Tulsa program area coordinators as needed to manage class schedules and staff teaching. They also serve as a member of the OU-Tulsa Academic Council and supervises the Tulsa campus college staff members. They work closely with all departments and university leadership in support of Tulsa based program enhancement and growth.

## **THE ADMINISTRATIVE COUNCIL**

The Administrative Council (Ad Council) consists of the dean, the department chairs, associate deans, and other administrative officials as may be designated by the dean. It serves as the executive committee for the college and as a forum for discussing issues of concern and to collaborate on initiatives that benefit the college, the departments, and the university in general.

Ad Council has a policy making role and is the primary advisory committee to the dean. It is a means for interdepartmental communication. In addition, the council provides opportunities for department chairs to reach consensus on issues and thereby achieve consistency among departments as policies are implemented. The council meets once per month.

An extension of Ad Council is the Expanded Ad Council, consisting of elected departmental members of Committee A, directors of college centers and initiatives, and the chairs of the technology and curriculum committees. The Expanded Ad Council meets four-six times during the academic year.

## THE EDUCATION PROFESSIONS DIVISION

The Education Professions Division (EPD Council) is a university administrative structure that includes faculty, students, and staff who work directly and indirectly with professional education programs. Teacher education and school service personnel certification programs are governed through EPD Council. The head is the director of teacher education (dean of the college) who delegates responsibility for its operation to the associate dean for professional education.

The EPD Council consists of 1) one elected representative from each Certification Program Committee, and 2) representatives from all units on the University campus that have responsibilities associated with certification programs that prepare education professionals. This includes Fine Arts and Allied Health. Regular meetings are held, and minutes are kept and distributed. Revisions in any of the certification programs must be presented to and approved by this body. The Council includes the chairs or representatives from the certification program areas.

- Early Childhood Education (Norman)
- Early Childhood Education (Tulsa)
- Elementary Education
- Music Education
- Special Education
- Speech – Language Pathology
- Reading Specialist
- Library Media Specialist
- English Education
- Mathematics Education
- Science Education
- Social Studies Education
- Educational Administration, Curriculum and Supervision
- World Languages Education

Other voting members of the EPD Council include representatives from the program areas and professional sequence courses and chair of the EPD Advisory Committee. Each elected representative for EPD Council is chosen for a two-year term, with terms staggered to provide for the return each year of one-half of the elected members of the previous year's Council. New division members are elected in May of each year. Support staff from the offices of Undergraduate Advising, Certification and Field Experiences, and Data Analysis routinely attend EPD Council meetings to exchange information and participate in discussions. They do not, however, have voting privileges.

The EPD Council is an administrative and policy making body. It receives and considers such reports, suggestions, and recommendations concerning the operation of programs as may come to it from the various Certification Program Committees, the various departments concerned, the director or associate dean of professional education, or another responsible source; it discusses changes and improvements in the program; and, when warranted, it makes suggestions or recommendations concerning programs and policy to the appropriate administrative officers and committees. The EPD Council approves changes in certification programs; however, the department faculty retain control of course content and degree programs.

Much of the routine work of the EPD Council is handled by its executive committee. The executive committee is composed of the associate dean for professional education and three members elected from the division: one from Fine Arts, Library Sciences, Music Education, and Speech for two-year terms. Terms are staggered so that two members will be elected each year.

The Executive Committee for EPD Council meets once each month and on special occasions as needed. Its assigned duties are:

- To determine the agenda for EPD Council meetings.
- To determine the date, time, and place of all EPD Council meetings.
- To appraise and make recommendations to EPD Council on changes in certification programs.
- To make recommendations to EPD Council on changes in policy and procedural matters.
- To act in the name of EPD Council in emergency situations. The minutes of such actions shall be circulated to the members of the division and shall be deemed approved unless noted in writing by a member of EPD Council within five days after electronic distribution of such minutes.
- To perform such other duties as EPD Council may delegate from time to time.

## **THE DIRECTOR AND ASSOCIATE DIRECTOR OF THE EDUCATION PROFESSIONS DIVISION**

The executive officer of the certification programs at The University of Oklahoma is the director of the education professions division and is appointed by the president of the university. The director is also the dean of the college and responsible for administering and providing professional leadership for the university-wide certification programs. The director is the university official who recommends certification to various state boards of education to persons who have completed the certification programs in which they were enrolled. They also maintain liaison functions with the deans of those colleges which participate in the certificate programs; provide coordination for the work of program committees and encourage the improvement of such programs through continual study and evaluation; work with student services to improve student advisement; serve as chair and makes recommendations to the Education Professions Division and the university administration regarding new policy or changes in policy affecting the certificate programs; and maintain contact and association with the state and national agencies that are concerned with preparation programs.

The associate dean for professional education serves as the associate director of the Education Professions Division and is appointed by the dean. This person is responsible to the director for the effective functioning of all administrative and coordinating aspects of the teacher education programs internal to the university, plus those activities involving external agencies specifically assigned by the director. The associate director is the delegated chair of the EPD Council.

## **CERTIFICATION PROGRAM COMMITTEE**

The basic curriculum design unit is the certification/program committee in each field of specialization. Each program or closely related group of programs leading to qualification for a certificate or advanced training in the field is advised by a faculty-student-practitioner committee. Each of these committees is composed of representatives from the teaching department or departments responsible for instruction in the field of specialization, representatives of the faculty of the college, practitioners in the field of specialization, and student representatives elected by each certification program committee. In some cases, committee members are elected by their departments; in others, the members are appointed by the department chair.

In addition to participation in the curriculum design responsibilities of the committee, each departmental representative is charged with keeping the department informed concerning the work of the certification program committee, including recommended changes in curriculum and course content.

Each certification program committee evaluates the programs for which it is responsible and recommends to the Education Professions Division Council such changes as it believes will improve the programs.

Whenever there is a recommendation for a change in a certification program, the procedure is as follows: (1) the chair of the program committee submits the recommended change to the department and the chair in which the program resides; if approved, the recommendation is forwarded to the academic dean (if outside of the College); (2) who refers the proposed change to the EPD Council for review and approval recommendation. (Action should be taken on the proposed change within two months from the time the associate director of the education professions division receives the proposal for the change); (3) the director reports the action (approval or disapproval) to the college curriculum committee; (4) the curriculum committee reviews and recommends to the dean of the College of Education. (See *Flowcharts* on Pages 14-15).

The chair of each certification program committee is typically a faculty member in the field. Each committee meets on call of its chair, but not less frequently than once each academic year. The committee elects a representative to the Education Professions Division Council when a vacancy arises.

### **UNDERGRADUATE PROGRAMS**

Professional advisors in the undergraduate advising office counsel students concerning programs of study leading to undergraduate degrees and initial certification. The advisors explain admission procedures, degree requirements, certification regulations, scholarship opportunities, and approve each enrollment. Through the advising office, effective communication is maintained with other colleges on campus, and colleges and universities throughout the state.

The Office of Certification/Field Experiences provides students with information on field experience placements, certification applications and examinations, and the student teaching internship.

The undergraduate advising office is administered by the assistant dean for undergraduate advising in conjunction with the associate dean for professional education. The office staff works closely with faculty in interpreting policy, resolving problems, and improving advisement procedures.



## **GRADUATE PROGRAMS**

Departments have a direct relationship with the Graduate College. They are responsible for establishing criteria for determining graduate faculty membership and status, but those criteria must meet at least the minimum requirements of the Graduate College. The dean of the college approves the department criteria and signs off on all recommendations to the Graduate College related to graduate programs and graduate faculty status.

Graduate students are advised by faculty in their program area. Faculty advisors explain degree requirements, scholarship opportunities, and track the students' progress through their programs of study. Through the associate dean for research and graduate studies and departmental graduate liaisons and graduate programs support office, effective communication is maintained with the Graduate College.

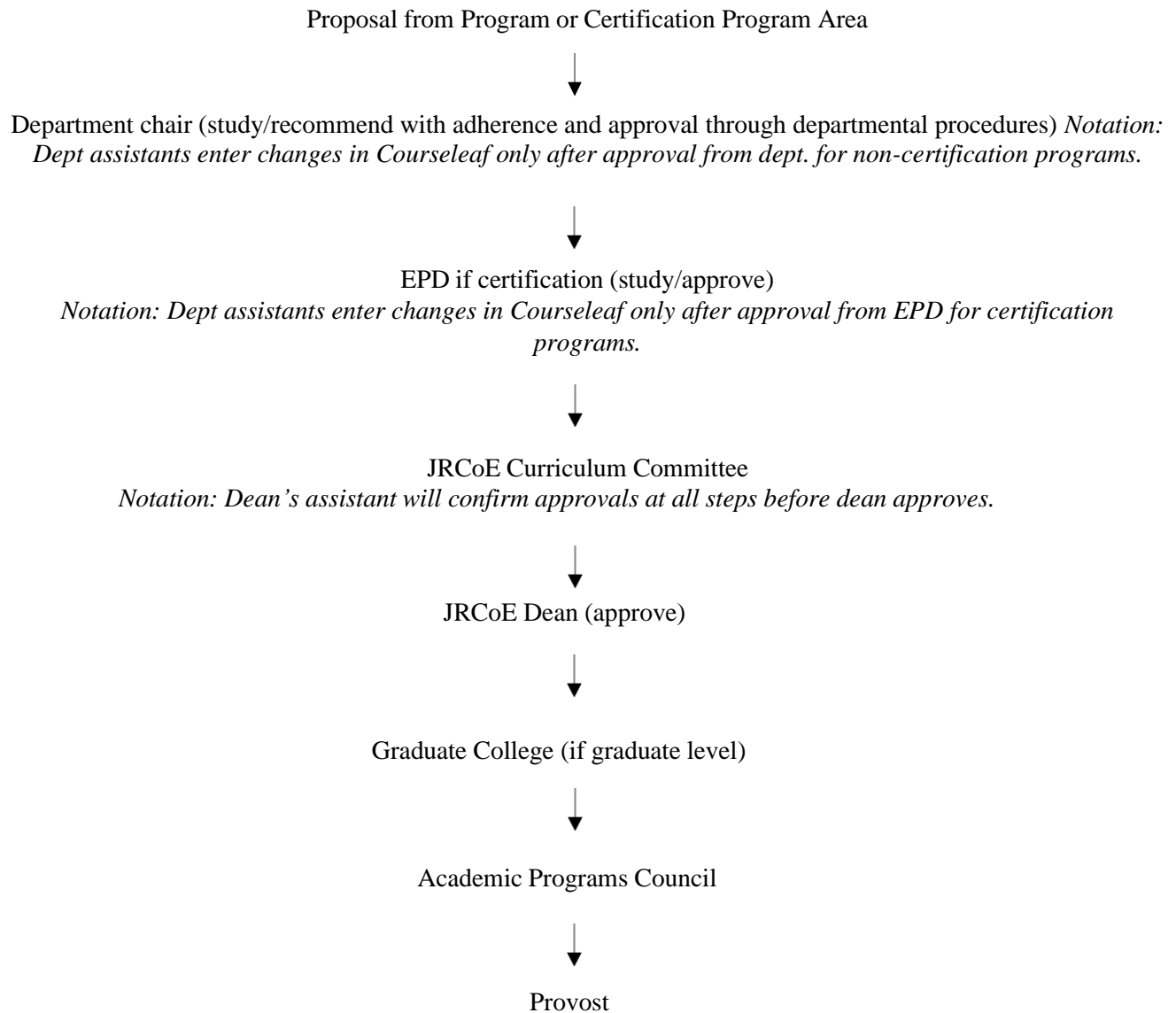
## **DEGREES, PROGRAMS, AND COLLEGE CURRICULUM**

The college determines the content and requirements for its bachelor's degree (B.S. Ed.). The departments and their various program areas establish requirements for completion of programs and degrees encompassed by the departments. The dean of the college is responsible for working with the departments to maintain and promote appropriate improvements and revisions in graduate programs. The dean also reviews and approves all program and course proposals forwarded to the Graduate College, which also has a direct relationship with the departments. The systematic process used for changing the degree and certification programs vary. The *Flowcharts* on the following pages outline the appropriate sequence of decisions for changes in each case.

To request a new degree program or certificate with approval from the department chair and dean, the form to submit is located in this link: [Request to Design New Degree Program or Certificate](#).

## FLOWCHART FOR DEGREE AND CERTIFICATION PROGRAMS

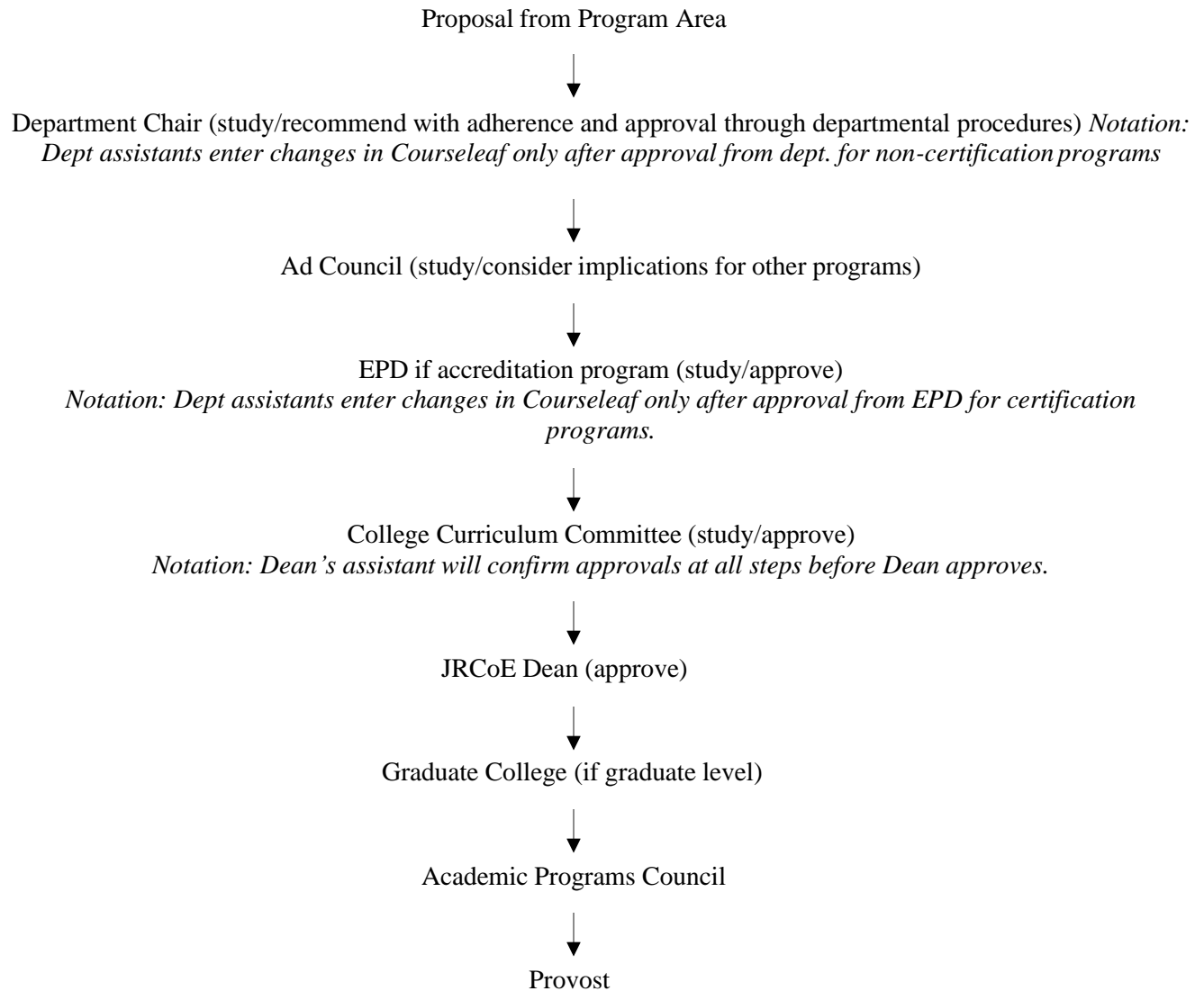
### (New program/course and program/course changes)



*(Flowchart approved by faculty during college-wide meeting April 22, 2021)*

## FLOWCHART FOR ONLINE PROGRAMS

(New program/course and program/course changes)



*(Flowchart approved by faculty during college-wide meeting April 22, 2021)*

## COLLEGE COMMITTEES

Most college committees consist of one or two faculty members from each of the three academic departments, and some include students or staff, as relevant to the committee's work. Faculty representatives serve staggered three-year terms, and student representatives serve one-year terms. Committee members are elected in spring for terms beginning the following fall semester. Some standing committees meet regularly, and others meet on an as-needed basis. They are convened by the chair of the committee. Committees which have college-wide responsibilities are as follows:

### **-ACADEMIC MISCONDUCT AND APPEALS COMMITTEE-**

The Graduate Academic Misconduct and Appeals Committee hears academic misconduct cases (such as plagiarism) and academic appeals (such as grade appeals) of graduate students in the College. This committee is convened by the dean's office when necessary. **Note:** All grade appeals (undergraduate or graduate) should be directed to this committee as well as undergraduate academic appeals. Graduate academic appeals/misconduct should be directed through advisors, grad liaisons, Associate Dean for Research and Graduate Studies, and/or the Graduate College, as appropriate.

The committee consists of one faculty member from each department and three student *ad hoc* members (who are determined when there is an appeal).

For additional information and resources related to integrity at the University of Oklahoma: Office of Academic Integrity Programs (OAIP) using the form available on its website <http://integrity.ou.edu>.

### **-AWARDS COMMITTEE-**

The College Awards Committee reviews nominations from departments for the College's four annual faculty awards presented at the annual Celebration of Education. These annual awards are the: Pre-Tenure Faculty Award, Teaching/Advising Award, Research/Scholarship Award, and Leadership/Citizenship Award. This committee also assists with the University award nominations and the VPRP award nominations process.

The committee consists of one faculty member from each department, generally selected from Committee A or the department's Awards Committee, and the Associate Dean for Research and Graduate Studies.

### **- CENTER FOR EDUCATIONAL DEVELOPMENT AND RESEARCH (CEDaR) ADVISORY BOARD-**

The purpose of the CEDaR Advisory board is to promote and provide input regarding the annual goals,

activities, and services of the College's Center for Educational Development and Research (CEDaR). Its members also serve as liaisons between CEDaR and their departments, keeping faculty and graduate students apprised of CEDaR's services and activities.

The CEDaR Advisory Board is comprised of one faculty member and one graduate student from each department and the Associate Dean for Research and Graduate Studies who serves as the Director of CEDaR.

#### **-COMMITTEE ON COMMITTEES-**

The Committee on Committees is responsible for managing all college-wide elections for service on college committees and recruiting nominees for university committees requiring representation from the college. This committee is also responsible for elections each spring for Faculty Senate and Graduate Council.

This committee consists of one faculty member from each department.

#### **- COMMUNITY ENGAGEMENT, BELONGING, AND ACCESS COMMITTEE-**

The purpose of the Jeannine Rainbolt College of Education Committee for Community, Engagement, Belonging, and Access is to create and maintain a diverse learning environment, while cultivating a sense of belonging for students, faculty, and staff.

This committee consists of five faculty members, one from each department area in Norman and Tulsa, two to four staff members, at least one from each campus to include staff in roles with high interactions with students at both the undergraduate and graduate level, and two to four students, one undergraduate and one graduate student from each campus. The committee can determine how to select the students for this committee. A chair for the committee will be selected from among the faculty committee members.

#### **-CURRICULUM & PROGRAM COORDINATION COMMITTEE-**

The Curriculum and Program Coordinating Committee serves as an advisory panel to the JRCoE dean on matters regarding college-wide curriculum and programmatic proposals for course additions and/or modifications. The primary activity of the Committee is to deliberate over program and course additions and modifications and to provide recommendations to the dean regarding the suitability of the proposed curriculum/programmatic changes. The committee has a monthly standing meeting that is shared with the college to aid in course and program addition and modification approval timelines.

The Committee consists of two faculty members from each department.

**-GRADUATE SCHOLARSHIP COMMITTEE-**

The Graduate Scholarship Committee exists to equitably distribute the college's scholarship funds among deserving graduate students who meet the criteria for available scholarships. The committee reviews applications for graduate student scholarships and selects scholarship recipients.

This committee consists of one faculty member from each department and the Associate Dean for Research and Graduate Studies.

**- COMMITTEE GRADUATE STUDENT RETENTION COMMITTEE-**

The Graduate Student Retention committee is responsible for developing and helping to implement strategies to retain graduate students. This committee will monitor student satisfaction and retention data. They will work to enrich student satisfaction, implement solutions to improve retention and will measure the impact and success of these interventions.

The committee membership consists of one faculty member from each department, one faculty member from Tulsa, the graduate programs support specialist, one to two graduate students, the JRCoE senior data collection analyst, and the Associate Dean for Research and Graduate Studies.

**-RESEARCH AND TRAVEL COMMITTEE-**

The Research and Travel Committee is responsible for reviewing and selecting recipients of the college's summer research grants and allocating funds for the Norman campus faculty and graduate student requests for research and travel funds.

The committee membership consists of one faculty member from each department and the Associate Dean for Graduate Studies and Research.

**-TECHNOLOGY COMMITTEE-**

The Technology Committee exists to promote the use of technology in teaching and learning, support technology innovations for teaching, and make purchase recommendations relating to computer technology for the college. The committee also evaluates and allocates available funds for instructional or teaching-related requests by individual faculty.

The Technology Committee consists of one faculty member and one graduate student from each department, one staff member from the dean's office, leaders of the IT department, one undergraduate student from the Dean's Student Advisory Committee, and the Associate Dean for Professional Education.

#### **-UNDERGRADUATE SCHOLARSHIP COMMITTEE-**

The Undergraduate Scholarship Committee exists to equitably distribute the college's scholarship funds among deserving undergraduate students who meet the criteria for available scholarships. The committee reviews applications for undergraduate student scholarships and selects scholarship recipients.

This committee consists of one faculty member from each department and the Associate Dean for Professional Education.

#### **-UNDERGRADUATE STUDENT RETENTION COMMITTEE-**

The Undergraduate Student Retention committee is responsible for developing and helping to implement strategies to retain undergraduate students. This committee will monitor student satisfaction and retention data and offer supports to enrich student satisfaction and reduce change of major and/or dropout rates. Members of this committee will participate in first year student experiences/events as their schedules allow. The committee will share their insights about undergraduate student retention and experience with the JRCoE Student Enhancement and Community Engagement Coordinator. The committee will consult with the OU Director of Graduation and Persistence as needed.

The committee membership consists of one faculty member from each department, an undergraduate student advisor, one to two undergraduate students, the JRCoE senior data collection analyst, and the Associate Dean for Professional Education.

## **CENTERS AND INSTITUTES**

#### **-CENTER FOR EDUCATIONAL DEVELOPMENT AND RESEARCH-**

The Center for Educational Development and Research (CEDaR) is a unit that serves the College of Education community. The CEDaR mission is to support research and scholarly productivity of faculty and graduate students in the College of Education. The primary function of CEDaR is to provide consultation on research methodology to college-affiliated personnel. Such consultation

includes literature review options, problem identification and clarification, research question and hypothesis generation, design strategies, instrument selection and development, general analytic strategies, computer-based statistical analysis support, and dissemination options. CEDaR also consults on computer hardware and software decisions in support of the College of Education's research capacity.

#### **-CENTER FOR LEADERSHIP ETHICS AND CHANGE-**

The Center for Leadership Ethics and Change (CLEC) is an affiliate of the Consortium for the Study of Leadership and Ethics in Education (CSLEE) of the University Council for Educational Administration (UCEA), a global association of faculty and research associates representing eight international university-based centers and institutes devoted to the support, promotion and dissemination of theory, research, and practice on values and leadership.

#### **-CURRICULUM LIBRARY-**

The Curriculum Library contains all Oklahoma state adopted textbooks and curriculum materials for grades K-12. The Library is open to the public and located in Collings Hall, Room 150. The materials in the collection are for reference only.

#### **-EARLY CHILDHOOD EDUCATION INSTITUTE-**

The Early Childhood Education Institute (ECEI) at OU-Tulsa strives to advance and support early childhood programming and policies through research, evaluation, and outreach. The ECEI focuses on young children, birth through age 8, and the programs and policies that impact these young children and their families.

#### **-INSTITUTE OF CHILD DEVELOPMENT-**

The National Academy of Early Childhood Programs has accredited the Institute of Child Development, which serves approximately 50 children from the Norman and University communities. Working with children from two-to-five years old, the Institute meets a variety of strict standards, including providing activities appropriate for preschool children, having an adequate student-staff ratio, meeting stringent health and safety standards, and providing opportunities for parental involvement.

The Institute has two major goals: The first is to provide a developmentally appropriate environment for early childhood students to observe and interact with young children. The second is to provide



young children with the very best educational opportunities during the early childhood years. The OU Institute of Child Development was in the first group of licensed childcare facilities in the United States to be accredited.

**-INSTITUTE FOR THE STUDY OF EDUCATION FINANCE-**

The mission of the Institute for the Study of Education Finance (ISEF) is to promote inquiry, discourse, and dissemination of research that informs professional practice related to elementary, secondary, and higher education, and to provide service supporting best practices related to education funding that promotes learner achievement.

The primary goal of the ISEF is to conduct and disseminate high quality research that informs best practices regarding education finance to the practitioner community in Oklahoma and beyond.

**-JOHN W. RENNER SCIENCE EDUCATION CENTER-**

The John W. Renner Science Education Center's mission is to continue to be at the forefront of science education research while preparing teachers and professionals for lasting scholarly work and personal development to improve upon science education for all students.

**-K20 CENTER FOR EDUCATIONAL AND COMMUNITY RENEWAL-**

The Center for Educational and Community Renewal is a statewide education research and development center which promotes innovative learning through school-university community collaboration. The Center proposes a model for educational and community renewal that addresses squarely the needs of children and families through interactive, action-oriented partnerships among schools, families, universities, and community and government agencies as opposed to isolated entities.

**-LEADERSHIP AND POLICY CENTER FOR THRIVING SCHOOLS AND COMMUNITIES (THRIVE)-**

The leadership and policy center for thriving schools and communities (THRIVE) imagines schools and communities as social environments that nurture innate human vitality and agency. Our integrated work situates leadership preparation and development within the domains of social science and policy research. The purpose is to construct within communities theoretical, empirical, and practical knowledge relevant to leadership of social systems for the purpose of creating thriving schools and communities.

**-OKLAHOMA WRITING PROJECT-**

An affiliate of the National Writing Project ([www.nwp.org](http://www.nwp.org)), the Oklahoma Writing Project (OWP) ([www.okwp.org](http://www.okwp.org)) has provided the best in professional development for tens of thousands of teachers from all corners of Oklahoma for over forty years. "Writing in its many forms is the signature means of communication in the 21st century" (vision statement from the National Writing Project). The OWP works to help teachers become better writers and better teachers of writing. OWP works to improve writing, thinking, and creativity for all learners.

#### **-Zarrow Institute on Transition & Self-Determination-**

The Zarrow Institute on Transition & Self-Determination at the University of Oklahoma strives to promote successful transition outcomes for all by implementing innovative research, putting findings into practice, and disseminating knowledge through high-quality products and professional development. Zarrow Institute faculty, staff, and university students target these efforts through self-determination-oriented evaluation, research, development, transition education instruction, and dissemination of best educational and support practices.

The Zarrow Institute actively prepares undergraduate and graduate students to assume leadership roles in schools, universities, and support organizations for individuals with disabilities. The Zarrow Institute partners with national and state agencies and parent groups to provide training and transition education materials across the nation to improve post-school outcomes of individuals with disabilities.

### **SECTION III: BUDGET POLICIES**

The dean of the college has the title, “Budget Dean.” The money that becomes available to the university from the State and all other sources is allocated among the colleges and other administrative units. All colleges are expected to develop their budget recommendations with the participation of their departments and other administrative sub-units.

It is the responsibility of the dean of the college to determine the allocation of the college budget. Each department is given a budget for instruction, staff, GA’s, and operational costs. It is the responsibility of the department chairs, Center directors, and the assistant dean for undergraduate advising to manage their respective budgets and allocations according to the needs of their various areas. During the budget development process, the dean will solicit input from the department chairs.

Salary levels for new faculty or staff and budgetary allocations for perquisites for new faculty and staff are the responsibility of the dean. When vacancies in faculty or staff occur, the funds will be retained by the college and the dean will work with the director of finance to determine all available resources. The dean will initiate an internal RFRA (Regular Faculty Recruiting Application) process working with the chairs on current program and department needs to establish priorities for new faculty searches. Each time a faculty line is vacant staffing needs to determine the College’s mission and goals are being met will be re-evaluated.

#### **SALARY SAVINGS ON GRANTS**

Twenty-five percent of the gross salary savings related to any grant will be allocated to the dean’s office. Sixty-five percent of the gross will be allocated to the department for use. Ten percent of the salary savings for the principal investigators will be allocated to the department to be distributed to the individual(s) responsible for submitting the grant. The department will use its sixty-five percent for faculty replacement and any other appropriate expenditures. The management of this sixty-five percent is at the discretion of the department chair.

The ten percent going to the individual(s) submitting the grant could be used at the discretion of the faculty member to support part of a graduate assistantship, travel, or other appropriate expenditures within the guidelines of the university, college, and department. Equipment purchased with these funds remains the property of the university. In individual cases the department chair might wish to provide more than ten percent to the individual(s) obtaining the grant. For example, while the salary savings of a person might be

\$10,000 and ten percent is \$1,000, the department chair may allocate the full cost rather than only the \$1,000 to cover a .25 graduate assistant. That decision is made at the departmental level.

#### **-COURSE BUYOUT/RELEASE-**

A course buyout situation applies when a faculty member is granted a course release in order to accommodate their work on an externally funded project. The corresponding percentage of the faculty's appointment is directly charged (accounted for) to the grant account (budget) during the term of the buyout. The minimum percentage of effort for a course buyout to work on a sponsored project should be 10% of the faculty member's nine-month Institutional Base Salary for each course released. Exceptions can be made to this policy with approval from the department chair and the dean.

#### **SPONSORED RESEARCH INCENTIVE (SRI)**

Twenty-five percent of the SRI generated by college faculty will be allocated to the dean's office. Sixty-five percent will be distributed to the department, and the remaining ten percent will be distributed to the individual(s) responsible for submitting the grant. The department will use its sixty-five percent for faculty replacement and any other appropriate expenditures. The management of this sixty-five percent is at the discretion of the department chair.

An exception to this policy will be SRI generated by Jeannine Rainbolt College of Education centers and institutes (directors of those centers/institutes or writing teams from those centers/institutes). The full amount of SRI will be allocated to the center or institute for use at the director's discretion for appropriate expenditures.

OU VPRP SRI Guidance: <https://www.ou.edu/research-norman/research-services/guidance/sponsored-research-incentive>

#### **DEFICITS IN UNIVERSITY ACCOUNTS**

Deficits in university organizations are not permitted. Org financials should be reviewed each month by the college financial administrator, department, and dean/directors. The office of financial support service will monitor orgs to ensure that org deficits do not occur. In all cases, sponsors are ultimately responsible for the

financial management of their accounts. If a deficit is projected or indicated, immediate action should be taken to prevent or correct the problem.

Special circumstances may occur which will require written pre-authorization of a temporary deficit for a special purpose including an explanation of why the deficit is anticipated. This request and approval process must be fully documented through the appropriate vice president/provost office.

Requisitions and purchase orders that will place an org in a deficit position will not be processed by the university's purchasing department but will be returned to the org sponsor. Invoices presented to financial support services that will result in a deficit, if paid, will also be returned to the account sponsor. Purchases of products or services from internal university departments (such as Catering, Facilities Management, Printing Services, University Bookstore, or Fleet Services) will not be allowed from orgs with deficit balances. All purchases must have budget approval.

If an org reflects a deficit without proper authorization, the sponsor and the appropriate vice president will immediately be notified. Unless the deficit is cleared or written approval for a temporary deficit is provided within 30 days of notification, all financial activities within the account will be suspended. This will include payroll and all internal billings. If an unauthorized deficit is reflected on June 30 financial reports, the departmental appropriation for the succeeding fiscal year will immediately be reduced.

## **BUDGET DEVELOPMENT**

Each year the university administration issues budget details to the college regarding the state appropriations and current budget structure. It is the responsibility of the college administration to ensure the accuracy of the budget details and whether funds within the college's accounts should be re-appropriated.

The bulk of the budget is for the salaries of personnel. Money is sometimes allocated to correct various types of inequities that develop over a period, but basically salary increases are determined by available resources and an evaluation process that takes place in the departments and is essentially the responsibility of Committees A and department chairs and contingent upon budgets and available resources.

Each department has funding available for its general maintenance and operations. University financial accounting policies and procedures are in place to facilitate the use of these monies. These funds available to the departments also include budget allocations to fund graduate assistants. Salary amounts for these positions are established through guidelines that are developed by the university.

Staff positions are classified. Basic salaries are determined by the placement of positions in the University's classification system and through available resources. The university and college allocate given amounts of money for staff salary increases within the resources available and performance-based evaluations determine the amounts of increases within the structure of the classification system.

### **BUDGET ADMINISTRATION**

When the university budget document is approved by the Board of Regents and the final allocations from the university are made to the college and to the departments, it is then the responsibility of the departments to see that the monies are properly spent as planned. The dean's role in the administration of the budget is to monitor departmental expenditures to make certain that they fall within the limits of the money that was allocated and to administer the portions of the budget that are his or her direct responsibility.

#### **-ACCOUNTS PAYABLE PROCEDURE-**

Upon receiving an invoice from a vendor, certain steps are taken by the appropriate financial office to ensure that it belongs to the area; that it is accurate; and what org is responsible for the payment of the bill.

- Determine what merchandise is included on the invoice
- Who purchased the item.
- Check for any variations in amount of the invoice.
- Submit invoice to dean's office for payment with department chairs signature and any accompanying forms.
- Invoice will be stamped and coded appropriately.
- Begin the process for payment of the invoice within Marketplace.
- Copy of all supporting documentation should be kept in the account folder for backup documentation for the reconciliation process and will need to be scanned into the Marketplace system.

If an invoice is received that has little or no information to assist in identifying the items purchased or the area/department/person who may have purchased the item, contact the vendor directly to obtain information necessary for processing, then forward to the appropriate area.

### **-OU FOUNDATION ACCOUNTS-**

Only expenses associated with fundraising, approved individual memberships, student awards, and scholarships can be paid directly through the OU Foundation using a payment request form. A receipt for the expenditure to be made from an OU Foundation account should be forwarded to the Administrator II, and they will process an online Payment Request form. The dean's office representative must sign off on all disbursements from any OU Foundation accounts. Otherwise, all other requests for payment using foundation funds will go through the PeopleSoft system and orgs will be reimbursed from the appropriate OU Foundation fund. A copy of the back-up materials with the original receipt will be kept in the account folder for monthly reconciliation back to that account. All expenditures should be logged in to the OU Foundation workbook as processed.

### **-CASH RECEIPTS-**

Most departmental areas do not receive incoming cash or checks on a regular basis. If an area does have a program that does require the collection and deposit of cash and checks, the following procedures should be followed:

- I. Count and verify the amount of cash and endorse checks immediately.  
Enter deposit into Peoplesoft system when applicable and bring to the designee in the dean's office where it will be logged in and verified.

**ENDORSEMENT:** Should include the following information:

- For Deposit Only
  - Chartfield String or Transaction ID
- II. Foundation deposits should be brought to the designee in the dean's office where the deposit will be logged in and verified and then the appropriate deposit form will be completed and sent to the Foundation in an approved lock box envelope.

### **INVENTORY**

Inventory includes any items such as equipment, computers, copiers, fax machines, furniture, which exceeds \$5,000 in value. Any time an item is purchased over this value limit, the campus inventory control area receives information from purchasing and receiving. They list this initially on the org/chartfield string that purchased it and designate an inventory control number. They will contact

the department/area where the item was purchased to verify the chartfield string listing for inventory control and tag the item with the university ID tag. Their responsibility also includes that of the two-year inventory review done for the entire campus.

It is the responsibility of the department/area to keep records on the location of inventory items. Duplicate the information listed on the inventory sheets. One additional item should be the exact location (building name & room number) of the item. It is necessary to be aware of where in the building, faculty office, service area or other location the item is being used &/or stored. It is also the responsibility of the department/area to track the correct chartfield string of the items as an item may have been purchased on one chartfield but should be listed on a different chartfield for inventory control.

### **GRANTS & CONTRACTS**

Any item that fits the above description of inventory and has been purchased on a grant is the property of the university and the department where the faculty or staff member's primary appointment is held. This would be the home department of the faculty or staff member who purchased the item. Also, this home department should be the chartfield string listed on the inventory. The grant or project number would be the "purchasing" account number.

### **INVENTORY LOCATED OFF-CAMPUS**

The policy of the university states that faculty & staff are permitted to use university property off campus. However, when this occurs as part of a remote work agreement, it is the responsibility of the department/area to record the location and the name of the faculty/staff member who is removing the item from campus. There is a form that must be filled out by the faculty or staff member to record the location of any items located off campus. This form must be completed in front of a witness and the faculty/staff member must sign it stating that they understand the terms. The department chair must also sign and approve this form.

Any item taken off campus by faculty or staff should also be recorded on the departments or area's inventory. It should be listed on the department's account where the faculty or staff member hold their primary appointment. In addition, the address or location should be listed where the item(s) are being kept. At the time a faculty or staff member leaves employment of the university, they must return any inventory item(s) back to the department/area. The department/area may allow the continued use of the item(s) with that individual but should retain the pertinent information on the inventory.



## **PAYROLL/PERSONNEL**

It is each employee's responsibility to enter their time into Workforce unless they have designated the department staff to do so on their behalf. The items discussed in this manual will only cover policies or procedures within the college area. It will be expected that all formal OU Human Resources procedures will be followed.

### **-PERSONNEL-**

Personnel files will be kept within the dean's office for every individual who is employed in any capacity within the college. Any appointment forms, new employee information, faculty vitas or resumes, copies of annual evaluation reports, etc. should be in these files. The information contained in these files is of a confidential nature and should not be shared freely with other individuals without discretion.

The department/area representative will be responsible for supplying the dean's office representative with any information regarding personnel actions for processing. This should include appointment forms, special pays, terminations, LOA, etc. The dean's office representative should keep copies of all personnel documents for the employee file.

Recommendations by the departments concerning employment of faculty, tenure, promotion, merit salary increases, sabbatical leaves and other personnel matters are submitted to the dean. Based on the information that has been made available from the departments and whatever other information they may choose to consider; the dean then makes recommendations to the provost. The requisite university committees and administrators have the responsibility for reviewing the recommendations from the dean, department chairs, and faculty in making their recommendations to the provost.

### **-PAYROLL-**

Any compensatory time earned or taken must have prior approval from the employee's immediate supervisor. All compensatory time will be input, along with the regular hours worked, via the HRMS system, *Workforce*.

### **-PURCHASING-**

When making purchases for items under \$5,000 a departmental purchase order form can be

completed. If departmental purchase orders are used, there must be a consistent, consecutive, and recognizable numbering system. Departments should work with the Business Manager to obtain a PO number and authorization form.

A copy of the PO, along with the supporting documentation should be placed in the proper account folder for back up documentation as part of the reconciliation process and will be needed as support documentation in the new Peoplesoft system.

When merchandise is received, be sure it is the correct item(s) according to the order placed. A packing slip may be shipped with the items. Payment cannot be generated from this packing slip. It is only a verification of what was shipped by the vendor.

When an invoice is received for the merchandise follow the procedures for processing invoices within Marketplace. Match the invoice to the purchase order. Then, reconcile the invoice with purchase order to the monthly account statement. When purchasing items over \$5,000, process according to Marketplace regulations. Keep a copy in the appropriate monthly account folder for statement reconciliation.

All support documentation must also be downloaded as an attachment in the Marketplace system.

#### **-PCARD POLICY-**

The University of Oklahoma Purchasing Card (Pcard) program has been implemented to improve service to university departments and to provide a more efficient process for small dollar purchases. The Purchasing Department Pcard team administers the Pcard contract. The primary benefits of the OU Pcard are access to companies that will not accept purchase orders, a reduction in the number of checks issued and a reduction in paperwork. Unless otherwise governed, restricted, or addressed by university policy, university departments may purchase products and services directly from a vendor when the cost is in accordance with the "Small Dollar Policy" and only those preapproved services listed in the Pcard Guide are eligible to be paid with the Pcard.

Departments should refer to the Pcard Guide for examples of allowable purchases and are encouraged to utilize the Pcard for payment of small dollar purchases, to the maximum extent possible.

All receipts from Pcard purchases should be turned into the dean's office to be placed in the appropriate account folder for reconciliation purposes. All employees who are authorized to use a Pcard are obligated to go into the system and verify their charges and you will be required to attach

the receipt or supporting documentation. A representative from the dean's office will approve the charges. Pcard documentation will now be maintained in the system and must be kept for seven years. Note: Transactions not reconciled by the deadlines set forth by the University will result in suspension of the Pcard and after three violations the employee will no longer be able to utilize a Pcard which could lead to disciplinary action.

For information on the university's Pcard Guide and Policies and Procedures: [Pcard Guide](#) and [Pcard Policies and Procedures](#).

#### **-TRAVEL CARDS-**

All university employees who will be traveling are required to obtain a university travel card and all travel expenses should be paid for with the travel card when reasonably possible. All travel should be requested and expensed through Concur, which is the university system for booking travel. It is recommended that all faculty work with their department's assistant when making their travel arrangements.

Concur will also be the platform for submitting certain personal reimbursements that are pre-approved and have the required form attached with signatures and are identified as allowable. All other personal reimbursements will have to have a Form 3 completed located in the link: [Form 3](#). The university strongly discourages personal reimbursements.

Employees are allowed to use their Travel Card for certain business-related meals as deemed appropriate and approved the department chair and/or dean.

## **SECTION IV: DEPARTMENTAL RESPONSIBILITIES**

The departments are the primary administrative units within the college. Within the parameters of the college and university policies, they are administratively autonomous. In faculty personnel matters such as tenure, promotion, merit pay increases, graduate faculty status and other matters, departments develop standards which criteria are compatible with the parameters of university and college policies.

#### **-DEPARTMENT CHAIR'S ROLES AND RESPONSIBILITIES-**

Fundamental to their administrative responsibility as the department chair, chairs are accountable for day-to-day supervision of those who are administratively responsible to them. Consistent with

the role of a faculty member in a comprehensive research university such as The University of Oklahoma, the daily schedules of faculty members must be flexible and will routinely result in absence from offices and indeed from the university, campus, and community. Still, the department chairperson is accountable for knowing within general limits how faculty are fulfilling their employment responsibilities at the university. The chair is responsible for calling faculty members to account for any abuses of the legitimate flexibility afforded to fulfill their responsibilities as scholars and teachers.

University policies concerning departmental administration and the responsibilities of department chairs as well as criteria and procedures for their selection are contained in the Faculty Handbook (Section 2.8.2). The sections below describe how those policies are implemented in the College of Education.

- Mission priorities for the department: The chair exercises leadership in developing, stimulating, and monitoring priorities of the department, including resident instruction, continuing education, research, and professional service. They ensure that the department mission, goals, and policies are coordinated with the college mission, goals, and policies.
- Administrative leadership: The chair serves as the executive officer of the department and is responsible for managing such things as departmental budgets, programs, course schedules, recruitment, faculty assignments, office space and support staff.
- Program leadership: The chair provides leadership in the development of undergraduate and graduate programs and initiates periodic evaluations of existing programs. They work with the faculty to identify and develop excellent programs that receive regional and national recognition.
- Recruitment and selections of personnel: The chair provides leadership in the recruitment of new faculty and makes recommendations to the dean for appointment of faculty and staff within the department.
- Faculty governance: The chair works with faculty within the department to establish policies, programs, and priorities. This includes processes for working with Committee A, the graduate liaison (if not the chair), and program committees.
- Promotion and tenure: The chair makes a formal recommendation for promotion and tenure for all faculty members with the assistance of Committee A.

- Faculty salaries: With the assistance and advice from Committee A, the chair recommends salary increases for faculty based upon evaluation of their performance.
- Operating budget: The dean ultimately sets the budget, and the chair formulates and manages the department's operating budgets and allocates funds to individual faculty within the department. All budgets within the department are under the direct supervision of the chairperson.
- Physical facilities: The chair assigns physical facilities (office space) in consultation with the dean.
- Faculty development: The chair is responsible for ensuring that there is appropriate, ongoing faculty development for personnel in the department to maintain quality instruction, research, programs, and service.
- Spokesperson in department: The chair serves as the official spokesperson for the department, as the advocate for the department, and as the liaison between the dean's office and the department. They serve as the department representative on the college Administrative Council.
- Relationship with professional groups: The chair works with the faculty in the department to develop and maintain close relationships with their professional colleagues within the University, with professional groups in the state, region, and nation, and with the State Department of Education and other state agencies.
- Alumni and public relations: The chair works with the dean's office and faculty to develop and maintain relations with alumni. They also assist the dean's office and university public affairs to communicate the accomplishments of the department and faculty.
- Teaching, advising and research: The chair will teach two, three-credit hour courses during each academic year. It is recommended that one course be taught during a regular fall or spring semester with the second course to be taught in the summer. The remainder of their load will be assigned to administrative duties, their research, and other scholarly activities. Part of their leadership role is to serve as a model in the areas of teaching and scholarly activities.

#### **-SELECTION CRITERIA AND PROCESS-**

The following criteria will be used by the dean and faculty to select chairpersons in the college. The chair must be tenurable in one of the areas of specialization within the department and hold full membership on the graduate faculty. The chairperson needs to demonstrate:

- Strong administrative and management skills.

- Support for all areas within the department.
- Ability to work collaboratively with the faculty in the department.
- Ability to work collaboratively with the dean and associate deans.
- An understanding of university and college operations.
- Ability to provide leadership in the areas of program development, research and other scholarly activities, teaching and advisement, and service.
- A consistent pattern of scholarly accomplishment.
- Effectiveness in the areas of advising and teaching.
- Strong interpersonal skills which allow them to work effectively with faculty, students, other administrators, and external constituencies.
- A commitment to the implementation of Institutional Equity and Affirmative Action.

The process for selecting the departmental chairperson is based upon the guidelines presented in the Faculty Handbook in Section 2.8.2. The procedures used for searching for an internal or national candidate for department chair are as follows:

- I. Prior to initiating search and nomination procedures for department chair, the faculty of the department should meet with the dean of the college to discuss the needs and expectations of the department as they relate to the appointment of a new chair, the role of the chair, and the type of search (i.e., internal or national) that most likely will assure that an appropriate candidate is recommended and to discuss any budgetary considerations related to the search and appointment of a new chair.
- II. Subsequently, the faculty will recommend to the dean whether the search should be internal or national.
- III. If the dean does not concur with the department faculty's recommendation, the dean will meet with the department faculty to discuss reasons for disagreement. However, the dean's decision will be final and must be consistent with the university's affirmative action policies.
- IV. For national searches, a search committee will be formed consisting of elected departmental faculty members, one or two students reflecting undergraduate majors and graduate students to the extent appropriate, and members appointed by the dean, including one current department chair. Elected departmental faculty shall constitute the majority. The search committee will review applications and, in consultation with the departmental faculty, will recommend to the dean the candidates for on-campus visits.

- V. After the campus visits, both the search committee and the faculty will rank the acceptable candidates and recommend them to the Dean. The dean will forward their recommendation to the senior vice president and provost.
- VI. The campus senior vice president and provost will approve all appointments of department chairs prior to submission to the president's office and the Board of Regents.

**-OTHER RELATED INFORMATION-**

Length of Term: In accordance with section 2.8.2 of the Faculty Handbook, the chairperson will serve a term of four years and may be re-appointed after a positive evaluation from faculty and the dean for an additional four-year term. Committee A will work with the associate dean or dean to obtain faculty feedback on the performance of their chair.

Appointment: Chairs are appointed by the dean and serve at the discretion of the dean. Department faculty create a search committee and identify a candidate. The first term of four years may be renewed by the dean in accordance with Section 2.8.2 of the Faculty Handbook. The chairperson will have a 12-month contract.

Compensation: Department chairs will receive an administrative supplement for assuming their additional administrative responsibilities. This supplement will begin when the person assumes the position of chairperson and terminates when the person leaves that position. This is not a permanent increase in salary. When a 12-month position returns to a 9-month position, the college will adhere to the university's "Step-Up Step-Down" policy.

**SPECIFIC DEPARTMENTAL RESPONSIBILITIES**

The Jeannine Rainbolt College of Education is a bellwether for educational excellence and committed to ensuring that all students receive an outstanding scholastic experience. Our workload guidelines are designed to encourage quality, efficiency, and effectiveness, and align with the university and college mission. Moreover, our focus is to maximize direct contact with undergraduate and/or graduate students carrying out the professional roles and responsibilities. Workload guidelines are designed to help regulate faculty activity in ways that promote autonomy and academic freedom to empower faculty to do their best scholarly work in the areas of teaching, research, and service.

#### **-TENURE-**

Tenure criteria (and promotion) procedures are developed by the department and approved by the college dean and provost. The tenure review process, which has been established by the university and college, is to be followed. Information is provided by the provost of the university about who is to be evaluated for tenure, deadlines for making recommendations, and other matters. This information is transmitted to the department chairperson through the dean of the college. The department, with appropriate participation of its faculty and Committee A, will submit a tenure recommendation to the dean who will make their own recommendation.

The recommendations will be sent to the Campus Tenure Committee, the provost, president, and ultimately OU Board of Regents, the level at which the tenure decision is made. The guidelines for tenure and promotion developed by the university are found in the Faculty Handbook, Section 3.7.

#### **-PROMOTION-**

The same procedure as that used for tenure is established for reviewing those who are nominated for promotion in rank. If the department's review leads to the conclusion that a recommendation to promote should be made, the department's Committee A, and department chairperson shall submit the recommendation and materials supporting promotion to the dean. The final decision on whether promotion is to be recommended to the university administration will be made by the dean.

#### **-MERIT SALARY INCREASES-**

Within the guidelines established by the university and the college each year, Committee A and the department chairperson recommend merit salary increases for each faculty member. Faculty members submit annual reports, which are reviewed by Committee A and the department chairperson. Evaluation forms for each faculty member are completed by Committee A and the department chairperson and transmitted to the dean of the college and the provost. In some instances, the dean may recommend additional merit increases for some faculty members from the funds the dean retains from the college allocation for this purpose.

#### **-TEACHING EXPECTATIONS-**

Teaching expectations for the JRCoE include responsibilities for organized and unorganized classes. The first is an expectation to teach four organized classes of three credit hours per year during the fall and spring semesters. Realizing that some faculty, based on heavy research,



administrative or service responsibilities, will have fewer course requirements. Other renewable term and/or tenure-track faculty not publishing at a high rate, obtaining external funding, and/or supervising graduate students will be expected to carry a heavier teaching load.

This load may include five to seven organized three credit hour courses in the fall and spring semesters. The overarching goal is to ensure an overall average of four organized three credit hour courses for all faculty, across each department and the college.

A second element of teaching responsibilities is focused on supervising research for graduate and undergraduate students. This may include supervision of graduate students by serving on and chairing masters and doctoral committees and individual undergraduate research projects via independent study and directed readings. Individual program areas, with consultation of the department chair and the approval of the dean, may require higher or lower course teaching expectations depending upon various objective criteria, which include but are not limited to: recognized standards for workload requirements at peer institutions; the terms of an original university appointment; higher than average expectations for research productivity and external grants and contracts activity; class size, assisting the professional development of tenure track faculty members, and masters/doctoral committee responsibilities.

In recognition of the importance of providing the best possible academic foundation for all students, each academic unit is expected to ensure that first year undergraduate students are taught by the best teachers. Moreover, all regular faculty members, including faculty who hold endowed chairs and professorships and/or who have received awards for teaching excellence, should be encouraged to teach lower-division courses. An expectation for every faculty member in the college is to teach undergraduate and graduate students at least every other year. There will be obvious exceptions involving program areas with no undergraduate degrees (including educational administration, curriculum and supervision, adult and higher education, etc.).

Every professor should teach at least 75 undergraduate students per year or 45 graduate students per year in organized three credit hour courses. The college must strive to eliminate under-enrolled classes. Under-enrolled classes are defined as any undergraduate course with fewer than 15 students and a graduate course or seminar with fewer than ten students.

#### **-MODIFICATIONS OF TEACHING EXPECTATIONS-**

Any reduction in teaching expectations for faculty members must be approved in writing by their Committee A and the dean. The cost of replacing a faculty member in the classroom, including salary and fringe benefits, must be covered from some source other than centrally supplied one-

time instructional support funds. If faculty members are released from teaching, it must not cause a decrease in the overall credit hour production of the unit or delay students' progress towards graduation.

To enhance transparency, each academic unit in the college shall develop a formal policy that (1) describes the unit's teaching expectations and (2) outlines the application and approval process for providing for modifications. Each academic unit is responsible for ensuring that the costs of reduced faculty teaching are covered. These plans and any reduction of teaching expectations must be approved in writing by the dean.

All adjustments in the teaching expectations for faculty members must be approved in advance by Committee A and the dean. The modification must be documented in writing and reviewed annually by the dean. The college recognizes the following common categories of rationales for reduced teaching:

- **Formal Leaves and Sabbaticals:** Leaves with and without pay and sabbatical leave are governed by the applicable policies in the Norman Campus Faculty Handbook.
- **Administrative Assignments:** Faculty members who are appointed to the position of coordinator, chair, or associate dean within the college are expected to devote time to their administrative duties. Therefore, their teaching expectation is fractionally reduced from the normal expectation for faculty members in their academic unit (2:2) to 1:1. The dean may approve a reduced teaching expectation for other faculty members who take on additional administrative assignments such as accreditation responsibilities or advising large numbers of students.
- **Family-Related Leave:** The college acknowledges the need to release faculty members from teaching and other obligations during periods of leave granted under family leave policies. The College will work with the units affected to fund these releases. See policy from Human Resources in this link: [FMLA](#).
- **Course Buy Out:** Faculty members who have funded research grants, fellowships, or other sources of external or internal funding may request to use these funds to buy out some of their teaching. Such releases are not automatic and must be approved by Committee A and the dean. The percentage of effort on the externally funded project must be a minimum of 10% of the faculty member's annual salary and must be approved by the department chair and the dean (see policy on page 24).

- **Other:** There may be other reasons for releasing a faculty member from teaching their full assignment of courses. Requests for such releases must include a statement of justification and identify a source of funding.

#### **-EFFORT DISTRIBUTION-**

Effort distribution, as reported on the summary report of the annual evaluation form, should be an accurate reflection of how faculty members spend their time. In the college, a teaching expectation of four organized courses of three credit hours per academic year corresponds to a teaching effort distribution of 33.3%. Faculty members who have reduced teaching expectation should have a corresponding reduction in their teaching load. Faculty members who are on leave during a semester should have a teaching load of 0% for that semester.

Changes in effort distribution provide academic units with a means to recognize and reward faculty members for focusing their activities on their professional strengths. With the approval of Committee A and the dean, faculty members may change their effort distribution annually among teaching, research and service. Changes in effort distribution must be reflected in corresponding changes in the relative weight that each activity counts in faculty evaluation and may be constrained by department guidelines.

#### **-MAKING UP FOR CANCELLED COURSES-**

A faculty member whose fall or spring semester in-load course is cancelled because of low enrollment or other circumstances not covered above will be expected to make up that course by teaching an additional course in-load during the same or a subsequent semester. To prevent the accumulation of courses that need to be made up, the make-up course should be scheduled during the subsequent fall or spring semester. Teaching a course in the summer without additional compensation is an acceptable way to make up for a cancelled course. All such arrangements must be approved in writing by Committee A, the department chair, and the dean.

#### **-OVERLOAD TEACHING-**

Faculty members who are teaching their assigned number of organized courses will be eligible to receive compensation in the form of additional pay for teaching additional courses during the fall and spring semesters as budgets allow or possible course release at another time. Additional/overload teaching assignments for JRCoE faculty should not exceed half of the faculty member's regular teaching load (e.g., faculty who typically teach two courses in the fall and spring

should only teach one course as part of an overload assignment in a given semester). However, exceptions to this can be made to meet the needs of the department and program area and should be determined with and approved by the department chair.

The scheduling of overload courses must be approved by the chair, Committee A, and the dean, and will be dependent on student demand and the availability of funding. The overload teaching must result in increased credit hour production both for the faculty member and for the academic unit. Faculty members who are not meeting their standard teaching expectation will not be allowed to teach more overload classes outside the College than they are contractually obligated to teach for JRCoE. This includes courses taught through other colleges, including the College of Liberal Studies, OU Outreach, OU Extended Campus, and OU Online.

Faculty members who are not actively engaged in productive research, creative activity and scholarship at an acceptable rate based upon departmental standards governing the specific academic discipline may be assigned an increase in teaching load, at the discretion of the dean or department chair/director in consultation with Committee A. Departments may consider various factors in applying this policy, which may include but are not limited to: producing scholarly publications, creative activity recognized by the discipline, national presentations, obtaining external funding, holding leadership positions in national professional organizations, supervising graduate students, serving on masters and doctoral committees, and supervising undergraduate research opportunities.

If a faculty member has had significant uncompensated overload for more than one semester, they may petition Committee A to request a course release. For example, due to reduced faculty in a program area, a faculty member is required to teach additional courses, provide numerous directed readings, independent studies, or direct a significant number of doctoral and master's students in dissertation and thesis for them to graduate, Committee A may grant a course release for one semester. A course release may only be granted if the department can support the required teaching in the program area with personnel and financially. As with any course releases and overload assignments, this must be approved by the department chair, Committee A, and the dean.

#### **-EMPLOYING FACULTY-**

After university budgetary authorization for the employment of a faculty member, the department shall follow established procedures in developing a recommendation. The process will include reviewing of applicants by a search committee, opportunity for evaluation of interviewed candidates by the entire faculty of the department, and recommendation to the dean of the preferred candidates by Committee A and the department chairperson. The dean and others who may be

designated by them will participate in the reviewing process. The final decision on who is to be recommended for employment as well as decisions on salary, length of service before consideration for tenure, and other related employment conditions will be made by the dean in consultation with the department chairperson and the departmental Committee A.

**-TEMPORARY FACULTY-**

The selection and assignment of faculty other than those on tenure track (e.g., Ranked Renewal Term or Instructors) is the responsibility of the department chairperson, with recommendations reviewed by the dean before a final decision is made.

**-SELECTION AND ASSIGNMENT OF SUPPORT STAFF -**

Selection and assignment of support staff other than faculty are the responsibilities of the department chairperson or center director.

**-GRADUATE ASSISTANTS -**

Selection and assignment of graduate assistants is the responsibility of the department chairperson or center director, in consultation with appropriate faculty.

**-ASSIGNMENT OF OFFICE SPACE-**

Within the total office space allocated to the departments and centers by the college, it is the responsibility of the department chairperson or center director to assign office space to faculty and staff. All other space is allocated or scheduled in coordination with the dean's office.

## **SECTION V: JRCoE EMERGENCY RESPONSE PLAN**

**-PLAN PURPOSE-**

This plan establishes a foundation for emergency response within all departments, centers and auxiliary units of the college and recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This Emergency Response Plan is designed to establish a framework to respond effectively and safely to an emergency. This includes assessing an emergency, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated or sheltered and accounted for

with reasonable accuracy. This general action plan applies to all employees of the college.

This plan establishes seamless migration with the university of Oklahoma Emergency Response Plan. Units of the college are housed in multiple buildings on the Norman campus as well as in one building on the OU-Tulsa campus. Each building has its own protocol for certain emergency procedures. The individual procedures can be found in the following link: [Collings Hall Emergency Plan.](#)

## SECTION VI: TECHNOLOGY POLICY

The objective of this policy is to define standards of conduct when employing the use of information technologies available through the JRCoE. These technologies include, but are not limited to, computers, data files, software as well as electronic mail, voice mail, and Internet.

### **-COMPUTER USAGE POLICY DETAILS-**

Employees should not assume that any computer equipment or technologies, such as electronic mail and data are confidential or private. The college (or its designated representatives) maintains the right and ability to enter these computer systems to access and review any information.

This policy applies to all JRCoE employees, contractors, vendors, and agents with college-owned or personally owned computers or workstations used to connect to the College of Education network or resources.

Violators are subject to disciplinary action including, but not limited to, those outlined in the Student Code, Staff Handbook, Faculty Handbook and applicable laws.

Individuals using computer systems and networks owned by the university do so subject to applicable laws and university policies. The college assumes no liability for loss or damage to materials or data. The college disclaims any responsibility and/or warranties for information and materials residing on non-university systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the university, its faculty, staff, or students.

If you are unsure as to an item's appropriateness, consult JRCoE IT Department and/or the dean's

office.

#### **-SECURITY-**

To protect the information contained on the college's network there have been a number of security measures implemented. Each user is issued an account and password. This password will grant the user access to information based on their job requirements and security level.

If you believe another user knows your password, you should change it immediately. If you require assistance, please contact your supervisor or the JRCoE IT Department. Your password may not be given to anyone, with the following exceptions: It may be necessary to share a password to achieve the mission of the institution during emergencies. In this case, the password should be changed as soon as possible, following the resolution of the emergency.

If it is necessary to get help with a problem or to facilitate correction of a system malfunction to provide access to computers systems or networks through sharing of your account and password with technical personnel, the password should be changed immediately following correction of the problem.

#### **-FRAUDULENT USE OR BEHAVIOR-**

Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system, or network, and/or damage or alter the software components of a computer, computing system or network.

Under no circumstances is an employee of the college authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the college-owned resources. An employee that suspects or is aware of such activity is required to notify their department head and the dean's office immediately.

Network security is a very serious issue. Tampering with data or attempting to circumvent the flow of data is strictly prohibited. If a user creates any liability on behalf of the college due to inappropriate use of the network, the employee agrees to indemnify and hold the college harmless, should it be necessary for the college to defend itself against such actions engaged in by the user.

The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use. An employee aware of any activity or activity by another employee that violates this policy is required to notify their department head and the

JRCoE IT Department immediately.

**THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED, WITH NO EXCEPTIONS:**

**-SYSTEM AND NETWORK ACTIVITIES-**

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the JRCoE.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the JRCoE or the end user does not have an active license.

Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

Introduction of malicious programs into the network or server (e.g., viruses, malware, ransomware, etc.).

Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

Using a college computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

Making fraudulent offers of products, items, or services originating from any College account affecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, phishing attempts, denial of service, and forged routing information.



Port scanning or security scanning is expressly prohibited unless authorized by the IT Department. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty. Circumventing user authentication or security of any host, network or account, interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

Using a system other than those provided by the university to store files.

#### **-DISCOURAGED PRACTICES-**

Allowing a family member to use your college-owned computer is discouraged. If you choose to allow this, you may be required to allow JRCoE IT staff to scan the computer and remove any unauthorized software that might have been installed by family members.

#### **-GENERAL USES AND ACTIONS THAT ARE ALSO PROHIBITED-**

- Adding, removing, or modifying identifying network header information (aka "spoofing").
- Attempting to impersonate any person by using forged headers or other identifying information.
- Using any type of Anonymizer or any other means to mask, hide, or modify your identity or activities electronically.
- Facilitating use or access by non-authorized users, including sharing your password or other login information with anyone.
- Obtaining and/or using another user's passwords without their knowledge and consent.
- Attempting to gain access to files and resources to which you have not been granted permission.
- Trying to "crash," or unnecessarily retard the network or computing systems.
- Making copies of another user's files without their knowledge and consent.
- Printing or plotting posters and banners under another user's account.
- Stealing, vandalizing, or obstructing the use of computing equipment, facilities, or documentation.

### **SOFTWARE AND HARDWARE**

#### **-SOFTWARE PIRACY-**

The illegal use of software is prohibited. Most pirating is a result of installing software on a computer without the legal right to do so. To use a computer program, the organization must purchase the program from a reputable source and possess the license and software to use the program. The posting or uploading of copyrighted material without the permission of the owner of such material is also prohibited.

It is illegal to copy software or use software without meeting the above-mentioned criteria and legal action may be taken against those not abiding by the law. If you would like more information or a copy of the law, contact the JRCoE IT Department.

#### **-INSTALLING AND/OR DOWNLOADING SOFTWARE-**

You may not install or download software onto the computer or onto the network without the permission of the JRCoE IT Department unless it is listed under the approved software section. Permission must be obtained prior to beginning the process of downloading software. If you require software not owned by the JRCoE, you may arrange to purchase it provided the software is required to perform work-related tasks and approved by the IT Department.

#### **-INSTALLING COMPUTER RELATED HARDWARE-**

You may not install hardware without permission of the JRCoE IT Department. Devices such as wireless access points, and network hardware may present a security risk or impede operations.

#### **-VIRUSES-**

The threat of a virus infection can arise from downloading files from the Internet, loading data into your computer from external media, or opening an e-mail attachment. If you question the authenticity of data, you may have the JRCoE IT Department scan it for viruses. Please note that your computer is not immune from a computer virus even if it has the University provided anti-virus\anti-malware software installed, so we encourage you to take caution when downloading information.

#### **-PRIVATELY OWNED COMPUTERS-**

You may use your personally owned computer on the network. You will be responsible for maintaining the computer (i.e., updates, patches, antivirus software, etc.) If at any point your computer becomes infected or found to be out of date, we will remove it from the network. You may be required to pay a fine to reinstate your network access.

Network access will be reinstated only after your computer issues have been resolved and verified by an IT staff member.

As stated above you are solely responsible for maintaining your personally owned computer. Information Technology staff are not allowed to work on your personally owned computer at any

time, with one exception which is to verify that the computer is safe to put on the network.

## **SECTION VII: JEANNINE RAINBOLT COLLEGE OF EDUCATION ACADEMIC GRIEVANCE PROCEDURE**

Student concerns or complaints about the instructional performance of faculty member, instructor, or teaching assistant will be addressed in the following manner:

- The student should attempt to address the situation with the faculty member, instructor, or teaching assistant.
- If the situation is not satisfactorily addressed in the first attempt, the student may request a meeting with their program area coordinator or the chair of the relevant academic department.
- If a resolution is still not agreeable to the student, graduate students may contact the associate dean for research and graduate studies; undergraduate students may contact the associate dean for professional education, or the assistant dean for undergraduate advising.
- If these initial attempts to resolve the situation with the faculty member, instructor, teaching assistant, or associate dean(s) have failed, the student may file a formal grievance following the procedure described below.
  - Concerns or complaints about the instructional performance of faculty members, instructors, and teaching assistants will be heard by Committee A of the relevant academic department. Committee A is the elected faculty governance committee with general duties and responsibilities as defined in the OU Faculty Handbook, including provision of annual written evaluation to faculty members and other instructional staff.
  - If the student is still unsatisfied, they may contact the dean's office to schedule a meeting with the dean.

### **-FILING A GRIEVANCE-**

If a student wishes to file a grievance concerning the instructional performance of a faculty member, instructor, or teaching assistant the student will submit a written complaint to the chair of the relevant academic department or the relevant associate dean. The written complaint must specify:

- The action that is the basis of the complaint

- The name of the individual responsible for the action
- A statement of the relief desired

Complaints will be reviewed by Committee A and appropriate action will be taken. The student may be contacted by Committee A for additional information. Anonymous complaints will not be accepted, but Committee A will not reveal the identity of the student to the faculty member or instructor without the student's consent.

#### **PROCEDURES TO ADDRESS A STUDENT TRAGEDY**

Immediately notify the Office of Student Affairs at 405-325-3161 or [studentaffairs@ou.edu](mailto:studentaffairs@ou.edu). You may also use the online reporting tool at [studentaffairs.ou.edu](http://studentaffairs.ou.edu). Their office coordinates university business, department notification(s) and communication with the family (when needed) when such a tragedy occurs. Student Affairs' involvement will of course, not preclude the involvement of the college or department with the student's family and/or services.