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<th>Section</th>
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<td>1.4.3</td>
<td>Provost/Vice President for Academic Affairs</td>
<td>The provost/vice president for academic affairs also coordinates the planning and development of the instructional budget, evaluates academic instruction and curricula, recruits qualified faculty members, and oversees matters of faculty development and welfare, including promotion, retention, and tenure.</td>
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<td>1.5.4.1.B.4</td>
<td>Dean: CB, CEPS, CFAD, CLA, and CMS Roles and Responsibilities</td>
<td>4. Providing stewardship, oversight and sound management of personnel (including faculty qualifications), budget, facilities and equipment in alignment with the college strategic plan.</td>
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| 1.5.7.1 | Department Chairs and School Directors Roles and Responsibilities | is responsible for detailing the minimum criteria for “tested or equivalent experience”, and oversees and ensures that all faculty are qualified to teach assigned course(s). [pg. 4, HLC Guidelines-Faculty Qualifications, March 2016]  
  a) If minimum threshold (criteria) have not been established, the department chair/school director is responsible for developing criteria that would satisfy professional expectations in the field or subfields. This document should be in narrative form, no more than three to five double-spaced pages in length.  
  b) If the department/school has established minimum thresholds (criteria), the department chair/school director is responsible to regularly review and update, if warranted, the criteria for equivalency.  
  c) Programs with specialized accreditation often prescribe minimum qualifications for faculty. These qualifications include academic credentials. Professional experience may satisfy the requirement for academic credentials. In such cases, the department and chair are advised to use minimum faculty qualifications set forth by their accreditation organization.  
  d) The Faculty Qualifications document created by the department chairs/school directors will be forwarded to the respective deans of each college for approval. Each dean will then forward a copy to the provost for final approval for conformity to university policy and HLC guidelines. Academic Affairs will be the repository of all documents related to faculty qualifications. |
| 2.1 | Personnel Policy | The selection, development, and retention of a competent faculty are directly related to the mission performance of the University of Central Oklahoma. In meeting this obligation, the university follows guidelines set forth by the Higher Learning Commission, Oklahoma State Regents for Higher Education, requirements established by the Regents for Regional University System of Oklahoma, and policies and practices of the university. |
| 2.2 | Membership | Added Faculty Qualification and re-ordered 2.2  
  2.2.1 FACULTY QUALIFICATIONS  
  Consistent with the Higher Learning Commission, qualified faculty members at UCO are identified primarily by academic credentials or, in some cases, equivalent experience.  
  Academic Credentials  
  a) Faculty must possess academic credentials |
relevant to what they are teaching. This means academic credentials in the discipline or subfield (if applicable) that they are assigned to teach.

b) Faculty must hold a degree at least one level above the level at which they teach, except in programs that are considered terminal degrees for the respective field (e.g., doctoral and MFA).

c) Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

d) Faculty members holding a graduate degree in a discipline or subfield other than the undergraduate discipline or subfield in which they teach, must have a minimum of 18 graduate credit hours in the discipline or subfield in which they teach or establish equivalent experience.

**Equivalent Experience**

a) UCO recognizes that many academic programs are enhanced by the presence of a faculty member with “tested or equivalent experience.”

b) Tested or equivalent experience is defined as the minimum threshold (criteria) of professional experience. This is an evaluation process that is established by the institution.

Years of teaching a course or courses (without relevant academic credentials) is not a proxy for “tested or equivalent experience.” [Official HLC Guidelines, Published March 2016 page 4-5]

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<th>2.16</th>
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<td><strong>2.16 OMBUDSMAN/PERSON PROGRAM</strong></td>
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<td>The Ombudsperson Program began in 2009 following recommendation by the Emeritus Faculty Association.</td>
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<td>The UCO Academic Ombudsperson Program consists of an emeritus faculty member, who have been through the Tenure and Promotion processes at UCO, and/or trained mediators who work outside of UCO, an outside third party, who can</td>
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<td>Academic Ombudspersons are available to provide advice and counsel to current UCO faculty members on a wide variety of issues including (but not limited to) the tenure and promotion process and grievance procedures. An Academic Ombudsperson’s advice and counsel is advisory only and is not legally binding on UCO or the Office of Academic Affairs. Academic Ombudspersons assist faculty to create professional, effective evaluative documents (dossiers); provide professional counsel or advice; or serve as a “sounding board” prior to filing a grievance. The formal role of the Academic Ombudsperson in the grievance procedure may be found in Appendix G.</td>
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<td>The academic ombudsmen is a highly respected and well-informed emeritus faculty member who has been through the tenure and promotion processes at UCO. The ombudsmen maintains a good working relationship with the university legal counsel after being oriented about the roles and responsibilities. The academic ombudsmen does not have decision-making authority or legally binding responsibility.</td>
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| The call for nominations and renewal
An Academic Ombudsperson may be nominated by any member of the Faculty Association or the Emeritus Faculty Association. The list of nominees will be sent to the Faculty Senate President no later than March 1st for consideration. Faculty Senate will submit the recommendation to the Provost and Vice President of Academic Affairs for confirmation, no later than the last day of the Spring Semester. An Academic Ombudsperson selected by the Faculty Senate, typically during the Spring Semester, and serves at the pleasure of the Provost and Vice President of Academic Affairs prior to commencing service. An Academic Ombudsperson for an indefinite term serves for one (1) complete academic calendar (or until resolution is reached), typically commencing in the Fall semester. An Academic Ombudsperson may be re-nominated and reconfirmed using the same procedures set forth in this section. The Office of Academic Affairs shall assist the academic ombudsperson in Academic Ombudsperson Program to obtain needed information, such as current university and college specific tenure and promotion guidelines, as requested in obtaining information relevant to the tenure and promotion process and grievance procedures; provided, the Office of Academic Affairs may not provide an Academic Ombudsperson with any information about a specific faculty member without that faculty member’s prior written consent.

The Office of Academic Affairs shall maintain on its webpage a list of all emeritus and tenured faculty members who are serving in the UCO Academic Ombudsperson Program. Costs for Ombudsperson services are borne by the Office of Academic Affairs, and are Participation in the Academic Ombudsperson Program is free to all current UCO faculty members.

3.1.g Religious Observance

major religious observances (students must notify the instructor of major religious observances that they will observe over the course of the term; this notification must be provided to the instructor no later than the end of the second week of classes in a sixteen-week course or before the end of the first one-eighth of the scheduled class periods for shorter courses including summer, block, weekend, and Intersession classes).

The Office of Global and Cultural Competencies, in consultation with religious organizations and communities on campus, shall prepare and distribute to faculty at the beginning of each academic year a list of the dates during the academic year of major religious observances in a variety of religious traditions. This list will not be an exhaustive one, and faculty members who have questions about a religious observance not included on the list should contact the Office of Global and Cultural Competencies.
Appendix K

Military Call-up

The University of Central Oklahoma community recognizes that many of its students serve our country in the active military, Reserve Forces of the U.S. Armed Services and in the Oklahoma National Guard, and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, or international emergency situations. Such emergency mobilization/activation can seriously disrupt these students’ academic careers. It is the policy of the University of Central Oklahoma to minimize the effects of this disruption as much as possible, communication between the student veteran, their individual professors, and the VetHERO (Higher Education Resource Office) Office is highly encouraged throughout this process, as there are many options based on individual student needs, courses, desired outcomes, etc.

Following are standards and guidelines for accommodating UCO students ordered to active duty. Some issues related to federal or state financial aid and veterans’ benefits cannot be addressed conclusively without information from those respective agencies. The student who is a member of the National Guard, Reserve Forces of the United States military, or active military will be required to provide a copy of the official Title 10 or mobilization orders to the VetHERO office to verify legitimacy of orders before notifying the faculty member of the orders.

A. They will have the option of withdrawing at any point in the semester. The type of withdrawal may either be “no record” within the no record withdrawal period, or a “W” thereafter. The “no record” withdrawal does not appear on the transcript.

B. They may request an “I” (Incomplete grade) from their instructors. That decision authority rests with each faculty member concerned. As part of the decision making process faculty members should consult with the Normally, eligibility for an “I” is based on having completed enough of the course where just a small portion remains, and can be completed without having to re-enroll in the course. Their request should, circumstances permitting, be made prior to departing for military duty. Those students given an “I” will be allowed to complete the remaining work required for a grade upon their return from military duty. The normal one-year time limit for resolving an “I” will not start until their return and may be extended at the discretion of the instructor.

C.
| UCO Faculty Handbook RUSO entries | Chapters 1 – 3 of the Regional University System of Oklahoma (RUSO) Policy Manual were updated this summer. Consequently, portions of the Faculty Handbook that were direct quotes (indicated in italics) from the RUSO Policy Manual have been updated accordingly. |

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D.C. Faculty members may issue an appropriate grade for students who, at the time of call-up, have completed a substantial portion of the course to merit receiving a final grade. The suggested guideline is completion of at least 11 weeks of the semester (Faculty Handbook).

E.D. To the degree allowed by federal and state law, UCO will refund to the student all tuition and fees associated with the semester of enrollment at the time of call-up. Certain financial assistance or benefit programs, however, may have stipulations which impact the amount which may be refunded. Only students who withdraw will be eligible for refunds.

F.E. Students must coordinate as soon as possible with the UCO Enrollment Services and Financial Aid offices for counseling and an exit interview. This may be done personally or in writing, but not by phone. They must provide a copy of their military orders at that time.

G.F. Students returning to the university upon completion of their military call-up duty will be given priority consideration for re-enrollment.

H.G. The leave of absence granted pursuant to Senate Bill 1830 shall not exceed a cumulative five (5) years.

I.H. These procedures do not apply to student’s initial enlistment into the U.S. Armed Forces unless compulsory, because the student agrees to the “ship date” prior to signing their contract with the government.

J.I. Special exemptions “may” be made for the student veterans who have been selected and received official military orders for specialty schools such as including but not limited to Airborne, Air Assault, Ranger, and Pathfinder etc. However, training such as this is seen as “elective” and in “most” cases require the service member to “request” the orders. Submitting a DA Form 4187 to attend a military school during a semester will NOT be used as an alternative to failing classes.

*Substantive changes listed are those that receive input from and/or approval from the Faculty Senate, Legal Counsel (as needed), Provost’s Advisory Council and Provost*