FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, April 8, 2025**

**126 ITLE**

**AGENDA**

1. Roll call
2. Approval of the March 11, 2025 minutes
3. Approval of agenda
4. Special reports

A. Dr. Melanie Morgan - Grad College

B. Chris Ormsbee – ITLE, Measured Learning

1. Interim President’s report and comments on matters of interest to the faculty
2. Provost’s report on recommendations made by the Faculty Council and comments on matters of interest to the faculty
3. Vice Presidents’ reports and comments on matters of interest to the faculty
4. Faculty Council Chair’s report
5. Reports of liaison representatives
   1. Emeriti – Tom Royer

Carolyn Gang opened the March Evening dinner. Dr. Jim Hess, Interim OSU president spoke about the latest OSU happenings. We also heard from Chancelor Sean Burrage from the Higher Regents, who provided us with many updates about the future of higher education. We will host President Emeritus Burns Hargis for our next Monday Night Dinner on April 7. Our May 5 Monday Evening Dinner will host Professor Kevin Wagner, and Our June 2 Evening Dinner will host Senior Vice Provost Chris Francisco. We welcomed three new members to our group. Our upcoming 2005 Emeriti Association Directory will be coming out soon.

We recognized the obituary for Naomi Von Guten.

* 1. Staff Advisory Council – Sam Morse – No Report
  2. Graduate Council – Veronique Lacombe

*The following Academic Program Committee (APC) items* were reviewed and approved at the March Graduate Faculty Council

*• New Programs:*

* Data Science, MS (Engineering)

­ Data Science, MS (Computer Science)

­ Data Science, MS (Math/Statistics)

*• Program modifications, through an APC Expedited Review:*

* Forensic Sciences: Forensic Document Examination, MS
* Environmental Science: Environmental Management Professional Science Masters, MS
* Design and Merchandising: Apparel Design and Textile Science, MS
* Electrical Engineering, PhD

*Graduate Faculty* **-** 60 new or renewal applications were reviewed and approved at the level of Full or Associate 1-3 by the Subject Matter Groups 1, 2, 3, 4 and 6., as well as by the Graduate Council.

*Mentoring Workshops* – As part of Graduate Education Month, the Graduate College is hosting three mentoring workshops – two for graduate faculty and one for both graduate faculty and graduate students.

* Mentoring & Effective Communication: Towards Aligning Expectations, April 8, 3:00 PM, GAB, room B-09
* Mentor-Mentee Conflict: When Expectations Are/Become Unaligned, April 16, 3:00 PM, GAB, room B-09
* Mentor-Mentee Compacts: Processes to Align Expectations, April 22, 3:00 PM, GAB, room B-09

[*Graduate College Matriculation Office Hours*](https://grad.okstate.edu/portal/matric-office-hours)*:* Graduate coordinators, faculty and staff are welcome to drop in to get their matriculation questions answered.

*Upcoming deadlines*

* 3 Minute Teach Finalcompetition, Student Union Theater on Tuesday, April 15 at 3:30 PM.
* Oops-Proof Your Data: Security and Backup 101, Thursday, April 17 from 3:00 to 4:00 PM via [Zoom](https://okstate.libcal.com/event/14088359)
* The Research Ecosystem: Dysfunction and Reform, Thursday, May 1 from 3:00 to 4:00 PM via [Zoom](https://okstate.libcal.com/event/14088379)
* Graduate Commencement Friday, May 9 @ 4:30 PM.
  1. Student Government Association – Sam Hiltz
  2. Graduate & Professional Student Government Association – Marcia Sun

**GPSGA Stole Ceremony and GPSGA Stoles Checkout Process**

* During the March General Assembly, GPSGA hosted a stole ceremony to recognize the service of current board members to the graduate and professional and to inspire engagement in the upcoming elections.
* The GPSGA Stole honors the service and leadership of our current and former GPSGA representatives, liaisons, and officers by recognizing their contributions to the graduate and professional student community. It celebrates their commitment and impact during their academic journey at OSU!
* The GPSGA Graduation Stole Checkout Process is now open for Spring 2025 commencement. Current and former GPSGA representatives, liaisons, and officers are eligible to borrow a stole for commencement. Stoles must be returned after graduation commencement. GPSGA Stoles may also be purchased for $40.

**GPSGA Funding Opportunities**

* **GPSGA Travel Awards**: Applications are due by **March 31, 2025**.
* **Research Materials Grant**: The reimbursement application is currently open, with a due date of April 30.
* **Collaborative Event through Co-sponsorship Funding** 
  + GPSGA co-sponsored a **Business Seminar** organized by the Chemical Engineering Graduate Student Association featuring **Dr. Trost**, who shared his inspiring journey from engineer to inventor to entrepreneur.

**University Committee Updates**

**-Student Activity Fee Allocation Process (AFAP)**

* **Group I Allocation**:  
  Coordination is underway to finalize the committee (7 members in accordance with policy), in collaboration with the SGA AFAP Chair and advisor. Hearings and allocations are anticipated to be completed before April 14, 2025.
* **Group II Allocation (Feb–April 2025)**:  
  Hearings and presentations are ongoing.
  + Meetings includes: Orientation, Presentation Rounds, and Final Allocation Meeting
  + Final allocations will conclude in April 2025.

**Graduate Education Month & Undergraduate Research Support**  
In celebration of Graduate Education Month in April, GPSGA is participating in the OSU Undergraduate Research Symposium to highlight mentorship and the importance of graduate education.

* **OSU’s 4th Undergraduate Research Symposium**: April 22, 2025
* **Feedback Provider Training**: April 17 at 3:30 PM in GAB B-09
* Sign-up and session schedule available online.
* Over **70 more feedback providers** are still needed across all disciplines.

**Graduate College Program Updates Reminders Shared with the Graduate Student Community:**

* **360° Critical Skills for Career Success Program**
  + Platform updates have temporarily paused new submissions.
  + Previous submissions are retained.
  + Students nearing eligibility for the **Graduate Dean’s Medallion** should contact **gradcareersuccess@okstate.edu** by **April 15**.
  + Students are encouraged to maintain personal records of their activities during this transition.
* **Doctoral Candidacy Celebration**
  + Rescheduled to **April 1 at 3 PM**; program begins at 3:30 PM.

**GPSGA Phoenix Awards**  
The nomination period has closed. Evaluations are underway, and recipients will be announced following the review. Awardees will be invited to the **Graduate College and GPSGA Awards Ceremony** on **April 30**.

**Community Engagement Opportunity** – Participation in Into the Streets **–** GPSGA has created a volunteer group for Into the Streets on March 28 and take place on April 6, offering representatives and liaisons a chance to serve the Stillwater community and make up for one missed General Assembly meeting to remain in good standing.

1. Reports of standing and special committees
   1. Academic Standards and Policies: Mike Yough –
   2. Access and Community Impact: Ravi Jadeja –
   3. Athletic, Health and Wellness: Aric Warren –
   4. Budget: Brad Lawson –
   5. Campus Facilities, Safety, and Security: Patrick Daglaris –
   6. Career Track: Jennifer Glenn –
   7. Faculty: James Knapp –
   8. Long-Range Planning and Information Technology: Melanie Boileau –
   9. Research: Wouter Hoff –
   10. Retirement & Fringe Benefits: Mark Weiser – Update/Recommendation

25-04-01-RFB: Revisions to OSU P&P 2-0113: Faculty Sick Leave\*

* 1. Rules and Procedures: Christopher Crick –
  2. Student Affairs and Learning Resources: Heather Yates –

1. Unfinished business
2. New business
3. Adjournment

***\*Attached***

Amended by Passed Failed

Recommendation No. 25-04-01-RFB 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Moved by: Retirement & Fringe Benefits 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title:**      Revisions to OSU P&P 2-0113: Faculty Sick Leave

**The Faculty Council Recommends to Interim President Hess that:**

The administration adopt revisions to OSU P&P 2-0113: FACULTY SICK LEAVE

**Rationale:**

After adoption of the Staff Sick Leave policy in 2024, the Faculty Council Retirement and Fringe Benefits Committee reviewed the 2005 Faculty Sick Leave Policy and made revisions to P&P 2-0113 that parallel those approved for the Staff Sick Leave Policy.

Both the Faculty Council Retirement and Fringe Benefits Committee and the Faculty Council Executive Committee Recommend these changes.

Oklahoma State University Policy and Procedures

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| **FACULTY SICK LEAVE** | **2-0113**  **ACADEMIC AFFAIRS**  **UPDATE UPON APPROVAL** |

PURPOSE AND SCOPE

* 1. An integral part of the faculty compensation program for the university is a uniform plan providing for our faculty who need time away from work occasionally due to incapacity, short-term illness or disability, and well-care. This policy statement is intended to provide a uniform sick leave policy for faculty of the university.
  2. Benefits and provisions under this Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act (FMLA), and Long-Term Disability.
  3. It is the policy of Oklahoma State University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.
  4. Faculty are defined to include all employees with academic appointment whose primary function is academic, whether administration, teaching, research, or extension. Leave for employees who have been given faculty rank, but whose primary duties are not academic, is covered under the policy, Sick Leave for Staff, 3-0716.

POLICY AND/OR PROCEDURE

* 1. Faculty appointed to a temporary position expected to be less than six months or hired on a part-time basis (less than 50% FTE) shall not be eligible to earn or to accrue any benefit stated in this section.
  2. The work schedule for faculty shall be whatever is agreed upon by the faculty member and department head.
  3. In applying these policies and procedures, continuous service for faculty shall be defined as "employment at the University without a break in service."
     1. A resignation shall be considered a break in service.
     2. An authorized leave of absence with or without pay shall not be considered as a break in service.
     3. If a faculty member is terminated due to a reduction in academic staff and is reemployed by the OSU System within 12 calendar months ("layoff"), such termination will not be considered a break in service.
     4. Non-appointment in a summer semester shall not be considered a break in service.
  4. Sick Leave Plan:
     1. Sick leave is defined for the purpose of this policy as absence from assigned duty with pay, such absence resulting from an illness (physiological or mental), incapacitation, disabling injury, attendance of preventative appointments or measurement for optimal health (e.g., dental checkups, annual physicals) or maintenance appointments for health conditions (e.g., counseling, addiction support, dialysis) which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.
     2. Each faculty member employed in a full-time position (100% FTE) shall accrue sick leave with full pay while continually employed. The sick leave is 22 days per year with a maximum accrual of 200 working days or 1600 hours. (There is no maximum accrual for Oklahoma Cooperative Extension Service employees participating in the Federal Retirement Program.) Amounts in excess of the 1600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account as described in section 5.01 of this policy.
     3. Sick leave continues to accrue during periods of leave with pay.
     4. Each faculty member employed in a part-time position (at least 50% but less than 100% FTE) shall accrue sick leave with pay proportionately. Fifty percent sabbatical leave shall be considered full- time for purposes of sick leave accrual.
     5. Sick leave may be used for personal illness or incapacity or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated or for any circumstance falling within applicable state and federal guidelines. For purposes of this policy, the immediate family is defined as spouse, children, foster children, parents, siblings, grandparents, grandchildren, or corresponding step and in-law relationships.
     6. Notification of absence due to personal or eligible dependent illness or incapacity shall be given to the appropriate department head by the faculty member or their representative as soon as possible.
     7. The unit administrator may require the faculty member to furnish satisfactory proof of illness or incapacity. In addition, the unit administrator may require the faculty member to furnish medical certification that he or she is physically and/or mentally fit to return to work or to continue working. Satisfactory proof shall be by submitting medical certification from any licensed medical physician.
     8. Faculty shall not be paid for unused sick leave.
     9. Adequate up-to-date records for each faculty member that will accurately reflect the rate and the amount of sick leave or disability leave accrued and the date of all sick leave or disability leave used shall be maintained by the employing department. Sick leave used shall also be reported on the confirmation payroll record each month and accurately maintained by the department on the University personnel payroll system.
     10. At any time in which the personal or dependent illness, or incapacity of an incumbent faculty member or dependent, causes the sick leave balance to be reduced to zero, one of the following courses of action may be taken by the departmental administration on behalf of the affected faculty member:
         1. Issue a request for the awarding of a leave of absence without pay, or
         2. Request faculty member to file a notice with OSU Human Resources of the intent to apply for total disability benefits under the Long Term Salary Continuance Group Insurance Plan.

Faculty members who terminate employment with the University shall forfeit all unused sick leave. Upon the recommendation of the department head and with the approval of the President or the President’s delegated representative, prior sick leave accumulations may be reinstated upon reemployment of faculty when such reemployment occurs within 18 months from the date of termination.

* 1. Parental Leave

A. Illness due to one’s own pregnancy is treated as any other short-term disability and applicable university leaves of absence will be utilized. Procedures for additional leave and benefits are available through OSU Human Resources.

B. When requested by the faculty member, and where alternatives already exist or accommodations can be made, transfer may be granted by the department to less strenuous or safer duties as recommended by the health care provider. Please seek more information regarding alternatives and/or accommodations through the Oklahoma State University Office of Equal Opportunity.

C. Faculty members shall not be penalized in their condition of employment because they require time away from work for childbearing purposes. In requesting parental leave, safety and childbearing shall be considered as justification for leave of absence for an employee for a reasonable length of time, and for reinstatement following childbirth without loss of seniority or accrued benefits.

1. The necessary time away from work for parental leave shall be determined by a health care provider in accordance with FMLA and this sick leave policy and will include use of sick leave, annual leave, compensatory leave (if applicable), and leave without pay.
2. Use of sick leave under this policy will also be provided upon the placement or adoption of a child. Time away from work due to adoption or placement will provide access to use of up to six weeks (240 hours) of sick leave. This amount shall be prorated based upon FTE. Use of this leave will be held in conjunction with FMLA as appropriate under law and university policy.

F. A faculty member meeting the eligibility criteria under FMLA may, upon completion and approval of the FMLA paperwork, utilize appropriate sick leave. Additional accrued leave can be used, as applicable under the conditions in OSU policy and procedures.

* 1. Funding of Sick Leave for Faculty Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies
     1. Faculty whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are eligible under the terms of this policy.
     2. Should faculty be required to use any accrued sick leave and the grant or contract forbid to reimburse the university for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.
     3. Once the department has determined that a grant or contract will not reimburse the university for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.
  2. Extended Sick Leave Account
     1. As of July 1, 2003, amounts of sick leave that accrue each pay period that are in excess of the 1600 hour maximum for regular sick leave will be transferred to an Extended Sick Leave Account.
     2. Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits.
     3. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. OSU facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual.
     4. When requested by OTRS, OSU will verify the accrued amount of sick leave to include both the regular sick leave amount and the extended sick leave amount.
     5. As of EFFECTIVE DATE, employees who have a combined accrued sick leave and extended sick leave balance of 960 hours may use this as credit towards one year of OSU service in relation to OSU retirement criteria. Doing so will not impact using accrued sick leave balances for OTRS purposes. OSU retirement criteria are (1) a minimum age of 62 and 10 years of continuous OSU service or (2) 25 years of continuous OSU service.
     6. The Extended Sick Leave Account will have no cash or actual sick leave value other than as indicated for OTRS and OSU retirement purposes above.
  3. Oklahoma State University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notification.
  4. This policy replaces 2-0113 Faculty Sick Leave originally approved by the Board of Regents October 2005.