FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, March 9, 2021**

# Zoom meeting

**AGENDA:**

 1. Roll Call

 2. Approval of the February 9, 2021 Minutes

 3. Approval of Agenda

 4. Special Reports:

 A. Scott Newman – OSU-IT

 B. Randy Kluver – Dean Global Studies and Partnerships

 5. President Hargis – Remarks and Comments

 6. Report of Status of Faculty Council Recommendations:

 President Hargis, Provost Sandefur and/or Vice Presidents

 7. Reports of Liaison Representatives –

1. GPSGA – Maegan Berg

 Announcements:

* GPSGA elections will be held on March 24, and officer nominations are now accepted. [Nominate someone else (or yourself) through campus link](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JMgNyXdejDEMrvHvOpRndLMYsoWCnIP5l91iD9kyPPobqxYWSw11O_la1hZZR2RndOc8jqsnyGHoLrzxeBl66X-SM_k76m9-d9HP0kAXn5I7bvc-0Cfjdgve-a0kJfYdMg%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh17%2FVo0L0cMEovwZBuG56ur8gG9kTfI2zL0ChpmoMGGGTrk&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944637283%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=UxOHA9eXqLKsNSLaIDL5%2B1basHn5T6U1prNuG75xci4%3D&reserved=0).
* Fall semester Travel award recipients are advised to submit their post-conference report before March 15.
* Due to inclement weather and rolling blackouts, if you have experienced a power service interruption and were unable to participate in the general assembly meeting, the recording of this particular meeting is available on the [GPSGA Student Community page in Canvas](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JKH4ndfIobk2IHGq96wH54LLmKEK9g7fOMmw1xDgSvHOl99Eh8f5wor7tXxqMXKGnXqzhV8VkIhpwq5_vlhPjvVU7l7s11ggmYB0FA10Iec_%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh18%2FzqQ0q6yT_fh-b202KCJdHyPhDSvkAyEQieLWCY-TH3Q&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944647278%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=mej%2FDd9RPV898GCsjYe1IefWID8LlOaWBrXYy2XkMyc%3D&reserved=0).

 Spring GPSGA Awards and Application Deadlines:

* [Group fund](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JKH4ndfIobk2IHGq96wH54LLmKEK9g7fOMmw1xDgSvHOxMKB6tenpSsUtxrQXEFlB8r1tjKPsa6SE0g-ekzNNJI%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh19%2Fa-BeUt15Zfv9UcjRCJEhToVN8IxlipS2nPbPg0CvnkI&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944657270%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GvCbRr5LayrBk2TYSyaylT5NnM3xz0jjG6FRBObTOBg%3D&reserved=0) - applications are due midnight today, check the GPSGA canvas page for eligibility and procedure!
* [Phoenix Awards (Masters, Doctoral, Faculty)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JKH4ndfIobk2IHGq96wH54LLmKEK9g7fOMmw1xDgSvHOKEHUqQ8n8Bf4XFJaNcKe3onBzl3BBG6JdMlBqnSxIXVPlmIZPzQKs3STMaBisNWi%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh20%2FtoX0mik5bQNFen-j9fw0UiYkaB7cmkdBff2ZSfgtPp0&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944657270%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=kSJY%2BQFi2%2Fyk5bB4EfJRGqB0l75PdbN%2F4QFlk1jRfBw%3D&reserved=0) - **Mar 15, 2021**
* [Outstanding GTA Award](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JKH4ndfIobk2IHGq96wH54LLmKEK9g7fOMmw1xDgSvHOxMKB6tenpSsUtxrQXEFlB2o41VzvdPfeoOCcaAssMFk%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh21%2FIdWwpiRxZSw_SRo_w4NxoFF-2s9Yrb618X7fgRNnu8A&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944667264%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=YEScp9V%2FtWUAae0qiK8otrpbyDg1k11rF7bODLUh3p0%3D&reserved=0) - **Mar 15, 2021**
* [Co-Sponsorship fund](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JKH4ndfIobk2IHGq96wH54LLmKEK9g7fOMmw1xDgSvHOxMKB6tenpSsUtxrQXEFlBxS7CJlOUKOCRXK5DThmt9g%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh22%2FZqQ4kD0CbraxeJOSLOOzq1kEJJNo76kGfX0yACilnmU&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944677259%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HPpwzvAh67POxfdLIHidp0nVUQENljBzo3P5c9Gv4%2Fs%3D&reserved=0) - **Mar 24, 2021**
* [Travel award](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JKH4ndfIobk2IHGq96wH54LLmKEK9g7fOMmw1xDgSvHOLdhGbJEv8Q4QeNlFVttN8b31-rSuzSYWz3VKjAUeiE8%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh23%2FIRD7j-UklOGz4RbprzKPqIfU3uk8uaLjbelW20SXu5w&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944677259%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Om4y0ul8qswG98dcpP1c%2FAD4ubsJDzsrgtyjfLbXmuQ%3D&reserved=0) - **Apr 1, 2021**

 Get Involved or Stay Involved with GPSGA:

* Our Daily Bread mobile market will be at the FRC Parking lot on March 3, 2021, 2-4 PM. [To volunteer, sign up here.](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2Fgsby7xed_Q9kJKoUKuDGdLb4HnCRNlP5Ikk6rKXfvxASMV54SEe-A8lzVdEje7ZaRQ02bad-9dP2oTh0v0-CbQ%2F39u%2Fu-ljzmdbQ-eUATJODdNsXQ%2Fh24%2FIanIqziN25VLUfv9Q9k4JkMCWjVfA87Zw4o_fAyNpLw&data=04%7C01%7Ctricia.white%40okstate.edu%7C4d9b75494cfb4e6fefa908d8dda31e78%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637503039944687253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=IebIkQ46toEK%2FFueG5HSauJ9WKz5jtH5Wujhl91yXWo%3D&reserved=0)
1. Emeriti – Barbara Miller

Many first-time teachers are surprised to find that our “students” are very advanced. Our first-time class in epidemiology has over 50 students, and the professor is amazed at all the complex questions he gets. Another professor who has taught several philosophy classes  has decided to teach a course this fall that he is planning for spring with his grad students. We are currently looking for a political science professor to teach a class in local and state Oklahoma government to discuss various structures of local government in Oklahoma, gerrymandering, etc. these are just a few ideas that show the variety of subjects that draw students to OLLI. OLLI is currently accepting course proposals for summer and fall 2021. We are looking for courses that could be taught online as well as in person, single or multi-week. Class proposals should be submitted on the OLLI website at olli.okstate.edu. Any questions can be sent to olli@okstate.edu or call the OLLI the OLLI office at (405) 744-5868, M-F.

1. Woman’s Faculty Council – Liz McCullagh

Anyone interested in the WFC can visit our website at <http://womensfacultycouncil.okstate.edu> and email wfc@okstate.edu to sign up to be put on our email list.

March 1st’s meeting highlighted “Addressing the Academic Impacts of COVID in K12 and higher education,” featuring Dr. Jessica Metcalf (Colorado State University) and Dr. Kimberly Yuracko (Northwestern University). Both panelists spoke about initiatives that their universities have been trying to implement to address the impacts of COVID on academic productivity and in particular regarding issues related to childcare (or lack thereof).

April 5th (2:30-3:30PM - Zoom): Partnership with EQuAL: “Inclusive Practices in Research” Panel featuring:

Dr. Juniper Simonis (DAPPER Stats)

Dr. Corinne Schwartz (Assistant Professor of Gender Women’s and Sexuality Studies) Dr. Louise Siddons (Associate Professor in Art History)

Announcements:

**Seeking reviewers for the Student Research Awards**

Please email Sarah Milligan (sarah.milligan@okstate.edu) if interested in volunteering.

**Ann Ryder and Clara Smith Undergraduate Leadership Scholarship** are also open for applications (<https://womensfacultycouncil.okstate.edu/scholarship.html>) and **due March 15.**

1. Staff Advisory Council – Tashia Cheves

SAC Scholarships are open and applications are being reviewed

SAC Elections are upcoming and nomination information is available on our website

1. Wellness Center – Kim Beard



1. Graduate Council – Rebecca Sheehan

*Graduate Applications*. An application, admission and recruiting report will be sent to graduate coordinators and school or department heads in March.

*Plan of Study*. Enrollment holds will be placed soon due to MS students not filing their POS within two semesters and doctoral students with three semesters.

*Graduate Matriculation Videos*. Matriculation training videos on using Round Up, etc. will soon be uploaded on Canvas.

*Degree Works*. Degree Works, which is already used to clear undergraduate degrees, is being piloted by the Graduate College for coursework-only graduate programs.

*Virtual Resources*. Dean Tucker explained that some aspects of our remote work have been positive, such as higher attendance at virtual Zoom events, and may remain after the pandemic is over.

*Pilot Program for Aged Graduate Coursework*. The School of Forensic Sciences and the School of Healthcare Administration have proposed professional doctorate programs, the Doctorate in Forensics Sciences (DFS) and the Doctorate in Healthcare Administration (DHA), respectively. These two programs will be participating in a pilot program that allows students who are professionals actively working in their respective fields and who have coursework aged beyond the ten-year window to take refresher courses as pathways to applying their aged, advanced coursework to the doctoral degree.

*Graduate Commencement Ceremonies*. Dean Tucker announced that Spring 2021 Graduate Commencement ceremonies tentatively are scheduled outdoors as follows: Stillwater – Boone Pickens Stadium; Tulsa – Drillers Stadium; CHS – Broken Arrow High School Stadium. It is anticipated that degree-candidate hooding with minimal contact—no handshaking or hugging—will be allowed. Additionally, the University will be inviting graduates from Spring, Summer, and Fall 2020 to participate and registration will be required.

*Graduate Faculty Development Needs Research*. Focus groups will begin in March and continue through the spring semester. Dr. Ki Cole also shared a PowerPoint “Professional Development Needs of Graduate Faculty Working with Graduate Students.” She provided information in the following areas:

* + Summary of the nature and type work with graduate students
	+ Relationship between number of advisees, advisory committee participations including chairing, and/or graduate teaching/research assistants with other factors
	+ Professional development training received
	+ OSU Graduate College resources awareness and utilization
	+ Areas to interest for training

*Graduate Student Wellbeing Taskforce*. Dean Tucker gave an update. Three working groups, student, faculty mentor/program coordinators and staff and institutional culture, are being established. The Taskforce will continue examining models, such as those used medical schools and athletics, to develop actionable plans.

*Academic Program Committee*.

The following degree modifications were approved:

* M.S. Hospitality and Tourism Management- program requirement change
* Graduate Certificate Hospitality and Tourism Analytics – Letter of Intent.

 The following program deletion was approved:

* University Faculty Preparation Program Deletion

*Academic Program Reviews*. Feedback on the five-year, graduate program academic reviews are due to Dr. Van Delinder on March 26, 2021.

*Graduate Faculty Definitions*. Dr. Van Delinder and the chairs of the subject matter groups will review how graduate faculty levels are defined.

*Graduate Education Month*. Dr. Smith advised that April is Graduate Education Month, and the College is planning for various events, including a Zoom award ceremony.

*Spring General Graduate Faculty Zoom Meeting*. 1 pm on March 31, 2021.

*BetterU.* Dr. Smith reviewed the webpage for BetterU. This self-directed program is designed to facilitate graduate students’ assessment of their overall wellbeing and identify potential action items, resources and programs.

1. SGA – Hadley Griffith

1. SGA Elections are under-way and the entire Student Government Association is working hard to ensure a fair and smooth transition and election process

2. A follow up on last month’s meetings questions regarding our food pantry. At this time we are not accepting perishable items and only accept nonperishables but have hopes to one day have the space and access to proper appliances to keep perishable food items.

3. SGA Senate is continuing on Zoom and working on legislation for our students. Senators are also working on ways to promote SGA and SGA resources like the budget committee who has funds to allocate to student groups who may apply.

 8. Reports of Standing Committees:

 a. Academic Standards and Policies: Cristina Gonzalez – Update

Recommendation – 21-03-01-ASP: Approval of Changes to 2-0217, “Attendance Policy for Students”\*

 b. Athletics: Justin Talley – Update

Recommendation – 21-03-01-Athletics: Approval of Changes to 2-0217, “Attendance Policy for Students”\*

 c. Budget: Tyrrell Conway – No Report

 d. Campus Facilities, Safety, and Security: Tieming Liu – No Report

 e. Diversity: Ki Cole – No Report

f. Faculty: Matt Lovern – Update

Recommendation – 21-02-01-Faculty: Approval of Changes to 2-0109, “Cumulative Review of Tenured Faculty”\*

g. Long-Range Planning and Information Technology: Christopher Crick – No Report

 h. Research: Bruce Dunn – No Report

i. Retirement & Fringe Benefits: Sarah Hall – No Report

j. Rules and Procedures: Karen Neurohr – Update

 k. Student Affairs and Learning Resources: Toby Nelson – No Report

 9. Old Business – None

 10. New Business –

 11. Adjournment –

***\*Attached***

 **Amended by Passed Failed**

**Recommendation No.** 21-03-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  AS&P Committee 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title:**       Approval of Changes to 2-0217, “Attendance Policy for Students”

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

2-0217, “Attendance Policy for Students,” be amended to better clarify the policy on “Absence Due to Military Service”

**Rationale:**

The proposed changes more fully articulate the scope of student groups impacted by the university’s policy on absence due to military service (the policy is not only directed at students in the armed forces but also National Guard). Additionally, the proposed policy changes specify official activities covered (both mandatory training and short-term deployment) and the time period covered by the policy (2 weeks or less). It also usefully cites the Military Leave of Absence Form (for active duty personnel absent for a period of at least 30 days), the retroactive withdrawal process (for courses in which significant absences cannot be reasonably accommodated, such as short-term course and lab-heavy courses), and the university’s Grade Appeal process (in the event a student feels they have been unfairly penalized as a result of an excused absence). Finally, the new policy cites the support provided to faculty and students by the OSU Office of Student Veteran Success regarding the preparation and/or verification of documentation.

 **Amended by Passed Failed**

**Recommendation No.** 21-03-01-Athletics 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

**Seconded by:** Academic Standards and Policies 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

**Title:**    Approval of Changes to 2-0217, “Attendance Policy for Students”

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

2-0217, “Attendance Policy for Students,” be amended as indicated in the attached document (current policy with tracked changes).

**Rationale:**

The proposed changes primarily serve to do five things. First, it establishes the clear expectations regarding attendance for both faculty and students participating in University sponsored events. Second, it states that if attendance is required and utilized for grading by a faculty member then a written attendance policy must be provided to the students. Third, it states that faculty should provide reasonable accommodations to students participating in University sponsored events. Fourth, it outlines that University sponsors for sponsored activities must provide documentation in advance of the event to the students participating in such events. Lastly, it provides additional avenues for students to file an appeal if a student believes a faculty member has denied a reasonable and appropriate accommodation.

**Amended by Passed Failed**

**Recommendation No.** 21/02/01 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**  Approval of Changes to 2-0109, “Cumulative Review of Tenured Faculty”

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

2-0109, “Cumulative Review of Tenured Faculty,” be amended as indicated in the attached document (current policy with tracked changes).

**Rationale:**

The proposed changes primarily serve to do three things. First, the proposed changes specify content that must be included in written feedback to faculty members regarding accomplishments and/or deficiencies as documented in the cumulative review (“satisfactory” or “unsatisfactory” performance). Second, the proposed changes clarify the consequences for a faculty member failing to complete a cumulative review as required by this policy. Third, the proposed changes create a “Dismissal Inquiry” process that would be followed in the event of two consecutive unsatisfactory cumulative reviews. Additional, minor changes are proposed throughout for clarity and consistency.

**Oklahoma State University Policy and Procedures**

|  |  |
| --- | --- |
| **CUMULATIVE REVIEW OF** **TENURED FACULTY**  | **2-0109ACADEMIC AFFAIRS pending** |

**POLICY**

1.01 For each tenured faculty member a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be faculty in the discipline or department of the faculty member under review. Faculty serving on review committees shall be selected by procedures approved by the department or unit. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member’s accomplishments and/or deficiencies and must include a statement as to whether the faculty member’s overall performance during the review period is deemed “satisfactory” or “unsatisfactory”. The cumulative review requires individual development plans for each faculty member. Faculty members are responsible for their own development consistent with unit, College and University goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenured Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based upon those grounds for dismissal specified in the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University.” A cumulative review shall be considered unsatisfactory if, after due notice, a faculty member scheduled for review fails to provide the documentation required. Two consecutive unsatisfactory cumulative reviews shall automatically trigger a dismissal inquiry.

1.03 Any faculty member who believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom may request a review of the matter utilizing the Dispute Resolution Procedure in Appendix E of this policy document.

*Source: “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University,” Section 1.1.5.2.*

**PROCEDURE**

2.01 Faculty Subject to Cumulative Review.A cumulative review shall take place for each and every tenured faculty member every five (5) years. A promotion review, including a review for Regents Professor, may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the unit.

The unit may waive the cumulative review for faculty who are retiring or resigning in an academic year during which that review is scheduled.

2.02 Cumulative Review Schedule.Each unit shall develop, maintain, and annually distribute to all tenured faculty members a schedule specifying the year during which each tenured faculty member is to undergo cumulative review.

2.03 Cumulative Review Committee. Each unit shall designate a committee of tenured faculty charged with conducting cumulative reviews for tenured faculty within the unit. Written procedures developed and approved by faculty in the unit shall prescribe committee selection procedures, qualifications for committee membership, selection of the committee chair, terms of member appointments, provisions for replacing members unable to serve, and representation from other academic units if there are tenured faculty with split appointments within the unit. Personnel Committees, Reappointment, Promotion, and Tenure Committees or other similar, established committees of tenured faculty may be charged with conducting cumulative reviews as long as the procedures in 2.03 have been followed.

2.04 Review Criteria.The faculty of each academic unit shall develop and formally approve written performance standards and expectations for each tenured faculty rank within the unit. In those cases in which work assignments for tenured faculty members vary greatly within a given unit or are split between units, it will be necessary to specify performance standards and expectations for individual positions. After approval by the dean of the academic unit and the Vice President for Academic Affairs, a copy of the performance standards and expectations for tenured faculty shall be given to each tenured faculty member and be applied in the cumulative review of all tenured faculty in the unit.

2.05 Documents and Information Used in the Review. Faculty in the academic unit shall develop and approve a list of documents and information that shall be used in conducting the review. At minimum, the list should include the following documents:

A. a current curriculum vita;

B. the annual appraisal and development documents for the period under review;

C. a copy of the faculty member’s last cumulative review report or promotion recommendation;

D. an individual development plan stating the faculty member’s professional goals and objectives for the next review period.

The approved list of documents shall be provided to each tenured faculty member. The faculty member under review is responsible for providing the documents to the cumulative review committee (hereafter “committee”).

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report. The committee shall prepare a written report that assesses the faculty member’s overall performance during the review period in terms of the academic unit’s performance standards and expectations. The report shall include a statement as to whether the faculty member’s overall performance during the review period is deemed “satisfactory” or “unsatisfactory”.

The committee shall submit its report to the faculty member under review and the unit administrator. The faculty member and the unit administrator shall be given ten (10) working days to respond to the report in writing, and the committee may revise its report based on the faculty member’s response and the unit administrator’s response.

A final copy of the committee’s report, the faculty member’s response, and the unit administrator’s response, if one is submitted, shall be provided to the faculty member and the unit administrator. These documents along with those listed in 2.05 shall be included in the faculty member’s personnel file.

Unit administrators shall report the summary results of cumulative reviews to their dean on an annual basis. These summary results shall include at minimum a statement as to whether each faculty member’s overall performance during the review period is deemed “satisfactory” or “unsatisfactory”.

2.07 Rewarding Faculty for Outstanding Performance. The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan.For faculty members whose overall performance is deemed unsatisfactory, the unit administrator and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible; taking into account the faculty member’s intellectual interests, abilities, and career stage, as well as needs of the unit and institution. The plan should establish clear performance goals, specify steps designed to achieve those goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals. The annual appraisal and development reviews should be used to document progress toward goals specified in the plan.

2.09 Dismissal Inquiry. Two consecutive unsatisfactory cumulative reviews shall automatically trigger a dismissal inquiry, as described in Appendix C of the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University”. The unit administrator shall initiate the dismissal inquiry process by notifying the dean of the college and the Vice President for Academic Affairs. If the unit administrator does not believe that a dismissal inquiry is warranted, they shall report the committee’s “unsatisfactory” evaluation of the faculty member to the dean as described above, and shall in addition provide written documentation to justify their decision not to pursue a dismissal inquiry. The dean will then make the final decision as to whether to pursue a dismissal inquiry, and shall notify the Vice President for Academic Affairs if the inquiry should proceed.

2.10 Dispute Resolution. Any faculty member who believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom may request a review of the matter utilizing the Dispute Resolution Procedure in Appendix E of the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University”.

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy. Dispute resolution procedures are outlined in Appendix E: Dispute Resolution Procedure.

2.11 Disciplinary Action. The purpose of cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all prescribed procedures in the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University”.

Approved:

Faculty Council, June 12, 2007

Council of Deans, June 22, 2007

Executive Team, December 2007

Revisions Approved:

Pending