FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, October 9, 2012**

# 412 Student Union Council Room

**AGENDA:**

1. Roll Call

2. Approval of the September 11, 2012, Minutes

3. Approval of Agenda

5. Report of Status of Faculty Council Recommendations:

Provost Sternberg, and/or Vice Presidents

5. President Hargis – Remarks and Comments

6. Reports of Standing Committees:

a. Academic Standards and Policies: Ed Harris – Up Date

Recommendation: OSU Academic Regulation 4.2: Course Offered Through Outreach and Correspondence\*

b. Athletics: Robert Cornell – No Report

c. Budget: Rodney Holcomb – Up Date

d. Campus Facilities, Safety, and Security: Robert Emerson – Up Date

e. Faculty: Matt Lovern – Update

Recommendation: Revision of 2-0110, “Procedures to Govern Workload Assignments of Faculty Members”\*

Recommendation: OSU Policy to Govern Overload Pay\*

f. Long-Range Planning and Information Technology: Nick Materer – Up Date

Recommendation: OSU Establish a Copyright Usage Information Site\*

g. Research: Dan Fisher – No Report

h. Retirement & Fringe Benefits: Stephen Clarke – No Report

1. Rules and Procedures: Kemit Grafton – No Report

j. Student Affairs and Learning Resources: Bob Miller – No Report

7. Reports of Liaison Representatives

8. Old Business

9. New Business – Shelia Kennison – Conflict of Interest Policy Revisions

10. Adjournment

*Refreshments will be served at 2:45 p.m.*

\*Attached

**Amended by Passed Failed**

**Recommendation No.**   12-10-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Academic Standards & Policies  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title:**      **OSU Academic Regulation 4.2: Courses Offered Through Outreach and Correspondence**

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

Modify Academic Regulation 4.2 to: (1) Delete the restriction that a maximum of eight semester credit hours earned through extension from another accredited institution may be applied toward an OSU degree; (2) Update the wording to better clarify what constitutes “outreach credit”; and (3) Update the wording to better clarify what constitutes “correspondence credit.”

**Rationale:**

Transfer courses currently taken through extension (outreach) cannot consistently be identified on transcripts received from other institutions, and there is nothing to distinguish extension courses from other coursework on the OSU transcript. The language in the current policy does not adequately define or reflect the contemporary understandings of “Outreach Credit” and “Correspondence Credit”. Consequently, it is not possible to maintain the enforcement of a maximum of eight degree-applicable semester credit hours earned through extension. In addition, this restriction does not seem to be in keeping with Oklahoma State Regents for Higher Education (OSRHE) Policy 3.16.3 (provided below).

These updates to Academic Regulation 4.2 were recommended by the Undergraduate Degree Polices and Processes Working Group (which includes representatives from the six undergraduate colleges and the Office of the Registrar), in consultation with OSU Correspondence Education and OSU Outreach representatives.

Current Wording

**OSU Academic Regulation 4.2****: Courses Offered Through Outreach and Correspondence.**

Academic credit is awarded for courses offered through the outreach offices of the six colleges, by the Independent Study Center of OSU, or by transfer of work certified as extension or correspondence credit by another fully accredited institution.

**Extension Credit.** OSU will accept, toward a degree, a maximum of eight semester credit hours earned through extension at another institution if that institution is fully accredited.

**Correspondence Credit.** OSU will accept, toward a degree, a maximum of eight semester credit hours earned through correspondence at another institution if that institution is fully accredited. Credits earned through corres­pondence cannot exceed one-fourth of the credits required for a baccalaureate degree. (See also Academic Regulation 2.2 Full-time Students.)

Proposed Wording

**OSU Academic Regulation 4.2: Credit Earned Through Outreach and Correspondence**

**Outreach Credit.** Outreach credit is earned by OSU-admitted students who complete credit courses offered during normal academic terms through OSU academic outreach programs. Outreach courses are also referred to as “electronically delivered” and “traditional off-campus courses and programs” in State Regents’ policy. OSU accepts transfer outreach credit from other accredited institutions. Outreach credit is fully applicable toward the satisfaction of requirements for academic degrees and certificates consistent with State Regents’ and institutional residence and degree requirements.

**Correspondence Credit.** Correspondence credit is earned by students who complete year-long correspondence study courses offered through OSU Correspondence Education. Admission to OSU is not required to earn correspondence credit unless the student intends to apply the credits toward an OSU degree. OSU will accept, toward a degree, a maximum of eight transfer semester credit hours earned through correspondence study from other accredited institutions. Credits earned through corres­pondence study cannot exceed one-fourth of the credits required for a baccalaureate degree. (See also Academic Regulations 2.2, 4.1, 5.5, and 6.11.)

Related Policy

**OSRHE Policy 3.16.3 Electronically Delivered and Traditional Off-Campus Courses and Programs: Applicability of Credit**

Credit awarded for the completion of courses offered through electronic media and traditional off-campus instruction is fully applicable toward the satisfaction of requirements for academic degrees and certificates consistent with State Regents’ and institutional residence and degree requirements.

**Discussion/Approval Record Date**

1. Undergraduate Degree Polices & Processes Working Group Recommended 3/30/12
2. Student Academic Services Directors Approved 5/16/12
3. Instruction Council Recommended further revision 6/8/12
4. Undergraduate Degree Polices & Processes Working Group Revised version approved 8/6/12
5. Student Academic Services Directors Approved 8/15/12
6. Instruction Council Approved 9/7/12
7. Academic Standards and Policies Committee
8. Faculty Council (meets September 2012)
9. Council of Deans

10. Provost

**Amended by Passed Failed**

**Recommendation No.**   12-10-01-FAC 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**     Revision of 2-0110, “Procedures to Govern Workload Assignments of Faculty Members.”

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

Policy & Procedure 2-0110 be modified as indicated below to (1) clarify what activities are included in workload, (2) provide a standard by which workload can be measured (teaching, research, extension, and service activities equivalent to 12 credit hours per semester or 24 credit hours per nine-month academic year), and (3) provide a mechanism for individual departments or units to develop their own faculty-approved unit workload expectations.

**Background and Rationale:**

Revisions to this policy were suggested by the Provost’s Task Force on Faculty Overload and Workload and were reported to Faculty Council in Summer 2012. The Faculty Committee met during August and September to consider the report and makes the recommendation to revise policy as indicated below (suggested revisions to policy are in blue text). These changes are consistent with all task force suggestions. The current policy is no longer sufficiently broad to encompass all activities in which faculty engage that contribute to workload. It also does not define what constitutes a 100% workload, necessary if overload is to be considered. Finally, the current policy is difficult to implement in a standard fashion across departments or units. The suggested revisions address each of these issues.

|  |  |  |  |
| --- | --- | --- | --- |
| **Oklahoma State University Policy and Procedures**   |  |  | | --- | --- | | **PROCEDURES TO GOVERN WORKLOAD ASSIGNMENTS OF FACULTY MEMBERS** | **2-0110 ACADEMIC AFFAIRS JULY 1, 1984** |     INTRODUCTION  1.01 Oklahoma State University, as a comprehensive land-grant university recognizes that the activities of its various academic colleges and departments, while stressing the total university mission, will differ substantially from one another in their attempts to serve the citizens of the state of Oklahoma, region and nation. The goal of the university is to provide an environment within which high quality academic instruction, research and extension may be expected to occur. The faculty and administration of the university recognize that excellence is based on productive interaction between professionally competent faculty and adequately prepared students; and such excellence can be facilitated through the nature of the workload assigned individual faculty members operating within the parameters of the departmental structures. The state law of Oklahoma recognizes the constitutional rights of the university regents to prescribe the terms and conditions of employment for university employees. Individual workloads fall within this category. Therefore, the intent of the following statement is to establish guidelines whereby departments may, within the limitations of available university resources and with the approval of the responsible academic dean, develop and administer faculty workload policies.  CATEGORIES OF FACULTY WORKLOAD  2.01 Principles:  The major areas for funding of academic activity by the faculty are: (1) Teaching, (2) Research, and (3) Extension and Public Service. Precise demarcation between and among these areas is often difficult and sometimes impossible; in any case, all university activities of a faculty member must be considered as an integrated whole. Faculty activity in each of the areas may vary from semester to semester, according to the interests and abilities of the faculty member and the needs of the department, or those reflected through it by the college or the university. Therefore, faculty workload assignments will be developed by the department head in accordance with OSU and respective College Workload Guidelines and in consultation with each faculty member.  2.02 Definitions:  a. Teaching, or instruction of university courses for credit, is defined to include (without being limited thereto): preparation for and instructing all scheduled classes and laboratories; necessary review of the literature; academic advising; conducting seminars; supervising research for theses and/or dissertations (this may also be performed under the research function), and other scholarly and creative instructional activities; and arranging and guiding field activities.  b. Research is defined as the thorough, systematic investigation (by search of the literature and/or laboratory investigation, surveys, etc.) to discover new knowledge or to synthesize existing knowledge in new and constructive applications. Research activity shall result in the following scholarly outcomes (without being limited thereto): professional presentations; writing journal or magazine articles, books, grant proposals, and other academic literary proceedings; and the procurement of copyrights and patents on creative production relevant to professional or academic endeavors. Other scholarly outcomes such as systematic, creative productions shall be deemed the equivalent of research and shall include (without being limited thereto): writing and producing plays; holding artistic exhibitions and concerts; performing musical compositions; and creating other and similar art forms, performances and literary productions.  c. Extension and Public Service may include (without being limited thereto): all non-resident instruction (credit and non-credit); problem solving; and efforts to disseminate information to the university's publics. Included is writing fact sheets, brochures and other materials; presenting classes and programs either in person or via various media; and practicing one's profession for the populace of Oklahoma under the auspices of the university.  While performing assigned responsibilities in three basic funded areas, the faculty member often performs University Service. University Service may include representation of OSU on local, state, regional and national bodies, active participation in department, college, and/or university level committees; quasi-administrative assignments; informal counseling of students, whether professional, career or personal in nature; and sponsorship of recognized university student organizations. These service activities shall be consistent with the mission of the department, college and/or university and are part of the faculty workload.  Professional Development is primarily a faculty responsibility although the university seeks to assist by providing appropriate opportunities. Professional Development is defined as the increase and expansion of professional expertise, skills, knowledge and abilities. The faculty member is expected to exert diligent good faith efforts to achieve such development. Professional development may be achieved by reading professional articles, journals, periodicals, books, or other literature that contribute information directly relevant to one's professional career; attendance at seminars, professional programs, and conferences; using leaves of absence, sabbatical or otherwise; practicing the profession through consulting and other endeavors and activities especially related to enhancing one's professional knowledge, skills and reputation.  GUIDELINES  3.01 The expertise, reputation, experience and talent of the faculty constitute the primary resource of the university. In keeping with the principle that activities of a university faculty comprise an integrated whole, departmental workload policies will reflect each faculty member participating in teaching and/or research and/or extension. All faculty member activities in teaching, research, extension, and service shall constitute the equivalent of twelve instructional credit hours per semester or 24 credit hours in a nine-month academic year. All workload assignments must be consistent with the availability of resources.   * In determining teaching load, departmental policies will respect those factors (e.g., level and/or type of instruction, number of students, extent and number of course preparations, and research or institutional requirements) which may cause variance in the nature and number of credit hours taught and classroom preparation hours required. * Responsibilities for courses which are not typically measured by number of meetings, allocation of time, or specific constraints - e.g., special problems or independent studies courses, and the supervision of practicums, dissertations, or theses - will be assigned at the discretion of the department head after consultation with the faculty member. * Unit Workload Expectations Policy shall specify equivalent workload contributions from teaching, research, extension, and service activities consistent with the College Workload Guidelines. * Assignments will be guided by a fair and equitable apportionment of such responsibilities among the faculty of that department and will be determined in consultation with each faculty member. * In considering individual faculty workload, sufficient time must be allocated to meet assigned responsibilities in the functions of instruction, research, and extension. Consideration will also be given to the time demands of required university service and the need to facilitate faculty development.   PROCEDURES  4.01 Faculty will be directly involved in the development of department workload policy and in annual workload planning.  4.02 The procedures by which these guidelines will be administered are as follows:   1. The dean, in consultation with associate deans, department heads or unit directors, and applicable leadership personnel\*, will develop the College Workload Guidelines. These guidelines shall:  * Serve as a general framework for the development of unit-specific Unit Workload Expectations Policies. * Comply with the OSU Workload Guidelines as they apply to the recognized mission of the college. * Respect variations in disciplines and unit expectations in teaching, research, extension, and service. * Meet the approval of the Provost.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Individuals or committees that normally share in implementation and interpretation of policy with the dean’s office; a practice found in some but not all colleges.   1. The department head, in consultation with the faculty of the unit, will develop a Unit Workload Expectations Policy. This policy shall:  * Specify equivalent contributions to the nominal three-credit hour course in terms of teaching, research, extension, and service. The maximum instructional workload for a faculty member with a 100% teaching assignment is twelve credits per semester. * Provide for balanced and fair work assignments among all faculty members. * Consider the variations in time demands due to course type, complexity, class size, location, and level of course preparation required. * Benchmark workload assignments against peer institutions, and benefit from best practices in the discipline at the unit level.  1. The Unit Workload Expectations Policy must be submitted to the Dean for approval. 2. The Dean and department head will ensure that:  * Each faculty member's duties, objectives and assignments for the academic year (or any portion thereof) will be defined within the scope of the Unit Workload Expectations Policy. * Faculty appraisal will follow guidelines which are consistent with those agreed-on duties, objectives, and assignments, and the level of achievement, with due consideration given both to the nature of the task and the relative units of time required and to other positive contributions to the department.   4.03 All other activities of faculty members not covered by these guidelines will be administered through the policy statement, Guidelines to Govern Outside Professional Activities, Overload Assignments, and Non-Professional Activities of Faculty Members. |  |

**Amended by Passed Failed**

**Recommendation No.**   12-10-02-FAC 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**   OSU Policy to Govern Overload Pay

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

“Procedures to Govern Overload Pay” be created to clarify the circumstances in which overload pay may be approved and to provide for procedures to request and document overload pay.

**Background and Rationale:**

Creation of this policy was suggested by the Provost’s Task Force on Faculty Overload and Workload and was reported to Faculty Council in Summer 2012. The Faculty Committee met during August and September to consider the report and makes the recommendation to establish the policy as indicated below, consistent with all task force suggestions. A similar policy, 2-0111 “Procedures to Govern Overload Assignments, Outside Professional Activities, and Other Outside Activities of Faculty Members,” defines overload assignment and establishes that faculty may be paid, preferably at normal salary rate, when taking on such assignments. It also establishes that faculty are free to decline overload assignments “without prejudice.”

**PROCEDURES TO GOVERN OVERLOAD PAY**

INTRODUCTION

1.01 Overload pay is direct monetary compensation paid by the university to an individual for activities in excess of the full-time assignment as defined in 2-0110 “Procedures to Govern Workload Assignments of Faculty Members.”

1.02 Policy applies to full-time faculty members, academic staff, and academic administrators.

1.03 Overload pay may apply to overload assignments in teaching and extension/outreach.

PROCEDURES

2.01 Approval may be granted for overload pay assignment when the following conditions are met:

a. The faculty member, academic staff member, or academic administrator is fulfilling the requirement of the full-time workload assignment in a satisfactory manner.

b. The unit head determines that the overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect the individual’s performance of his/her regular duties.

c. The “Request for Overload Pay” form is completed prior to the start of the overload assignment.

2.02 Approval of the Provost and the OSU Board of Regents is required for overload pay when total compensation exceeds 13 months of salary. In cases when advance approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his/her approval.

**OKLAHOMA STATE UNIVERSITY**

**REQUEST FOR OVERLOAD PAY**

**Name:**

**Department/unit:**

**Campus address:**

**Description of the overload assignment (attach additional pages if necessary):**

**Duration of overload assignment:**

Start date:

Completion date:

**Amount of overload pay requested (salary months and fractions thereof):**

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

Signature & date

ADMINISTRATIVE ACTION

The faculty member, academic staff member, or academic administrator named above is fulfilling the requirement of the full-time workload assignment in a satisfactory manner, the overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect performance of his/her regular duties.

**Amount of overload pay approved:**

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

Date Signature of department/unit head

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

Date Signature of dean

If overload pay results in total compensation exceeding 13 months of salary, approval of the Provost and OSU Board of Regents is required. In cases when advanced approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his/her approval.

cc: Dean

Department/unit head

Applicant

**Amended by Passed Failed**

**Recommendation No.**   12-10-01-LRPIT 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Long-Range Planning & Information Technology   2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title:**    Copyright Usage Information Website

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

OSU establish a copyright usage information site hosted by the library and developed jointly with legal counsel.

**Rationale:**

OSU currently does not have a centralized location for educating faculty on copyright usage. Nearly every activity on campus, especially teaching, research, and publication functions, is affected by copyright law. Universities, through their faculty, staff and students, are enormous consumers and producers of intellectual property. Under current copyright law, every original work created is automatically copyrighted once it is fixed in a tangible medium of expression. Notices are provided from interlibrary loans, at copy machines and when downloading material from the library. In the past, the OSU library has sponsored a two part lecture on copyright and the use of copyrighted material. OSU also has a tutorial developed at BYU and licensed by the Institute for Teaching & Learning Excellence (Copyright 411 – http://itle.okstate.edu/copyright/start.htm). However, more can be provided to our faculty, staff and students to help them make smart decisions and protect them from legal consequences of misuse. Thus, a centralized resource, possibly modeled after or generated by linking available online resources is highly desirable both to provide education and to help protect OSU from copyright lawsuits.