

Northeastern Oklahoma Agricultural and  
Mechanical College

# FACULTY HANDBOOK

Revisions Approved by the Board of Regents for Oklahoma  
Agricultural and Mechanical Colleges October 26, 2018

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# Faculty Handbook

## INTRODUCTION

The Faculty Handbook for Northeastern Oklahoma A&M College, Miami, Oklahoma, is a summary of information pertaining to operation of the College. Board policies are contained in the Policy Manual of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, which is located in the Learning Resources Center and the President's Office.

Should a faculty member not find needed information in the Handbook, he/she may inquire at the Office of the Vice President for Academic Affairs.

The College Catalog is an excellent source of information regarding the College, its organization and operation. Every new faculty member should take time to thoroughly familiarize himself/herself with the contents of the Catalog and place special emphasis on understanding the History and Purpose of the College. Faculty members serve as academic counselors to students and need to remain current with student activities, general entrance requirements, expenses and financial assistance. The Catalog is a vital source of current information. Faculty members should be thoroughly familiar with the curriculum and courses of instruction in their particular area of expertise.

- 1.0 Background Information
- 2.0 Faculty Service
- 3.0 Hiring - Faculty and Administrative Personnel
- 4.0 Full-Time Faculty Work Responsibilities
- 5.0 Salary
- 6.0 Leaves, Absences, and Sabbaticals
- 7.0 Insurance and Retirement
- 8.0 Travel Procedures
- 9.0 Faculty Services
- 10.0 Student-Related Responsibilities
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Appendix



## 1.0 Background Information on Northeastern Oklahoma A&M College

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### 1.1 Brief History

Northeastern Oklahoma Agricultural and Mechanical College had its beginning in 1919 when Governor Robertson signed Senate Bill number 225 creating the Miami School of Mines. A special Board of Regents, authorized under House Bill number 552, at once organized the school so that it offered only college work, largely of a scientific nature. After holding classes for a year in the Mining and Exchange Building in Miami, the institution moved into the new building located on the forty acres of land given by interested citizens of Miami. Here it operated as a school of mines until 1924, when during a special session of the legislature, the name of the school was changed to Northeastern Oklahoma Junior College and general collegiate courses were added to the curriculum. In 1943 the name was changed to Northeastern Oklahoma A&M College.

Control of the College remained in the hands of the special Board of Regents until 1939 when Northeastern Oklahoma Junior College was placed under the Board of Regents for Agricultural and Mechanical Colleges.

A two-hundred acre farm was purchased and equipped, agricultural courses were added, and shop buildings to carry on the mechanical work were constructed and equipped.

In January of 1969, a dedication program for eight new academic and housing buildings was held in the Fine Arts Center. During 1974-75, renovation of existing buildings occurred.

The College has shown a steady expansion in services offered to the community and in students taking advantage of its offerings

## 1.2 Mission and Purpose

### ■ 1.21 Mission

*Northeastern Oklahoma A&M College is dedicated to providing opportunities that promote excellence in learning, service and leadership in a global society.*

### ■ 1.22 Purpose

Northeastern Oklahoma A&M College is organized as a state supported comprehensive college offering associate degrees and/or certificates while remaining sensitive to the specialized educational needs of the local community. The basic curricula contain freshman and sophomore courses for students who intend to pursue a baccalaureate degree after leaving Northeastern Oklahoma A&M College. Occupational programs provide opportunities for those who plan to enter the work force upon graduation. Other educational programs provide for furthering the cultural, occupational, recreational, and enrichment opportunities for those in the community desiring to study, with or without credit, in specific areas of their interest.

#### **To accomplish its mission the College:**

- Offers transfer courses for students planning to pursue a baccalaureate or professional degree at a senior college or university.
- Provides programs designed for students whose formal studies will lead to employment.
- Provides a core of general education courses in each of the College's programs of study.
- Offers leadership development opportunities for students through participation in student government, student housing, honor societies, academic organizations, and social organizations.
- Provides developmental programs for students whose tests, academic records, and other factors indicate potential difficulty in doing satisfactory work while pursuing their stated objectives.
- Provides a student tutorial program.
- Provides faculty advising, financial aid counseling, health services, personal counseling, and appropriate referral to social service agencies.
- Offers community services which enhance the civic, cultural, economic, and recreational and social environment of the area served by the College.
- Provides continuing education enabling students to improve and update existing skills and to develop new skills.
- Serves as a resource-facilitator for educational systems, business-industrial organizations, and governmental entities in the College's service area and to assist in economic development of the area.
- Explores the need for extension classes, and makes them available when feasible.
- Provides the means through which students may receive advanced standing credit.
- Ensures that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching to prepare for life-long learning and competition in a global economy.
- Utilizes innovative thinking to ensure financial viability in an increasingly competitive world.
- Conducts ongoing studies to identify the current educational needs and wants of the community and provides effective programs to meet them.
- Facilitates student learning through excellence in teaching by recruiting, maintaining and continuously upgrading a highly qualified faculty and staff.

- Provides an opportunity for students to engage in a comprehensive educational experience through intercollegiate and intramural athletics, performing arts, judging teams, and other student activities.

### 1.3 Boards of Control

#### ■ 1.31 Oklahoma State Regents for Higher Education

The Oklahoma State Regents for Higher Education is a constitutional board of nine members appointed by the Governor and approved by the Senate, with one member's term expiring each year. This board confers all degrees, approves curricula and courses of study, prescribes academic standards, establishes student fees, and allocates funds to each institution for operation and maintenance from the legislative appropriations which are made to the board.

#### ■ 1.32 Board of Regents for the Oklahoma Agricultural and Mechanical Colleges

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (hereinafter "the Board") was created on July 11, 1944, by Section 31a, Article 6, of the Oklahoma Constitution.

The Board has the supervision, management and control of five institutions, including Connors State College, Langston University, Northeastern Oklahoma A&M College, Oklahoma Panhandle State University, and Oklahoma State University and its constituent agencies which include the Agricultural Experiment Station, the Agricultural Extension Division, OSU Institute of Technology-Okmulgee, the OSU Center for Veterinary Health Sciences, OSU-Oklahoma City, the OSU Center for Health Sciences, and OSU-Tulsa.

The Board, also referred to as the OSU/A&M Board of Regents, consists of nine members, one of whom is the President of the State Board of Agriculture. The remaining eight members are appointed by the Governor, by and with the advice and consent of the Senate. Except for the President of the State Board of Agriculture, Board members are appointed for eight-year terms to numbered positions on the Board representing Congressional Districts One through Five and three at-large appointments.

The Board's powers to govern are constitutional and include, but are not limited to, those enumerated in Title 70, Oklahoma Statutes, Section 3412, and other laws and judicial decisions of the State of Oklahoma. In the exercise of these powers the Board has declared as its mission to strive for Service to people which is characterized by the highest degree of cooperation and communication among system institutions; Quality of programs which meet or exceed the expectations of people seeking service of any kind at any tier of the system; Efficiency of operations in order to focus resources in a manner that will best support the educational needs of the people served; and Accountability to the people of Oklahoma in providing an appropriate array of high quality educational opportunities in accordance with the Constitution and laws of the State of Oklahoma.

Its functions are legislative in the establishing of all general policies affecting the institutions it governs, their relation one to another, and the prescribing of such rules and regulations as may bring these policies into effect. Its judicial functions are limited to acting as a court of final settlement for matters that cannot be satisfactorily adjusted by the presidents of the colleges. Its executive power is delegated in most instances to the presidents of the institutions and their authorized administrators.

## 1.4 Accreditation

The College is accredited by the Higher Learning Commission. For information about NEO's accreditation status, contact information is available on the Higher Learning Commission's website: [www.hlcommission.org](http://www.hlcommission.org).

NEO College awards the Associate in Arts Degree, the Associate in Applied Science Degree, and the Associate in Science Degree, the Less Than Two Year Certificate, and the Less Than One Year Certificate. All programs offered by the College are approved by the Oklahoma State Regents for Higher Education, the state oversight board, and by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, the college's governing board. Three academic programs hold specialized accreditation in their fields:

- AAS Degree in Physical Therapist Assistant – Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax Street, Alexandria, Virginia 22314; 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).
- AAS Degree in Associate Degree Nursing (RN) – Approved by the Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, Oklahoma City, Oklahoma 73106; 405-962-1800; [www.ok.gov/nursing/](http://www.ok.gov/nursing/) and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, 404-975-5000, [www.acenursing.org/](http://www.acenursing.org/).
- AAS Degree in Medical Laboratory Technician – National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018; 773-714-8880; [www.naacls.org](http://www.naacls.org).

## 1.5 College Organization

### ■ 1.51 President

The President is the Chief Executive Officer of the College, reporting directly to the governing board and is responsible for the determination and administration of all College policies.

### ■ 1.52 Vice Presidents

The Vice President for Academic Affairs is the Chief Academic Officer of the College and is responsible for the development, implementation and evaluation of all academic programs conducted or sponsored by the College. The Vice President for Academic Affairs shall ensure that NEO's academic programs are of the highest possible quality and consistent with the needs of the College's constituency. The Vice President is responsible for overseeing the Academic Departments and the various Grant Directors and Coordinators.

The Vice President for Student Affairs and Enrollment Management serves as the chief student affairs and enrollment management officer providing leadership in development, implementation, and evaluation of all student affairs and enrollment management activities. The Vice President is responsible for overseeing the areas of student activities/intramurals, student government, student organizations, admissions/registrar, recruitment, marketing, Center for Academic Success and Advisement, financial aid, health services, campus police, and discipline. The Vice President will represent NEO A&M College to the public in a variety of settings by

providing an overview of residential life, students activities, and academic programs, including NEO's philosophy, history, and mission.

The Vice President for Fiscal Affairs serves as the Chief Financial Officer of the College, responsible for the management of the financial resources in the E&G Budget and Auxiliary Budget. The Vice President is responsible for the Coordination of and reporting external financial commitments, dealing with finance and operations, to the office of State Finance, State Treasurer's Office, Oklahoma State Regents for Higher Education and the Board of Regents for OSU and the A&M Colleges, as information is required by these Agencies and Boards. The VP for Fiscal Affairs coordinates the operations of the following areas of the campus, relative to personnel and financial matters: Maintenance Department, Human Resources Department, Food Services, Post Office, Bookstore, Business Office, and Custodial Department.

■ **1.53 Academic Schools<sup>1</sup>**

NEO A&M College is divided into three academic schools. Each school is divided into two departments, each with a department chair:

1. School of Agriculture and Natural Sciences  
Department of Agriculture  
Department of Math and Science
2. School of Human Environmental Sciences  
Department of Business and Technology  
Department of Nursing, Allied Health, and Physical Education
3. School of Liberal Arts  
Department of Social Science  
Department of Communications and Fine Arts

■ **1.54 Administrative Officers**

The names of individuals currently holding an Administrative Office are listed in the current copy of the College Catalog under the heading of "Directory of Administration and Personnel."

■ **1.55 Organizational Flow Chart (See Appendix)**

## 1.6 Faculty Handbook Revision Process

The following statements set forth a general time line and procedural format for the consideration of changes to the Faculty Handbook. The dates set forth in these statements are not intended to absolutely preclude consideration of amendments to the Faculty Handbook at other appropriate times and do not abridge in any manner the inherent authority of the Board of Regents to implement policy changes at any time the Board of Regents may deem appropriate, or as may be required by law.

1. At the beginning of each academic year, the existing academic policies of the College as expressed in the Faculty Handbook will be reviewed for possible additions, amendments, or deletions by the Faculty Handbook Review Committee. The Faculty Handbook Review Committee will be comprised of faculty members appointed by the Faculty Senate.

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<sup>1</sup> Revision approved by Board of Regents for OSU/A&M Colleges October 26, 2018

2. Any member of the College faculty may submit proposed changes to the Faculty Handbook Review Committee by giving such proposed changes to the President of the Faculty Senate or the Chair of the Committee. The Faculty Handbook Review Committee will prepare a report containing its recommended changes to the Faculty Handbook and transmit those recommended changes to the Faculty Senate for its review. Copies of these recommendations shall be sent at the same time to the Vice President for Academic Affairs. Such recommendations should normally be presented by the end of December.
3. The Faculty Senate will review the recommendations of the Faculty Handbook Committee and forward any recommended changes back to the Faculty Handbook Review Committee for its further consideration.
4. After having reviewed any suggested changes from the Faculty Senate, the Faculty Handbook Review Committee shall forward its final recommendations to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall then transmit his/her final recommendations to the President of the College for consideration and possible presentation by the President to the Board of Regents.
5. Revisions to the Faculty Handbook shall note the date of Board of Regents approval, or the date of approval by the President, when Board of Regents approval is not required.

## 2.0 Faculty Service

- 2.1 College Standing Committees
  - 2.11 Institutional Committees
  - 2.12 Faculty Association
- 2.2 Communications Service to Disseminate General Information
  - 2.21 Announcements
  - 2.22 Committee Meetings
  - 2.23 Minutes
- 2.3 Department Chair's Report to Administration
- 2.4 Faculty Meetings
- 2.5 Student Organization Sponsorship

### ■ 2.1 College Standing Committees

The need for councils or committees is determined by the President, the Vice President for Academic Affairs and the faculty. The President and Vice President for Academic Affairs coordinate and assign committee and council membership. The number of committees and membership on the different committees change from year to year according to needs.

Each employee is given an opportunity to express his/her preference relative to the committee or committees on which he/she would like to work. Service on committees is encouraged and expected.

The purpose of many committees is to study and make recommendations. Regardless of the functions and purposes, every committee has work that is important for the efficient operation of the College. Committees are the vehicles through which existing problems can be cooperatively identified and resolved.

- 2.11 Institutional Committees<sup>2</sup>

Councils and committees are evaluated on a continuing basis and subject to change. Copies of the charters for each council (which the preceding area describes) are on file in the office of the Vice President for Academic Affairs.

#### 1. Administrative Advisory Councils

The College Cabinet and Academic Advisory Council are composed of the administrative officers of the College and representatives of faculty, staff and student organizations. Their purpose is to serve as advisory bodies to the President.

#### 2. Academic Advisory Council

The Academic Advisory Council is composed of administrative officers of the College and faculty, staff and student organizations. The purpose of the council is to serve in an advisory

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<sup>2</sup> Revision approved by Board of Regents OSU/A&M Colleges October 26, 2018

capacity to the Vice President for Academic Affairs concerning appropriate academic operations of the College.

3. Curriculum & Articulation Council

The Curriculum and Articulation Council serves in an advisory capacity to the Vice President for Academic Affairs. The Council reviews and makes recommendations on proposals for adding, expanding, deleting, or modifying instructional programs and courses offered by the Northeastern Oklahoma A&M College. The Council also reviews requests to offer courses and existing programs in an online format. In this process, the Council reflects on the mission of College and the needs of its students for transferability, workforce development and/or personal enrichment.

4. Student Financial Aid Committee

This committee shall make recommendations and act in an advisory capacity concerning policies regulating financial aid available through the College. Financial responsibility of the committee is limited to an advisory function only. The Vice President for Student Affairs is the Coordinator and an ex-officio member of the committee

5. Learning Resources Center Advisory Council

This Council helps to determine the general policies and the principles on which the LRC is to function, acts as liaison in interpreting the LRC policies to the Faculty and student body and in returning feedback to the Director. It should study the faculty and student needs of the college and formulate broad general policies for the development of resources for research and instruction that can be integrated with campus, local, and regional educational activities. Its activities are advisory only.

6. Athletic Advisory Council

The function of the Athletic Advisory Council is to periodically review the policies and existing programs as necessary, and assist and advise the Athletic Director in the administration of his/her duties as the need arises.

7. Campus Safety/Security Council

This committee is designed to review current safety and security issues and provide feedback to the executive team. The committee will recommend the development of programs and services to improve safety and security across campus.

8. Global Education Council

The function of the Global Education Advisory Council shall be to review the College's overall approach to fulfilling its global initiative and advise the administration when necessary. The Global Education Advisory Council is dedicated to promoting an understanding of cultural diversity in the State of Oklahoma and the Global Community by extending our vision to become stewards of the earth, foster world peace and freedom, and understand different cultures. We accomplish these goals in a Global Curriculum, cultural trips, global speakers, and global focused service projects.



9. Marketing Advisory Council

This council's purpose is to promote and improve the image and success of Northeastern Oklahoma A&M College to all stakeholders.

10. Technology Advisory Council

The Technology Advisory Council is composed of students, faculty, staff and administration representatives who advise the Vice President for Fiscal Affairs concerning appropriate prioritization, purchase and use of technology on the NEO A&M campus.

11. Textbook Advisory Council

The Textbook Advisory Council is composed of students, faculty, staff and administration representatives who advise the Vice President for Fiscal Affairs concerning the textbook store processes that relate to the selection, ordering and sale of course materials on the NEO A&M campus.

12. Distance Education Committee

The Distance Education Committee serves in an advisory capacity to the Vice President for Academic Affairs. The Committee makes recommendations focused on policies and procedures, course and program development, instructional resources, student services, and professional development relevant to distance education.

- 2.12 Faculty Association

The Northeastern Oklahoma A&M College Faculty Association is an organization designed to facilitate democratic participation in the development of institutional policies. This is accomplished through its elected representatives. The Faculty Senate serves as a liaison body between the faculty and the administration by making recommendations to the president of the college. A copy of the Faculty Association Constitution is available from the Association President. Any faculty member that teaches at least nine credit hours per semester can join the Faculty Association by paying dues. In addition, professional employees such as the director of the LRC, college counselor and directors of special grant-supported programs that have at least a baccalaureate degree may be members of the Faculty Association. See the Faculty Association constitution and by-laws for further details.

- 2.2 Communications Service to Disseminate General Information

- 2.21 Announcements

Communications are accomplished through announcements by e-mail and oral discussions at committee, departmental and school meetings, or general faculty meetings.

- 2.22 Committee Meetings

All requests for committee meetings are expected to present agenda for discussion. This outline shall be followed but does not preclude the introduction of new topics. In order to avoid conflicts, committee and academic school meetings are scheduled by the Office of the Vice President for Academic Affairs.

- **2.23 Committee Minutes**

Minutes of all committee meetings are circulated to the committee members, the President, Vice President for Academic Affairs, and the President of the Faculty Association. If the committee action involved an institutional decision, the minutes will be sent to all faculty members.

- **2.3 Department Chair's Report to Administration**

Each Department Chair shall make a written annual report to the President and the Vice President for Academic Affairs. This report is made at the close of the spring semester and sets forth the Department's activities of the preceding year. The report covers such items as accomplishments, advancement, evaluation, and satisfaction. It also includes facilities, enrollments, meetings, and school visits and other recruitment activities. The report will include plans for the future and any needs identified through the review process.

- **2.4 Faculty Meetings**

General faculty meetings are held when called for by the college President or the Vice President for Academic Affairs for business, information or in-service training. The president of the Faculty Association may call for meetings of the entire Faculty Association.

- **2.5 Student Organization Sponsorship**

Faculty members participate in and lend leadership to co-curricular activities such as sponsoring clubs and organizations. Club/organization sponsors are responsible for supervising official and/or College-associated activities of their groups. Sponsors should contact the Vice President for Student Affairs for information on their responsibilities.

## 3.0 Hiring - Faculty and Administrative Personnel

- 3.1 Faculty and Administrative Appointments
  - 3.10 Faculty Selection Procedures
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## 3.0 Hiring of Faculty and Administrative Personnel

### ■ 3.1 Faculty and Administrative Appointments<sup>3</sup>

The President shall have final responsibility for recommending faculty and administrative appointments, promotions, and discontinuances but shall secure appropriate faculty and administrative counsel before making recommendations. (When the President is the subject of any action, the Board of Regents for OSU and the A&M Colleges shall have the final responsibility.) Insofar as possible, the responsible administrative officer shall arrange with principal candidates for initial appointments to visit the campus for personal interviews. Approved administrative practices shall include the following procedures:

#### • 3.10 Faculty Selection Procedures

When a mutual agreement between the administration and the Department Chair indicates a faculty position opening, the following procedures are used to fill that position.

##### 3.101 Advertising

A Personnel Request form is to be completed by the Department Chair and signed by the Vice President for Academic Affairs and the Vice President for Fiscal Affairs/Director of Human Resources. The Vice President for Academic Affairs will notify the Department Chair of approval to initiate the search process. The College Human Resources Office will advertise the position internally and externally on behalf of the academic department.

##### 3.102 Screening Committee

Upon approval to hire, the Department Chair will call for the election of a Department/Faculty Selection Committee. The Committee will be comprised of at least three members elected by the faculty of the discipline or school in which the vacancy occurs. If there are not enough faculty members in the discipline to comprise a Committee, at least three faculty in the school will make up the Committee. The Committee will obtain the relevant position description from the Department Chair for use in the hiring process. The Committee will elect its own Chair. The Department Chair will conduct standard correspondence with applicants.

##### 3.103 Interview

Committee members will review the applications, resumes and credentials of the candidates and make recommendations to the Department Chair which candidates should be invited for interview. Committee members will be invited to participate in the interview process.

The Committee will evaluate all candidates with the desired qualifications and submit a list of at least three names for consideration to the Department Chair for his/her review. All appointments shall be recommended by the Department Chair, endorsed by the Vice President for Academic Affairs, and approved by the President and the Board of Regents for OSU and the A&M Colleges.

In the selection of full-time faculty,

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<sup>3</sup> Approved by the Board of Regents for OSU/A&M Colleges; revision approved by the Board of Regents for OSU/A&M Colleges July 30, 2004; October 26, 2018.

### 3.104 Offering a Position

A formal written letter of appointment will be offered by the President or his designee and accepted by the applicant. Promises or terms of employment not specifically set forth in the written letter of appointment or set forth in the Faculty Handbook as general College regulations will not be binding on the College.

A permanent file will be maintained in accordance with College policy recording the search and employment process under the supervision of the Office of the Vice President for Academic Affairs. Human Resources forms documenting the selection committee, the candidates interviewed, and the candidate hired will be maintained in the Human Resources records.

- **3.11 Department Chair Selection Procedures<sup>4</sup>**

When a vacancy occurs in a department chair position, the following procedure shall be used to fill that position:

#### 3.110 Advertising

A Personnel Request form is to be completed and signed by the Vice President for Academic Affairs and the President. Approved Personnel Request forms will be transmitted to the College's Human Resources Office, with a copy transmitted at the same time to the Vice President. The College Human Resources Office will advertise the position internally.

#### 3.111 Screening Committee

Upon receipt of an approved Personnel Request form, the Vice President for Academic Affairs will call for the election of a Department Chair Selection Committee. The Committee will be comprised of at least four full-time faculty members in the department in which the vacancy occurs and will be selected in a meeting of all faculty members of that department. There should be at least one member on the Committee from each discipline within the department. The Committee will obtain the relevant position description from the Vice President for use in the hiring process. The Department Chair must be a full-time faculty member in the department in which he/she will serve. The Committee will elect its own Chair. The Vice President will conduct standard correspondence with applicants.

#### 3.112 Interview

Committee members will use a standard applicant evaluation form approved by the College to record individual applicant appraisals. Committee members will review the applications, resumes and credentials of the candidates and interview the candidates before making recommendations to the Vice President for Academic Affairs.

The Committee will evaluate all candidates with the desired qualifications and submit their recommendation to the Vice President for Academic Affairs for his/her review.

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<sup>4</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013.

### 3.113 Offering a Position

A formal written letter of appointment will be offered by the President or his designee and accepted by the applicant.

- **3.12 Selection Process for Faculty**

In the selection of full-time faculty, all appointments shall be recommended by the Department Chair, endorsed by the Vice President, and approved by the President and the Board of Regents for OSU and the A&M Colleges. The Department Chair shall consult faculty members of his or her department, particularly those with whom the candidate will be associated in his/her work, before making recommendations and shall also secure, as a basis for his or her recommendation, all the pertinent information possible concerning the candidate's qualifications for the position sought. The Department Chair will present the recommendation and supporting documentation to the Vice President for Academic Affairs, who then will present his or her recommendation to the President.

In the selection of adjunct faculty, the Department Chair meets with the candidate and reviews documentation of the candidate's qualifications. The Department Chair may include a faculty member or faculty members who teach in the discipline in the interview process, as deemed appropriate. The Department Chair makes a recommendation for hire to the Vice President for Academic Affairs. The Vice President reviews the faculty credentials and approves the hiring of the candidate.

- **3.13 Selection Process for Directors, Vice Presidents, and President**

In the selection of Directors and Vice Presidents, faculty committees shall be appointed to consult with the appropriate administrator for making recommendations to the President and Board of Regents; in the case of the President selection, the committee consults directly with the Board of Regents for OSU and the A&M Colleges. These committees should be selected in consultation with faculties concerned or with their duly elected representatives.

- **3.14 Academic Credentials<sup>5</sup>**

Appointment to any faculty or administrative position requires credentials that will satisfy the school concerned. No appointment shall carry any implication of academic tenure. The precise terms of every appointment shall be stated in writing, and copies shall be in the possession of both the College and the Faculty or Administrative member.

Faculty, full-time and adjunct, who teach general education courses and courses designed for transfer to a bachelor's program should hold a minimum of a master's degree in the field or subfield in which the faculty member teaches. If the faculty member holds a master's degree or higher in a field or subfield different than the discipline he or she teaches, the faculty member should have completed a minimum of 18 graduate credit hours in the field or subfield in which he or she teaches. Exceptions to this policy may be granted by the Vice President for Academic Affairs upon recommendation from the academic department chair. Exceptions will be based on additional attributes demonstrated by the faculty member that shows his or her preparedness to determine what a student should learn and competencies related to teaching and learning in the discipline. Evidence of the faculty member's qualifications shall be documented and maintained in the faculty member's employment record.

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<sup>5</sup> Revision approved by Board of Regents for OSU/A&M Colleges October 26, 2018.

Full-time and adjunct faculty who teach in an applied science program should have a minimum of a bachelor's degree in the field or subfield. Exceptions to this policy may be granted by the Vice President for Academic Affairs upon recommendation by the academic department chair. Exceptions will be based on additional attributes demonstrated by the faculty member that shows his or her preparedness to determine what a student should learn and competencies related to teaching and learning in the discipline. Evidence of the faculty member's qualifications shall be documented and maintained in the faculty member's employment record.

Faculty who teach in programs with specialized accreditation must meet the faculty credentials required by the accrediting body.

- **3.15 Orientation of New Faculty Members**

The primary responsibility for the induction of a new faculty member lies with the Department Chair. The Department Chair explains procedures for obtaining copies of textbooks, teaching supplies, equipment, secretarial help, duplicating facilities and syllabi. The Chair discusses academic policies and general College policies. The Chair also ensures that the new faculty member receives orientation to electronic tools for enrollment, advising, and teaching.

- **3.16 Temporary Appointment**

Appointment on a temporary basis may be made to any faculty or administrative position for any period not to exceed one academic year. Such temporary appointment shall automatically terminate upon expiration of the specified contract period without any implication of reappointment.

- **3.17 Renewal of Appointment**

Initial employment for faculty shall be for one year at a time and shall carry no implications of continuing employment. Faculty holding less than the degree required for the discipline, as stated in the faculty qualifications, will not be considered eligible for continuing employment. After three satisfactory annual evaluations by the appropriate supervisor, and reappointment to the fourth term, continuing employment can be assumed. For those faculty eligible to be considered for continuing employment, continuing employment shall then be retained through continued satisfactory annual or interim evaluations, with any employee receiving an unsatisfactory performance evaluation normally given six months to correct deficiencies unless the nature of the unacceptable conduct is seriously prejudicial to the College or a component thereof. Serious misconduct may result in immediate action without a corrective, probationary period. (See Nonrenewal of Appointment)

- **3.18 Nonrenewal of Appointment<sup>6</sup>**

Any faculty member in continuing status must normally be given a minimum of six months' notice of a recommendation for nonrenewal of appointment, except in the case of serious misconduct. Any faculty in continuing employment status who has received notification of nonrenewal of his/her appointment shall in all cases be afforded administrative due process. An appellate committee shall hear appealed cases and make recommendations to the President. (See Section 3.52)

- **3.19 Continuing Employment<sup>7</sup>**

Faculty members who receive three satisfactory annual evaluations, receive a recommendation from the academic department chair for reappointment to a fourth term, meet the faculty qualifications

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<sup>6</sup> Revision approved by Board of Regents for OSU/A&M Colleges September 6, 2013.

<sup>7</sup> Approved by the Board of Regents for OSU/A&M Colleges September 10, 1993; Revisions approved October 26, 2018.

(see 3.14 Academic Credentials), and receive approval for continuing employment by the Board of Regents, will be considered continuing employees whose employment with the College cannot be terminated except for cause, financial exigency, or academic curtailment or discontinuance, conduct seriously prejudicial to the College, acts of moral turpitude, for bona fide lack of need for one's service, or bona fide necessity for financial retrenchment. Faculty members who do not possess the minimum degree requirement (see 3.14 Academic Credentials) will not be considered for continuing employment and will not ordinarily be appointed to a fourth year of employment. At the request of a faculty member, and with the consent of appropriate Department Chair and the Vice President for Academic Affairs, a faculty member who is diligently working toward meeting the minimum degree requirement may be extended temporary employment (with no expectancy to continuing employment) on a year-to-year basis for up to two additional years beyond the third term of employment.

Continuing employment ordinarily will be retained through satisfactory annual evaluations. In cases of perceived performance deficiencies, faculty members will be afforded the opportunity to improve their performance through a structured plan of improvement before any action to terminate an appointment is made. Such plans of improvement, at the minimum, shall include a clearly stated written summary of areas of needed improvement, periodic meetings with appropriate supervisors to review the faculty member's progress, and an established time frame for the improvement review period.

- **3.20 Promotion**

Promotions from one faculty position to another may be made upon consideration of demonstrated fitness, adequacy of training, experience in teaching and research, together with any special abilities which make the member of value professionally to the College and State.

- **3.21 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Human Resources Office in writing of any changes in personal data. Name changes, personal mailing addresses, telephone numbers, changes affecting number and names of dependents on NEO insurance policies, individual to be contacted in the event of emergency, educational accomplishments, and other such status reports should be kept current at all times.

- **3.22 Separation**

Employees of Northeastern Oklahoma A&M College separating employment must return all assigned college property and complete an Exit Check List which can be found on the NEO webpage under "Frequently Used Forms." The employee should meet with his or her Department Chair to complete the check list. Once all of the proper signatures have been obtained, the employee should return the completed list and their Employee Identification Card to the Human Resources Office. The completed Exit Check List must be on file with the Human Resources Office three working days prior to scheduled paycheck distribution.

- **3.2 Personnel Files**

Personnel files are the property of NEO and access to the information they contain is restricted. Access to personnel files will be limited to the President, Vice Presidents, Directors, and Personnel Office personnel who have a legitimate reason to review the information in an employee's personnel file. Members and officials of the A&M Board of Regents may also be entitled to review personnel file information in certain circumstances. An employee may review material in his or her employee file during



business hours, but only in the presence of an individual from the Human Resources Office to safeguard that file.

### ■ 3.3 Employment Conditions

#### • 3.31 Affirmative Action/EEO Policy Statement<sup>8</sup>

It is the policy of Northeastern Oklahoma A&M College to be a complete equal opportunity institution in all phases of operations, toward the end of attaining the College's basic mission and goals. Northeastern Oklahoma A&M College affirms that it will provide equal employment and/or educational opportunity on the basis of merit. Northeastern Oklahoma A&M College does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. Northeastern Oklahoma A&M College will apply equal opportunity in the recruitment, hiring, placement, training, promotion, and termination of all employees and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs.

Northeastern Oklahoma A&M College further affirms that it will provide and promote equal opportunity to students in all phases of its academic and student life programs.

Northeastern Oklahoma A&M College will consistently monitor these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

### ■ 3.4 Employment Policies

#### • 3.41 Ethical Conduct

##### 3.411 Loyalty Oath

According to the Session Laws of Oklahoma, every officer and employee of the State of Oklahoma shall first take and subscribe to the loyalty oath of affirmation. This oath is filed in the College's personnel folder in the Human Resources Office.

##### 3.412 Nepotism<sup>9</sup>

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by affinity shall not, in itself, be a bar to appointment, employment or advancement in colleges governed by the Board of Regents of the Oklahoma Agricultural and Mechanical colleges. However, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other: nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit. Waivers may be granted by the College

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<sup>8</sup> Approved by the Board of Regents for OSU/A&M Colleges July 24, 1998; revision approved September 6, 2013; revision approved October 26, 2018

<sup>9</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013.

President, but performance evaluations and recommendations for compensation and promotion will be made by one not related to the individual being evaluated. The Board of Regents of the Oklahoma Agricultural and Mechanical Colleges shall be notified of any such waivers at its next meeting.

Relatives who are within the third degree of relationship to any employee, by blood or marriage, are as follows: spouse; parent; grandparent; great-grandparent; parent, grandparent or great-grandparent of spouse; uncle or aunt, uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; and great-grandson or granddaughter or their spouse.

• **3.42 Gender Discrimination/Sexual Harassment Policy<sup>10</sup>**

It is the policy of Northeastern Oklahoma A&M College that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e (Title VII), and Title IX of the Education Amendments of 1972, 20 U.S. C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is also prohibited in and out of the classroom and in the evaluation of students' academic or work performance.

The College encourages victims to report instances of gender discrimination prohibited by Title IX or Title VII, including but not limited to, sexual assault or other sex offenses, either forcible or non-forcible in nature. In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with campus police or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The NEO Police Department is available to assist victims in filing reports with other law enforcement agencies.

All students, members of the faculty, and non-faculty staff personnel are required to comply with the policy and procedures outlined to address complaints about gender discrimination, sexual harassment and sexual assault. In addition to the procedures outlined in this policy statement, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission (involving employment) or U.S. Department of Education, Office for Civil Rights (involving education programs or activities). Any complaint of gender discrimination or sexual harassment filed under the College's policy will be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

Any individuals who believe that they have been the victim of gender discrimination or have witnessed gender discrimination may report their concerns to the NEO Human Resources /Affirmative Action/Title IX Compliance Officer, whose office is located in the Business Office of the Library Administration Building. The telephone number for that office is 918-540-6313. A more detailed recitation of the procedures that will be followed in response to cases of alleged gender discrimination is set forth in Appendix A to this Handbook.

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<sup>10</sup> Approved by the Board of Regents for OSU/A&M Colleges September 14, 1990; revision approved September 6, 2013.

- **3.43 Student Fraternization (See Sexual Harassment Policy, Appendix A)**

- **3.44 Tobacco Free Policy<sup>11</sup>**

Consistent with Executive Order 2012-01 signed by Governor Fallin, Northeastern Oklahoma A&M College will end tobacco use on all NEO premises at all times and in the delivery of our services regardless of location. The Tobacco-Free Policy is located in the Appendix.

- **3.45 Substance Abuse Policy<sup>12</sup>**

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol and set for the following rules:

- a. Employees may not consume alcoholic beverages or take illegal drugs on our premises.
- b. Employees may not report to work under the influence of drugs or alcohol.
- c. If you are convicted under any federal or state criminal drug statute, you must notify an office of the college within five (5) days. This will be grounds for termination.

Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has been illegally obtained or which is being used in a manner or for a purpose other than as prescribed.

- **3.46 Drug- Free Schools Policy<sup>13</sup>**

The Drug-Free Schools Policy is located in the Appendix.

- **3.47 Regulation for Individuals with Disabilities**

The College is to be in compliance with applicable national and state laws governing individuals with disabilities. Among the services provided are special parking for individuals with disabilities, elevators and chair lifts are available in some buildings, special seating is available in classrooms, auditoriums, athletic facilities and commencement, special textbooks may be obtained for individuals with disabilities, etc. For further information contact the designated ADA/Rehabilitation Act Coordinator.

- **3.48 Infectious Diseases Policy and Procedure Statement**

The Infectious Diseases Policy and Procedure Statement is located in the Appendix

- **3.49 Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals Policy<sup>14</sup>**

The Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals Policy is located in the Appendix.

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<sup>11</sup> Approved by the Board of Regents for OSU/A&M Colleges June 18, 1993; revision approved September 6, 2013.

<sup>12</sup> Approved by the Board of Regents December 15, 1989; Revised approved July 1992

<sup>13</sup> Approved by the Board of Regents for OSU/A&M Colleges September 14, 1990.

<sup>14</sup> Approved by the Board of Regents for OSU/A&M Colleges April 13, 1990; revisions approved October 26, 2018.

### ■ 3.5 Faculty Rights and Responsibilities

#### • 3.51 Statement on Academic Freedom

The College subscribes to academic freedom as fundamental for the protection of the rights of the instructor in teaching and of the student to freedom in learning. The limitations embodied in the “1940 AAUP Statement of Principles on Academic Freedom and Tenure,” cited below, are a responsibility of each faculty member:

- a. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject;
- b. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, the teacher should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations; and
- c. As a teacher of learning and an educational officer, he/she should remember that the public may judge this profession and this institution by his/her utterances. Hence, the teacher should at all times show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesman.

#### • 3.52 Annual Evaluations<sup>15</sup>

Feedback from both students and other instructors is an essential part of faculty professional development. Therefore, faculty will be evaluated every year, so that each instructor may receive constructive feedback about how to improve his or her performance on the job. Evaluations consist of four components: classroom observation, student feedback, supervisor evaluation, and self-evaluation. Faculty will also be given the opportunity to conduct an upward evaluation of their supervisor(s). Finally, periodic evaluation of the classroom learning environment will be conducted to insure that college facilities are adequately meeting students’ needs.

Evaluations will be conducted on the following timeline:

- Classroom Observation of instructors scheduled during weeks 5-7
- Instructors submit self-evaluations to supervisors by end of week 8
- Supervisors complete evaluations of instructors by end of week 9
- Faculty – Supervisor Discussions scheduled during weeks 10-11
- Student Feedback (Course, Instructor, and Learning Environment) scheduled during weeks 12-14
- Upward Evaluations (Anonymous and Voluntary) completed by end of week 15

Faculty in their first three years of employment at NEO will receive student feedback evaluations in every course taught in each semester of their first three years. Permanent status faculty will receive student feedback evaluations in one course per year.

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<sup>15</sup> Approved by the Board of Regents for OSU/A&M Colleges September 6, 2013; revision approved October 26, 2018

- **3.53 Complaints Against a Faculty Member<sup>16</sup>**

- a. Information about possible misconduct may initially come from any source, including student and faculty complaints, direct observation, citizen complaints, signed letters, media stories, and police reports.
- b. Complaints to the College regarding a faculty member should be written, bearing the complainant's signature, and be submitted to the faculty member's Department Chair or Vice President for Academic Affairs for review and action. These officers may also initiate a performance or conduct inquiry unilaterally without receiving a written complaint from another person.
- c. Complaints against a faculty member made by persons who do not wish to sign a written statement will not result in formal disciplinary action. After investigation, appropriate information will be communicated to the faculty member by administrators but will not result in formal disciplinary action or placement in a faculty member's permanent personnel file (unless the faculty member receives a summary of the complaint from an appropriate administrator and is given an opportunity to respond to that summary). The faculty member shall be given the substance of the complaint and an opportunity to respond. Potentially valid complaints may be maintained in separate anecdotal files in the Vice President for Academic Affairs' office for a period of two years, for future reference in the event that a pattern of alleged similar misconduct becomes evident. A record summarizing the complaint and action taken will be maintained in the Vice President for Academic Affairs Office.
- d. Before any formal disciplinary action may be taken against a faculty member, that person ordinarily must first be given written notice of the nature of the administrative concerns (including a copy of the complaint or the summary authorized above), a brief description of the facts underlying the administrative concerns, and a reasonable opportunity to respond to the administrator. Only where an issue of immediate danger to the safety or health of members of the College or members of the staff, faculty, or student body will justify taking administrative action without advance written notice.
- e. Any course of action taken on a complaint will be in writing, dated and signed by the administrator directing such action.
- f. All written statements or evidence to be used in any proceeding under any portion of this handbook are to be provided to the instructor at least forty-eight (48) hours before any meeting or proceeding under any provision of this handbook.
- g. The faculty member will have the right to appeal any action taken on a complaint through the grievance process outlined in the Faculty Handbook.
- h. Only signed written complaints about faculty members will be included in a faculty member's personnel file.

- **3.54 Political Activities of Employees Policy<sup>17</sup>**

See Appendix for policy.

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<sup>16</sup> Approved by the Board of Regents for OSU/A&M Colleges September 10, 1993; revision approved September 6, 2013

<sup>17</sup> Approved by the Board of Regents for OSU/A&M Colleges September 10, 1993; revision approved September 6, 2013.

### ■ 3.6 Dismissal, Termination or Non-Reappointment of Employment<sup>18</sup>

#### • 3.61 General Statement

Dismissal or termination of faculty may occur as the result of<sup>19</sup>:

- a. cause;
- b. financial exigency;
- c. academic curtailment or discontinuance
- d. conduct seriously prejudicial to the College
- e. acts of moral turpitude
- f. bona fide lack of need for one's service
- g. bona fide necessity for financial retrenchment

Faculty in their first three years of employment or who are otherwise not considered continuing faculty may be non-reappointed without cause at the end of any contract year. Continuing faculty who are terminated for reasons as stated above shall normally be given six months advance notice of such action.

#### • 3.62 Termination for Cause

- a. Termination for cause will include consideration by an advisory faculty review committee prior to implementation of the termination action except in cases where an immediate danger to the safety or health of members of the College staff, faculty, or student body is deemed to exist. In such cases, the affected faculty member shall have the right to request a prompt post-termination review by an advisory faculty review committee. In all cases, the faculty member will be informed before the hearing of the reasons for termination.
- b. The committee will be composed of five (5) faculty members selected through a random selection process utilizing all full-time members of the faculty as a pool from which committee members are to be drawn. At least three (3) members of each committee must be members of the continuing faculty of the College. The President of the Faculty Senate shall oversee the random selection process. The faculty member and the appropriate administrative supervisor shall be afforded reasonable notice and opportunity to be present when the initial random selection process takes place.
- c. In no instance may a member of the same academic unit in which the faculty member is employed sit as a member of a review committee. The President of the Faculty Senate shall randomly select another person to serve on the committee.
- d. Both the faculty member and the administrative supervisor shall have the right to challenge the participation of any member of the committee for cause. All such challenges must be made no later than two (2) business days after the committee members are selected. Any challenge for cause not expressed at the time of the initial committee selection shall be made in writing to the President of the Faculty Senate, with a copy given to the other party, with a brief factual explanation of the reasons for the challenge for cause. The President of the Faculty Senate shall have the authority to dismiss challenged members of the committee if he or she finds that a

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<sup>18</sup> Approved by the Board of Regents for OSU/A&M Colleges September 10, 1993; revisions approved July 30, 2004.

<sup>19</sup> Because of the budget balancing amendment of the Oklahoma constitution, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges cannot obligate funds in excess of the unencumbered balance of surplus cash in hand. Consequently, the Board may not obligate itself by binding contracts beyond a current fiscal year for the salaries or compensation in any amount to its employees. The Supreme Court of Oklahoma has strictly construed this constitutional provision by ruling that any liability sought to be incurred in excess of current revenues on hand is void.

- conflict of interest would likely be present if the challenged committee member sits on the review committee. In such event, the President of the Faculty Senate shall draw another name by random selection process and shall notify the parties of such person's identity as soon as possible. Challenges for cause of substitute committee members must be made prior to the beginning of the hearing held to review the termination.
- e. If any member of the committee empaneled believes himself or herself to have a conflict of interest in the case that member shall advise the President of the Faculty Senate of the possible conflict and the President of the Faculty Senate shall notify the parties of the facts. The President of the Faculty Senate shall draw another name by random selection process to serve on the committee whenever a conflict of interest appears to be present.
  - f. Prior to conducting any evidentiary hearings, the President of the Faculty Senate shall coordinate the scheduling of a meeting of the members of the committee so that the committee members may select a Chairperson and discuss other procedural issues as may be appropriate. The President of the Faculty Senate shall not attend such meeting. The members of the committee shall select from among their members one person to serve as Chair for the committee. The Chair shall be responsible for scheduling hearing dates, communicating on behalf of the committee with the parties and for writing the ultimate recommendations of the committee.
  - g. Both parties shall have the right to be accompanied by an advisor at the hearing. Such advisor may be an attorney. However, advisors shall not have the right to ask questions of witnesses or to address the committee members.
  - h. It shall be the obligation of the administrative supervisor recommending termination to present evidence in support of the proposed termination action. The party proposing termination shall go first in all phases of the hearing. Adherence to strict civil rules of evidence shall not be required in the hearing. Cause to support termination must be established by a preponderance of the evidence presented to the committee.
  - i. Both parties shall be given the opportunity to present written evidence or testimony from witnesses relevant to the proposed termination. The identify of persons intended to be called as witnesses shall be given to the Chair of the committee and to the other party at least two (2) business days prior to the beginning of the hearing. Where allegations of teaching incompetence are at issue, each party may introduce evidence and testimony from other members of the College faculty or instructors/scholars from other institutions. The College has no authority to issue subpoenas. Therefore, it is the obligation of the parties to be responsible for scheduling and ensuring that their respective witnesses appear as desired by them. The committee is not obligated to continue a hearing if a witness fails or refuses to appear as scheduled.
  - j. A confidential audio recording of the termination review hearing shall be made and maintained as a part of the record of the hearing process. On request, and at the expense of the requesting party, a copy of such recording(s) shall be made for the requesting party, under supervision of the Committee Chair. Either party, upon reasonable advance notice to the Chair of the committee, and at the sole expense of the requesting party, also may request that the hearing be transcribed in progress by a certified shorthand reporter. Any request for such a written transcript must be accompanied by an advance deposit in an amount sufficient to pay for the anticipated cost of attendance and transcription by a certified shorthand reporter. Copies of any such transcript shall be provided to the other party and to the committee at no cost to them by the party requesting that the hearing be transcribed.
  - k. The members of the committee shall keep all matters presented to them in the hearing in confidence and at the conclusion of the hearing shall make an advisory report with recommendations to the President of the College. A copy of such report shall be transmitted to

the parties (affected faculty member and appropriate administrative supervisor) and to the President of the Faculty Senate.

- 3.63 Financial Exigency<sup>20</sup>

Termination for reasons of financial exigency will be reviewed by a faculty committee and follow the guidelines and procedures set forth below.

A Financial Exigency Plan was adopted by the Board of Regents for OSU and the A&M Colleges on October 10, 1980, to provide a means for meeting unusual financial difficulties.

### 3.631 Rationale

Financial exigency is defined as a state of financial crisis which affects the College as a whole to the extent that it may become necessary to terminate continuing appointments or other contracts prior to their normal expiration and a state in which the survival of programs deemed essential to the mission of the College is in doubt. In the event of financial exigency, it will be necessary for this institution to examine goals closely in order to determine those programs which are considered essential for maintaining a viable College. Considerations for retaining programs shall include compliance with affirmative action requirements, maintenance of academic excellence, and adherence to due process and compensation and benefit program policies.

In the state of financial exigency, programs may be discontinued or allocated reduced resources. Uniform procedures will be used to determine how remaining required reductions are to be accomplished, including termination of appointments of continuing faculty, temporary faculty, and support personnel such as administrative and professional personnel, classified staff, administrators, and other contractual personnel, as well as maintenance and operations funding. Faculty representatives shall be involved in the decision-making process relative to such reductions.

Because the faculty has responsibility for educational programs and curriculum, appropriate faculty committees shall be established to advise the President regarding educational planning, budgeting, and allocation of resources.

The termination of continuing appointments or other appointments before the end of their terms is a painful and difficult matter. It affects not only those whose appointments are to be terminated, but everyone in the College. The termination of faculty services must be done fairly and humanely and in accordance with accepted academic standards relative to due process.

In a state of financial exigency, when reductions have to be made across the College, every reasonable effort will be made to reorient and reassign continuing faculty to other suitable positions within the College so that as few as possible will be adversely affected. Special efforts also will be made to assist temporary faculty.

By granting continuing status, the College has given recognition to the current and potential contributions of a faculty member to Northeastern Oklahoma A&M College.

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<sup>20</sup> Approved by the Board of Regents for OSU/A&M Colleges October 10, 1980. Revision approved by the Board July 1, 1985; additional revision approved July 30, 2004.



In most cases, a continuing faculty member will have given numerous years of productive and faithful service to the College. Giving preferred status to continuing faculty during a state of financial exigency, therefore, is not merely providing protection of an individual's rights under academic tenure; it is practicing humaneness and responsible action within the College by those charged with its administration.

In the event of imminent financial exigency, as determined by the Board of Regents and the College administration with the advice and counsel of the Faculty Senate, the President of Northeastern Oklahoma A&M College will announce to all College personnel that a state of financial exigency exists.

### **3.632 Faculty Participation**

The faculty will be involved in reviewing and recommending adjustments to financial exigency. Such involvement will include participation in the decision-making process by both continuing and temporary faculty as well as administrative and professional personnel and classified staff at the department, school, and institutional levels.

- a. College Task Force on Financial Exigency. After announcing that a state of financial exigency exists at Northeastern Oklahoma A&M College, the President will activate a College Task Force on Financial Exigency which will serve as an advisory body to the President. This Task Force shall consist of the chair, vice chair, secretary of the Faculty Senate, a representative from the faculty elected by a majority vote of the Faculty Senate, Department Chairs, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Fiscal Affairs, president of the Student Body Government, and two persons elected from classified personnel. The Task Force will make recommendations to the President for adjustments to overcome the crisis situation.

The College Task Force on Financial Exigency will be actively involved in determining the extent of the crisis and in the planning of possible responses relative to reorientation, reorganization, and realignments necessary for returning the College to a stable financial state.

- b. Committees on Financial Exigency. Each school shall establish its own committee on financial exigency which should be composed primarily of faculty and staff representatives elected by its colleagues. The responsibilities of this committee will include assessing the financial situation within its respective school for alternative solutions to the problem within its respective unit.

### **3.633 Guidelines for Adjustments**

The College Task Force on Financial Exigency will review studies of the College's financial obligations and its existing and potential financial resources. This information will be for the use of the President to determine the extent of financial stress within the College and will provide a basis for recommending actions required to overcome the crisis condition. An effort shall be made to elicit from the general faculty ideas and suggestions relative to the action to be taken.

- a. Reductions of Administrative and Other Support Services. Curtailment and/or consolidation of administrative and other support services shall receive serious consideration and, generally, shall precede dismissal of faculty actually involved in teaching.

- b. Reductions in Instruction. The College Task Force will review pertinent studies of the College's programs and activities in the area of instruction. Program achievement, centrality to the College's mission, and income-generating ability will be considered, and a determination will be made relative to the extent of decreased effort and financial support to be recommended for this function. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of a college and to the mission of Northeastern Oklahoma A&M College.
- c. Termination of Programs and Services. The Task Force shall make recommendations to the College administration relative to programs and/or services which should be curtailed or discontinued, or to which positions should be terminated. The following procedure shall be followed:
  - (1) Each School will review and provide advice on which programs and/or services should be curtailed or discontinued within the School or which positions should be terminated.
  - (2) The apparent and/or expected effect of the recommended curtailment, discontinuances, or terminations on the institution as a college shall be examined and documented.
- d. Report of the Task Force. On the basis of pertinent information, advice, and other considerations, the College Task Force will submit to the President of the College a report specifying recommendations for overcoming the crisis situation.

### 3.634 Due Process Concerning Faculty Affected by Financial Exigency<sup>21</sup>

Recommendations to eliminate positions or programs or to curtail programs and services, generally, should not include the termination of appointment of a continuing instructor in favor of retaining one with temporary status, except in extraordinary circumstances where to do otherwise would result in a serious distortion of the College's academic program.

In some cases, an arrangement for early retirement of a continuing faculty member, by adding appropriate institutional funds into the individual's retirement income, may be worked out with the consent of the faculty member. In other cases, a change from full-time to part-time service may be a feature, though not a complete solution, of an acceptable settlement.

In those cases where there is no realistic choice, other than terminating the services of a continuing faculty member, the granting of at least one calendar year of notice or appropriate severance compensation should be given high priority. Adequate notice or appropriate severance compensation to temporary faculty also should be given high priority.

In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

A hearing may be allowed for faculty members terminated on grounds of financial exigency if illegal discrimination is alleged.

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<sup>21</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

### **3.635 Emergence from Financial Exigency**

The College Task Force on Financial Exigency shall be active during the entire period in which the state of financial exigency exists and during the College's emergence therefrom.

The College Task Force shall continually review the financial state of the College and be actively involved in determining when the state of financial exigency no longer exists.

The College Task Force, during the state of financial exigency and the College's emergence therefrom, shall be directly involved in decisions relative to the establishment of any new programs and positions and the reinstatement rights of individual faculty members whose appointments were terminated on the grounds of financial exigency.

When it has been determined that financial exigency no longer exists, the College shall honor the reinstatement rights of faculty members released under financial exigency by offering them a position in their former unit, with a reasonable time to accept or decline it. The College Task Force on Financial Exigency will then be dismissed by the President of the College.

### **• 3.64 Academic Program Discontinuance or Curtailment**

In case of program discontinuance or curtailment in which a state of financial exigency has not been declared, the administration will notify the faculty in the program at the earliest possible date if a program is to be eliminated or significantly altered. A meeting will be held with the faculty in the program to discuss all possible solutions to the problem before the decision is reached to terminate continuing faculty appointments. If all faculty members cannot be retained, decisions regarding retention of continuing faculty will be made by taking into account the academic needs of the College, length of service, and demonstrated past performance as a faculty member. Normally, faculty members with greater years of continuing, full-time service to NEO will be given preference in retention determinations stemming from academic discontinuance or curtailment. In order for a member of the faculty with less years of continuing, full-time service to NEO to be retained in preference to another member of the faculty in the same academic unit, a substantial academic need of the College and/or affected academic unit must be served, or a documented substantially better academic teaching record must be evident.

### **• 3.65 Reassignment, Retraining and Recall**

- a. In cases of elimination of a position, the faculty member will be given the first consideration for any currently approved opening for which he/she is qualified.
- b. If placement in another position would be facilitated by a period of retraining, and if the job qualifications can be met within a two-semester period, the affected faculty member should be considered for an appropriate sabbatical leave or leave with pay for that purpose when feasible.
- c. If the program that has been discontinued is reinstated within three years from the date of declaration of discontinuance, faculty positions in that program will not be filled unless the dismissed faculty member is offered reappointment, at the same salary and status as held previously, in the reinstated program. The faculty member will be given thirty days to accept or decline an offer of reappointment.
- d. If a faculty member is dismissed because a program is discontinued or curtailed, the faculty member will have the right to retire or resign their appointment during the phase out period. Where possible, thirty days' notice will be given to the institution by the faculty member.

### ■ 3.7 Faculty Grievance Review Process<sup>22</sup>

#### • 3.71 Purpose

Whenever there is interaction between two or more people, there is the potential for misunderstanding and difference of opinion. These misunderstandings cannot always be resolved without outside assistance. To help ensure a fair and considered decision-making process relating matters pertaining to faculty appointments, the following grievance policy has been adopted.

#### • 3.72 Application

All full-time and part-time members of the College faculty who have a bona fide grievance as defined in this policy that cannot be resolved informally may request the formation of a grievance committee which shall conduct an examination of the grievance and make recommendations to the Vice President for Academic Affairs. Persons holding a joint appointment (faculty and administrative staff combination) shall be entitled to use the procedures set forth in this policy only when the nature of the complaint pertains to faculty issues.

#### • 3.73 Definitions

- a. Complaint. A "complaint" is a faculty member's timely informal expression of dissatisfaction with aspects of employment that are outside of his/her control.
- b. Grievance. A "grievance" is a timely formal complaint relating to reappointment, promotion, reassignment, working conditions, and/or retirement that has not been resolved to the satisfaction of the faculty member after informal discussion of the complaint through the regular administrative channels. Terminations of faculty appointments for cause, due to financial exigency, or due to academic curtailment or discontinuance are not covered by this process. Terminations are covered by the separate review processes set forth in the Faculty Handbook addressing those areas.

#### • 3.74 Procedure

##### 1. Informal Resolution Attempts

Faculty members with a complaint should first make every effort to resolve an area of employment dissatisfaction through informal dialogue with colleagues and/or immediate supervisor(s). Faculty members will be expected to have already thoroughly discussed their complaint with appropriate administrators prior to petitioning for grievance review.

##### 2. Written Request for Response

Faculty members who believe that informal dialogue with colleagues and/or appropriate administrators has not resulted in a timely and satisfactory resolution to a complaint may request that a formal written response to the complaint be made by the faculty member's immediate supervisor (or other administrator(s) if appropriate). Faculty members invoking this step of the grievance review process must present a written, dated memorandum to the person(s) from whom a response is desired, stating the concerns to be addressed, a resolution that would be acceptable, and a request for a written reply by a specific date. The time span for any written reply must allow the responding person(s) at least five (5) working days to provide such response. The person(s) receiving such a request should normally respond within this five (5) day period.

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<sup>22</sup> Approved by the Board of Regents for OSU/A&M College September 10, 1993.

### 3. Grievance Review

- a. Where informal dialogue and written response methods of complaint resolution are not successful, faculty members who believe that they have a qualified employment dispute may submit a written petition to the President of the Faculty Senate for examination of their grievance. No request for grievance adjudication shall be considered unless it contains the following information: (1) a clear, detailed statement of the grievance together with a statement describing all known specific supporting evidence; (2) a brief summary of the dates and results of previous dialogue and resolution steps taken by the faculty member; (3) a clear statement of specific remedial action or relief which is deemed acceptable as a fair resolution of the grievance; (4) a statement that illegal discrimination is or is not alleged; and (5) identification of the specific administrator(s) who the faculty member believes should respond to the petition.
- b. Petitions to invoke the faculty grievance review process must be submitted to the President of the Faculty Senate within twenty (20) calendar days of the date when the faculty member received a written response as set forth above. Copies of such petition must be submitted at the same time to the Vice President for Academic Affairs and the person(s) whom the faculty member believes should respond to the petition. The Vice President for Academic Affairs may, at his/her discretion, authorize the filing of a petition outside of this twenty-day time period.

Qualified faculty grievances will be reviewed through the use of the procedures set forth below:

- a. Upon receipt of a valid petition asking for formal review of a faculty grievance, the President of the Faculty Senate shall cause the formation of a grievance review committee which shall be empowered to review the complaint and make advisory recommendations regarding the grievance to the President of the College. The committee should normally be selected within ten (10) working days after receipt of the petition.
- b. The committee will be composed of five (5) faculty members selected through a random selection process utilizing all full-time members of the faculty as a pool from which committee members are to be drawn. At least three (3) members of each committee must be members of the continuing faculty of the College. The President of the Faculty Senate shall oversee the random selection process. The faculty member and the appropriate administrative supervisor shall be afforded reasonable notice and opportunity to be present when the initial random selection process takes place.
- c. In no instance may a member of the same academic unit in which the faculty member is employed sit as a member of a review committee. If such a person is selected in the random selection process, a substitute immediately shall be selected by the President of the Faculty Senate.
- d. Both the faculty member and the administrative supervisor shall have the right to challenge the participation of any member of the committee for cause. All such challenges must be made no later than two (2) working days after the committee members are selected. Any challenge for cause not expressed at the time of the initial committee selection shall be made in writing to the President of the Faculty Senate, with a copy given to the other party, with a brief factual explanation of the reasons for the challenge for cause. The President of the Faculty Senate shall have the authority to dismiss challenged members of the committee if

he/she finds that a conflict of interest would likely be present if the challenged committee member sits on the review committee. In such event, the President of the Faculty Senate shall draw another name by random selection process and shall notify the parties of such person's identity as soon as possible. Challenges for cause of substitute committee members must be made prior to the beginning of the hearing held to review the termination.

- e. If any member of the committee empaneled believes himself or herself to have a conflict of interest in the case, that member shall advise the President of the Faculty Senate of the possible conflict and the President of the Faculty Senate shall notify the parties of the facts. The President of the Faculty Senate, through the use of reasonable and sound judgment, shall select another person to serve on the committee whenever a conflict of interest appears to be present.
- f. Prior to conducting any evidentiary hearings, the President of the Faculty Senate shall coordinate the scheduling of a meeting of the members of the committee so that the committee members may select a Chair and discuss other procedural issues as may be appropriate. The President of the Faculty Senate shall not attend such meeting. The members of the committee shall select from among their members one person to serve as Chair for the committee. The Committee Chair shall be responsible for scheduling hearing dates, communicating on behalf of the committee with the parties and for writing the ultimate recommendations of the committee.
- g. Both parties shall have the right to be accompanied by an advisor at the hearing. Such advisor may be an attorney. However, advisors shall not have the right to ask questions of witnesses or to address the committee members.
- h. It shall be the obligation of the faculty member filing the grievance petition to present evidence in support his/her request. The faculty member shall go first in all phases of the hearing. Adherence to strict civil rules of evidence shall not be required in the hearing. Clear and convincing evidence must be presented by the faculty member to support his/her claim to relief.
- i. Both parties shall be given the opportunity to present written evidence or testimony from witnesses relevant to the proposed grievance. The identity of persons intended to be called as witnesses shall be given to the Chairperson of the committee and to the other party at least two (2) business days prior to the beginning of the hearing. Where allegations of teaching incompetence are at issue, each party may introduce evidence and testimony from other members of the College faculty or instructors/scholars from other institutions. The College has no authority to issue subpoenas. Therefore, it is the obligation of the parties to be responsible for scheduling and ensuring that their respective witnesses appear as desired by them. The committee is not obligated to continue a hearing if a witness fails or refuses to appear as scheduled.
- j. A confidential audio recording of the grievance review hearing shall be made and maintained as a part of the record of the hearing process. Upon request, and at the expense of the requesting party, a copy of such recording(s) shall be made for the requesting party, under supervision of the Committee Chair. Either party, upon reasonable advance notice to the Committee Chair, and at the sole expense of the requesting party, also may request that the hearing be transcribed in progress by a certified shorthand reporter. Any request for such a

written transcript must be accompanied by an advance deposit in an amount sufficient to pay for the anticipated cost of attendance and transcription by a certified shorthand reporter. Copies of any such transcript shall be provided to the other party and to the committee at no cost to them by the party requesting that the hearing be transcribed.

- k. The members of the committee shall keep all matters presented to them in the hearing in confidence and at the conclusion of the hearing shall make an advisory report with recommendations to the President of the College. A copy of such report shall be transmitted to the parties and to the President of the Faculty Senate.

## 4.0 Full-Time Faculty Work Responsibilities

### ■ 4.1 Responsibilities of the Instructor

- 4.11 Classroom Assignments
- 4.12 Faculty Load
- 4.13 Office Hours
- 4.14 Additional Duties
- 4.15 Reporting Final Grades
- 4.16 Record of Final Grades
- 4.17 Assemblies
- 4.18 Faculty Feedback System
- 4.19 Student – Changing Class Schedule (Drop/Add Classes)
- 4.20 Student – Withdrawal from College

### ■ 4.2 CLEP and Advanced Standing Tests

### ■ 4.3 Scholastic Recognition

### ■ 4.4 Grade Appeals Policy

### ■ 4.1 Responsibilities of the Instructor

1. Read and be familiar with the College Catalog, Faculty Handbook, and Student Handbook. These documents are available on the NEO webpage.
2. Give instruction in accordance with the philosophy and objectives of Northeastern Oklahoma A&M College as stated in the College Catalog.
3. Acquaint all students with course requirements by distributing the course syllabus during the first class period. The course syllabus is to follow the approved Course Syllabus Template and includes, but is not limited to the following.
  - a. Name of the course and prerequisites.
  - b. Requirements for the course (books, tests, term papers, etc.)
  - c. Details of your grading system (attendance, attitude, class participation, and subjective evaluations, such as essay questions or speeches).
  - d. Course calendar that shows the topics, assignments, assessments, and due dates.
  - e. Details of your feedback system (a project or an exam worth ten percent or more of the final grade) must be (a) returned to the student or (b) kept on file four months after the date the grades are officially due in the Admissions Office or six weeks after the student begins a new semester, whichever comes first.
4. Submit and revise course syllabi when necessary or as requested by Department Chair. (A course syllabus template is available from the Department Chairs or the Vice President for Academic Affairs).
5. Maintain necessary attendance, scholastic, and personnel records and submit within the designated time.
6. Report for duty after summer vacation to attend all in-service sessions, unless excused by the President of the College.
7. Attend Commencement exercises unless excused by the President or Vice President for Academic Affairs. Faculty must wear proper academic attire consistent with the highest degree earned.



8. Participate in and lend leadership to co-curricular activities such as sponsoring clubs and organizations. All members of the faculty are expected to work in aiding, selling, and taking of tickets at athletic, speech, drama, and other events.
9. Keep academic credentials updated and on file in the Vice President for Academic Affairs' Office.
10. Select course textbooks and submit necessary forms to College Bookstore to comply with time deadlines. (Note: A copy of the Textbook Request/Change form is in the Appendix.)
11. Dress appropriately and professionally.
12. Make a reasonable effort to protect and honor the rights and privacy of all students concerning student records and information shared in confidentiality.

- **4.11 Classroom Assignments**

Classroom assignments for classes and laboratories are made by the Department Chair and approved by the Vice President for Academic Affairs. The use of rooms for purposes other than assigned classes should be arranged through the Office of the Vice President for Academic Affairs.

- **4.12 Faculty Load<sup>23</sup>**

The instructional load of a full-time instructor cannot be measured solely by the number of course hours assigned. Instructional faculty members should teach 14-16 credit hours per week, which may include prorated laboratory hours with the total number of contact hours not to exceed 24. The maximum number of credit hours per year should be 30. In addition to teaching 30 credit hours, full-time faculty members are expected to recruit, advise, counsel, and tutor. In isolated cases, some faculty members do not possess the attributes or qualities to perform the aforementioned additional responsibilities. In those isolated cases, faculty members will be required to teach a 33-credit hour academic load per academic year. Faculty members submit load sheets each semester that are made a matter of record. Any faculty member is free to discuss his/her load with his/her supervisor.

- **4.13 Office Hours**

Faculty members are expected to schedule a minimum of 10 office hours per week for student consultation. Office hours shall be posted on office doors for student use. In addition, they are to be listed with the Department Chair and with the Vice President for Academic Affairs.

- **4.14 Additional Duties**

In addition to instruction time and office hours, full-time faculty are expected to be available during regular business hours for other duties, to include, but not limited to, assigned committees, departmental meetings, professional development, and functions related to maintaining quality educational programs.

- **4.15 Reporting Final Grades**

Faculty will report their final grades on or before the due date and time in Banner Self Service.

- **4.16 Record of Final Grades**

Faculty will submit a copy of each course gradebook, with all graded items and final grade, to the Department Chair at the end of the semester (electronic or paper copy). Grades are to be maintained by the Department Chair for a minimum of five (5) calendar years.

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<sup>23</sup> Approved by the Board of Regents for OSU/A&M Colleges January 18, 1991.

- **4.17 Assemblies**

A limited number of assemblies and pep rallies are held each year. Some are considered important enough for classes to be dismissed. In such cases, a notice will be issued by the Vice President for Academic Affairs.

- **4.18 Faculty Feedback System<sup>24</sup>**

Faculty will utilize the Banner Faculty Feedback System to aid student retention and to provide an appropriate vehicle for developing clearer documentation and communication between the instructor, student advisor and the student. The potential benefits of the Feedback System will be realized only through the appropriate and consistent use of the system by all instructors.

The responsibility for use of the Banner Faculty Feedback System lies with the individual faculty member. The Banner Faculty Feedback System procedure is outlined as followed to implement this system:

- a. Faculty must clearly present the attendance and grading policy for each course they are teaching each semester or session in writing to all students enrolled in the course (in the course syllabus and course outline). For non-online classes this information must also be shared orally with students during the first class meeting. The guidelines of the attendance and grading policy form the foundation of how each instructor will use the Banner Faculty Feedback System each semester or session.
- b. Faculty must issue appropriate warning as soon as possible each time a student violates the stated attendance and/or grading policy (this could include missing assignments and/or exams, poor performance on assignments and/or exams, as well as other required performance related to the course for academic assessment beyond the instructor's attendance requirements). Please note the attendance requirements statement in the Student Handbook for guidance in creation of each course's attendance requirements. For online courses, appropriate requirements for Faculty Feedback would be related to assignments, exams, and other required academic actions, as well as deadlines imposed by the instructor to substitute for attendance (deadlines for assignments, exams, discussion, etc.).
- c. Instructors are also expected to try and provide an oral communication to the student in a timely manner about the academic concern that led to the issuance of Faculty Feedback.

- **4.19 Student - Changing Class Schedules**

Add/Drop Period – Subject to the constraints specified below, course schedule changes shall be permitted as follows:

Fall or Spring Semesters – First two (2) weeks of classes

8-week classes – First four (4) days of classes

4-week classes – First two (2) days of classes

Summer Session:

8-week classes – First four (4) days of classes

4-week classes – First two (2) days of classes

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<sup>24</sup> Approved by the Board of Regents for OSU/A&M College September 10, 1993; revisions approved October 26, 2018.

Adding a Course—Addition of courses after initial enrollment must be documented on an Add/Drop form and approved by the student’s academic advisor. Upon obtaining the advisor’s and instructor’s (if applicable) signature, the student must obtain a signature from the Financial Aid Office and then return the Add/Drop form to the Admission’s Office for official enrollment in the course. Students may enroll the first week of class (regular semester) or the same proportion in shorter sessions. Currently enrolled students may add a class the second week of enrollment (regular semester) or the equivalent with the faculty member’s approval (signature on the Add Form).

Dropping A Course – Withdrawal from a course must be documented on an Add/Drop form and approved by the student’s academic advisor. Withdrawal or drop from a class after the second week of classes (or same proportion for shorter sessions) also requires the signature of the class instructor. Refunds of tuition and fees will only be made as specified in the “Refund Policy” (see College Catalog). Students who withdraw from a course during the first twelve (12) weeks of a Fall or Spring semester or that same proportion of a Summer session will receive a “W” with no evaluation for the course(s) from which he/she withdraws. After that twelve (12) week period, the student’s performance in the course will be evaluated by the instructor. A student may receive a “W” for a passing grade or no evaluation or “F” for a failing grade. Students may not withdraw after finals week has begun.

#### • 4.20 Student Withdrawal from College

Students finding it necessary to withdraw from college at any time other than the end of the semester should officially withdraw by securing an official withdrawal form from the Admissions Office. To process the withdrawal, the student must obtain signatures from his/her academic advisor, and each department as designated on the form. Failure to do so will result in the student’s receiving a grade of “F” in the course(s) in which he/she did not complete. (See College Catalog for Refund Policy).

#### ■ 4.2 Advanced Standing Course Credit

NEO A&M College awards course credit through the approved advanced standing evaluation. Advanced standing options and associated fees are described in the College Catalog under the heading, "Advanced Standing".

#### ■ 4.3 Scholastic Recognition

At the close of each semester, distinguished students are recognized for their academic achievements. To qualify for the President’s Honor Roll, a student must be enrolled in and complete at least 12 or more hours (through NEO A&M) and have a 4.0 grade point average. To qualify for the Dean’s Honor Roll, a student must be enrolled in and complete at least 12 or more hours (through NEO A&M) and have a 3.5 or better grade point average or higher for the semester. Pre-collegiate (academic readiness) courses do not count toward the qualifications for academic awards. Recognition for these academic achievements will include designation of the honor on the academic transcript, a letter of commendation, and listing the student’s name in their local newspaper.

Students who maintain a cumulative grade point average of 3.5 or higher will receive recognition in the commencement program and have the opportunity to wear approved regalia during their commencement ceremony.

#### ■ 4.4 Grade Appeals Policy

A Grade Appeals Policy is open to the student. This Policy is located in the Appendix.

## 5.0 Salary

- 5.1 Compensation Policies
  - 5.11 Hiring Standards
  - 5.12 Salary Schedule/Card
- 5.2 Payroll and Benefits Sign-Up
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- 5.4 Standard Payroll Deductions
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    - 5.411 IRS Code Section 125 Flexible Benefit
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    - 5.413 Credit Union
- 5.5 Summer Session and/or Intersession Employment
- 5.6 Outside Employment
- 5.1 Compensation Policies<sup>25</sup>

Within the limits of fiscal resources, every effort is made to maintain compensation at levels that will attract and retain faculty of competence. Salaries paid are based on merit, professional preparation, years of service to the College and to the profession, and for general service to the College.

In order to recruit and retain highly qualified faculty, NEO A&M College rewards both education and experience. Faculty salaries are paid according to the salary card system outlined in the following section. The salary card establishes a base salary for faculty who are hired with a Bachelor's degree and another base for faculty who are hired with a Master's degree. All faculty hired must have earned degrees from a properly accredited institution and in the case of some dispute, the determination of the College is final. For each year of experience, a faculty member ascends one step on the pay scale, with a maximum of fifteen years' credit. For faculty holding a master's degree, each additional level of education earns an additional 6% above the base salary. To preserve the relationship between steps and grades, future cost-of-living raises will be applied to the base salary, not to the individual steps. In times of severe financial crisis the President may, with consultation from the Faculty Senate, defer compensation for earned steps for a period not to exceed one academic year. The salary freeze can be implemented provided steps are deferred uniformly for all faculty members. The President must make every effort to make full financial compensation for earned steps once the College is no longer in a state of financial crisis.

- 5.11 Hiring Standards<sup>26</sup>

Newly hired faculty will be placed on the salary card using the following guidelines.

1. High School – Five years high school teaching experience is equivalent to one year on the schedule
2. College Adjunct – 30 credit hours taught is equivalent to one year on the schedule
3. University Graduate Assistant – 30 credit hours taught is equivalent to one year on the schedule
4. College – One year college teaching is equivalent to one year on the schedule
5. Related Work Experience (College Degree level experience) – Five years is equivalent to one year on the schedule (Recommendation to be made by Department Chair to Vice President)

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<sup>25</sup>Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

<sup>26</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

To permit room for advancement within this organization, newly-hired faculty members may not start above step 5 on the salary card.

- 5.12 Salary Card (contact the Office of the Vice President for Academic Affairs for current Salary Card)

## ■ 5.2 Payroll and Benefits Signup

All new employees must report to the Human Resources Office as soon as possible after being hired and in all cases prior to beginning work to sign forms for the payroll. Under state law, the employment eligibility of all new employees is required to be confirmed through the “e” Verify System” sponsored by the federal government. Photo identification and a valid social security card are required to complete payroll forms. These forms include: the Employee’s Withholding Allowance Certificate (Form W-4), Loyalty Oath, Insurance Applications or Declinations, Teachers’ Retirement Form, and Employee Eligibility I-9 Forms. Changes that affect payroll deductions, such as a change in name or the number of dependents, etc. should be reported to the Human Resources Office.

## ■ 5.3 Payment of Salary

Salaried employees are paid once a month on the last working day of the month. Full-time faculty may choose to be paid August through May or have a portion of their salary deferred for two additional payments in June and August. All full-time employees are required to use direct deposit.

## ■ 5.4 Standard Payroll Deductions

The Human Resources Office administers the system of payroll withholdings. Although insurance, annuity and savings plan withholdings are optional, Federal/State Income Tax, OTRS contributions, and FICE/MQFE withholdings are mandatory. At the time of employment, each faculty member will be required to complete forms defining the number of deductions for Federal/State Income Tax withholdings.

### • 5.41 Optional Payroll Deductions

#### 5.411 IRS Code Section 125 Flexible Benefit

Employees may “cafeteria” the benefits available to them and have those benefits deducted before payroll taxes are deducted. Employees must sign an election form for each plan year.

#### 5.412 Tax-Sheltered Annuities

The current Internal Revenue Code provides that an employee of a college or university may voluntarily elect to receive a reduced salary and have an annuity contract purchased in his or her name in the amount equal to the salary reduction. Both the federal income tax and the Oklahoma state income tax are deferred on such annuities until such time as annuity income begins or the money is withdrawn from the annuity.

#### 5.413 Credit Unions

All employees of the College may join the Tulsa Teachers Credit Union. The credit union provides services for both a savings plan and making loans to its members. Payments and contributions to the credit union may be made by payroll deduction. You may contact the Human Resources Office for information on how to contact the Tulsa Teachers Credit Union. Payments and contributions require the employee’s signed authorization.

■ 5.5 Summer Session and/or Intercession Employment

Appointments to the teaching faculty for the summer session and/or intercession courses are separate agreements from those of the regular academic calendar year and cover only the period of the scheduled session.

■ 5.6 Outside Employment<sup>27</sup>

Employment at Northeastern Oklahoma A&M College is considered in all circumstances to constitute a faculty member's primary employment. An outside secondary employment position for a faculty member cannot constitute a conflict of interest.

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<sup>27</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

## 6.0 Leaves, Absences, and Sabbaticals

- 6.1 Inclement Weather/Closing Campus
- 6.2 Monthly Leave Report
- 6.3 Sabbatical Leave
- 6.4 Leave of Absence
- 6.5 Administrative Personnel Vacation and Paid Holidays Policy
- 6.6 Special Leaves
  - 6.61 Sick Leave
    - 6.611 Rate of Accumulation
    - 6.612 Accumulation Prior to Approved Policy
    - 6.613 Accumulation Limit
    - 6.614 Request for Sick Leave or Personal Leave
    - 6.615 Transfer of Unused Accumulated Sick Leave
    - 6.616 Records
  - 6.62 Personal Leave
  - 6.63 Leave for Birth, Adoption, or Placement of Child for Foster Care
  - 6.64 Funeral Leave
  - 6.65 Military Leave
  - 6.67 Court Leave
- 6.7 Medical Leave and Injury
  - 6.71 Family and Medical Leave Act

### ■ 6.1 Inclement Weather/Closing Campus<sup>28</sup>

Decisions concerning emergency closing will be made by the President's Office. To clarify procedures during severe weather and to simplify the problem of informing students, the College will use the following guidelines for class cancellations:

1. Day Classes Only  
A decision will be made as early as possible on the day in question. Local radio stations and television stations will be notified that day classes only are being canceled and the campus is closed. The College will send out a message to employees and students through the Emergency Alert System.
2. Both Day and Evening Classes  
A decision will be made as early as possible on the day in question. Designated radio and television stations will be notified that both day and evening classes are being canceled and the campus is closed. The College will send out a message to employees and students through the Emergency Alert System.
3. Evening Classes Only  
A decision will be made as early as possible on the day in question. Managers and directors in the building and designated radio and television stations will be notified that evening classes only are

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<sup>28</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

being canceled and the campus is closed. The College will send out a message to employees and students through the Emergency Alert System.

Employees will follow the notice communicated via the news media. If employees are to return to work at a different time than students, it will be specified in the notice given by the news media and the College's Emergency Alert System.

At times, usually in winter, travel to and from the campus for work will be difficult due to bad weather. In rare instances the administration of the College will make the decision to close all offices except those recognized as necessary to maintain essential personal safety. The Public Information Office will be responsible for contacting the news media if the president makes the decision to close campus due to inclement weather or other conditions. Campus closure and emergency announcements are sent to employees using the College's Emergency Alert System. If the College is open, but a faculty member feels it is impossible to travel to campus, he/she must notify the Department Chair.

### ■ 6.2 Monthly Leave Report

All Department Chairs and faculty members must complete a Leave Report in Banner Self Service on the 16<sup>th</sup> of each month, indicating the number of hours of leave taken each month.

### ■ 6.3 Sabbatical Leave

A faculty member may utilize sabbatical leave the seventh year after having satisfactorily completed six years of service in his/her respective department. Sabbatical leave will be granted when it is mutually beneficial to the teacher and to the institution. Such leave is granted for the purpose of increasing the efficiency of the teacher through further study; therefore, it is recommended that teachers on sabbatical leave be enrolled in a minimum of twelve hours a semester or involved in special program(s) approved by the President of the College.

The faculty member may utilize his/her sabbatical leave by drawing full salary for one-half year or one-half salary for a full year. The teacher will complete a Sabbatical Leave of Absence Agreement (provided by the President's Office) guaranteeing that he/she will return for one year of service, unless earlier released by mutual agreement between teacher and the institution.

A later amendment to the above principle was approved by the Board of Regents which states as follows: "Leaves with compensation of one-third the sabbatical salary may, upon recommendation of the President, be granted after two years' service, or two-thirds the sabbatical salary after four years of service, provided that the faculty member shall sign the Sabbatical Leave of Absence Agreement and agree to return to the institution and serve for a period of one year."

A written request for sabbatical is to be submitted to the appropriate Department Chair and Vice President for Academic Affairs no later than March 15.

### ■ 6.4 Leave of Absence

Leave of absence without pay may be granted employees based upon individual consideration. This is a privilege, not a right, granted at the discretion of your Department Chair and approved by the appropriate Vice President and the President. Employees are urged to contact the Human Resources Office prior to the beginning of any leave of absence without pay in order to avoid the possibility of loss of benefits.



■ **6.5 Administrative Personnel Annual Leave and Paid Holidays Policy<sup>29</sup>**

Professional administrative personnel on a 12-month employment will be entitled to regular annual leave days according to length of service, as follows:

<u>Continuous Years of Service</u>	<u>Days of Leave Earned During Each Calendar Month</u>
1 - 5	1.25 Days per Calendar Month (15 work days per year)
6 - 10	1.67 Days per Calendar Month (20 work days per year)
11 - Over	1.83 Days per Calendar Month (22 work days per year)

- a. Annual leave requests for personnel below the Vice Presidential level will be approved by the appropriate Vice President. Annual leave for Vice Presidents will be approved by the President. Annual leave approvals will be documented through the use of the College's "Request for Leave" form. This form will be filed in the Human Resources Office.
- b. Recognizing the value of a change of pace, the College encourages the use of accrued annual leave days annually. However, professional administrative personnel may accumulate a maximum total of possible leave accumulated in two years. Whenever the leave balance equals two years' accumulation, no further leave accumulation will be allowed until the balance drops below the maximum level. Upon separation from the College, maximum payment cannot exceed one year accumulated annual leave.

The College President may identify special non-duty days during break periods when school is not in session (e.g., Spring Break) which accrue to the benefit of professional administrative personnel as workload permits.

In addition to regular annual leave and special break days, professional administrative personnel will be entitled to ten paid holidays annually. (Normal holidays include two days for New Years, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving, and three days for Christmas.)

■ **6.6 Special Leaves**

• **6.61 Sick Leave<sup>30</sup>**

Employees within the Administrative-Professional-Faculty classification who are employed at least 75% full-time and appointed for a minimum of one academic semester will be eligible for sick leave accumulation.

**6.611 Rate of Accumulation**

An employee within the Administration-Professional-Faculty classification will accumulate sick leave at a rate of 1.75 days for each month in which the employee performed duties for which remuneration was received. No accumulation will be granted in a calendar month in which the employee did not work more than five (5) consecutive days. Pro-rated

<sup>29</sup> Approved by the Board of Regents for OSU/A&M Colleges April 8, 1988; amended policy approved by the Board of Regents for OSU/A&M Colleges June 19, 1993.

<sup>30</sup> Approved by the Board of Regents for OSU/A&M Colleges March 15, 1991; revision approved by the Board of Regents for OSU/A&M Colleges June 19, 1992.

accumulation will be made for the month in which an employee worked more than five consecutive days but less than a full month.

#### **6.612 Accumulation Prior to Approved Policy**

Accumulation of sick leave under this policy will be retroactive to the date of employment. The immediate supervisor, through the appropriate vice president, must furnish a statement of certification of any significant amount of sick leave taken for the period that falls within this time frame. An employee who has separated from employment prior to the date of the implementation of this policy shall be considered to have accrued sick leave under the provisions herein.

#### **6.613 Accumulation Limit**

There shall be no upper limit in the number of sick leave days an employee may accumulate.

#### **6.614 Request for Sick Leave or Personal Leave<sup>31</sup>**

Each employee shall submit the number of hours of sick leave taken for a reporting period through the Banner Self Service portal. The supervisors will review and approve each employee's sick leave report in the Banner Self Service portal. The immediate supervisor may require medical proof of illness or injury at any time, regardless of the number of days away from job duties, if such proof is deemed warranted, in the reasonable judgment of the supervisor. Accumulation and use of sick leave will be posted to each employee's Leave Report record in Banner monthly. Utilizing other personnel to cover job assignments missed due to illness does not negate the use of a charge made for sick leave. Any time away from the job due to sickness is recordable.

#### **6.615 Transfer of Unused Accumulated Sick Leave**

After completion of one fiscal year of service, an employee may transfer unused accumulated sick leave from other Oklahoma public educational institutions to Northeastern Oklahoma A&M College. The transfer of sick leave must be certified by participating Oklahoma Teachers Retirement institution on a "Transfer of Sick Leave" form furnished by Northeastern Oklahoma A&M College.

#### **6.616 Records**

Sick leave earned and taken will be posted to each employee's record as of the last day of the month. At termination of employment, an employee's record will be transferred to the permanent personnel file. Accumulated sick leave not used by Oklahoma Teacher Retirement System for retirement purposes nor paid under the guidelines of this policy will be available for transfer to a future employer. Accumulated sick leave available for transfer may be transferred upon request.

#### **•6.62 Personal Leave<sup>32</sup>**

Faculty may convert two (2) days of sick leave per semester to Personal Leave to conduct personal or family business. If Personal Leave days are not used, they will revert to sick days at the end of the semester without loss of days.

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<sup>31</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

<sup>32</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

- **6.63 Leave for Birth, Adoption, or Placement of Child for Foster Care<sup>33</sup>**

Leave for the birth of a child or placement of a child for adoption or foster care is handled in the same manner as ordinary sick leave or as required under the FMLA. Faculty members will start exhausting FMLA leave at the same time as they use up compensated sick leave, or, if applicable, personal leave, to cover leave used for the birth of a child or placement of a child for adoption or foster care. The FMLA policy is located in the Appendix.

- **6.64 Funeral Leave<sup>34</sup>**

Faculty and administrative personnel may be granted upon request up to three (3) days funeral leave with pay on the death of a member of the immediate family. For the purpose of this policy, the immediate family is defined as the father, mother, brother, sister, husband, wife, son, daughter, corresponding in-law relationships, grandparent, grandchild, legal guardian or corresponding step relationships.

In some cases of death in the immediate family, the three (3) days of funeral leave are not sufficient. In such cases, additional compassionate leave, chargeable to sick leave, annual leave, or compensatory leave, may be granted upon the request of the employee and the approval of the appropriate Department Chair and Vice President.

In the case of death of a relative not in the immediate family, compassionate leave, chargeable to sick leave, annual leave, or compensatory leave, may be granted upon the request of the employee and the approval of the appropriate Department Chair and Vice President.

- **6.65 Military Leave<sup>35</sup>**

Employees who are members of the Reserve Components (the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves) or any other component of the Armed Forces of the United States, when ordered by proper authority to active or inactive duty or service, are entitled to a leave of absence for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled work days of such leave of absence in any federal fiscal year, such employees will receive their full regular pay.

Employees who are members of the Reserve Components (the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves) or any other component of the Armed Forces of the United States, when ordered or volunteering for active duty in time of national emergency, will be granted leave without pay and other employment protection as governed by applicable federal law. The Military Leave Regulation & Procedures is located in the Appendix.

If you have occasion for military leave, you should submit your request for military leave with pay, in writing, to your Vice President with an attached copy of your military order to duty, except in cases of emergency calls to duty.

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<sup>33</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

<sup>34</sup> Revision approved by the Board of Regents for OSU/A&M Colleges July 30, 2004.

<sup>35</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

- **6.66 Court Leave<sup>36</sup>**

Employees who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the employee.

When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

A leave of absence with pay shall be granted the employee when a court appearance is the result of an act performed by the employee as a part of his/her official duties as an employee of the college. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her NEO employment. If the employee is required by subpoena to testify in a county other than the county of residence or employment, the employee shall be entitled to receive court reimbursement for mileage if the employee uses his/her own personal vehicle for traveling to that location.

In no case shall a leave of absence with pay be granted to any employee court appearance is the result of the employee being involved in a personal litigation case outside his/her scope of employment. Annual leave, if applicable, may be used in lieu of a leave of absence without pay.

- **6.7 Medical Leave and Injury**

- **6.71 Family and Medical Leave Act**

The Family Medical and Leave Act of 1993 (FMLA) gives certain job protections to employees in an attempt to equitably balance work responsibilities with the demands of personal illness or serious injury or in caring for certain family members. The Family and Medical Leave Act is located in the Appendix and outlines the general provisions of the Act but is not intended to be an exhaustive overview of the act. Employees who have need for clarification of the Act's many detailed terms should contact the Director of Human Resources for assistance. In the event of future amendment to the Act, such amendments will be deemed to automatically control over any contradictory terms that might be contained in this statement. The College reserves the right to change its policies regarding FMLA at any time without prior notice.

Faculty members will start exhausting FMLA leave at the same time as they use up compensated sick leave or, if applicable, personal leave, to cover leave used for medical purposes.

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<sup>36</sup> Approved by the Board of Regents for OSU/A&M Colleges September 10, 1993.

## 7.0 Insurance and Retirement

- 7.1 Insurance
  - 7.11 Group Medical Insurance
  - 7.12 Group Life Insurance
  - 7.13 Dependent Life Insurance
  - 7.14 Long-Term Disability
  - 7.15 Worker's Compensation Insurance
  - 7.16 Unemployment Compensation
- 7.2 Retirement
  - 7.21 Oklahoma Teachers' Retirement System (OTRS)
  - 7.23 Social Security

### ■ 7.1 Insurance

#### • 7.11 Group Medical Insurance<sup>37</sup>

Comprehensive medical insurance is provided for and premiums paid in whole or in part by the College for all academic, professional, administrative, and classified staff within the guidelines of the current Master Contract. Employees may purchase, at their expense, life, dental and vision insurance for themselves and/or their dependents that meet the eligibility requirements of the plan. Employees may purchase, at their expense, medical insurance for their dependents that meet the eligibility requirements for the plan. Information explaining the coverage in detail is available in the Human Resources Office.

In the event any employee of NEO A&M College becomes disabled, the College will pay 100% of coverage for the employee, and family coverage may be purchased by the employee. The only time the College would discontinue payment of medical premiums would be if the individual would have a change in his/her disability status or become employed elsewhere. If disabled under Oklahoma Teachers Retirement System (OTRS) or Long Term Disability (LTD), then the employee only health insurance premium would be paid for two (2) years only. After the two (2) year period, the disabled employee would be transferred and be responsible for their own premium.

Medical coverage can be continued with the Group for terminated employees or for dependents that would otherwise lose coverage due to a change in family status. The guidelines for maintaining medical coverage after termination is governed by COBRA legislation and details for such are available in the Human Resources Office.

#### • 7.12 Group Life Insurance

Group term life insurance is provided for the faculty, professional, and administrative staff at no cost to the employee. The dollar amount is based on the individual annualized salary of each employee at a ratio specified in the Master Contract. Specific details of the current contract for the life insurance program will be provided by the Human Resources Office upon request by the employee. You may apply for Supplemental Life Insurance of ½ Basic Annual Earnings to 5 times Basic Annual Earnings rounded to the next higher thousand dollars not to exceed \$200,000.

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<sup>37</sup> Revision approved by Board of Regents for OSU/A&M Colleges September 6, 2013

The College will continue to pay the premiums for a term life policy for faculty, professional, and administrative staff who have ten (10) years of continual service at the time of retirement. On the first of the month following retirement, the amount of the life policy will be reduced to \$10,000 as specified in the current Master Contract.

- **7.13 Dependent Life Insurance**

Faculty, professional and administrative staff may elect to purchase life insurance for their dependent children. The cost is one total amount for any number of dependents and is paid by the employee. Dependent children can be covered in the amounts of \$2,500, \$5,000, \$7,500 or \$10,000. Spouse can be insured at premium based on the spouse's age and the dollar amount of coverage not to exceed ½ of the employed spouse's life value.

- **7.14 Long Term Disability**

Faculty and administrative personnel shall be eligible for coverage under Group Disability Income Benefits and will be covered upon submitting an application to and being accepted by the insurance carrier. Each participant in the Group Disability Income Benefits program will be given a certificate of insurance which covers the plan provisions in detail.

- **7.15 Workers' Compensation**

Workers' Compensation provides for compensation to be paid any employee for injuries or disease arising out of and in the course of employment. The cost of providing this coverage for employees is paid entirely by the College. Coverage is automatic and occurs at the time of employment.

Basically, Workers' Compensation consists of coverage for medical, disability, rehabilitation, and death. It is very important when a job-related accident or illness occurs that the insured reports immediately to the job supervisor so that medical attention can be provided

- **7.16 Unemployment Compensation**

The provisions of the Unemployment Compensation Act apply to all employees of the College. It is the responsibility of the Employment Security Commission to determine the terminated staff member's eligibility for unemployment payments based on the circumstances of the termination.

- **7.2 Retirement**

- **7.21 Oklahoma Teachers' Retirement System (OTRS)**

The retirement policy of Northeastern Oklahoma A&M College employees follows the current state and federal laws with policies approved by the Board of Regents for the Oklahoma A&M Colleges.

Faculty members may participate in the Teachers' Retirement System provided they are employed 50% time or more and meet the eligibility requirements established by State Statutes. The College pays the employee contributions for faculty members who are employed at least 75% time. An employee for whom the College makes the contribution can withdraw from membership only in the event of termination of employment. Withdrawals are made according to the regulations of the Teachers' Retirement System of Oklahoma. Faculty members employed at least 50% time but less than 75% time may be members of OTRS but must pay the employee contribution by payroll deduction.

- **7.22 Social Security**

Participation in Social Security is required for all employees of the College. Both the College and the employee contribute to Social Security according to the schedule established by law.

## 8.0 Travel Policies

- 8.1 General Statement
- 8.2 Authorization to Travel
- 8.3 Professional Meetings
- 8.4 Transportation
  - 8.41 College Vehicle
  - 8.42 Private Vehicle
  - 8.43 Airline Travel
  - 8.44 Public Transportation
  - 8.45 Leased or Rented Automobiles
- 8.5 Transportation of Passengers
- 8.6 Reimbursement of Travel Related Expenses
  - 8.61 Lodging
  - 8.62 Meals
  - 8.63 Miscellaneous Expenses
    - 8.631 Communication
    - 8.632 Registration Fees
    - 8.633 Parking Fee Charges
- 8.7 Reimbursement for Travel
- 8.8 Money Advanced for Student Activities
  - 8.81 Auxiliary/Student Activity Travel-Related Expenses
  - 8.82 Team Travel Policy
  
- 8.1 General Statement<sup>38</sup>

The Northeastern Oklahoma A&M College travel policy has been developed in accordance with Oklahoma Statutes. The policy covers state officials and employees who are performing a substantial and necessary service for the State of Oklahoma. Travel must be necessary for the proper execution of official NEO business or in justifiable pursuit of NEO educational objectives. Meetings and conferences attended must be of a professional nature that will increase the attending individual's usefulness to NEO.

During budget preparation, each Department Chair submits a travel budget. Requests for travel are submitted to the Department Chair, and then to the Appropriate Vice President. Department Chairs will be responsible for verifying that money is available in the departmental travel budget. Requests should be submitted thirty days in advance of any conference, workshop, or meeting. Faculty rotation for attending conferences is suggested. Faculty members requesting travel are expected to make satisfactory arrangements for their classes.

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<sup>38</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

## ■ 8.2 Authorization to Travel

1. All requests for travel must be submitted prior to any travel using a Travel Request Form (In-State and Out-of-State) that is available on the NEO website, Faculty and Staff link, "Frequently Used Forms." This pre-approved form will be attached to the Travel Reimbursement Summary form before processing can be completed.
2. Obtain proper authorizing signature (department chair and appropriate Vice President). The section on the form relating to budget must be completed before a vehicle will be assigned to you. Verify with the Department Chair, or appropriate Vice President to make absolutely sure travel money is available in your budget. A College vehicle will not be assigned to the requester until all paperwork has been properly completed.
3. Forward the Vehicle Request to the President's Office.

## ■ 8.3 Professional Meetings

Requests to attend professional meetings must be accompanied by a program or letter of invitation. Money budgeted for faculty travel is not to be used for field trips, unless student attendance is incidental to faculty participation in a professional activity. Per diem expenses for students will not be charged to a faculty member's travel funds.

## ■ 8.4 Transportation

The following procedures are to be used when requesting a college vehicle (car, minivan, 15-passenger van, or bus). The bus will accommodate 42 passengers.

### • 8.41 College Vehicle

Depending on the availability of vehicles, a vehicle will be assigned to the Requester for the date and time requested. If a vehicle is not available for the time requested, the President's Office will notify you. You may call the Maintenance Office and inquire about vehicle availability prior to submitting the request. The faculty member must register their driver's license with the Business Office (Secretary to the Vice President for Fiscal Affairs) for insurance purposes. The need for the vehicle must be noted on the form requesting travel approval. If it becomes necessary to cancel a scheduled trip, the Maintenance Department clerk should be notified promptly so the vehicle can be reassigned. NEO vehicles shall not be used or assigned on a long-term basis to an individual employee.

The vehicles are checked out to the Requester at the Maintenance Department Motor Pool. The Maintenance Department will have the Requester complete a Delivery Ticket. Your Department Code and other information are requested on the Delivery Ticket. Failure to properly complete this form will result in your request for a vehicle being denied. All College vehicles have a Travel Report (located in the vehicle) that must be completed upon completion of the trip.

The Maintenance Department is open from 7:30 a.m. until 4:00 p.m., Monday through Friday. If you plan to depart on Saturday or Sunday, please contact the Maintenance Department (extension 6227) by 4:00 p.m. on Friday prior to departure. The Maintenance Department will make the necessary arrangements for you to obtain your vehicle. Should you plan to depart prior to 7:30 a.m. during the week, please make arrangements with the Maintenance Department for obtaining keys for the assigned vehicle.



A gasoline credit card is provided with the vehicle keys. The keys and gasoline credit card are to be returned to the designated location promptly on return of the vehicle to the motor pool.

- **8.42 Private Vehicle**

Reimbursement for authorized use of privately owned motor vehicles will be made at a rate determined by the Vice President for Fiscal Affairs. You must obtain prior approval from the President's Office before reimbursement can be claimed. The State does not assume coverage for physical damage to an employee's vehicle, only liability coverage is afforded during performance of work duties.

- **8.43 Airline Travel**

The use of airplane travel is recommended when the cost of the employee's time is an important factor and when the trip is so long that other methods of travel would increase the lodging and meals expense. Accommodations should be limited to coach class.

All air travel must be purchased from a travel agency designated by the Central Purchasing Division in accordance with the Oklahoma Statutes. This can be done by using NEO's purchasing system and purchasing directly from one of the designated travel agencies or requesting reimbursement on the State of Oklahoma Travel Voucher after the trip's completion.

Exceptions to the designated travel agency rule are as follows:

1. If it can be proven that the air travel services can be secured at a lower cost from another source.
2. When the travel was initiated on an emergency basis, such as changing itinerary and route or emergency travel after hours.
3. If air travel is originated from a location outside of Oklahoma, making it impractical to arrange for air travel through appropriate channels.
4. When air travel is part of a package arranged by an organization scheduling a meeting or conference.

- **8.44 Public Transportation**

Local transportation at the traveler's destination and includes: taxi, limousine, bus, subway, etc. If reimbursement for local transportation is being claimed within the State of Oklahoma, an original and one copy of a letter of justification must accompany the request for reimbursement.

- **8.45 Leased or Rented Automobiles**

Reimbursement for automobiles leased or rented within Oklahoma from car rental agencies or private parties, to be used in lieu of a privately owned vehicle on official business for the state shall not exceed the rate provided for the use of privately owned automobiles.

The actual cost of leasing or renting an automobile outside of the state to be used on official business for the state shall be reimbursed subject to approval the Department Chair, Vice President for Academic Affairs, and the President of NEO.

## ■ 8.5 Transportation of Passengers

It is recommended that non-NEO personnel do not accompany driver; however, if you must take a spouse or others along, make sure you have adequate personal insurance coverage. They will not be covered by Risk Management. Only authorized requester/individual should operate the vehicle.

## ■ 8.6 Reimbursement of Travel Related Expenses

All college travel, regardless of whether a college-owned or personal vehicle is used, must have a travel request form on file in the President's Office before reimbursement for expenses can be made.

Reimbursement for travel is based upon actual expenses incurred, subject to the limitations established by NEO travel policies. If travel expenditures are to be paid from a grant or contract account, travel policies of the grant or contract may specify reimbursement of expenses at a rate different than the amount allowed by the college travel policies. Documentation from the specific grant or contract must be attached to the travel summary. An expense which is at the official station of any employee will not be reimbursed. The "official station" is defined as the office headquarters or the designation location of employees established in the field.

In order to receive reimbursement for travel, it is necessary to complete a "Travel Reimbursement Summary" form, available on the NEO website under, Faculty and Staff, Frequently Used Forms," upon completion of the trip. The required receipts must be attached to this form. The form and receipts should be submitted to the Human Resources Office. A careful estimate of expenses must be made on the "Request for Travel Form."

- a. The maximum daily allowance for meals and incidental expenses is determined at the current established rate. For further clarification contact the Office of Human Resources. There will be reimbursement for documented meals (or per diem) and incidental expenses only in connection with overnight travel status.
- b. Reimbursement for meals and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of the trip (meeting, workshop, conference, etc.) has been met. Indicate on the Travel Reimbursement Summary form the nature of the official business, the meeting dates and starting and ending times. If meals and lodging are furnished as a package plan, reimbursement may be based upon a combined receipt but at a daily rate not to exceed the rate that would have been allowed for separate meals and lodging (the receipt must reflect a breakdown between meals, lodging, registration, etc.).

### • 8.61 Lodging

Reimbursement for overnight lodging while in official travel status within the State will be paid at the current approved rates. Contact the Human Resources Office for current rates. Requests for reimbursement for overnight lodging while in official travel status must be accompanied by an itemized paid receipt from the hotel, motel, etc. The rates for lodging reimbursement are shown on the Travel Reimbursement Summary form. If a hotel/motel is designated by the conference, the actual rates will be paid, not to exceed single occupancy rate, if a document is attached from the conference indicating that this was a designated hotel/motel. When sharing a room with another person, it is important that you obtain a single room rate on lodging. The single room rate must be specified on the conference literature or the invoice.

Persons attending meetings, workshops, or conferences which are conducted at a designated hotel, motel, or other public lodging facility and choose to acquire less expensive public lodging shall be reimbursed at the actual lodging expense not to exceed the single room rate and the single occupancy rate charged by the designated lodging place. When choosing this option, the claimant will not be reimbursed for local transportation cost incurred traveling between such optional lodging and the designated public lodging place.

Reimbursement for other charges appearing on the lodging must be justified in writing. The reimbursement should be included in the itemized Miscellaneous Cost on the "Travel Reimbursement Summary" form.

- **8.62 Meals**

A per diem reimbursement for meals is provided while in official travel status. A per diem rate schedule is available in the Human Resources Office or at the government website. In computing reimbursement for meals, a day shall be a period of twenty-four (24) hours. If the trip lasts more than twenty-four (24) hours, reimbursement for each quarter day (6 hours) or a major fraction thereof (3 hours or more) may be made. There will be reimbursement for documented meals (or per diem) and incidental expenses only in connection with overnight travel status.

- **8.63 Miscellaneous Expenses**

Reimbursement claims for miscellaneous travel expenses such as registration fees must be itemized. If the association sponsoring the meeting will accept a College Purchase Order, the payment of the registration fee may be done by requisition prior to the travel. For additional information regarding miscellaneous expenses, contact the Human Resources office.

- 8.631 Communications**

- Telephone, internet service and fax charges may be reimbursed if they are incurred in the performance of official NEO business. A memo of explanation must be attached.

- 8.632 Registration Fees**

- A paid receipt or copies of both sides of a canceled check should be attached to the Travel Reimbursement summary form, if reimbursement is being requested for registration fees. If registration fees are being processed against an established purchase order, the invoice must show the name and date(s) of the conference, workshop, etc. and the name(s) of the person(s) who attended.

If meals were included in the registration fee, the number of meals provided should be indicated on the Travel Reimbursement Summary and deducted from the daily meal allowance provided. The Travel Reimbursement Summary form should reference the purchase order in which the registration fee is being paid and the number of meals for which the documented meal and incidental expense is being adjusted. "Continental breakfasts" and refreshments, such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals. Also, exceptions may apply if there were special circumstances which prevented the claimant from participating in the function at which the meal was provided. Purchase orders for registration may not be processed earlier than 30 days from the beginning of the conference.

- 8.633 Parking Fee Charges**

- Receipts for parking fee charges must be attached to the Travel Reimbursement summary form for reimbursement.

### ■ 8.7 Reimbursement for Travel

Reimbursement may be expected within approximately three (3) working days from the date the Travel Clerk submits the claim to the Office of State Finance.

### ■ 8.8 Money Advanced for Student Activities

The policy, approved by the Board of Regents December 15, 1989, permits the College to advance funds for travel to pay the cost for athletic teams and other student organizations participating in official College-sponsored activities. Payment would include room rental, meals, and other expenses incurred. Funding for this advanced travel comes from the Agency Special Account and the team sponsor is required to submit bona fide receipts and/or unspent funds to the College Business Office. This advance funding for team travel is subject to an audit by the College Business Office.

#### • 8.81 Auxiliary/Student Activity Travel-Related Expenses

Travel-related expenses for athletics and other types of student activities require itemization and support by receipts attached to the claim. Fund advances for student activities (travel, entry fees, officials, etc.) may be obtained by using the following procedures. In order to qualify for an advance, the State of Oklahoma requires that the activity include students (fund advances for Educational & General (E&G) travel and activities are not authorized):

- a. Funding Source: The "Activity Advance Account" is established in the auxiliary general ledger and serves as a controlling mechanism for recording these advances.
- b. Obtaining Advances: Requesters of fund advances must submit a "Request for Payment" to the Human Resources Office at least five working days prior to the time funds will be needed. This lead-time is necessary to process the information, prepare the check, and enable the requester to cash the check at a local bank. The Business Office change fund is not sufficiently large enough to cash advance checks.
- c. Settlement of Advances: Prudent fiscal management policies and internal control procedures require that fund advances be settled within two working days after the requester's return to the campus from the activity for which funds were advanced. Advances open beyond this period may result in denial of future advances until prior ones are settled.

All employees of the College traveling with athletic teams or any other college-sponsored activity will be subject to the same travel laws as stated in the E&G procedures. Individual travel claims can be filed for reimbursement through a travel claim submitted to the Personnel Office.

#### • 8.82 Team Travel Policy<sup>39</sup>

The Team Travel Policy provides a framework for safe and efficient athletic team travel for the Northeastern Oklahoma A&M College Department of Intercollegiate Athletics. The Team Travel Policy is located in the Appendix.

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<sup>39</sup> Approved by the Board of Regents for OSU/A&M Colleges April 26, 2013

## 9.0 Faculty Services

- 9.1 Enrollment in NEO A&M College Courses
  - 9.11 Reduced Fees for Dependents
- 9.2 Dobson Faculty Salary Supplement Plan
- 9.3 Identification Cards (Smart Card)
  - 9.31 Learning Resources Center – Borrowing Books
  - 9.32 Admission to Athletic/Campus Events
  - 9.33 Employee Meals – Reduced Rate
- 9.4 Recreational Facilities
  - 9.41 NEO Wellness Center
- 9.5 College Bookstore
- 9.6 Campus Parking
- 9.7 College Mail Services
- 9.8 Telephone Usage
- 9.9 Faculty Lounge
- 9.10 Organizations Available to the Faculty

- 9.1 Enrollment in NEO A&M College Courses

Full-time faculty members may enroll in classes at NEO A&M College, up to six (6) hours per semester, with hourly tuition costs waived. These classes are to be attended at times other than regularly scheduled work hours. Fees are the responsibility of the employee and payment is due at the time of enrollment. The faculty member should contact the Financial Aid Office to take advantage of this educational benefit.

- 9.11 Reduced Fees for Dependents

The Dependent Fee Waiver is intended to be a benefit for any full-time employee of Northeastern Oklahoma A&M College. Students, full-time or part-time, including high school concurrent enrollees, who are dependents of a either current full-time employees and/or retired NEO employee through the Oklahoma Teachers' Retirement System (OTRS), may be eligible for a waiver of in-state tuition.

Fees are the responsibility of the student and payment is due at the time of enrollment. The student must meet certain requirements including holding a high school diploma or a G.E.D. equivalent; and the student must maintain academic progress to continue receiving the waiver. The College reserves the right to amend its policies regarding fee waivers.

- 9.2 Dobson Faculty Salary Supplement Plan<sup>40</sup>

Contingent upon the availability of funds, faculty may apply for the Dobson Faculty Salary Supplement for continuing education. The funds are to be used for the continuing education of the faculty member above the master's degree. The funds can also be used for costs associated with attendance

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<sup>40</sup> Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013

of a non-credit course, workshop, institute, conference or seminar. The application form for the Dobson Faculty Salary Supplement Plan can be found on the NEO website under “Frequently Used Forms.” The Dobson Faculty Salary Supplement Plan in its entirety is located in the Appendix.

Two “Faculty Excellence in Teaching Awards”, a “New Faculty Award” and a “Distinguished Service Award” are awarded annually to faculty members who are nominated by their peers and selected by the Campus Selection Committee. The criteria/eligibility requirements for the Faculty Awards is located in the Appendix.

### ■ 9.3 Identification Cards (Smart Card)

An employee Identification Card is issued to employees once they sign up for employment in the Human Resources Office. A form is completed and signed by the Payroll Clerk containing information required to have an employee ID card made at the Student Recruitment Office. Full-time employees are issued a permanent identification card or Smart Card for themselves, their spouse, and each dependent child. In addition to identifying the person as an employee of the College, it also may be used for admission to various college-sponsored functions and athletic events, discounts on purchases at the College Bookstore, and use of the College Library facilities.

Identification cards for members of the employee’s family carry the same benefits as the employee’s identification card. Under new provisions, any NEO-issued identification card may only be issued to United States citizens, nationals and legal permanent resident aliens, except when a particular individual meets one of the six provisions of House Bill 1804 subsection (A)(4) of section 1550.42 effective November 1, 2007. Of this section the identification card is only valid for use on the campus or facility of that educational institution. These restrictions will be clearly and conspicuously printed upon the face of the identification card.

#### • 9.31 Learning Resources Center – Borrowing Books

All permanent employees of the College, their spouses and dependent children are welcome to use the complete facilities of the Learning Resources Center. Presentation of the identification card will be required in order to check out library material.

#### • 9.32 Admission to Athletic/Campus Events

Athletic events, theatrical productions, musical events, etc. are available to the employees at a minimum or no cost.

#### • 9.33 Employee Meals – Reduced Rate

Employees may purchase an Employee Meal Plan for cafeteria meals and these meals are offered at a reduced rate. The employee must see the Business Office cashiers to purchase an Employee Meal Plan and put money on their Smart Card account. The employee ID card is also a Smart Card and can be used as a debit card for a discount on meals at the cafeteria, or to make purchases at the snack bar, campus vending machines, and the College Bookstore.

### ■ 9.4 Recreational Facilities

Use of the facilities of the college gymnasium, including the swimming pool, are available to employees at no cost at specified times. Available times are posted in the foyer of the gymnasium.

- **9.41 NEO Wellness Center**

We recognize the importance of physical fitness in your overall well-being. Full-time College employees may use the fitness equipment in the Wellness Center and the indoor walking track located in the Student Activity Center at no cost during open hours. Persons using the fitness equipment must be at least 16 years of age.

- **9.5 College Bookstore**

Books, supplies and other items may be purchased at the College Bookstore by employees of the College at a discount.

- **9.6 Campus Parking**

Employees of the College are provided convenient parking lots. A current parking decal is required to be displayed on each automobile in order to park on the campus. The parking decal may be secured from the Business Office for a minimal cost. All vehicles must be registered with the Campus Police Traffic Department.

All personnel are expected to abide by the regulations issued by the Traffic Department governing automobiles on campus.

- **9.7 College Mail Services**

A full-service post office is located on the lower level of the Dayle Creech Library-Administration Building. All mailing requirements, including money orders, can be met with the exception of "Bulk Mail." Information regarding bulk mail can be obtained from the Campus Postmaster. Postal operations are paid for by the College primarily as a service to the student body as well as to the faculty and staff. Post Office personnel are college employees and the U.S. Postal Service provides only a minimal subsidy of operating cost of the Post Office.

The Post Office Lobby is open from 8:00 a.m. to 9:00 p.m., Monday through Friday and 8:00 a.m. to 5:00 p.m. Saturday, Sunday and holidays. Incoming Mail is scheduled to be delivered by the Miami Post Office carrier by 8:00 a.m. The period of 8:00 a.m. - 10:00 a.m. is reserved for sorting and boxing of mail to permit customer pickup by 10:00 a.m. Outgoing mail is scheduled for pickup by the Miami Post Office carrier at 4:45 p.m. daily. Outgoing items should be at the Post Office by 4:00 p.m. for metering, bagging, and dispatch. Sufficient time should be allowed for processing large quantities of mail.

Postage is a budget element for both E&G and Auxiliary activities and is charged to the originating office. All outgoing mail must reflect the 5-digit E&G or 4 or 5-digit Auxiliary account number in the return address area. Postage personnel must enter this number in order to activate the postage meter. Dispatch of mail not properly identified may be delayed. Campus mail should be separated and clearly marked, "campus mail".

A post office box is assigned to each faculty member by the NEO College Postmistress. A listing of the box numbers of all campus employees is available in the NEO A&M College Telephone Directory. This Directory is updated annually.

- **9.8 Telephone Usage**

All college related long distance calls should be dialed directly from a college telephone. Personal long distance calls must be placed utilizing your personal telephone and service provider.

### ■ 9.9 Faculty Lounge

A lounge is available for faculty use on the Second floor of Copen Hall. Faculty members are free to reserve the lounge for meetings or other special events and may do so by contacting the President of the Faculty Association. Any non-faculty use of the lounge must be approved by a majority vote of the Faculty Senate.

### ■ 9.10 Organizations Available to the Faculty

All professional members are urged to affiliate with the local, state, and national professional education associations.

The faculty and staff club is organized under the name of "NEO Women and Friends." The purpose of organization is to promote acquaintance among faculty, staff, and faculty and staff wives, and retired faculty, staff, and wives and to carry out service projects which relate to the needs of NEO A&M College. The NEO Women and Friends hold monthly meetings.



## 10.0 Student-Related Responsibilities

- 10.1 Student Advisement
- 10.2 Classroom Policies
  - 10.21 Official Enrollment
  - 10.22 Student Attendance/Reporting Absences
  - 10.23 Grading System
  - 10.24 Class Schedule
  - 10.25 Unattended Minor Children
  - 10.26 Guest Speaker
- 10.3 Student Rights and Assistance
  - 10.31 Student Advisement Center
  - 10.32 Student Conduct Code
  - 10.33 Release of Confidential Information
  - 10.34 Students with Disabilities
- 10.4 Change of Textbooks
- 10.5 Student Handbook
- 10.6 Student Body Government
  - 10.61 Student Clubs
- 10.7 Resident Food Service
- 10.8 Student Financial Aid

### ■ 10.1 Student Advisement

Student advisement is one of the responsibilities of full-time faculty. As an advisor, faculty are responsible for:

1. Assisting students in preparing a curriculum course outline for their program of study.
2. Assisting students with enrolling.
3. Assisting students with study problems.
4. Providing information about vocational opportunities in their field.
5. Providing information about post-NEO college educational and training opportunities in their field.
6. Referring students to the Center for Academic Success and Advisement for testing, career exploration, and strategies for success as a college student.
7. Referring students to the licensed counselor as determined appropriate.

### ■ 10.2 Classroom Policies

- 10.21 Official Enrollment

A student is not permitted to attend classes unless his or her name is listed on the class roll. If a student is attending classes, but not on the roll, he or she should be referred to the Office of Admissions and Records. An official list of enrolled students is available in the Banner Class List.

- **10.22 Student Class Attendance/Reporting Absences**

As stated in the class attendance policy in the College Catalog, regular attendance is important to a student's success in college. Faculty are responsible for conveying this message to the student. One means of communicating the importance of class attendance to the student is through the procedures for dealing with a student when they have excessive absences.

The following is the policy for action on student absenteeism:

1. Instructors take roll.
2. When the instructor determines excessive absences, he/she should warn the student through the Banner Faculty Feedback system.
3. The academic advisor and department chairperson are to determine the problem and make recommendations as to further action. This action may necessitate the student's withdrawal or mutual agreement between faculty and student as to his/her returning to the classroom.
4. For additional information on the Banner Faculty Feedback system, see Section 4.16.

- **10.23 Grading System**

The grading system of Northeastern Oklahoma A&M College is presented in the College Catalog under the heading of "Explanation of Credits and Grades" and "Grade Points".

The grade of "I" cannot be changed without the instructor's permission. A grade of "I" or an error in grade should be changed with a Grade Change Form. The instructor must submit the grade change request to the Registrar in writing. (See copy of Grade Change Form in the Appendix). The Grade Change Forms may be obtained from the respective Department Chair or the Vice President for Academic Affairs' Office.

Instructors should grade achievement as it is measured against the specific course objectives. It is of utmost importance that instructors establish clearly the defined minimum standards for a passing grade. The College philosophy is not in agreement with "normal curve" grading in single classes. It is understood that in some classes, the grade curve may be skewed or bimodal.

- **10.24 Class Schedule**

Schedules of classes are prepared by the Department Chairs and approved by the Vice President for Academic Affairs. Faculty members are asked to recognize the necessity of a balanced schedule which may necessitate the teaching of classes at times other than those preferred by the staff or students.

- **10.25 Unattended Minor Children<sup>41</sup>**

Because of potential safety and supervision problems, minor children will not be permitted on campus without adult supervision. In most circumstances, children are not permitted in the classrooms or teaching areas, excluding minors enrolled in classes. Faculty members should not bring their children to their work area.

The Vice President for Academic Affairs and the Assistant Vice President for Academic Affairs may grant exceptions to this policy as determined appropriate and in accordance with the Minors Participating in NEO-Related Activities and Programs policy included in the Appendix.

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<sup>41</sup> Approved by Board of Regents for OSU/A&M Colleges September 6, 2013.

- **10.26 Guest Speakers**

Faculty are to secure approval from the Department Chair before inviting guest speakers to the campus.

- **10.3 Student Rights and Assistance**

- **10.31 Center for Academic Success and Advisement (CASA)**

Each NEO student is assigned to a faculty advisor from his or her major field to provide guidance regarding academic coursework and planning in preparation for degree attainment and/or transfer to another institution. The Center for Academic Success and Advisement (CASA) offers a variety of services to support students during the initial enrollment process and throughout their first year of college. Advisors are available in the Advisement Center year round and also assist with schedule changes and academic planning.

- **10.32 Student Conduct Code**

The Student Conduct Code for Northeastern Oklahoma A&M College is located in the *Student Handbook*.

- **10.33 Release of Confidential Information**

Students and parents or legal guardians who provide financial support will be granted access to see the student's academic records upon written request to the Office of Admissions and Records. No one other than the student, the student's parents or legal guardian who provide financial support for the student, or authorized college personnel may have access to see a student's academic record or obtain any copies of the student's academic record without the student's written permission. All provisions of the Family Educational Rights and Privacy Act of 1974 will be met in the handling and security of student academic records.

- **10.34 Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Inquiries concerning accommodations for students with disabilities should be directed to NEO A&M College's designated ADA/Rehabilitation Act Coordinator.

- **10.4 Change of Textbooks**

The Bookstore Manager establishes cutoff dates for the ordering of new textbooks and notifies faculty of those dates. Requests for textbook changes should be made through the Department Chair.

- **10.5 Student Handbook**

The *Student Handbook* is available on the NEO Website.

- **10.6 Student Body Government**

The Student Body Government is a representative organization whose members are elected from the College organizations and student body at large. Meetings are held regularly to originate and carry out activities related to the interest and welfare of the student body.

- **10.61 Student Clubs**

The College offers a number of educational and pre-professional organizations designed to increase interest in the various fields. Membership in these organizations is comprised of students majoring in related courses or having similar interest. The student interest in the clubs range from social interaction to education enrichment. A listing of the Student Clubs can be found in the Student Handbook which is located on the NEO Website.

- **10.7 Resident Food Services**

Information regarding resident food services is included in the Student Handbook.

- **10.8 Student Financial Aid**

Financial aid information is included in the Student Handbook.

## 11.0 College Resources

- 11.1 College Resources
  - 11.11 Learning Resources Center
  - 11.12 Student Employees
  - 11.13 Printing
  - 11.14 Use of Institutional Letterhead
  - 11.15 College Bookstore
  - 11.16 Career Services
  - 11.17 College Communications
    - 11.171 Office of Public Information
    - 11.172 Development Foundation
    - 11.173 Alumni Association
    - 11.174 College Newspaper
    - 11.175 Bulletin Boards (Notices)
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    - 11.177 Semester Schedule
  - 11.18 Electronic Mail (E-mail)
- 11.2 Faculty Use of Buildings, Equipment and Supplies
- 11.3 Policy Statement Governing the Extracurricular Use of College Facilities, Areas or Media for the Purpose of Expression
- 11.4 Policy & Procedures – Minors Participating in NEO-Related Activities & Programs
- 11.5 Purchasing Procedures
  - 11.51 Requisitions and Purchase Orders
    - 11.511 Sole Source Purchases
    - 11.512 Petty Cash Purchase Orders
    - 11.513 Catering/Food Service Orders - Sodexo
  - 11.52 Payment of Invoices
- 11.6 Fire Regulations
- 11.7 Furniture and Equipment
- 11.8 Maintenance
  - 11.81 Climate Control and Lights
  - 11.82 Keys
- 11.9 Emergencies
  - 11.91 Emergency Procedures Manual
  - 11.92 Emergency Telephone Messages
  - 11.92 Student Health Services
  - 11.93 Campus Police
- 11.10 Lost and Found

## ■ 11.1 College Resources

- **11.11 Library/Learning Resources Center**

The LRC, located in the Dayle Creech Library Administration Building, is an integral part of the educational environment at NEO A&M College. It provides a full range of information media and services to support the College's academic programs and related activities. Books, periodicals, microforms, videotapes, Internet access and other media formats are available for class assignments, cultural enrichment, or personal use. In addition to traditional media services, interlibrary loans and access to many full text databases is provided. The Library also houses an open computer laboratory for student, faculty, and staff use during regular library hours.

- **11.12 Student Employees**

Students for secretarial or assistant work are assigned through the Department Chair by the Financial Aid Office and are subject to regulations established by that office.

- **11.13 Printing**

The College Print Shop is located in Dyer Hall. Please use it on an as-needed basis. Any brochure, publication, etc., which will be mailed to the general public will have to be approved by the appropriate Department Chair, the Vice President for Academic Affairs and proofread by a person designated by the President prior to printing.

Printing services will be documented in a manner similar to supplies issued by the Bookstore. Printing service charges will be recorded and charges will be available for the Department Chair. The printing charges will be posted in the accounting system for inclusion in budget reports to provide expenditure data to responsible managers. Allocations have been made for the printing costs in the yearly budget and will be charged back to the individual department.

- **11.14 Use of Institutional Letterhead**

See Appendix – Publications Standards and Guidelines

- **11.15 College Bookstore**

Issues of supplies to college personnel for "official business" will be recorded on multi-part forms. The person receiving the supplies will be given an additional copy of the form for the Department Chair. These issues will be posted monthly in the accounting system for inclusion in monthly budget.

- **11.16 Career Services**

The Center for Academic Success and Advisement (CASA) offers vocational counseling and resources intended to aid students in determining a major field of study and a career choice. The advisement center also maintains a web page that lists local job announcements for current students and alumni. The career/retention specialist in the Student Support Services program is also available to assist eligible students. Additionally, each academic school offers and requires a first year experience course for incoming students that engages students in career exploration activities.

- **11.17 College Communications**

- **11.171 Office of Public Information**

The Office of Public Information is a coordinating center for promotion of and publicity for the College. News pertaining to the College must be released only through the Office of Public Information. Faculty should communicate information of interest concerning themselves, other faculty, students, or the College in general through the Office of Public Information.

- **11.172 Development Foundation**

In 1983 NEO's Development Foundation was organized and established to benefit, support, and enhance the further development of NEO A&M. The Foundation supports the college in the following three areas:

- Scholarships, which help students directly.
    - Faculty and Staff Development, which provides resources to maintain qualified and committed teaching and support personnel.
    - College Operations and Special Projects which is the area that supports many needs such as equipment, alumni relations, various contingency requests, guest lecturers, and more.

The Foundation is also prepared to accept planned giving proposals to support endowment projects. NEO faces the future with confidence that the tradition of excellence will continue. With help from alumni and friends of the college, more students--traditional and non-traditional-- will find that NEO is a great place to get started.

- **11.173 Alumni Association**

The NEO Alumni Association operates as a direct link between former students and the College and distributes a Development Foundation/Alumni Newsletter twice a year to inform graduates about NEO news and upcoming activities. During Homecoming, the Association presents the Outstanding Alumni Award and throughout the year, plans reunion meetings and other activities. Membership is open to graduates, former students, current students, faculty, staff and friends of the College. For more information, visit the NEO Development Foundation Office or the NEO website.

- **11.174 Bulletin Boards (Notices)**

Bulletin boards on the campus carry notices. This is a major means of communication and it is the student's responsibility to check the bulletin boards and be informed of all college announcements. The posting of signs, handbills, and flyers in buildings at Northeastern Oklahoma A&M College will be limited to chartered and recognized student groups and official units of the college.

1. Posting in the Student Union and Classroom Building Procedures:

In order to obtain authorization for posting, a representative of the sponsoring group or unit must bring all material to be posted to the Student Affairs Office located in the Student Union for an authorization permit. Upon completion of the permit, the signs will be stamped by the Student Affairs Office. Once this is done, the group's representative will be given a listing of approved posting areas in the Student Union and classroom buildings.

### Posting Regulations:

- a. Posters and flyers must not exceed 400 square inches in size. Signs exceeding this limitation must receive special permission from the Vice President for Student Affairs for posting.
- b. The name of the sponsoring group or unit must appear on each flyer or sign. The organization name spelled out is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor. In case of symbols or initials that are not clear, the group will spell out the entire name of the group.
- c. No posters in a language other than English will be approved unless the exact English translation appears on every poster.
- d. All posters are to be removed by the sponsoring group or unit following the advertised event. Signs without a registered stamp or those remaining up beyond the expiration date will be removed. Failure to remove signs or posting in unauthorized places may result in the individual or group being billed for the sign's removal.
- e. Signs are not to be posted on walls (interior or exterior), trees or shrubs, trashcans, elevators, etc. Only bulletin boards and wooden sign standards are approved for posting. Any signs posted in unapproved areas will be removed.
- f. Lawn signs for campus elections will be stamped as registered in the same manner as those to be posted.

### 2. Posting in Residence Halls:

Persons wishing to post in the residence halls must make such arrangements through the Director of Housing, Dobson-Harrill Hall lobby. The regulations 1 through 6 cited above are applicable for posting in Residence Halls.

- **11.175 College Catalog**

The *Northeastern Oklahoma A&M College Catalog* is the official publication of the College and is available on the NEO website. The catalog describes the instructional programs and the academic requirements and regulations. Each Department Chair is responsible for seeing that the instructional program provided in the academic school conforms to the catalog specifications and that such regulations and requirements are followed by the College. Any changes in curriculum must be authorized by the OSU/A&M Board of Regents and the Oklahoma State Regents for Higher Education before being published in the College Catalog.

- **11.176 Semester Schedule**

A schedule of classes offered and final examination times are provided for each summer, fall, and spring semester. Schedules are available in print and online prior to the start of each semester.

- **11.18 Electronic Mail**

1. Policy

With the availability of expanding access to electronic communications, including electronic mail (e-mail), comes the need for College policy to inform members of the College community (all those individuals who are using e-mail on college-issued accounts) on issues of appropriate use,



privacy, and access of electronic mail. This document is an attempt to provide policy that will assist the College community to understand and exercise the use of this technology in pursuit of the goals of the College. The policy statements refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all College e-mail services. Members of the College community who are given access to NEO's e-mail system will be informed of the policies in this document and will be required to agree to applicable policies. Violations of this policy will result in loss of e-mail privileges at the College, disciplinary action, or legal action where applicable.

## 2. Procedure

### Appropriate Use:

- a. As with other College resources, e-mail is appropriately used for purposes that further the goals of the College.
- b. Individuals may not use e-mail for entrepreneurial activities except in cases of College-sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the college community.
- c. No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes. Only official NEO.edu emails will be added to e-mailing lists.
- d. E-mailing lists are subject to limitations, such as volume distribution, attachment file size and other various stipulations.
- e. All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual.

## 3. Issues Related to Privacy

### a. General Policy Statements.

- (1) It is the intent of the college to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that colleges place high value on open communication of ideas, including those new and controversial, the intention of the College is to maximize freedom of communication for purposes that further the goals of the College.
- (2) All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation.

### b. Individual Expectations.

- (1) E-mail messages shall be delivered to the addresses and not censored or interfered with in any way by the College.
- (2) Individually addressed e-mail communications may not be read by any third party except as noted below. Any access of individual e-mail communications other than that noted below is in violation of College policy and action will be taken accordingly.

- c. College Requirements.
  - (1) College officers and supervisors shall have the right to read any e-mail when written permission for such access has been given by the individual.
  - (2) Under certain circumstances the Postmaster may, in the course of his or her professional duties, access an individual's e-mail for legitimate management or maintenance purposes.
  - (3) If an occasion arises when a College officer or supervisor believes that access to an individual's e-mail account is required for the conduct of College business, the College individual is not available, and a system administrator is required to access the individual's e-mail account, the following procedure shall be followed:
    - (a) The College official or supervisor shall secure permission to access the e-mail account from the President of this institution.
    - (b) An appropriate form with the signature of the President shall be presented to the system administrator allowing the system administrator to proceed to access the e-mail account.
    - (c) The individual whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form.
  - (4) Keeping in mind the College's intent to preserve the privacy of e-mail (see II.A.1.), if an occasion arises when a College officer or supervisor believes that access to an individual's e-mail account is required because there is reason to believe the individual is engaged in wrongdoing, and a system administrator is required to access the individual's e-mail account, steps 3.a. and 3.b. above shall be followed. The individual whose e-mail account has been accessed will be notified upon conclusion of the monitoring process. Such notification shall be made in a timely manner.
  - (5) Prior to termination or resignation, faculty members are expected to make all e-mail files related to College business available to his or her supervisor.
  - (6) On termination or resignation, the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted.
- 4. Access to College Electronic Mail Accounts.
  - a. Any member of the College community who requests it shall have an electronic mail account established and made available for his or her use. This does not guarantee unlimited or unrestricted opportunities to use the e-mail account.
  - b. While account holders may expect reasonable access to e-mail, this cannot be guaranteed to be at all times and in all circumstances.
  - c. Violation of this policy may result in the loss of e-mail privileges at this College.
- 5. Objectionable Material, Violations and Sanctions.
  - a. The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.
  - b. It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.
  - c. Users of campus communications are subject to local, state, and federal laws and regulations and applicable NEO College policies and procedures. Users must comply with copyright laws.

## ■ 11.2 Faculty Use of Buildings, Equipment and Supplies

### • 11.21 General Statement

Facilities at Northeastern Oklahoma A&M College are available for the use of students, faculty, and the public, primarily for educational purposes. In order to insure judicious and responsible use of facilities, certain guidelines apply. The highest priority goes to activities sponsored by the College as a part of educational programs or approved student activities. Such programs may be assigned College space according to College policy.

### • 11.22 Activities Not Directly Sponsored by NEO A&M College

Activities not directly sponsored by the College that are of a public service are often assigned space at no cost. Faculty sponsoring such activities should make a request to the Vice President for Academic Affairs for the use of academic space; to the Vice President for Student Affairs if space in the Student Union is required; and to the Agriculture Department Chair if space at the Equine Center or horse stalling barn is required.

### • 11.23 Payment for Facility Use

Collections and disbursements involving the rental space from or fee for service payments to the College will be processed by the Business Office. NEO A&M College personnel will approve facilities use requests and shall collect fees or payments due. Requests for space assignments sponsored by NEO A&M College should be filed three (3) days prior to the date the space is needed and may be filed an academic year in advance.

## ■ 11.3 Policy Statement Governing the Extracurricular Use of College Facilities, Areas or Media for the Purpose of Expression<sup>42</sup>

The Policy Statement Governing the Extracurricular Use of College Facilities, Areas or Media for the Purpose of Expression is located in the Appendix.

## ■ 11.4 Policy & Procedures - Minors Participating in NEO-Related Activities & Programs<sup>43</sup>

The policy and procedures for Minors Participating in NEO-Related Activities and Programs is located in the Appendix.

## ■ 11.5 Purchasing Procedures

Purchasing procedures must be followed due to statutory requirements and to ensure vendor payment. The only persons authorized to obligate the College are the Purchasing Agent, Vice President for Fiscal Affairs, and/or the President.

### • 11.51 Requisitions and Purchase Orders

Requisitions must be submitted to the Business Office. The requisition form, which can be completed online and printed, is located on the NEO Website (Administration – Business Office – Financial Forms). The requisition should include the cost of the merchandise, complete address of the vendor, federal employer identification number (FEI#), and any pertinent information concerning the items (state contract, quoted pricing, detailed specifications, etc.). The Vendor FEI number is required for the processing of all purchase orders and vendor invoices as well as being used in reports which are

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<sup>42</sup> Adopted by the Board of Regents for OSU/A&M Colleges April 13, 1990.

<sup>43</sup> Adopted by the Board of Regents for OSU/A&M Colleges June 21, 2013.

required by the Office of State Finance. In preparing a requisition, if more than three items are being requisitioned, please use a continuation sheet for all the items. Indicate on the face of the requisition, "See Attached".

Upon approval of a requisition by the Department Chair, it will be forwarded to the Vice President for Academic Affairs and/or the Business Office. The Business Office will begin processing the request by one of the following procedures:

1. LESS THAN \$10,000 – A purchase order will be issued by the NEO Business Office or OSU.
  - a. Amounts \$0 - \$2,500 must have quoted date, name of the person giving quote, and phone number of vendor (there is a place for this on the front of the requisitions). If you have a hard copy quote or e-mail, please attach.
  - b. Amounts \$2,500 - \$5,000 must have two (2) written/signed and dated quotes (on Vendor forms).
  - c. Amounts \$5,000 - \$10,000 must have three (3) written/signed and dated quotes (on Vendor forms).
2. MORE THAN \$10,000 – The purchase must be made through competitive bidding and processed through OSU purchasing. Attach any quotes or list of your suggested vendors (with FEI number, phone and fax). Continuation forms can be used and they are also found on the NEO web/forms for this listing. OSU Purchasing handles these bids and any specifications you need attached must be on the continuation sheet.
3. AMOUNTS \$35,000 – over. Must be approved by the Board of Regents for OSU & A&M Colleges. Adequate time should be allowed in the case where Board approval is needed. Please contact the Vice President for Fiscal Affairs at least two months prior to the next monthly Board meeting with all the information regarding your request.

Exempt from Board approval are expenditures in any amount for the following:

- a) Food or items for resale
- b) Bulk gasoline, or and fuel
- c) Utilities
- d) Non-construction sponsored agreement contracts and expenditures
- e) Refunds
- f) Feed
- g) Hotel reservations/activities, transportation, interpreters, group meals, event tickets, and the like, directly related and relevant to group student study and travel programs for educational credit.

The competitive bid requirement shall not apply to:

- a) Contracts for architectural, engineering, legal and other professional services
- b) Sole source purchases and items on which bids are not available
- c) Acquisitions related to textbooks, laboratory supplies, instructional materials and specialized laboratory equipment
- d) Contracts/acquisitions with state, city or other government agencies

Quotes will not be necessary if items are on the State Contract and you have the contract number on the requisition. (Exception: On OSU Dell Computer Contract, a hard copy quote must be attached to the requisition.) Board approval would still be necessary on items over \$35,000.

- **11.511 Sole Source Purchases**

A sole source contract is defined by state statutes as a contract for a particular service or item, which, by the specifications for the item or qualifications needed by an agency, restricts the bidders to one person, to one business entity, or to one brand name.

Sole source affidavits shall be required when the item or service is limited to one provider (sole source) or when the item is limited to one brand (sole product) which may be available from more than one source. Competitive bids will be solicited from all known sources on sole product purchases, and the bid shall include the statement “no substitutes.”

At least two of the following criteria must be met for a Sole Source Affidavit to be valid and acceptable:

- (1) The specified item is a replacement or repair part for existing equipment
- (2) The specified item must be compatible with existing equipment, and compatibility is an essential factor for effective utilization of the item
- (3) The specified item is the only product that will fulfill the need of the ordering unit
- (4) A unique and justifiable situation exists which restricts the purchase to a single source or brand

- **11.512 Catering/Food Service Orders - Sodexo**

E&G accounts cannot be used when placing orders for food services or catering. Auxiliary and Grant accounts are the only funds that can be used for these items. If a special need occurs and an Auxiliary account is not accessible, contact the President’s Office for assistance.

- **11.52 Payment of Invoices**

Prompt payment of invoices is important due to the fact late payment charges can be assessed in accordance with the State Rules/Regulations pertaining to Prompt Payment to Vendors. It will be the responsibility of the Department Chair to return all invoices received in their area to the Business Office on a weekly scheduled basis. All charge tickets or invoices are to be signed by the Department Chair.

- **11.6 Fire Regulations**

Fire protection for the College campus is provided by the Miami Fire Department. Fire extinguishers are placed in the halls of each College building. Every faculty member should be familiar with their location as well as the presence of fire escapes and other safeguards. Please review the “Emergency Procedures Manual” which is available on the NEO website for information regarding procedures.

- **11.7 Furniture and Equipment**

When necessary to move equipment from one classroom to another, a written request should be made to the Department Chair having inventory responsibility for the equipment.

State-owned supplies and equipment, as well as any other property for which the College is held responsible, are not to be removed from the campus except in those cases when they are necessary to carry out an instructional or College-sponsored activity scheduled off campus as a planned event of the College.

Before accepting equipment or other “gifts” on behalf of the College, faculty must have prior approval from the Department Chair and the Vice President for Academic Affairs. An authorization form, available in College offices, must be completed before receiving any material.

## ■ 11.8 Maintenance

### • 11.81 Climate Control and Lights

Requests for climate control should be filed with the Director of the Physical Plant through the NEO Help Desk system, which can be accessed at <http://helpdesk.neo.edu/physical> plant.

### • 11.82 Keys

All requests for building/office keys must originate from the faculty member’s department chair and are processed through the Office of the Vice President for Fiscal Affairs. Since College buildings contain valuable records and equipment, keys should never be loaned to anyone. When a key is no longer needed it must be returned to the Director of the Physical Plant. Duplicates of keys are not to be made outside of the College. When a faculty member terminates service at the College, all keys must be returned.

## ■ 11.9 Emergencies

### • 11.91 Emergency Procedures Manual

Northeastern Oklahoma A&M College has an *Emergency Procedures Manual* which contains procedures to enhance protection of lives and property through effective use of College resources. Types of emergencies covered by the Manual include bomb threat, chemical or radiation spill, civil disturbance or demonstrations, explosion, aircraft crash or similar incident, fire, general evacuation procedures, medical and first aid, reporting emergencies, sexual assault and rape, suicide intervention, tornado, utility failure and violent or criminal behavior. All emergency operations are coordinated by the Campus Police Department. Faculty encountering such an emergency should contact that office (extension #6300 or 24-hour cellular 918-533-1243).

### • 11.92 Emergency Telephone Messages

Emergency telephone numbers for both on-campus and off-campus services are printed on the inside front cover of the *Campus Telephone Directory*.

### • 11.93 Student Health Services

A campus nurse is available Monday – Friday during posted hours. The clinic is located in Harrill Hall for the purpose of providing first-aid services.

### • 11.94 Campus Police

The NEO A&M College Campus Police are responsible for the safety and protection of the students, employees, and property of Northeastern Oklahoma A&M College. The Police Officers are state certified and are empowered to enforce all state and federal laws as well as College regulations. The Public Safety Department is located on Rockdale Boulevard across the street

from the north end of the College campus. Officers are on duty seven (7) days a week, 24 hours a day. Emergency numbers for the Campus Police Department are printed on the inside cover of the *Campus Telephone Directory*.

■ 11.10 Lost and Found

The Public Safety Department, located on Rockdale Boulevard across the street from the north end of the College campus, maintains lost and found services. The Public Safety Department is designated for storage and disposition of lost articles.

# APPENDICES



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**APPENDIX A**  
**GENDER DISCRIMINATION/SEXUAL HARASSMENT**

**GENERAL STATEMENT**

Northeastern Oklahoma A&M College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions as well as civil and criminal penalties.

Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The College reserves the authority to independently deal with sexual harassment issues whenever they become aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

Members of the College community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitative.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interferes with an individual's ability to work and study productively. The creation or condonation of hostile working environments will not be tolerated and employees at all levels are subject to potential disciplinary action if engaged in such actions.

**DEFINITIONS**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly, as a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

## **EXAMPLES**

It is not possible to exhaustively list all examples of conduct which can constitute sexual harassment. The following list of examples of conduct prohibited by this policy statement is intended to aid in the understanding of this area. Conduct prohibited by this policy statement may include, but is not limited to:

### **1. VERBAL CONDUCT**

Unwelcome sexual flirtation, advances or propositions for sexual activity. Asking about someone else's personal social or sexual life or about their sexual fantasies, preferences, or history may constitute sexual harassment. Discussing your own personal sexual fantasies, preferences, or history or repeatedly asking for a date from a person who is not interested may also constitute sexual harassment.

Continued or repeated verbal abuse of a sexual nature and/or suggestive comments and sexually explicit jokes, or turning discussions at work to sexual topics may constitute sexual harassment. Making offensive sounds such as smacking or licking lips, making kissing sounds, or "wolf whistles" may constitute sexual harassment.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing and calling a person a hunk, doll, babe, sugar, or honey, or similar descriptive terms may constitute sexual harassment if the person being so described is offended by such terms or if others hearing the references are offended.

Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances, such conduct is sexual harassment and will result in severe administrative response.

### **2. NON-VERBAL**

Displaying sexually demeaning or offensive objects and pictures, nude or semi-nude photographs and drawings, or computer software is very likely to be viewed as sexual harassment.

Staring at someone, blocking another person's path or otherwise restricting his/her movements: Such acts, particularly when in conjunction with other acts or comments, may be viewed as sexual harassment. Invading a person's personal body space, such as by standing closer than appropriate or necessary for the work being done may similarly constitute sexual harassment.

Bringing physical items to work which express sexually offensive comments regarding men or women. Messages of this nature such as might be contained on coffee mugs, hats, or tee shirts may be offensive and be viewed as sexual harassment.

Making sexual gestures with hands or body movements, such as looking a person up and down in a suggestive or intimidating manner may also constitute sexual harassment.

Letters, gifts, or materials of a sexual nature. Such attention may not be appreciated in the manner intended, may be offensive to the subject of the attention, and may constitute sexual harassment.

### **3. PHYSICAL**

Offensive physical contact. Possible problem areas include: Massaging a person's neck or shoulders; touching a person's clothing, hair, or body; hugging, kissing, patting, or stroking a person's body; touching or rubbing oneself in a sexual manner around or in the view of another person; brushing up against another person; tearing, pulling, or yanking a person's clothing may all constitute sexual harassment.

Sexual assault, coerced sexual intercourse or other sexual contact.

### **RETALIATION AND COMPLAINTS WITHOUT REASONABLE BASIS**

Just as the College is sensitive to the problems that are associated with sexual harassment, it also understands the serious and far-reaching ramifications that complaints of sexual harassment can have on the personal and professional lives of employees who are accused of engaging in activities constituting sexual harassment.

It is a violation of College policy for an employee to initiate any personal action outside of the judicial system or established College disciplinary systems in retaliation or reprisal against a faculty member, staff employee, or student for reporting sexual harassment in good faith. It is likewise a violation of College policy for anyone to make an accusation of sexual harassment without good cause or reasonable basis.

Such types of conduct may result in disciplinary action by the College.

### **SUPERVISORY RESPONSIBILITY**

Prohibited sexual harassment may result not only from situations between supervisors and subordinate employees, but also between employees who have no direct or indirect supervisory relationship with one another. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Personnel Services/Affirmative Action Officer. Any supervisor who fails to appropriately respond to a hostile working or educational environment, or to seek assistance from the Personnel Services/Affirmative Action Officer when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action.

## **PROCEDURES**

All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to appropriate College officials. It is not necessary that a complainant file a formal complaint in order for the College to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal College evaluation or response to their concerns. However, in order for disciplinary action to be taken against a College employee, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with College officials on a formal basis.

## **INFORMATION**

If a person complaining of sexual harassment does not know whom to talk to regarding allegations of sexual harassment, he/she may seek assistance from the Personnel Services/Affirmative Action Officer. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

## **INFORMAL RESOLUTION**

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive and simply talking with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct or by talking with supervisory officials.

If informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor or the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with College officials at a higher supervisory level. Any College supervisory official overseeing the area where the accused employee works through the level of Vice President, or the Personnel Services/Affirmative Action Officer, may be contacted for informal discussion regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions and such record will be maintained in a confidential manner for future reference as might be necessary.

## **FORMAL REVIEW AND RECOMMENDATION**

If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal

complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the Personnel Services/Affirmative Action Officer.

Any formal complaint must be filed with the Personnel Services/Affirmative Action Officer within 180 calendar days of the act(s) of alleged sexual harassment.

Upon receipt of a formal complaint alleging sexual harassment, the Personnel Services/ Affirmative Action Officer (or other appropriate administrator) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Personnel Services/Affirmative Action Officer is authorized to explore means by which the matter may still be informally resolved.

All College employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the Board of Regents.

The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial investigation extend beyond the usual 30-day time frame.

In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be considered. The determination of the existence of sexual harassment will be made from the facts on a case-by-case basis.

On concluding the initial investigation, the investigating official will prepare a written report of the investigation. Copies of such reports shall be made available to the person complaining of sexual harassment and the accused employee, and may be confidentially shared with other administrative officials as deemed appropriate.

Upon completion of the initial investigation, the Personnel Services/Affirmative Action Officer is authorized to take the following action:

**1. Agreed Resolution**

The matter is resolved to the satisfaction of the College and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is reached through the efforts of the Personnel Services/Affirmative Action Officer or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time, the investigation and the record thereof shall be closed.

**2. Formal Recommendation**

If the parties are unable to resolve the matter informally, the Personnel Services/Affirmative Action Officer or other administrator will make a written recommendation to appropriate

administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report.

Upon receipt of a formal written recommendation from the Personnel Services/Affirmative Action Officer, the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any. If no action is to be taken due to a finding that the allegations of sexual harassment are unfounded, the administrative official shall consult with his/her immediate supervisor prior to making such decision. Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Personnel Services/Affirmative Action Officer or other appropriate administrative officials regarding such actions prior to implementation.

### **APPEAL OF DISCIPLINARY ACTIONS**

Where administrative actions in response to allegations of sexual harassment are directed, the employee affected by such disciplinary actions may seek further institutional review as set forth in the College's regular disciplinary appeal procedures.

### **REASSIGNMENT PENDING REVIEW**

At any stage in the investigation and review process, if it is reasonably believed that immediate harm to either party is threatened by the continued performance of either party's regular duties of College responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.

### **WITHDRAWAL OF COMPLAINT**

The person complaining of sexual harassment may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be refiled and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

## **APPENDIX B Tobacco-Free Policy**

### **Purpose**

The purpose of this agency policy is to be in compliance with Governor Fallin's Executive Order prohibiting the use of tobacco products on state property issued on February 6, 2012 intended to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by Northeastern Oklahoma A&M College or in state vehicles used for Northeastern Oklahoma A&M College business.

### **Tobacco-Free Environment**

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the Northeastern Oklahoma A&M College including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere. Tobacco products include all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis, and kreteks. Usage includes smoking, chewing, dipping or any other consumption or use of tobacco products.
2. This administrative procedure applies to all faculty, staff, students, clients, visitors and others on business at all Northeastern Oklahoma A&M College property.
3. Northeastern Oklahoma A&M College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate faculty, staff, students and all other persons using or visiting the property regarding this policy.
4. The NEO-Grove Center facility is covered under this policy as operating a state agency in a city owned building. Tobacco possession or usage on the NEO-Grove Center will be prohibited.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.



6. Northeastern Oklahoma A&M College employees will not use tobacco products while providing services to clients regardless of location.
7. Northeastern Oklahoma A&M College is committed to providing support to students, staff, and faculty who wish to stop using tobacco products. Northeastern Oklahoma A&M College is committed to ensuring that all students, staff, and faculty have access to several types of assistance, including cessation products and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees to the Helpline as appropriate.
8. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with faculty and staff drug free campus statement.
9. Noncompliance by students will be directed to and handled by Campus Police.
10. Noncompliance by visitors and others will be handled as stated in this policy as follows: first (1<sup>st</sup>) offense - verbal warning, second (2<sup>nd</sup>) offense –ticket, third (3<sup>rd</sup>) offense- removal from campus.

### **Action**

The Director of Human Resources and Vice President for Student Affairs are responsible for ensuring the annual review of this administrative procedure.

Approved by A&M Board of Regents September 6, 2013; revision approved January 24, 2014

## APPENDIX C

### NORTHEASTERN OKLAHOMA A&M COLLEGE DRUG-FREE SCHOOLS POLICY STATEMENT

#### DEFINITIONS

*Workplace:* NEO A&M College owned or controlled property or the site for performance of work.

*Controlled Substance:* Cocaine, marijuana, opiates, amphetamines and any other substance designated a "controlled substance" in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

*Criminal Drug Statute:* A federal or non-federal criminal statute involving the manufacture, distribution, dispensation, use of possession of any controlled substance.

*Conviction:* A finding of guilt (including judicial acceptance of a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of federal or non-federal criminal drug statutes.

*Project Director:* The individual having administrative supervision over a project resulting from a federal grant or contract.

*Employee:* Shall include NEO A&M College faculty, administrative and professional staff, classified staff, graduate assistants and student appointments.

#### POLICY

3.01 In support of this anti-drug abuse legislation, it is the policy of NEO A&M College to establish and maintain appropriate compliance by:

- a. Publishing and distributing to all employees a written statement regarding this controlled substance prohibition in the workplace, with descriptions of disciplinary actions, which may be taken against employees for violation of such prohibition. See Exhibit A, attached hereto.
- b. Establishing a drug-free awareness program.
- c. Notifying the contracting or granting agency within 10 days of receiving notice of an employee's criminal drug statute conviction for a violation occurring in the workplace.
- d. Imposing appropriate administrative disciplinary action on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted or who has otherwise violated this policy.
- e. Making a good-faith continuous effort to maintain a drug-free work-place through the implementation of the requirements set forth in the Drug-Free Workplace Act.

## **PROCEDURES**

A copy of the written statement referenced in 3.01 (a) regarding the controlled substance prohibition in the workplace shall be disseminated to all current employees, posted in each department of the college and given to each new employee.

The project director will have the responsibility of explaining this policy to employees working on a federal contract/grant.

An employee shall notify the project director or, in the absence of a project director, his/her immediate supervisor or other supervisory administrator, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

The project director shall notify the Office of Vice President for Academic Affairs of an employee's criminal drug statute conviction for a violation occurring in the workplace. The Vice President for Academic Affairs shall notify in writing the federal contracting or granting agency of such conviction within ten days of the notice under the above paragraph or otherwise receiving actual notice of such conviction as required by the pertinent statute and regulations. The project director's notification shall be made in a timely manner so that the Vice President for Academic Affairs may comply with the time requirement set forth herein.

## **Suspensions and Disciplinary Actions**

An employee found at any time to have violated the drug-free workplace policy may be disciplined by NEO A&M College even when the violation has not resulted in a criminal conviction. Employees may also be temporarily suspended if such is deemed necessary to protect the best interest and safety of the college, its components and participants. As an alternative to disciplinary action, the college may require satisfactory participation in a drug abuse assistance or rehabilitation program as a condition to continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

In determining whether a violation of the drug-free workplace policy has occurred and the disciplinary action to be imposed as a result of such violation, relevant provisions of the Faculty Handbook shall be followed insofar as faculty employees are concerned.

One of the actions set forth above (i.e., discipline or satisfactory participation in a drug abuse assistance/rehabilitation program) shall be taken within 30 days of receiving notice from an employee of a conviction as provided for above.

Failure of an employee to report his/her criminal drug statute conviction for a violation in the workplace within five days of the conviction is grounds for dismissal of that employee.

For staff employees, appropriate and established leave policies will be followed for the purposes of such treatment and rehabilitation. For student employees and faculty, drug rehabilitation leave will be determined on an individual basis.

Where necessary because of conviction and incarceration, decisions relative to suspension or dismissal or the granting of leave for treatment will be determined individually.

### **Counseling and Rehabilitation Services**

The College Employee Assistance Program may be contacted for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies.

### **Exhibit A**

#### **NEO A&M COLLEGE DRUG-FREE WORKPLACE STATEMENT TO ALL EMPLOYEES:**

In accordance with the Drug-Free Workplace Act of 1988, NED A&M College hereby notifies all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction. As a condition of employment at NEO A&M College, all employees will:

1. Comply with the terms of this statement; and
2. Notify the College (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such conviction. Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

As a further requirement of the Drug-Free Workplace Act, the college has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace, the College's prohibition of controlled substances in and on NEO property, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for drug abuse violations. An Employee Assistance Program has been created in furtherance of the drug-free awareness program. Information about the drug-free awareness program and the Employee Assistance Program may be obtained from College Counseling Services.

## HEALTH RISKS

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

*Alcohol* - short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

*Amphetamines/Stimulants* - (speed, uppers, crank, caffeine, etc.) speed up the nervous system, which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

*Anabolic Steroids* - seriously affect the liver, cardiovascular, and reproductive systems. These can cause sterility in males and females, as well as impotency in males.

*Barbiturates/Depressants* (downers, Quaaludes, Valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

*Cocaine/Crack* - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

*Cannabis* - (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked-- deeply inhaled and held in the lungs for a long period-- enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

*Hallucinogens* - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

*Narcotics* - (heroin, morphine, Demerol, Percodan, etc.) - initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death.

Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

*Tobacco/Nicotine* - Causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

### **DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS**

The Northeastern Oklahoma A&M College Counseling Services and the Employee Assistance Program have programs of this nature for students and employees. This program should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above-referenced offices. Seeking help from, being referred to or from these services is confidential, and will not result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

National Institution on Substance Abuse Information and Referral Line 1-800-662-HELP Information and Referral Line (M-F, 8:30 a.m. - 4:30 p.m.)

National Alcohol & Drug Abuse Hotline 1-800-234-0420 National Drug Hotline 1-800-662- HELP

Cocaine Helpline 1-800-COCAINE Reach-Out Hotline 1-800-522-9054

(alcohol, drug crisis intervention, mental health and referral)

Approved by the Board of Regents December 15, 1989; revision approved July 1992; revision approved September 6, 2013

**APPENDIX D**  
**INFECTIOUS DISEASES POLICY AND PROCEDURE STATEMENT**

Northeastern Oklahoma A&M College is concerned for the health, welfare, and safety of students and staff of the College. An important part of the institution's policy and procedure is the prevention and control of infectious diseases.

1. Confidentiality for the infected individual will be maintained through the institution's policy of providing information on a "need to know" basis only.
2. Information and official statements will be released only by the College president.
3. Once a potentially infectious disease has been identified and brought to the attention of the administration of Northeastern Oklahoma A&M College, the following guidelines will be adhered to:
  - a. Depending upon the circumstances presented to the President, the Institutional Infectious Diseases Advisory Committee will be convened for the purpose of reviewing and evaluating on an individual basis the status of the situation. This committee will be composed of the Director of the Department of Nursing, the MLT Program Director, and the Coordinator of Counseling and Guidance.
  - b. If there is a reasonable cause to believe that a student or staff member is infected, an appropriate medical consultation will be requested of the Ottawa County Health Department. The designated individual in the County Health Department will respond directly to the chief executive officer of the College as to proper procedures.
  - c. As a result of this evaluation, action will be taken for the protection of the non-infected individuals.
5. For the protection of the non-infected individual, action regarding the infected individual's access to College activities and classes will be made based upon recommendations received from the appropriate authorities at the Health Department. Appeal of such rulings may be made to the Infectious Diseases Policy Committee.

The Infectious Diseases Policy Committee shall be composed of a resource person from the Integris Miami Hospital; the patient's parents or spouse or guardian; the patient's physician; a resource person from the Ottawa County Health Department; and the College President and/or designated representatives.

6. The Infectious Diseases Policy Committee may determine that it would be appropriate for the employment to be continued, however, an on-going evaluation will be conducted to monitor any changes in the individual's case. Based on the decision of the Committee, any infected employee working in a sensitive public area posing a threat to those they come in contact with would be evaluated and reassigned if appropriate.
7. Once a semester Northeastern Oklahoma A&M College will host a meeting for representatives from the Ottawa County Health Department, Integris Miami Hospital, and various campus employees for the purpose of exchanging information pertaining to infectious diseases.
8. Information concerning communicable disease and the availability of services at public agencies will be communicated through orientation classes, student nurse, and student organizations.
9. The Institutional Infectious Diseases Policy Committee will be responsible for implementation of this policy and procedure statement.
10. An ongoing program of information regarding all infectious diseases, including Acquired Immune Deficiency Syndrome (AIDS) will be instituted at Northeastern Oklahoma A&M College. Educational programs will be given for faculty and staff, covering AIDS and other infectious diseases during in-service training meetings. Students will be provided information through a variety of informational sessions, including Orientation classes and special seminars throughout the school year as needed.
11. The Institutional Infectious Diseases Advisory Committee will have the authority to recommend revisions to the policy as the need arises.



## APPENDIX E

### WEAPONS, FIREARMS, AMMUNITION, FIREWORKS, EXPLOSIVES AND DANGEROUS CHEMICALS POLICY FOR INSTITUTIONS UNDER THE GOVERNANCE OF THE OKLAHOMA A&M BOARD OF REGENTS

#### 1. PURPOSE

- a. The students, faculty and staff of an institution can best learn, work and live in an environment free from the dangers and constraints, both physical and psychological, which can arise from the unauthorized presence or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on the campus. Similar items used for decorative purposes when rendered inoperable and safe are not included in this Policy, but are subject to appropriate supervisory regulation. It is the policy of this institution to strictly regulate the possession or use of any of these items on campus, in College vehicles or on College-sponsored trips.

#### 2. DEFINITIONS

- A. "Campus" shall include such real property, buildings or other structures or improvements owned or controlled by the College and identified by the College as being regulated under the College's weapons policy.
- B. "Firearm" shall mean any device capable of discharging a projectile by gunpowder, gas or other means of propulsion. By way of example and without limitation, weapons shall include shotguns, rifles, handguns, or any gun which is capable of discharging a projectile composed of any material which may reasonably be expected to be able to cause serious injury or death and other similar devices.
- C. "Weapon" shall mean any object designed to inflict injury or harm if used in a threatening, aggressive or careless manner. By way of example and without limitation, weapons shall include pellet guns, BB guns, flare guns, airsoft-type guns, archery equipment, slingshots, martial arts devices, clubs, blackjacks, loaded canes, batons, hand chains, metal knuckles, swords, bayonets, daggers, bowie knives, switchblade knives, spring-type knives and knives having a blade which opens automatically by hand pressure applied to a string, button or other device in the handle of the knife. Weapons do not include devices used solely for defensive purposes, such as tasers, pepper spray, mace and electronic control devices, and to not include common pocket or kitchen knives and other similar devices.
- D. "Fireworks" shall mean any combustible or explosive composition, or any substance or combination of substances, or article, prepared for the purpose of producing a visible or an audible effect by combustion, explosion or detonation. By way of example, and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles and other similar devices whether commercially produced or homemade.

- E. "Ammunition" shall mean any device that contains gunpowder and/or any other substance designed to propel a projectile and intended for use in a firearm.
- F. "Explosives and Dangerous Chemicals" shall mean any substance whose chemical properties make them inherently dangerous. By way of example and without limitation, explosives and dangerous chemicals shall include dynamite blasting caps, plastic explosives, detonating cords, flammable liquids and solvents such as gasoline, kerosene, and propane, and any other combination of compounds/chemicals when packaged or kept in a manner designed to or likely to produce an explosive or flammable effect. Nothing contained in this Policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facilities maintenance functions or in the operation of equipment or motor vehicles.
- G. "Certified Police" or "Peace Officer" shall include those persons employed by municipal, county, state, national agencies or state authorized agencies who comply with the statutory requirements for certification as a police or peace officer.

### **3. POLICY**

Except as expressly provided in this Policy, no person is allowed to possess, display or use Firearms, Weapons, Ammunition, Fireworks or Explosives and Dangerous Chemicals on Campus at any time.

### **4. PROCEDURES AND EXCEPTIONS**

- A. Certified Police and Peace Officers on campus may possess Firearms as allowed by state law. In such instances, the Certified Police or Peace Officers are encouraged to coordinate their efforts with the NEO Public Safety Department (Campus Police) or other designated office.
- B. State licensed armed security personnel and private investigators, in their official performance of official duties, may carry Firearms and Weapons as authorized by state law.
- C. Certain classes and activities both on campus and off involve the use of Weapons, Firearms, Ammunition, Explosives and Dangerous Chemicals or Fireworks. Authorization and conditions for these classes and activities and other appropriate exceptions will be given in writing by the President of NEO College or designee. When exceptions are granted, persons will be allowed to possess appropriate items for the activity.
- D. When hunting is allowed on an institution's land, persons with express written permission will be allowed to possess appropriate weapons for the hunt.
- E. Individuals in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act may be in possession of a handgun on any Campus property set aside for the use or

parking of a vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the NEO College President while the vehicle is on any Campus property.

- I. Individuals in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act may be in possession of a handgun on any Campus property authorized for possession or use of handguns by institutional policy.
- II. Individuals in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act may be in possession of a handgun on Campus property authorized by the prior written consent of the NEO College President, provided the written consent is carried with the handgun and the valid handgun license while on Campus property.

Revision approved by the Board of Regents for OSU/A&M Colleges September 6, 2013; revisions approved October 26, 2018

**APPENDIX F**  
**POLITICAL ACTIVITIES OF EMPLOYEES**

It is the policy of the Northeastern Oklahoma A&M College that all employees of the institution under the jurisdiction of the College enjoy full rights and privileges of citizens to participate in political activities in the State of Oklahoma and the United States. However, students and other constituencies of publicly supported universities and colleges may rightfully expect competent services from employees of publicly supported institutions. Therefore, the welfare of the institutions requires that each employee perform the duties and responsibilities assigned to his or her position as the first priority. Moreover, outside activities of any kind should not interfere with the fulfillment of assigned duties. Although it is the intent of the College to encourage all employees to exercise their full rights of citizenship, including any desired political activity, the College finds it appropriate to adopt written policy to promote, protect and preserve the basic purpose for which the institution exist; i.e., provide worthwhile educational experiences for the constituencies of higher education. To accomplish this goal it is essential that each educational institution maintain an effective organized structure which includes:

- internal administrative harmony and continuity,
- uninhibited planning, evaluation and refining of educational programs,
- efficient and effective use of all available resources, and
- a high commitment from its personnel to attaining institutional objectives.

The following policies are applicable to all employees engaging in political activities:

1. Employees are permitted to freely engage in lawful political activities of any kind provided such activities are conducted on the individual's own time, do not interfere with official duties and responsibilities, and are not inconsistent with other provisions herein.
2. Employees are permitted to campaign for and hold non-partisan offices, the duties of which do not interfere with official responsibilities such as a member of a school board, city council, and/or other local offices.
3. An employee may accept an appointed position in government requiring full-time service provided, however, before accepting such position an employee is required to request and be approved for leave without pay or resign from the institution. Any approval of leave without pay to accept an appointed position shall be for not less than the duration of the semester in which the approved leave is granted. Leave from institutional responsibilities for any period greater than one year shall be reviewed by the highest administrative levels of the institution, and written justification shall be provided to the Board in requesting its approval.
4. An employee who wishes to assume a major role in a partisan political campaign is obligated to discuss such plans well in advance with the appropriate supervisor. If the supervisor determines that the

political activity might impinge to any extent upon the full discharge of the employee's responsibilities, the proposed political activity must be reviewed and approved through regular administrative channels to the President's Office. Through such a review, appropriate administrative officials will determine whether the proposed political activity will impinge to any extent upon the full discharge of the employee's responsibilities. If approved, the employee shall take a leave of absence without pay (after exhaustion of any earned annual leave) prior to participating actively in political activity, including, but not limited to, actively campaigning for political office or directing the political campaign of another person seeking a political office.

5. The political activities of an employee may not involve the institution's name, symbols, or in any way imply institutional support or support of the Board pertaining to the political interest supported by the employee.
6. Full-time political activities are prohibited while serving as an employee.
7. Any employee intending to conduct a personal candidacy for a partisan elective office must obtain approval by the President's Office pursuant to Section 4, prior to any announcement by the employee for such office. If elected to such elective office, the employee may continue to be employed by the institution provided that the employee devotes full time to the employment, and shall resign (or retire, if eligible) from the institution effective not later than the last day of the month prior to the month such employee is to be sworn into office. In the event any conflict of interest arises between the employee's responsibilities to the institution and the employee's transition activities in preparation to assume the duties of the elected position, the employee shall notify the employee's supervisors and abstain from taking any action as an employee of the institution.
8. All employees are expected to take sufficient action to assure that their political activities are consistent with the provisions of this policy.
9. If necessary to enforce the provisions of this policy, a review should be conducted by the highest levels of administration and governance.

## APPENDIX G

### APPEAL OF FINAL GRADE NOT INVOLVING ALLEGATION OF DISHONESTY OR MISCONDUCT POLICY

A Grade Appeals Policy is open to the student. (See Policy Statement as follows.)

- 1.1 It is the responsibility of the faculty members of Northeastern Oklahoma A&M College to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes in good faith that those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal the case to the Academic Appeals Board if informal discussions fail to resolve the issue.
- 1.2 In hearing a case, the Academic Appeals Board shall base its decision of changing or not changing the assigned grade solely upon whether the grade was assigned fairly within the grading system adopted and announced by the faculty member. In all other instances, the case will be referred back to the departmental and college levels for resolution.
- 1.3 The Academic Appeals Board has the authority to instruct the Registrar to change a final course grade.
- 1.4 The Academic Appeals Board consists of six faculty members and four students who are appointed by the President of the College. One faculty member serves as a chair and votes only in case of a tie vote. Another faculty member is designate as the co-chair and serves in the absence of the chair. A quorum for the Board shall consist of six voting members, four of whom are faculty. In addition, the Board will be assisted by an executive assistant who is appointed by the Vice President for Academic Affairs.

#### PROCEDURE

- 2.1.1 In cases where a student appeals a final course grade and where allegations of academic dishonesty are not involved, the following procedures shall be utilized:
  - a. Student obtains and completes an appeal form. Appeal forms are available at the Office of the Vice President for Academic Affairs. In completing the form, the student must discuss the action with his/her advisor, his/her instructor, the instructor's department chair, and the Vice President for Academic Affairs. The deadline for filing grade appeals is no later than four months after the date the grades are officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.

- b. Form is submitted to the Executive Assistant of the Appeals Board. The Executive Assistant, who can be contacted in the Office of the Vice President for Academic Affairs, accepts the form and notifies all parties concerned when the case is ready for hearing. Prior to the hearing, the student will receive a copy of the instructor's verification form and the instructor will receive a copy of the student's form and written statement. The Executive Assistant to the Academic Appeals Board meets with both the instructor and student before the hearings are scheduled to obtain information pertaining to the case.
- c. Appeals Board schedule and hearing. Date and time of hearing is confirmed by mail after date and time is agreed upon by telephone. The parties will be responsible for presenting their witnesses and any documentary evidence. The hearing is otherwise closed to non-parties.
- d. Instructor's verification form. If a student has conferred with the instructor in question and has delivered the appropriate form to the instructor, but the completed instructor's form is not returned within four weeks, the Academic Appeals Board may hear the case without the instructor's form. In such a case the AAS should hear the case without prejudice and the obligation and right of the instructor to present evidence and testimony before the Board should not be restricted. A statement of this policy, and the address to which the forms are to be returned, are included on the instructor's grade appeal form.
- e. Appeals Board renders decision. Written notice of the decision is sent to the student, the student's advisor, the instructor, and the instructor's department chairperson and the Vice President for Academic Affairs. When the Board votes to alter a grade, the decision is sent to the Office of the Registrar and the grade is changed.

2.2 In the event that a grade appeal shall involve any current member of the Board as a party (either student or instructor), an ad hoc board shall be convened to hear the appeal.

- a. The ad hoc board shall be composed of three former chairs or co-chairs of the Academic Appeals Board, selected by the Vice President for Academic Affairs, and one student selected by the Vice President for Academic Affairs on the advice of the President of the Student Senate.

One of the faculty members shall be designated as chairs of the ad hoc board by the Vice President for Academic Affairs.

- b. The ad hoc board shall hear the appeal as soon as it is reasonably possible and shall adhere to all rules, regulations, and procedures applicable to the Academic Appeals Board that shall be in force at the time of the consideration of the appeal.

- 2.3 The procedures of the Academic Appeals Board assume that faculty will ensure the existence of and preservation of relevant evidence in the form of major projects and exams. (A major project or exam is one that is worth ten percent or more of the final grade). The faculty member is expected to do this by (a) returning the project or exam to the student, or (b) retaining it for a period not less than the time during which an appeal can be made. It is understood that if the faculty member returns the work, the student shall be provided a reasonable opportunity to pick it up.

Approved by the Board of Regents for OSU/A&M Colleges September 21, 1984



## APPENDIX H

### REGULATION & PROCEDURES MILITARY LEAVE

#### PURPOSE

- 1.1 Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage non-career service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Northeastern Oklahoma A&M College, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the College and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service. When faced with a unique or unclear question regarding the application of College regulations and state and/or federal law to a particular case, administrators should consult with the Coordinator of Personnel for assistance and direction.

#### DEFINITIONS

##### 2.01

- a. "Uniformed Services" or "Armed Forces" as used in this regulation means the Armed Forces of the United States (the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve Units for each such branch); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.
  - b. "Service in the Uniformed Services" or "Military Service" means the performance of duty on a voluntary or involuntary basis in one of the Uniformed Services. It includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which a person is absent from a position of employment with the College for the purpose of an examination to determine the fitness of the employee to perform any such duty.
  - c. "Notice of Service" means any written or verbal notification of an obligation or intention to perform service in the uniformed services provided to an employer by an employee who will perform such service or by the uniformed service in which such service is to be performed.
- 3.01 This regulation applies to all NEO campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

## REGULATION AND PROCEDURES

### 4.1 Leave of Absence for Military Service

- a. All regular employees are entitled to leaves of absence from their employment at NEO in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required. Department supervisors should consult with the Personnel Office in such cases.
- b. Employees engaging in military service are required to give notice of such service in advance in writing or orally to their Department Chair either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their Department Chair.

### 4.2 Military Leave Pay/ Use of Annual Leave

- a. Employees engaging in military service as set forth in this Regulation shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.
- b. A leave of absence without pay shall be granted for the remainder of military service in excess of the first thirty scheduled workdays each federal fiscal year.
- c. Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.
- d. In all cases, appropriate leave forms must be filed. It is the responsibility of the Department Chair to maintain accurate records of military leave. When an employee transfers from one administrative unit to another, the new Department Chair is responsible to obtain military leave records from the previous administrator.

### 4.3 Benefits While on Military Leave Pay

- a. During a military leave of absence, certain benefit rights are protected. Details regarding specific rights should be obtained from the Human Resource Office.
- b. Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, NEO will continue to provide coverage as long as the law requires.

- c. Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law. Employees returning to work who do not make timely application for credit of time through OTRS will be required to pay all applicable penalties and interest payments set by OTRS.

#### 4.4 Leave Accrual, Seniority, and Holiday Pay While on Military Leave

- a. Leave does not accrue during a leave of absence without pay.
- b. The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to duty with OSU as required by law and this regulation statement.
- c. Upon returning from military service, employees are entitled to pay for holidays occurring during the leave of absence. It is the Department Chair responsibility to process appropriate pay through the supplemental pay process.

#### 4.5 Reemployment Rights

- a. Upon completion of military service, employees who have been on military leave must notify their Department Chair of their intent to return to duty at NEO with the following time frames:

- 1) Fitness Examinations/Service Less Than 31 Days

If an employee is absent from work at NEO due to the employee's being examined for the purpose of determining the employee's fitness to perform military service, or if an employee engages in military service for less than 31 days, the employee ordinarily must report to work on the first full regularly scheduled work period on the first full calendar day following the completion of such an examination or service of less than 31 days, plus the expiration of eight hours after a period allowing for transportation from the place of military service to the employee's home.

- 2) Service of More Than 30 Days But Less Than 181 Days

If an employee engages in military service for more than 30 days but less than 181 days, the employee must submit a written application for reemployment with the Department Chair not later than 14 days after the completion of the period of military service.

- 3) Service of More Than 180 Days

If an employee engages in military service for more than 180 days, the employee must submit a written application for reemployment with the Department Chair not later than 90 days after the completion of the period of military service.

4) Hospitalization/Convalescence Due to Injury or Illness While in Military Service

In cases where the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, the employee is not required to return to work until the end of the period that is necessary for the employee to recover from that illness or injury, such period ordinarily not to exceed two years.

5) Extraordinary Cases beyond the Employee's Control

a) All of the requirements in this Section 4.OS(A) pertaining to the time frames ordinarily expected of an employee in returning to work are extended if returning to work or submitting an application to return to work within the normal time periods is impossible or unreasonable through no fault of the employee. In such instances, the time periods referred to in this Section shall be extended to the next full calendar day when such a return to work or submission of an application to return to work becomes reasonable.

b) In instances where an employee is convalescing from an injury or illness while in military service, and returning to work is impossible or unreasonable within the normal two-year time period, the two-year time period shall be extended by the minimum time to accommodate circumstances beyond the employee's control which make the reporting within the period impossible or unreasonable.

b. Employees who have been on military service and who fail to report back to work or submit a written application for reemployment are subject to the College's regular regulations which allow an employee to be separated from employment if absent without excuse for three consecutive days, except in instances where returning to work is unreasonable or impossible due to no fault of the employee, as set forth in Section 4.OS(A)(S).

c. Employees who are honorably discharged from their period of military service will be reinstated to active employment with NEO, provided that they have fulfilled the requirements of this regulation statement and all applicable federal laws. Reinstatement will be in positions of like seniority, status and pay, or the nearest approximation consistent with the circumstances in each case. However, reemployment is contingent upon the employee's continued qualification to perform the duties of the job, and no change in circumstances that would make employment unreasonable or impossible.

4.6 Special Rules Regarding Separation From Employment After Military Service

a. Employees who return to work after engaging in qualified military service lasting more than 30 days may not be separated from employment for any reason other than cause for certain periods of time after returning to work.

- b. Employees who serve more than 30 days but less than 181 days of military service may not be separated from employment except for cause for a period of 180 days after returning to work.
- c. Employees who serve more than 180 days of military service may not be separated from employment except for cause for a period of one year after returning to work.

#### 4.7 Employees Paid By Temporary Grants or Contracts

Employees paid by a grant or contract that expires during a period of military leave may have reemployment rights in certain circumstances. Reemployment rights are situational, depending upon the individual case facts, such as a history of grant or contract renewal. Contact the Personnel Office for a specific determination in instances involving employees paid under a grant or contract.

#### 4.8 Reservation to Alter Regulations

Northeastern Oklahoma A&M College reserves the right to change these regulations or any portion thereof at any time without prior notice.

Revision approved by Board of Regents for OSU/A&M Colleges September 6, 2013

## **APPENDIX I**

### **NORTHEASTERN OKLAHOMA A&M COLLEGE REGULATIONS AND PROCEDURES FAMILY AND MEDICAL LEAVE ACT**

#### **PURPOSE**

- A. The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees in an attempt to equitably balance work responsibilities with the demands of personal illness or injury or in caring for family members.
- B. This policy outlines for employee information the general provisions of the Act but is not intended to be an exhaustive overview of the Act. Employees who have need for clarification of the Act's many detailed terms should contact the Director of Human Resources for assistance. In the event of future amendment to the Act, such amendments will be deemed to automatically control over any contradictory terms that might be contained in this statement. The College reserves the right to change its policies regarding FMLA at any time without prior notice.

#### **ELIGIBILITY**

- A. In order to qualify for FMLA leave an employee must have been employed by the College for at least one year and must have worked at least 1,250 hours within the previous 12 months. Employees exempt from the Fair Labor Standards Act will be presumed to have worked at least 1,250 hours, unless the employing unit can demonstrate that the employee did not do so.
- B. Eligibility to receive FMLA leave is determined as of the date that such leave would begin, and not as of the date that leave is requested.
- C. In cases of reemployment, the employee must have worked 12 months and actually worked 1,250 hours from the continuous employment date.
- D. College employees who receive monetary compensation in the highest 10% of all compensated employees may be excluded from the job guarantee provisions of the FMLA in certain circumstances.
- E. In the event that both spouses are employed by the College, the maximum leave for both spouses together is 12 weeks if the reason for the leave is (1) for the birth of a child or to care for the child after birth or (2) for placement of a son or daughter for adoption or foster care, or to care for the child after placement. If one spouse is ineligible for FMLA leave and both spouses work for the College, the other spouse is entitled to a full 12 weeks of FMLA leave.

#### **SCOPE OF COVERAGE**

- A. The FMLA generally provides that certain qualified employees of the College are entitled to receive up to 12 weeks of leave without pay in any twelve month period in order to care for the birth of a child or placement of a child for adoption or foster care, to care for a spouse,

parent, or child with a serious health condition, or because of an employee's own serious health condition that makes the employee unable to perform his or her job.

- B. The United States Department of Labor for implementing the FMLA provides that when calculating the one year of prior employment and the 1,250 hours of work in the prior twelve months which condition eligibility for FMLA coverage, prior employment for both conditions includes employment at any state agency, not just NEO.
- C. An employee's personal coverage in the College group health plan will continue under the same conditions that existed prior to the FMLA leave. Employee medical coverage will be paid for by the College during FMLA leave periods if the employee is enrolled in medical coverage at the time that FMLA leave is requested.

#### **QUALIFYING EVENT**

- A. FMLA leave for the birth of a child or placement of a child for adoption or foster care must be taken within 12 months immediately after birth or within 12 months after placement. Such leave may begin prior to birth or placement.
- B. FMLA leave to care for a spouse, parent, or child with a serious health condition contemplates that the employee must be needed to care for basic needs, psychological comfort; or support for the relative. The employee must provide medical certification that states that the employee is needed to provide such care.
- C. FMLA leave for an employee's own serious health condition contemplates that the employee must be absent from work for more than three calendar days plus continuing treatment by a health care provider. Employees must provide medical certification of inability to perform the job.
- D. In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Medical certification must be furnished by the employee in such cases. Medical necessity for such leave must be such medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave must schedule their leave so as not to disrupt the College's operations. Such leave will be calculated on a pro rata or proportional basis comparing the employee's new schedule with their prior schedule.

#### **DEFINITION OF SERIOUS HEALTH CONDITION**

- A. Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either in-patient care or continuing treatment by a health care provider. A more complete definition can be found as part of the Certification of Health Care Provider form available in the Human Resources Office.
- B. Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive. Questions regarding specific conditions that would meet the FMLA definition can

be referred to NEO Human Resources.

#### **FMLA DEFINITIONS OF FAMILY**

- A. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage.
- B. Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in law."
- C. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable of self-care because of a mental or physical disability.

#### **NATIONAL DEFENSE AUTHORIZATION ACT AMENDMENT**

- A. A spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness.
- B. The serious injury or illness is one that was incurred in the line of duty while on active duty.
- C. The next of kin is the nearest blood relative of the injured/sick service member.

#### **EMPLOYEE NOTICE AND CERTIFICATIONS**

- A. The employee must provide 30 days advance notice when the leave is "foreseeable." On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- B. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- C. Continued medical certification will be required if the situation warrants, but not more frequently than every 30 days unless the department has reason to believe the employee is able to return to work.
- D. Forms for medical certification are available from the office of Human Resources.
- E. Leave may be denied if the employee fails to provide the required medical certification.

#### **CONTINUATION OF BENEFITS DURING LEAVE**

- A. All optional benefits regularly paid for by the employee will be paid for by the employee while on leave. Dependent coverage of existing benefits would continue to be paid for by the employee as under normal circumstances.
- B. If an employee taking FMLA leave desires to change insurance coverage during the FMLA leave period, he/she should cancel insurance coverage and then re-contact the Director of Human Resources or return to work for assistance in reinstating coverage.



### **RESTORATION OF EMPLOYMENT**

- A. Upon return to work, an employee who has qualified for such leave will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms unless the employee's job assignment has been terminated for budgetary reasons or as a result of the job guarantee being denied due to the employee's "key employee" status (the employee's rate of compensation places him/her in the top 10% of all College employees for such purposes).
- B. Northeastern Oklahoma A&M College may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

### **CONCURRENT USE OF LEAVE**

- A. Under the FMLA, employers can require employees to start exhausting FMLA leave at the same time as they use up compensated sick leave or, if applicable annual leave to cover medical conditions, if the underlying conditions also qualifies for FMLA purposes.
- B. Faculty members will start exhausting FMLA leave at the same time as they use up compensated sick leave, or, if applicable, personal leave, to cover leave used for medical purposes. FMLA leave is taken concurrently with, and not in addition to, other forms of College authorized leave.

### **CONTINUATION OF BENEFITS DURING LEAVE**

- A. An employee's coverage in a group health plan will continue under the same conditions that existed prior to the Family and Medical Leave. Employee medical will be paid by NEO if the employee is enrolled in medical coverage at the time the leave is requested.
- B. Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- C. Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstance.
- D. In the event an employee elects to cancel insurance coverage, such cancellation will be effective the end of the month after written notice to the NEO Personnel Department. No partial premiums will be calculated.
- E. If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse the College for premiums paid on behalf of the employee during the Family and Medical Leave. The employee will be billed through the Business Office.

### **EXHAUSTION OF FAMILY AND MEDICAL LEAVE**

- A. Once an employee has exhausted the 12 work-week eligibility under these regulations and other paid leave does not apply, the employee must return to work immediately or pursue a

personal leave of absence.

- B. If no other leave is approved, the employee will be terminated.

#### **COBRA**

- A. If an employee does not return to work after FMLA leave, NEO will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.
- B. The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
- C. Length of the COBRA coverage is measured from the day of the qualifying event.

#### **NOTICE TO EMPLOYEES**

Notice of the Family and Medical Leave Act is posted in the Library Administration Building on campus.

#### **ADDITIONAL TERMS AND CONDITIONS**

As stated above, the FMLA is a lengthy and very detailed statutory provision which is not easily reprinted in handbook form. There are many provisions which qualify or further expand upon the Act's coverage which are not recited in this statement. Questions regarding the Act should be routed to the Director of Human Resources/Affirmative Action Officer. Clarification from the Legal Counsel to the Board of Regents may be necessary in some cases.

Revision approved by the Board of Regents for OSU/A&M Colleges: September 6, 2013

## **APPENDIX J**

### **NORTHEASTERN OKLAHOMA A&M COLLEGE REGULATIONS AND PROCEDURES TEAM TRAVEL POLICY**

#### **1.1 PURPOSE**

- A. To provide a framework for safe and efficient athletic team travel for the Northeastern Oklahoma A&M College Department of Intercollegiate Athletics.
- B. To assign responsibility and accountability for enforcement.
- C. When compliance with any of the specific requirements of this policy may not be capable of verification, such compliance shall nevertheless be considered an expectation of performance by the College.

#### **2.1 APPLICABILITY**

For purposes of this policy, athletic teams are defined as:

- Baseball
- Basketball: Women and Men's
- Football
- Soccer: Women and Men's
- Softball
- Volleyball
- Wrestling
- Mascots, Spirit Squad, Student Trainers, and/or Student Managers traveling as a part of a team listed above or any other such team as may be subsequently added to the Northeastern Oklahoma A&M College Intercollegiate Athletics Program.

#### **3.1 RESPONSIBILITY FOR ADMINISTRATION**

- A. The Vice President for Fiscal Affairs shall be responsible for overall administration of this policy and shall assign a member of his/her staff to be responsible for compliance, oversight and necessary record keeping. The Vice President for Fiscal Affairs or his/her designee shall provide a copy of this policy to every coach; provide training to every coach; and maintain on file in the Fiscal Affairs Office a signed certificate by each coach stating the coach has read and understands the policy.
- B. The Vice President for Fiscal Affairs or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the Vice President for Fiscal Affairs in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary

to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approved by the Vice President for Fiscal Affairs or his/her designee.

- C. The Vice President for Fiscal Affairs or his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The Vice President for Fiscal Affairs shall have the authority to approve reasonable waivers, in writing, of the NEO Team Travel policy guidelines to allow travel in emergency situations. The Vice President shall place student-athlete welfare as the highest priority in any modification. All such waivers will be kept on file in the Fiscal Affairs Office.

#### **4.1 ACCOUNTABILITY**

Any coach or athletic staff member knowingly violating this policy may be suspended with or without pay until the Vice President for Fiscal Affairs or his/her designee investigates the violation. Violations may result in disciplinary action or termination.

#### **5.1 TYPES OF VEHICLES USED FOR TEAM TRAVEL AND REQUIREMENTS FOR OPERATION**

General Requirement: Coaches, assistant coaches, student trainers, student managers mascots and members of the spirit squad may drive vehicles used for team travel, if the specific requirements for the vehicle are met. Student athletes may not drive other athletes as a part of team travel. Drivers must be insurable. Drivers shall not use alcohol eight (8) hours prior to or during the operation of motor vehicles.

The following types of vehicles shall be approved for athletic team travel under the conditions noted:

- A. Automobiles/Minivans (Specific Requirements)
  - 1. Drivers are required to obtain a certification in a state agency prepared motor vehicle improvement course, reviewed and accepted by State Risk Management, specifically covering the type of driving the agent of the State is required to do in the performance of his/her duties.
  - 2. Drivers must be at least 18 years of age, have a valid and approved driver's license, proof of insurability, and be rested.
  - 3. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.
  
- B. Twelve and Fifteen Passenger Vans (Specific Requirements)
  - 1. Drivers are required to obtain a certification in a state agency prepared motor vehicle improvement course, reviewed and accepted by State Risk Management, specifically covering the type of driving the agent of the State is required to do in the performance of his/her duties.

2. Drivers must be at least 18 years of age, have a valid and approved driver's license, proof of insurability, and be rested.
3. Drivers must submit to a health check as required by the license.
4. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.
5. Only vans with a 155-inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than 150 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 150 miles one way.
6. Twelve passenger vans shall be loaded with no more than eight passengers, with or without equipment. Fifteen passenger vans shall be loaded with no more than twelve passengers, with or without, equipment.

#### C. Fifteen Passenger Dual-Wheeled Mini-Buses (Specific Requirements)

1. Drivers are required to obtain a certification in a state agency prepared motor vehicle improvement course, reviewed and accepted by State Risk Management, specifically covering the type of driving the agent of the State is required to do in the performance of his/her duties.
2. Drivers must be at least 18 years of age, have a valid and approved driver's license, proof of insurability, and be rested.
3. Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.
4. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.
5. Occupancy and load capacity must not exceed the manufacturer's suggested limits.

#### D. Buses (Specific Requirements)

1. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
2. Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.
3. Drivers of buses must have a valid and approved Class B(P) Commercial Driver's License.
4. Drivers must submit to a health check as required by the license.
5. The designee shall continue to request on a semi-annual basis, written proof of compliance with Sections 5.01 (d)(2), 5.01(d)(3), and 5.01(d)(4). Contracts with bus companies must contain an assurance that Sections 5.01(d)(2), 5.01(d)(3), and 5.01(d)(4) are still current. On an emergency basis, designee must obtain assurances orally and document. Oral verification is acceptable only when written verification is not reasonably obtainable.

All such oral verifications will be documented at a later date and kept on file in the Fiscal Affairs Office.

E. Mini-buses (defined as 16-30 passenger transports) (Specific Requirements)

1. Acceptable mini-buses shall be institution owned or commercially owned.
2. Driver must have a valid and approved Class B(P) Commercial Driver's License to operate a mini-bus for purposes of this policy.
3. Drivers must submit to a health check as required by the license.

F. Air Transportation

Commercial air carriers may be used for the purposes stated and are subject to the provisions below:

G. Commercial Scheduled Carriers

Commercial carriers maintaining a scheduled certificate are an acceptable means of travel for athletic teams. Tickets for commercial travel must be procured under the travel guidelines established by the State of Oklahoma.

Approved by the Board of Regents for OSU/A&M Colleges April 26, 2013

## APPENDIX K

### DOBSON FACULTY SALARY SUPPLEMENT PLAN

The following Faculty Salary Supplement Plan was approved unanimously by the Dobson Permanent Advisory Committee meeting on April 13, 1974 with revisions approved by the Committee in April 1989; April 1993; April 1998; June 2002; and August 2004:

- I. There will be awarded each year two awards, Faculty Award for Teaching Excellence, to full-time faculty in the amount of \$1,000 each.

#### *Criteria/Eligibility Requirements*

Nominee must meet the listed basic criterion and at least two of the sub-criteria in each of three major criteria (I, II and III) to be eligible for the Excellence Award.

Basic Criterion: Completion of three years of full-time faculty status at Northeastern Oklahoma A&M College (80 percent or more of college assignment devoted to teaching).

#### Major Criteria:

- A. Teaching Excellence
  1. Excellence as a classroom teacher (student evaluations, etc.)
  2. Professional ethics as an educator
- B. Demonstrated service to the students, college and community, such as:
  1. Served as an advisor to a NEO student organization
  2. Work with students outside of scheduled class time (advising, counseling, tutoring)
  3. Demonstrated sensitivity to the needs of students
  4. Served as instructor for campus staff development and/or in-service workshops, workshops for public schools and/or area career technology centers
  5. Community Service activities
  6. Membership in and work with local civic groups
  7. Attendance and support of college activities
- C. Professional Development Involvement and Leadership
  1. Membership and participation in professional organizations
  2. Attended professional enrichment programs to keep up-to-date on knowledge/skills
  3. Staff development attendance and leadership

#### ***Process:***

1. Faculty will be nominated by peers. A standard form will be utilized.
2. Nominations will be submitted to the appropriate Department Chair, who will recommend no more than four faculty members to a campus selection committee.
3. The campus selection committee will be comprised of the president of the Student Body Government, president of the Faculty Association, Vice President for Academic Affairs,

and one faculty member from each School. (NOTE: The first year, faculty to serve on the campus committee will be announced after the Department Chairs select nominees. The following years, a previous award winner will serve on the campus selection committee.)

4. The chair of the campus selection committee will forward the names of the two faculty members selected to the College President.
  5. Awards will be announced at the service awards ceremony in May.
- II. Each year we recognize two faculty members for their outstanding contributions. The two additional awards are:
- 1) New Faculty Award: This award is intended for faculty in the earlier phase of their career who have demonstrated substantive contributions to the College through achievement in creative endeavors, excellence as a teacher, advisor, and participation in the service activities of the College. (See attachment for eligibility and criteria)
  - 2) Faculty Distinguished Service Award - This award is given to a faculty member whose contributions fall outside the academic sphere, but in addition to academic responsibilities, both within the College and the surrounding community. It recognizes faculty for their outstanding service in promotion of the College within the College, to the outside community, and civic engagement. (See attachment for eligibility and criteria)

A faculty committee will select the award recipients from the nominations. Each recipient will be recognized at the annual awards luncheon and will receive a cash award of \$500.

- III. The remainder of the Dobson funds available for faculty awards will be used for the continuing education of those who hold faculty status at Northeastern Oklahoma A&M College. The funds are to be used for the continuing education of the faculty above the master's degree.

Applications will be considered and funds disbursed every two months, e.g., April, June, August, October, December, and February of each academic year. The Dobson Faculty Salary Supplement programs will fund: (a) graduate course work; (b) non-credit courses and institutes; (c) conferences or seminars; and (d) undergraduate training. The maximum total amount to be awarded per individual in categories a, b, c, and d below cannot exceed \$1,500 in any given fiscal year (June 1 through May 31).

Continuing education funds are to be administered in the following way:

- A. Graduate Course Work (above master's degree)
  1. Full-time attendance of summer school or approved sabbatical will be eligible to receive \$1,500. Full-time attendance in summer school is considered to be at least six credit hours.
  2. Night school attendance will receive \$250 per credit hour with a maximum of three credit hours (\$750) per semester allowed.
  3. The maximum amount to be awarded per individual in any year (June 1 through



May  
31) will be \$1,500.

4. This award cannot be used in conjunction with the departmental budget.
5. Course work at NEO will not qualify for awards.

B. Non-credit Course, Workshop, and Institute:

Faculty may elect to attend a non-credit course, workshop, or institute. The maximum to be awarded per individual in any given year (June 1 through May 31) would be \$1,500. The Dobson Committee will take in consideration the perceived benefit of the non-credit course, workshop and institute to the institution in determining the total amount of the award. This award may be used in conjunction with any other form of support such as federal grants, private grants, departmental budget (travel budget), etc.

The Dobson Committee requires a detailed budget to be submitted indicating what is being requested from continuing education funds and what will be paid from the respective department budget.

C. Conference or Seminar:

Faculty may elect to attend a conference or seminar during scheduled teaching responsibilities. If a faculty member elects to attend during this time, he/she may be reimbursed for actual expenses incurred, not to exceed \$1,500.00. The maximum amount to be awarded per individual in any given year (June 1 through May 31) will be \$1,500.00. This award may be used in conjunction with other institutional funds available through department budgets (travel budgets).

The Dobson Committee requires a detailed budget to be submitted indicating what is being requested from continuing education funds and what will be paid from the respective department budget. The Dobson Committee will take in consideration the perceived benefit of the conference or seminar to the institution in determining the total amount of the award.

D. Undergraduate Training

Faculty may apply for funding for undergraduate college course work that enhances his/her ability to perform service to the institution in their current area of expertise. Funding may also be considered for undergraduate course work outside their current area of service if said course work enhances their ability to provide service to the institution. In both cases, the application may include a letter from the faculty member's immediate supervisor (department chair/Dean) indicating how said course work will enhance and improve the faculty member's ability to serve the College. Funding will follow the guidelines set forth below; NEO courses may be permitted under this category.

1. Full-time attendance of summer school or approved sabbatical will be eligible to receive \$1,500. Full-time attendance in summer school is considered to be at least six credit hours.

2. Night school attendance will receive \$250 per credit hour with a maximum award of \$750 for three credit hours per semester allowed.
3. The maximum amount to be awarded per individual in any year (June 1 through May 31) will be \$1,500.
4. This award cannot be used in conjunction with the departmental budget.

E. Development of Online Courses:

Faculty may apply for funding for development of an online course(s) if the following conditions have been met: (a) approval of the proposal for the course(s) to be developed for online delivery by the appropriate department chairperson, the distance education committee, and the Vice President for Academic Affairs; (b) after the course content has been reviewed on the learning management site and the course is active with enrollment and underway for an academic term; and (c) if said online course(s) provides a service to the institution. The application should include a letter from the faculty member's immediate supervisor (department chair) indicating that the online course has met the approval of the various entities in part (a). Funding for development of an online course will be a maximum of \$1,500 for each course developed. The maximum amount to be awarded per individual in any year (June 1 through May 31) will be \$1,500.

F. Formal Action to Be Taken To Apply For the Award:

1. File a formal application by April 1, June 1, August 1, October 1, December 1, or February 1 of any year. Awards will be made for the year during May, July, September, November, January, and March. Application forms are available in the Office of the President, the Office of the Vice President for Academic Affairs and/or the respective Department Chair.

G. Selection of Recipients

1. There will be a screening committee to determine if the applicant has a legitimate plan of study. This committee will be comprised of:
  - a. The President of NEO, who will serve as chair
  - b. The Vice President for Academic Affairs
  - c. President of the Faculty Association
  - d. Department Chair
  - e. Vice President of the Faculty Association
2. If, in any given bimonthly award period, there are more applicants who are eligible to receive the award than there are awards, the awards will be made by drawing lots.

3. In any bimonthly award period, persons never having received the award will have priority over those who have. In the same way one who has received it one time will have priority over one who has received it twice.
4. The screening committee will have the responsibility of drawing lots.
5. If applicant is accepted and does not attend, applicant will not be penalized in next bi-monthly's selection provided applicant notifies the screening committee before course work was to have begun.
6. In the event any application for the award is rejected, the reasons will be presented to the applicant in written form.

H. When and How Payment Shall Be Made

1. A total amount of dollars to be awarded during a fiscal year, June 1 through May 31, will be determined. Awards that begin on June 1 may total up to 70% of the total amount for the year. Awards starting July may total up to 76% of the total amount for the year; awards starting September 1 may total up to 82% of the total amount for the year; awards starting November 1 may total up to 88% of the total amount for the year; awards starting January 1 may total up to 94% of the total amount for the year; with the balance awarded March 1.
2. Awards granted under categories A, B, and D recipients will receive all of the award at the beginning of the course of study. Awards granted under category C will be reimbursed upon presentation of receipts and vouchers not to exceed the amount of continuing education funds allocated in the budget submitted at the time of the request.
3. Recipients must agree to refund Dobson money if they are not employed by NEO the year following the award.
4. The recipient will be required to complete and have on file a Promissory Note for the amount of the award prior to the disbursement of the award. The recipient will also be required to present proof of enrollment prior to the disbursement of the award. If, for any reason, the recipient does not complete the course of study, the Screening Committee will determine action to be taken. Dobson Faculty Salary Supplement awards are considered income and will be subject to IRS regulations.

## APPENDIX L

### USE OF INSTITUTIONAL LETTERHEAD PUBLICATION STANDARDS AND GUIDELINES

In many cases, the first impression of Northeastern Oklahoma A&M College will be conveyed through a letter, brochure, or an advertisement. Since the first impression is very important, all materials designed for off-campus communication, whether print or video, should be of the highest possible quality.

A coordinated use of the College emblems and the signature logo will serve to reinforce a positive and consistent public image of the institution.

#### THE EMBLEMS AND THE SIGNATURE LOGO

Emblems and logos are important symbols of institutional identity. The NEO emblem and/or signature logo should appear on all College publications and video productions. Whenever it is appropriate to use a visual symbol to represent the College, the NEO emblem or signature logo should be used.

The NEO emblem may be printed solid, linear, or reversed white out of a color. It may also be used in conjunction with lines, screens, or other design elements considered necessary or appropriate to the overall format of the printed material. (Contact Campus Print Shop for picture of emblem).

The NEO emblem and/or signature logo should appear on all College publications and printed materials which represent the academic or public service functions of the College. It may also be used on College-related items such as sweatshirts, notebooks, banners etc.

The Norseman emblem (Odin) is an important symbol of school spirit. As such, it should be reserved for use on publications and items that are related to athletics and/or the promotion of school spirit. (Contact Campus Print Shop for picture of Odin)

#### STATIONERY

Use of standardized, high quality stationery also serves to promote a positive image. Three stationery formats have been designed to serve the academic, the athletic, and the activity functions of College departments as designated by the President's Office.

Paper stock will be a quality rag content, white or ivory with matching envelopes. Except for the Office of the President, stationery will be printed one color. Ink color is either black or preferably pantone 281C blue. The President's stationery will be printed in pantone 281C blue with the addition of metallic gold in the line and in the office designation. The overall appearance of College stationery is to be clean, crisp, and uniform in consistency, color, and quality.

Names, departments, titles, telephone extensions and other extraneous items will not be printed on the College stationery and must be designated by the individual within the body of the letter or after

the signature line if such designations are desired. The exception to this will be stationery from the President's Office.

A standardized College business card has been developed with an area provided for the individual's name, title and telephone extension. Card stock will match that of the letterhead in rag content and color. This means that a high gloss stock will not be considered appropriate.

Contact Campus Print Shop for examples of the business card and letterhead formats.

Those groups or departments listed below should get stationery designation from the Campus Print Shop or the President's Office.

Vice President for Academic Affairs; Vice President for Fiscal Affairs; Vice President for Student Affairs; Office of Admissions and Records  
Agriculture Department; Math and Science Department; Allied Health Department;  
Business and Technology Department; Health & Physical Education Department: Nursing Department; Communications and Fine Arts Department; Social Science Department  
Information Technology Department; Recruitment Office; Financial Aid Office; College Bookstore; Learning Resources Center

**Athletics:**

Baseball

Basketball (Men and Women)

Equestrian Equine Judging Football Softball

Livestock Judging Rodeo

Soccer (Men and Women) Volleyball

Wrestling

## APPENDIX M

### POLICY STATEMENT GOVERNING THE EXTRACURRICULAR USE OF COLLEGE FACILITIES, AREAS OR MEDIA FOR THE PURPOSE OF EXPRESSION

#### I. PHILOSOPHY AND SCOPE

##### A. Philosophy

A goal of the faculty, students, administration, staff and Board of Regents, is for Northeastern Oklahoma A&M College to be a superior educational institution for the preservation, transmission, and discovery of knowledge. The wide variety of extracurricular<sup>1</sup> activities at Northeastern Oklahoma A&M College represent one way this goal is achieved. Therefore, these activities are an integral part of the total educational mission of the College.

In fulfilling this mission, the College must recognize and protect free inquiry and free expression as indispensable components of the critical examination of philosophies and ideas. Given the unique mission of educational institutions in a democratic society, this inquiry should be more open and vigorous and should consequently have greater protection than in society at large, provided that such inquiry does not infringe upon the rights of others. Commitment to free inquiry and expression creates a strong presumption against prohibition of expression based upon its content. This philosophy is intended to apply to all forms of expression occurring at the College and any uncertainty regarding the application or operation of this policy statement shall be resolved in a manner consistent with this philosophy.

##### B. Scope

1. This policy statement shall be applicable only to the extracurricular use of any College-controlled facility, area, or medium used as a forum generally open to members of the College community and others for the purpose of expression.
2. Any College policy providing for conditions or limitations on extracurricular expression shall be consistent with the Principles and Standards stated in Section II.
3. The Procedural Standards in Section III apply only to scheduling the extracurricular use of College-controlled facilities or areas for the purpose of expression.
4. Any question regarding the applicability of this policy statement shall be resolved by the Campus Review Committee following consultation with College Legal Counsel, and its decision in this regard shall be final.

<sup>1</sup>For a definition of "extracurricular" and other terms used in this policy statement see Section IV.

## II. PRINCIPLES AND STANDARDS

### A. In General

1. The freedoms of expression and assembly as guaranteed by the first and fourteenth amendments of the United States Constitution shall be enjoyed by all members of the academic community. Free discussion of subjects of either controversial or non-controversial nature, even when they are considered to be offensive or in poor taste, shall not be curtailed.
2. Although our Constitution established a sweeping commitment to these freedoms, it is well-recognized that there is no absolute right to assemble, or to receive or present expression. As described below, permissible limitations include only those based on reasonable time, place or manner requirements and, in extremely rare circumstances, those based on content.
3. The fact that certain content-based limitations on expression have been established as legally permissible does not create an obligation or responsibility on the College or any of its officials or employees to exercise any form of limitation or control of expression. Rather, because of its educational mission, it is the responsibility of the College and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression.

### B. Time, Place or Manner Considerations

1. Expression may be limited or restricted with respect to time, place or manner only as provided for in this policy statement and other related statements of policy such as the Statement of Student Rights and Responsibilities. Such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order) and to assure compliance with applicable local, state and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that they shall be applied without regard to the content of the expression or the purpose of the assembly.
2. Limitations may include requiring (a) scheduling and planning with the appropriate authorized designee, (b) restricting or prohibiting the use of certain areas, (c) limiting certain forms of expression in specific areas, and (d) reimbursing the College any costs associated with the use of a facility, area, or medium.

### C. Content Considerations

1. The First Amendment of the Constitution protects and guarantees freedom of speech by

prohibiting any law which would serve to deny or limit expression. Through the Fourteenth Amendment, this prohibition is extended to all actions of state government, including those of publicly supported universities and colleges. Accordingly, expression may not be denied or limited, based upon content, unless it is determined in a state or federal court proceeding that such speech or expression is not protected by the Constitution<sup>2</sup>.

2. Denials or limitations of expression based upon contents are not required by the Constitution or any law. Indeed, such content-based regulation is presumed to be constitutionally invalid by the United States Supreme Court. Accordingly, in determining whether to deny or limit expression based on its content, the College should be guided by its commitment to the educational mission of the institution.

D. Disclaimer Regarding Expression

1. Given the wide diversity of expression that occurs at higher education institutions, the use of any College-controlled facility, area, or medium for any expression shall not constitute or suggest endorsement of the content of that expression, or any proponent thereof, by the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of these constituencies.
2. Presenters of expression shall assume full responsibility for any violation of law they commit while on College property.

III. PROCEDURAL STANDARDS FOR SCHEDULING COLLEGE AREAS OR FACILITIES FOR EXTRACURRICULAR EXPRESSION

A. Requests for the Use of a Scheduled College Facility or Area

1. The extracurricular use of any scheduled College-controlled facility or area for the purpose of expression shall be preceded by a request made to the Vice President for Student Affairs or his/her authorized designee. A request shall contain the name of the requestor and how he/she can be contacted; the proposed date, time, and location for the contemplated activity; the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity.

<sup>2</sup> For a definition of "unprotected speech" and other terms in this document, see Section IV.



The request should be made as far in advance as possible to provide for adequate review and orderly scheduling of facilities or areas. The amount of time required for review of a request will vary depending on the nature of the request. Barring extraordinary circumstances (e.g. extensive safety and security arrangements, or review by the Campus Review Committee, and/or a court) review should normally be completed within a few hours or days. If the Vice President for Student Affairs or the authorized designee determines that additional time is required for review, he/she should ask the requestor to specify the latest date by which a final response is necessary. This date is important so that the total review and decision process may be completed in sufficient time to allow the requestor to make final arrangements for the proposed expression in the event the request is granted.

2. As promptly as possible, but not later than six working days from the receipt of a request<sup>3</sup>, the Vice President for Student Affairs or the authorized designee must take one of the following actions:

- a. Grant the request. This will be the routine action taken on the vast majority of requests. The Vice President for Student Affairs should work with the requestor in preparing or revising a request so that it may be granted. When a request has been granted, such action should be final and the requestor shall be promptly notified.

Ask the Chair of the Campus Review Committee for a specific additional period of time to continue review of the request. An extension of time will be granted only if it is warranted and will permit a final response on the request to be reached in time to allow the requestor to carry out final arrangements for the proposed expression in the event the request is granted. The Chair of the Campus Review Committee shall promptly notify the requester that a request for an additional period of time has been submitted. The Vice President for Student Affairs shall promptly notify the requester and the authorized designee of his/her decision.

- b. Deny the request because it was not submitted in a timely manner. The Vice President for Student Affairs or the authorized designee should take this action only if he/she can document that the time between the filing of the request and the date by which a final response is necessary is so short that adequate review and action cannot be reasonably completed by the College (see Section III(B));
- c. Deny or limit the request based on time, place or manner considerations (see Section III(B));
- d. Recommend that the request be denied or limited based on content considerations (see Section (C)).

<sup>3</sup>For the purpose of calculating the expiration of time deadlines specified in this policy statement, weekends, official College holidays, and the day that a request, recommendation, or report is received are not counted. For example, if a request is received on Monday, the authorized designee must take one of the specified actions no later than Tuesday of the following week in order to meet the six-day deadline.

If the Vice President for Student Affairs or the authorized designee fails to take one of the above actions within six working days of submission of the request, the request shall be deemed granted.

3. No final arrangements or advertising shall be made for the proposed expression prior to the granting of the request for the use of the facility or area.
- B. Limitations Based Upon Time, Place or Manner Considerations
1. If a request is denied or limited based on time, place or manner considerations, or for failure to submit a timely request, the requester shall be promptly informed of such decision. A written statement of the reasons for the denial or limitation shall be provided upon request.
  2. The requester may appeal denials or limitations by filing a written statement with the chairperson of the Campus Review Committee. The statement shall set forth the reason(s) for appealing the denial or limitation. The Committee shall hear all appeals and render a final decision no later than five working days from the filing of the appeal. Although the committee may, if necessary, take the full five days to render a decision, it should make every reasonable effort to reach its decision in time to allow the requester to carry out final arrangements for the proposed expression in the event the Committee reverses the Vice President for Student Affairs decision and grants the request.
- C. Denials or Limitations Based Upon Content Considerations
1. The Vice President for Student Affairs may recommend that a request be denied or limited on the basis of content only if it is determined, after appropriate inquiry (including consultation with College Legal Counsel), that the proposed expression is unprotected. In determining whether to make such a recommendation, full and to the educational mission of the College and specifically the responsibility of the College and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression. Any such recommendation, and the reasons upon which it is based, shall be stated in writing and delivered to the offices of the chairperson of the Campus Review Committee, and the College President no later than six working days from the submission of the request. If the Vice President for Student Affairs has been granted additional time for review under Section III(A)(3)(b), such recommendation shall be delivered no later than the last day of the extension period.  
  
The Vice President for Student Affairs shall also inform the requestor of the recommendation within the same time period and make arrangements for him/her to receive a copy of the written report and this policy statement.
  2. Upon receipt of the recommendation, the chairperson shall convene the Committee for the purpose of a hearing. At this hearing, the Vice President for Student Affairs shall have the burden of establishing that the proposed expression is unprotected. The requestor shall have the right to appear at the hearing to present oral and written

arguments against the recommendation. The extent to which the authorized designee was guided by the educational mission of the College in arriving at his/her recommendation shall be a relevant and appropriate inquiry at this hearing. The Committee shall approve or disapprove the recommendation and report its action to the College President and the requestor no later than five working days from the receipt of the recommendation. Although the Committee may, if necessary, take the full five days to render its decision, it should make every reasonable effort to reach a decision in time to allow the requestor to carry out final arrangements for the proposed expression in the event the College President ultimately decides to grant the request.

3. No later than three working days from notification by the Campus Review Committee of its decision, the College President shall take one of the following actions:
  - a. Disapprove the recommendation of the authorized designee and direct him/her to grant the request; or
  - b. Approve the recommendation of the authorized designee and initiate a proceeding in state or federal court to determine the validity of the recommended denial or limitation.

The College President shall also inform the Vice President for Student Affairs, the chairperson of the Campus Review Committee, and the requestor of his/her action within this same period of time. If the College President approves the recommendation, but fails to initiate a court proceeding within the three-day period, the request shall be deemed granted.

4. If the court determines that the recommended denial or limitation would not be valid, then the request shall be granted. Alternatively, a determination that the recommendation is valid shall result in the request being denied or limited.

D. Disclaimers

At a meeting or event where the expression is to occur the user shall publicly make or post a statement to the effect that the views or opinions stated within the context of the expression do not necessarily reflect the views of the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of these constituencies.

Alternatively, such a statement may be included in advertisements for the meeting or event.

E. Outside Organizations or Individuals

Organizations or individuals not affiliated or connected with the College shall contact the Vice President for Student Affairs or his/her authorized designee for the purpose of requesting the use of any College facility or area. Such requests shall be governed by this policy and other relevant regulations.

IV. DEFINITIONS

A. Authorized Designee

The person or persons who have the authority to schedule the use of a particular campus facility or area.

B. Expression

Any communication, discussion, acquisition, manifestation, representation or indication, whether clear or unclear, ambiguous or unambiguous<sup>1</sup> of attitudes, information, ideals, beliefs, opinions or ideas on any subject by any student, faculty or other member of the academic community, outside speaker or act, process or instance of representation in any media. The media of expression may include, but shall not be limited to speech, publications, literature or documents, art, cinema, theater or music, electronic emissions, audio or visual recording in any medium or media<sup>1</sup> or recordings in any medium or media that combine audible, visible or other sensory expression, whether expressed, transmitted, presented or sponsored individually or by a group.

C. Campus Review Committee

1. **Composition:** The committee shall be composed of two (2) faculty members, two (2) staff members and three (3) students. The two (2) faculty members and the faculty staff committee members shall be appointed by the College President who shall also designate one of them as chairperson. Each faculty and staff member shall serve for a two-year period. The three student members shall be appointed by the President of the Student Body Government and they shall serve for a one year period. Those responsible for appointing members shall appoint interim replacements to temporarily serve in the absence of regular members. Four members of the Committee shall constitute a quorum, provided at least one faculty member, one staff member, and one student are part of such quorum. Only those motions that pass with a majority vote shall be considered approved by the committee. Motions that fail to pass or on which there is a tie vote, shall be considered disapproved by the committee. The chairperson shall have the responsibility of arranging for and conducting all proceedings. A list of current membership and the designated chairperson shall be maintained by the College President. When appropriate, the

Committee shall be provided administrative assistance and the services of the College's Legal Counsel.

2. Duties: The Committee shall convene and conduct hearings in accordance with the Procedural Standards stated in Section III. In the conduct of such hearings, the Committee shall have access to any information relevant to the issue involved and shall permit the parties to provide related additional information and oral testimony.

The Committee shall also be responsible for resolving issues concerning the applicability of this policy and to recommend changes in other policies and procedures to bring them into compliance with the Principles and Standards stated in Section II.

D. Extracurricular

All activities outside the College's instruction, research, extension and related academic functions.

E. Unprotected Speech

The following are currently recognized by the United States Supreme Court as categories of speech or expression which are unprotected and can be barred or limited:

1. Clear and Present Danger - Preparing a group for imminent lawless action, and steering it to such action, as opposed to the abstract teaching of the moral propriety or even moral necessity for a resort to force and violence; AND there must not only be advocacy to action, but also a reasonable apprehension of imminent danger to the essential functions and purposes of the College. Such imminent lawless action shall include the following:
  - i. The violent overthrow of the government of the United States, the State of Oklahoma, or any political subdivision thereof;
  - ii. The willful damage or destruction, or seizure and subversion, of the institution's building or other property;
  - iii. The forcible disruption of, or interference with, the institution's regularly scheduled classes or other educational functions;
  - iv. The physical harm, coercion, intimidation, or other invasion of lawful rights of the Board of Regents, institutional officials, faculty members, staff members or students; or
  - v. Other campus disorder of violent nature.
2. "Fighting Words" - Words which by their very utterance inflict injury or are likely to incite an immediate breach of the peace. Personally abusive words that, when spoken to ordinary persons, are inherently likely to incite immediate physical retaliation.

3. Obscenity - A description or depiction of sexual conduct that, taken as a whole, by the average person, applying contemporary community standards (The "community" shall be comprised of faculty, staff and students of Northeastern Oklahoma A&M College):
  - i. appeals to the prurient interest;
  - ii. portrays sex in a clearly offensive way; and
  - iii. using a reasonable person standard rather than the contemporary community standard, does not have serious literary, artistic, political or scientific value.

V. ENABLING CLAUSE

This policy shall become effective upon approval of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, and insofar as Northeastern Oklahoma A&M College is concerned, supersedes the speaker's policy adopted by the Board on December 12, 1970. In accordance with Article I of the Rules and Regulations of the Board adopted on October 13, 1967, the College President has full authority to administer the provisions of this policy statement.

**\*Approved by the Board of Regents for OSU/A&M Colleges: July 19, 1991**

## **APPENDIX N**

### **NORTHEASTERN OKLAHOMA A&M COLLEGE MINORS PARTICIPATING IN NEO-RELATED ACTIVITIES AND PROGRAMS**

#### **1.01 PURPOSE**

This statement sets forth Northeastern Oklahoma A&M College's policy regarding children under the age of 18 (Minors) who participate in activities and programs taking place on college property and in facilities or under the authority and direction of the college at other locations, including branch campuses. The college expects all members of the college community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and/or revocation of the opportunity to use college property and facilities.

#### **2.01 APPLICABILITY**

This policy applies to all units of the college. Athletic camps, academic camps, other programs, and similar activities intended for Minors (Programs) are within the scope of this policy, whether they are limited to daily activities or involve the housing of Minors in residence halls.

This policy does not apply to enrolled NEO students who are Minors. This policy also does not apply to general public events where parents or guardians are expected to provide supervision of Minors.

#### **3.1 PROGRAM INFORMATION**

A sponsoring unit offering or approving a program which involves Minors or provides College housing for Minors participating in a program, units responsible for college facilities that are used by programs including Minors, or a non-college group using NEO facilities or housing shall maintain a current list of those programs. Such list should include each program's dates, times, locations, attendance (age range and number of participants), and a program contact, so that in the event of an emergency, consideration may be given to the possible presence of Minors, and the appropriate course of action to address their health and safety.

Programs that include Minors shall have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

- A. Transportation - including the transportation of Minors at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. College programs must also comply with NEO policies regarding drivers and vehicles.
- B. Appropriate levels of access to and supervision of Minors.
- C. Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
- D. First aid and medical equipment as well as dispensing of medication. Program personnel must have appropriate training.
- E. Plans for severe weather.

Programs including overnight stays or use of college residences by Minors shall have the following additional policies in place:

- A. Curfews.
- B. Suitable code of conduct for participants.
- C. Prohibition of alcohol, tobacco, and illegal drugs.
- D. Adequate residential supervision by responsible adults.

Contractual agreements concerning personnel or facilities related to programs including Minors must include compliance with this policy as a term of the contract. When appropriate, such contracts shall also include an indemnification provision in which NEO is held harmless for the acts or omissions of other program participants or third party employees or agents. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with this policy.

#### **4.01 REQUIRED TRAINING**

In recognition of the absolute necessity of protecting Minors, NEO requires that all adults working with Minors participate in College-approved training annually regarding policies and issues relating to interactions with Minors including the practices and conduct requirements of this policy, on protecting Minors from abusive emotional and physical treatment, and on required reporting of incidents of improper conduct. The appropriate Vice President, Director or Unit Head may enhance or modify the required training program to meet specific needs of the particular program involved, in consultation with the Director of Human Resources. Any such enhanced or modified program must include all the elements described in this policy. In addition, the appropriate Vice President, Director or Unit Head shall arrange for sufficiently frequent training opportunities to permit programs to continue to function on a regularly scheduled basis. Training resources can be obtained from the Office of Human Resources. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with the training requirements outlined in this policy.

#### **5.1 APPROPRIATE BEHAVIORAL EXPECTATIONS**

Adults should be positive role models for Minors, and act in a caring, honest, respectful, and responsible manner that is consistent with the mission of NEO. Adults working in programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted.

- A. Do not have one-on-one contact with Minors outside the presence of others. It is expected that activities where Minors are present will involve two or more adults. If one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director, department chair, or is being undertaken by a health care provider.



- B. Do not meet with Minors outside of established times for program activities. Do not invite individual Minors to your home. Any exceptions require written parental authorization and must include more than one adult from the program.
- C. Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.
- D. Do not engage in any abusive conduct of any kind toward, or in the presence of<sup>1</sup> a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/ guardian.
- E. Do not shower, bathe, or undress with or in the presence of Minors.
- F. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
- G. When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.

#### **6.01 STATUTORY REPORTING REQUIREMENTS OF SUSPICION OF CHILD ABUSE OR NEGLECT**

Under Oklahoma law, if you believe a child is being abused or neglected, you are required to report it to the proper authorities. Reports can be made at any time to the Oklahoma Department of Human Services (OKDHS) Abuse and Neglect Hotline at 1-800-522-3511. The hotline is available 24 hours a day, 7 days a week. In an emergency, or if you see a crime in progress, always call 911 immediately. It is the policy of the college that no NED faculty, staff, or student making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program at NEO.

#### **7.01 INTERNAL PROCEDURES FOLLOWING REPORT OF SUSPECTED ABUSE**

The College will fully cooperate with any external investigation conducted by OKDHS or local law enforcement. Following reporting as provided in Section 6.01, Adults shall also report the matter to the NEO Police Department (NEO) Chief of Police, or his/her designee, who in consultation with the Office of the Vice President and General Counsel, NEO Human Resources (if staff or hourly employee), Office of Student Affairs (if student), and the Office of Academic Affairs (if faculty), and will conduct its own internal evaluation to determine if sanctions are warranted, up to and including termination, dismissal or expulsion. Legal prohibitions regarding physical presence on campus may also be pursued. College administrators shall follow the appropriate procedures in determining and issuing any sanction (NEO Faculty Handbook, campus-based Academic Handbooks, NEO employee policies and procedures,

and the Student Code of Conduct). If the alleged abuser is one of the college officials identified herein, the NEO Chief of Police, or his/her designee, shall report and consult with his/her superior, or in any instance, the President or the Board of Regents, if appropriate.

The Office of the President shall maintain a report of each allegation, together with a summary of the internal evaluation, the findings and sanctions, if any, that are imposed.

If the alleged abuser is not a member of the NEO community, but is present at NEO through a third party vendor or other external entity authorized to be on campus, that external entity will also be notified that the alleged abuser will no longer be permitted on campus/facilities owned by NEO.

#### **8.01 VIOLATIONS OF THIS POLICY**

Any employee who becomes aware of a failure to comply with this policy shall, in addition to any other reports that may be required, report such failure immediately to the Director of Human Resources or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-204- 8692.

\*Approved by the Board of Regents for OSU/A&M Colleges: June 21, 2013

## **APPENDIX O**

### **GIFTS TO NORTHEASTERN OKLAHOMA A&M COLLEGE**

To the fullest extent permitted by law and by any controlling documents, all gifts and donations to Northeastern Oklahoma A&M College should be managed, invested, reinvested and distributed by and through the Northeastern Oklahoma A&M College Development Foundation. The Board of Regents recommends to all persons or corporations desiring to make gifts or donations for the benefit of Northeastern Oklahoma A&M College that such gifts or donations be made to "The Northeastern Oklahoma A&M College Development Foundation" rather than to "Northeastern Oklahoma A&M College" or to "The Board of Regents of Northeastern Oklahoma A&M College."

Approved by the Board of Regents for OSU/A&M Colleges: January 20, 2012

## APPENDIX P

### ORDERING TEXTBOOKS

#### POLICY

- 1.1 Faculty at Northeastern Oklahoma A&M College are encouraged to keep instructional materials costs as low as possible.
- 1.2 Oklahoma state law (70 O.S., Section 3218.8) requires each board of regents of an institution within the Oklahoma State System of Higher Education to adopt an instructional material policy that requires:
  - A. Bookstores located on campus or bookstores which contract with the institution to provide bookstore services to students:
    - a. Provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous editions;
    - b. Actively promote and publicize book buy-back programs, and
    - c. Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available; and
  - B. Higher education faculty and staff members to consider the least costly practices in assigning instructional materials for a course, such as adopting the least expensive edition available when educational content is comparable as determined by the faculty and working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.
- 1.3 No employee or department at an institution within The Oklahoma State System of Higher Education shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material required for coursework or instruction. An employee or department of an institution may receive:
  - A. Sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores;
  - B. Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee;
  - C. Honoraria for academic peer review of instructional materials; and
  - D. Training in the use of instructional materials and technologies.
- 1.4 No instructional material vendor or bookstores located on campus or bookstores which contract with the institution to provide bookstore services to students shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.

- 1.5 The library will provide access to required instructional materials for undergraduate classes with large enrollments or expensive textbooks. These materials will be on reserve at the library.
- 1.6 Academic department chairs are responsible for providing liaison with the Bookstore. As such, the chair of the department should coordinate all aspects of ordering textbooks and course supplies for the academic unit.

#### PROCEDURE

- 2.1 Selection of textbooks is a departmental function; therefore, the department chair shall coordinate all selection and procurement functions. All original orders for textbooks and course supplies through the Bookstore must be submitted on the Change of Text Form and must be signed by the instructor, department chair, and the Vice President for Academic Affairs. The Change of Text Form includes the textbook name, author, ISBN, date of publication, edition, publishing company, number of copies in stock in the Bookstore of the book being replaced, and the name of the course and course number for which the book is being used. Any subsequent changes or additions to the original orders shall be approved by the department chair in writing.
- 2.2 If a textbook has been listed on the required list and the order has been processed, the textbook cannot be canceled or deleted unless the Bookstore is unable to supply sufficient quantities of the text or unless the class is canceled. In cases of the former exception, the Bookstore will notify the department chair by telephone and confirm the notification in writing as quickly as possible so that alternate textbook decisions can be made.
- 2.3 All orders for textbooks will be finalized within the academic departments and communicated to the Bookstore according to the published deadlines.
- 2.4 The Department Chair will ensure that the same textbooks are used for multiple sections of a course. (This is to ensure that students enrolled in different sections of the same course receive essentially the same textbook information. Exceptions may be made upon approval of the Department Chair for class sections where students differ significantly from normal sections (i.e. special sections for majors or international students), or where an instructor's teaching style or approach differs from the normal approach, (i.e. case study, modular, or thematic designs).
- 2.5 Problems related to textbook and supply orders should be communicated through the department chair to the Bookstore. It shall be the individual faculty member's responsibility to report such problems directly to the department chair and not to the Bookstore.

\*Approved by the Board of Regents for OSU/A&M Colleges December 2007

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