



**Oklahoma Baptist University  
Faculty Handbook**

**Updated July 2025**

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## **Preface**

This edition of the Faculty Handbook represents an abridgement of previous versions, since the shift to online publication of manuals and policies, it is no longer necessary to have a single reference point for faculty.

All OBU employees, including faculty, are expected to know and abide by the policies and procedures set forth in the OBU Employee Handbook. The OBU Employee Handbook and Appendices are subject to administrative change without review.

All OBU handbooks are found on the OBU web site.

## **1.1 Changes in the Faculty Handbook**

The OBU Faculty Handbook contains policies and procedures specifying job functions and expectations of University faculty.

Any change in policies or procedures should be distributed to the faculty at least fourteen days before the change takes effect.

Appendices of this Faculty Handbook, which are included for informational purposes, are subject to administrative change without review.

### **1.1.1 Origin of Revision**

Suggested revisions in the Faculty Handbook may originate from the President, the Chief Academic Officer, or through the Executive Cabinet or a University ad hoc committee; from the faculty through Faculty Council or a subcommittee of that body; or from a University standing committee whose function affects some portion of the University and/or faculty.

### **1.1.2 Review/Revision**

Suggestions for change will be reviewed simultaneously by the Executive Cabinet and the Faculty Council. Suggestions for revisions generated by these bodies shall be made in writing to the committee originating the proposed change.

### **1.1.3 Approval**

Following revision of the proposal, the committee originating the revision shall send a final draft to each of the review groups mentioned above. Each group will indicate in writing to the committee whether it approves the suggested change. Should the Faculty Council so desire, it may call a faculty meeting to determine the response of the voting faculty to the suggested revision and may take the response into account when making its recommendation. Consideration of the proposed change may be stopped at any point preceding the final step by mutual consent of both the Executive Cabinet and the Faculty Council.

### **1.1.4 Presidential Action**

The committee of origin shall send its final draft of the proposed revision to the President, along with a memorandum indicating the response of each of the review groups. If there is disagreement, the President may talk with the members of each review group.

The President shall formulate a recommendation to the Board of Trustees and submit it with the original proposal and accompanying materials.



## **2.0 Faculty Contractual Provisions**

The Faculty Handbook contains those policies and procedures which relate specifically to the relationship between the University and the faculty. Nothing in the Faculty Handbook is meant to be contractual, unless otherwise specifically incorporated by the terms of a specific Faculty Contract.

Much of the Faculty Handbook is based on the Oklahoma Baptist University “Commitment to Excellence,” which was adopted by the faculty, administration, and Board of Trustees in 1974 and revised in 1982 (Appendix A).

### **2.1 Faculty Rank and Titles**

#### **2.1.1 Definition of Faculty**

The faculty at Oklahoma Baptist University consists of all persons who are appointed by the University to teach one or more courses in the University. The matters covered in the Faculty Handbook apply to all faculty holding University appointments, unless specified otherwise. Those who hold joint faculty and administrative appointments and professional librarians should be aware that many of the policies and procedures relative to their appointments are housed in the Employee Handbook. However, policies related to teaching responsibilities and rights relative to academic freedom as described in this Faculty Handbook extend to all faculty and professional librarians.

Faculty teaching responsibilities may be undergraduate, graduate, campus-based and/or remote.

The Bylaws of the Faculty Constitution define the voting faculty as: (1) ranked full-time faculty members (2) the Chief Academic Officer of the University, the academic deans, (including assistant and associate academic deans), and the professional librarians with full-time University appointment, (3) lecturers and those holding Professional Service Contracts, so long as those contracts include a University teaching assignment of at least one-half load, and (4) others elected to annual membership upon recommendation of the Faculty Council in accordance with the Faculty Bylaws (Appendix B).

#### **2.1.2 Definition of Full-Time Appointment**

A faculty member with a full-time appointment obligated to fulfill teaching assignments and other duties as outlined in 2.11, Faculty Workload, and in accordance with the Memorandum of Understanding (MOU) at point of hire. The Board of Trustees is responsible for determining contract expectations regarding faculty teaching load.

#### **2.1.3 Definitions**

- University Fiscal Year: June 1 - May 31.

- Traditional Academic Teaching Year: Nine months (e.g., August 15<sup>th</sup> - May 15<sup>th</sup>) beginning with Fall back to school activities as listed on the Academic Calendar, which is approved by deans and Undergraduate Council.
- Academic Calendar Year: Begins the first day of the Summer Term and ends the last day of Spring Term.

Faculty within a program may be appointed to positions which function within either the traditional academic teaching year or the academic calendar year.

#### 2.1.4 Locus of Appointment

Appointment to Oklahoma Baptist University is assessed and articulated at point of hire in accordance with the credential policy. The division/school in which the appointment is held shall be specified in the annual Memorandum of Contract. When a faculty member is employed to teach in more than one academic division/school, the locus of appointment may be to a particular academic division/school.

## 2.2 Definition of Academic Ranks and Titles

#### 2.2.1 The Ranked Faculty

A ranked faculty member is a full-time faculty member of Oklahoma Baptist University who has been appointed to a position in a degree-granting division/school or program. Oklahoma Baptist University recognizes four regular academic ranks: Instructor, Assistant Professor, Associate Professor, and Professor.

The ranked faculty member:

- a. has teaching and other institutionally related duties by policy deemed equivalent to a full-time teaching load;
- b. fulfills the duties and responsibilities of a faculty member as specified in 2.10 and 2.11;
- c. meets or exceeds the criteria for academic rank as detailed below.

Determination of rank at the time of appointment shall be made by the President in consultation with the Chief Academic Officer, the appropriate dean, and faculty in the area of appointment. The Chief Academic Officer shall determine that degrees and graduate hours are appropriate to the faculty member's teaching field and that these degrees or graduate hours were completed at graduate institutions of recognized standing. The Chief Academic Officer shall also determine the legitimacy of equivalent experiences using guidelines outlined in this Handbook, 2.2.3.

In certain cases, a faculty member may be granted an endowed professorship or chair. OBU's endowed professorships and chairs are named in honor of persons or organizations that have made significant financial contributions to the University and are awarded based on specified criteria related to the endowment for the chair or professorship (Appendix F).

#### 2.2.1.1 Instructor

Possession of a master's degree or its professional equivalent and/or at least thirty-six post-baccalaureate hours related to the teaching field and accomplishments in the field of specialization recognized by other professionals in the field.

Either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member in respect to teaching ability, professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service ( Appendix A, "Commitment to Excellence").

#### 2.2.1.2 Assistant Professor

Possession of an earned doctorate in a field relative to teaching responsibilities, or an appropriate master's or professional degree and at least eighteen hours of graduate study directed toward an appropriate doctorate or other advanced degree in the field of teaching specialization, or an appropriate master's or professional degree and accomplishments in the field of specialization recognized by other professionals in the field; and either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member in respect to teaching ability, professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service ( Appendix A, "Commitment to Excellence").

#### 2.2.1.3 Associate Professor

Possession of an earned doctorate in a field relative to teaching responsibilities, or an appropriate master's or professional degree and at least thirty-six hours of graduate study directed toward an appropriate doctorate or other advanced degree in the field of teaching specialization, or an appropriate master's or professional degree and accomplishments in the field of specialization recognized by other professionals in the field; and a minimum of six years of commendable service as an assistant professor or equivalent professional experience, marked by evidence of sustained, noteworthy teaching ability, appropriate professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service ( Appendix A, "Commitment to Excellence").

#### 2.2.1.4 Professor

Possession of an earned doctorate in a field relative to teaching responsibilities, or an appropriate terminal degree in the field or specialization and noteworthy accomplishments in the field; and

A minimum of six years of commendable service as an associate professor or equivalent experience marked by evidence of outstanding teaching effectiveness, noteworthy professional activities and scholarship, service to the University and/or to the profession, and Christian commitment and service ( Appendix A, "Commitment to Excellence").

#### 2.2.1.5 Professor Emeritus

In recognition of meritorious service, Oklahoma Baptist University may confer the rank of Professor Emeritus on members of the faculty who, at the time of retirement from the University, have held a ranked faculty position at the rank of Assistant, Associate, and/or Professor for at least ten years. The President, in consultation with the faculty, will recommend to the Board of Trustees that the rank of Professor Emeritus be conferred on the faculty member. The rank is available only to faculty in full retirement.

No compensation accrues by virtue of this rank, and the Professor Emeritus does not hold faculty voting rights.

#### 2.2.2 Rank for Academic Administrators

Academic administrators—including the President, the Chief Academic Officer, vice president(s), academic deans, and assistant/associate deans—are entitled to rank based on position, academic training, and prior experience. Holding rank as an academic officer does not guarantee a teaching appointment within an academic division/school if the administrative role concludes.

#### 2.2.3 Credit for Experience

For the purpose of offering initial rank or determining when a faculty member shall be eligible for promotion or for senior faculty status, the following guidelines will be used to determine credit for previous experience:

- a. Any credit for experience granted will be specified in the Memorandum of Understanding (MOU) at the point of hire.
- b. A faculty member or prospective faculty member may be allowed one year's credit for each year of full-time teaching experience in the field of specialization at a college or university recognized by an accreditation agency approved by the State of Oklahoma or federal agencies of education, provided that the faculty position held was a ranked position as defined above.

For determining eligibility to stand for senior faculty status, a faculty member who has taught one to four years in a full-time, ranked position on a term contract during the year(s) immediately preceding the first probationary contract will receive full credit for those years as part of the probationary period. A maximum of four years credit may be granted.

- c. A faculty member or prospective faculty member may be allowed one year's credit for each three years' full-time teaching experience in the relevant field of specialization at elementary, secondary, or two-year, post-secondary institutions recognized by an accrediting agency approved by the State of Oklahoma or federal agencies of education or in full-time, unranked positions at appropriately accredited colleges or universities.

- d. A faculty member or prospective faculty member may be allowed one year's credit for each five years' full-time experience in a non-teaching profession related to the area of expertise.
- e. A faculty member entering at the rank of Instructor may apply for promotion at such time as the requirements for the rank of Assistant Professor have been met.
- f. Faculty members entering at the rank of Assistant Professor may apply for promotion at such time as the requirements for the rank of Associate Professor have been met.
- g. Faculty members entering at the rank of Associate Professor may apply for promotion at such time as the requirements for the rank of Professor have been met.
- h. Individuals who have held rank (Instructor, Assistant Professor, Associate Professor, or Professor) at another accredited institution of higher education shall have that rank recognized in determining rank at Oklahoma Baptist University unless it is determined by the Chief Academic Officer that definitions of rank at the two institutions significantly differ.

#### 2.2.4 The Unranked or Extraordinary Faculty

Unranked or extraordinary faculty appointment types are defined below. Unranked or extraordinary faculty are evaluated as determined by the respective dean.

Unranked and extraordinary faculty have the rights and responsibilities related to course management as described in 2.10 of this Handbook. These faculty members are granted academic freedom and access to procedures of fair process as defined and described in this Handbook.

##### 2.2.4.1 Adjunct

Adjuncts are part-time instructors employed to teach specific courses at the need of the University. Adjuncts receive compensation determined by the academic programmatic policies and the number of credit hours taught. Adjuncts serve on term contracts. Adjuncts are subject to periodic administrative evaluation.

##### 2.2.4.2 Lecturer

Lecturers are part-time or full-time instructors employed to teach specific courses at the need of the University. A Lecturer is appointed by the President through the Chief Academic Officer upon recommendation of the dean of the division/school in which the lecturer will serve and the chair of the division/school in which the course(s) to be taught is (are) housed.

A Lecturer receives compensation determined by the academic programmatic policies, the number of credit hours taught, and the faculty member's level of experience. Lecturers serve on term contracts. Full-time lecturers receive fringe benefits as outlined in the Employee Handbook.

Lecturers are subject to periodic administrative evaluation and may be asked to serve on division/school committees. Full-time lecturers will have the rights and responsibilities outlined in the Faculty Constitution and Bylaws (Appendix B), but the appointment of lecturer is not eligible for promotion in rank or senior faculty status.

#### 2.2.4.3 Visiting Professor

The title Visiting Professor is assigned to individuals who hold or have held rank (Instructor, Assistant Professor, Associate Professor, or Professor) at another institution of higher education or have equivalent accomplishments in the arts, sciences, or public arena. This rank is recognized by Oklahoma Baptist University.

Visiting Professors are appointed by the President through the Chief Academic Officer, in consultation with the appropriate dean and division/school chair to teach full or part time, such time to be determined by the Chief Academic Officer.

Visiting Professors serve on term contracts. The appointment of visiting professor is not eligible for promotion in rank or senior faculty status. Terms and conditions of employment must be agreed upon in writing prior to appointment.

#### 2.2.4.4 Artist/Writer or Scholar in Residence

Artist/writers or scholars in residence are individuals whose artistic or scholarly achievements, professional study, and/or teaching experience qualifies them for instructional and/or performance responsibilities.

Artists/writers or scholars in residence can hold part-time or full-time ranked or unranked appointments. They are appointed by the President through the Chief Academic Officer, in consultation with the appropriate dean and division/school chair. Artists/writers or scholars in residence serve on term contracts. The appointment of Artists/writers or scholars in residence is not eligible for promotion in rank or senior faculty status. Terms and conditions of employment must be agreed upon in writing prior to appointment.

#### 2.2.4.5 Senior Professor

The Senior Professor title can be assigned to a faculty member with senior faculty status who, at the time of formal retirement, is willing to continue teaching on an adjunctive basis. The faculty member may teach up to six hours a semester. Faculty voting privileges are not granted to senior professors. The senior professor will assume no other faculty responsibilities unless volunteering to do so.

A faculty member with senior faculty status who has completed a minimum of fifteen years of service may apply for consideration through the dean of the appropriate division/school. The dean will make a recommendation through the Chief Academic Officer to the President. The appointment is subject to the approval of the President and the confirmation of the Board of Trustees.

Senior Professors serve on term contracts.

#### 2.2.4.6 Clinical Faculty

The Clinical Faculty title is assigned to individuals whose primary responsibilities are supervising and instructing students engaged in clinical, laboratory, or in-field experiential study. “Primary” indicates that the clinical faculty’s workload typically consists of clinical supervision and instruction. Scholarship and institutional expectations are minimal and/or waived at the discretion of the academic administration. Teaching load for full-time clinical faculty may be assigned at more than the typical twenty-four-hour load and is assigned at the discretion of the academic administration.

Clinical faculty are ranked faculty and may be part-time or full-time. If full-time, they may serve on Term, Professional Services, or Multiyear contracts (2.3.4) with renewal for Professional Services and Multi-Year contracts contingent on performance and continued University need. Clinical faculty may teach non-clinical classes with the approval of the chair and the dean. Clinical faculty are appointed by the President through the Chief Academic Officer, in consultation with the appropriate dean and division/school chair.

The clinical faculty appointment is eligible for promotion in rank but is not eligible for senior faculty status. Terms and conditions of employment must be agreed upon in writing prior to appointment.

#### 2.2.4.7 Research Faculty

The Research Faculty title is assigned to individuals whose primary responsibility is research. “Research” indicates quantitative and qualitative research, scholarly publications, serving as a public intellectual, and the like. To qualify for the position of Research Faculty, an individual must have an earned terminal degree and have a proven record of published research. Research faculty are not eligible for sabbatical. Research faculty have academic rank but may or may not be eligible for senior faculty status. Eligibility for senior faculty status is at the discretion of the President and in consultation with academic administration. If the research faculty is eligible for senior faculty status, the terms of this Handbook related to ranked, SFS-eligible faculty appointment apply.

For the ranked, SFS-eligible Research faculty, “Primary” indicates that the research faculty’s workload typically consists of research in one’s field along with six hours of teaching per academic year. When directly applicable to the research faculty’s field of study, committee service may be assigned.

If the research faculty is not eligible for senior faculty status, all funding for compensation of the research faculty position must come from external sources. Research faculty not eligible for senior faculty status serve on Term, Professional Services, or Multi-year Contracts (2.3.4) with renewal for Professional Services and Multi-Year Contracts contingent on performance and the continued availability of external funding. If the external funding agreement allows it, research faculty may teach with the approval of the chair and the dean. Expenses related to

teaching and research must be kept separate. Research faculty not eligible for senior faculty status are appointed by the President through the Chief Academic Officer, in consultation with the appropriate dean and division/school chair. Terms and conditions of employment must be agreed upon in writing prior to appointment.

#### 2.2.4.8 Administrative Faculty

The Administrative Faculty title is assigned to individuals whose primary responsibilities are serving the institution in administrative capacities. “Primary” indicates that the administrative faculty’s workload typically consists of institutional service in the area assigned to the administrator, along with a minimum of six and a maximum of twelve hours of teaching load per academic year.

Administrative faculty have academic rank but are not eligible for senior faculty status. Administrative faculty may apply for promotion in rank per the process outlined in 2.6.1. Along with other full-time, ranked faculty members, they are eligible for faculty development funds through the Faculty Development Committee, as well as for endowed faculty development funds. Administrative faculty may also apply for sabbatical, contingent on approval from the Board of Trustees, the President, and academic administration. Approval includes availability of funding and coverage for administrative duties. They serve on at-will, twelve-month, administrative appointments with continued employment contingent on performance and continued University need. Administrative faculty are appointed by the President through the Chief Academic Officer, in consultation with the appropriate dean and division/school chair. Terms and conditions of employment must be agreed upon in writing prior to appointment.

## 2.3 Types of Contracts

Faculty at Oklahoma Baptist University serve on one of the following types of contract: (1) a term contract, (2) a probationary contract, (3) a five-year contract, (4) a continuous contract, (5) a multi-year contract, or (6) a professional services contract. These contract types apply to undergraduate, graduate, campus-based, and remote faculty.

The type of contract and length of time for each faculty member is noted on the memorandum of contract.

#### 2.3.1 Term Contracts

Term contracts are issued for a specific period, usually one or two semesters, and carry no obligation or promise of further employment. Term contracts may be offered by the University at any time.

Should a faculty member who has been receiving term contracts be approved for probationary contract status, years served at OBU on term contracts may be counted toward credit for promotion and/or senior faculty status.



### 2.3.1.1 Full-Time Term Contracts

Full-time term contracts of specific duration are offered to full-time unranked and extraordinary faculty members as described above (2.2.4).

### 2.3.1.2 Part-Time Term Contracts

Part-time term contracts of specific duration are given to part-time unranked and extraordinary faculty members as described above (2.2.4).

### 2.3.2 Probationary Contracts

A probationary contract at Oklahoma Baptist University is a full-time contract for an academic year. It carries no obligation or promise of future employment. It is offered to a ranked faculty member whose qualifications and/or previous experience indicate the ability to perform, and continue performing, the duties and responsibilities of a ranked faculty member.

The probationary period, which precedes the granting of senior faculty status, provides time for the individual to demonstrate professional ability and allows the University faculty and administration to observe and evaluate performance in the faculty position. During this period, the faculty member has academic freedom as defined and described in this Handbook. Faculty members serving on probationary contracts must be recommended by academic administration for reappointment on a yearly basis.

A ranked faculty member may receive no more than seven probationary contracts. The number of probationary contracts the faculty member will receive before becoming eligible for senior faculty status is determined and communicated to the faculty member in writing at the time the first probationary contract is offered. The Chief Academic Officer, in consultation with the appropriate dean and chair, will determine the number of probationary contracts a faculty member may receive before becoming eligible for senior faculty status.

### 2.3.3 Senior Faculty Contract Status

Senior faculty status denotes a contract status afforded to those ranked faculty members who, following a probationary period, are offered one of two types of continuing appointment: a five-year contract or a continuous contract. Policies and procedures relative to senior faculty status are discussed below (2.6).

Senior faculty status is granted by the Board of Trustees upon the recommendation of the President who is advised by the faculty, the academic deans, and the Chief Academic Officer. To be eligible to stand for senior faculty status, a faculty member must have served at Oklahoma Baptist University under a probationary contract for at least three years—that is, the fourth probationary contract must have been received prior to standing for senior faculty status.

A faculty member who has received a sixth probationary contract must stand for senior faculty status if this has not already occurred. The seventh probationary contract is considered a terminal contract.

Eligibility for senior faculty status begins at the time designated upon receipt of the first probationary contract and corresponding Memorandum of Understanding (MOU).

#### 2.3.3.1 Five-Year Contracts

Five-year contracts are offered to ranked faculty members who have achieved senior faculty status and confer the expectation of five annual appointments with the rights and privileges associated with continuing contract status unless separation occurs (2.9).

A faculty member who receives a five-year contract may be asked, during the five years, to engage in study in order to achieve additional skills or academic competencies needed by the University or to engage in faculty development intended to address specific areas of weakness. In such cases, the expectations of the University shall be precisely stated in writing at the time the five-year contract is offered. The University shall provide financial or other appropriate support for the faculty member who is asked to engage in additional studies or in faculty development activities as funds are available.

A faculty member on five-year contract may not be reduced in salary, rank, or contract term except for just cause or pursuant to a reduction in force.

During the fourth year of a five-year contract, the faculty member shall undergo a status review with the division/school chair, the dean, and the Chief Academic Officer.

Faculty on five-year contracts may move to continuous contract status.

#### 2.3.3.2 Continuous Contracts

Continuous contracts are offered to ranked faculty who have achieved senior faculty status and confer the expectation of reappointment from contract term to contract term unless separation occurs (2.9). A faculty member on continuous contract may not be reduced in salary, rank, or contract term except for prolonged mental or physical illness (2.9.5.1), redirection, reduction, or discontinuation of a division/school or program (2.9.5.2), financial crisis or financial exigency (2.9.5.3, 2.9.5.4), or adequate causes for dismissal (2.9.6). A faculty member on continuous contract will receive a yearly appointment contract subject to the conditions herein above described.

#### 2.3.4 Multi-Year Contracts

Multi-year contracts may be offered in a range from two-year to five-year appointment to ranked faculty members to confer opportunity for consecutive annual appointments with the rights and privileges associated with continuing contract status unless separation occurs as described in 2.9. Those on a multi-year contract are not eligible for senior faculty status. They may hold rank and apply for promotion in rank if they meet the qualifications for rank outlined in 2.2.

A faculty member may be eligible to receive a multi-year contract at the point of initial employment or by written faculty request as an alternative to the pursuit of senior faculty

status. The Chief Academic Officer, in consultation with the appropriate dean, will determine the appropriate number of years offered to a faculty member on a multi-year contract. The faculty member may request the opportunity to be considered for issuance of an initial probationary contract by October 1st by the dean and/or division/school chair.

Reissuance of multi-year contracts will follow the same guidelines as probationary contracts.

### 2.3.5 Professional Services Contracts

Professional services contracts designate full-time or part-time appointments which may carry teaching and/or academic support responsibilities in addition to other professional responsibilities. Those on professional services contracts are not eligible for senior faculty status. They may hold rank and apply for promotion in rank if they meet the qualifications for rank outlined in 2.2.

Professional services contracts are issued for a period of one year and carry no obligation or promise of continued employment. Written notification of non-reappointment of a professional services contract must be presented to the employee no fewer than sixty calendar days prior to the end of the contract term.

Faculty on professional services contracts are governed by the Faculty Handbook.

### 2.3.6 Changes in Contract Status

A faculty member may wish to apply for a change in contract status. The faculty member should, by October 1, make this request in writing to the Chief Academic Officer, with an accompanying recommendation from the appropriate dean or dean's designee (e.g. associate dean) and the division/school chair. The recommendation should include justification for a change in contract status based on changes in the division/school (i.e. increases in enrollment, initiation of new programs), changes in the financial health of the institution, and/or changes in the preparedness of the faculty member (i.e., completion of an advanced degree, evidence that problems in teaching effectiveness have been successfully addressed or that other conditions have been fulfilled).

The Chief Academic Officer shall make a recommendation in writing to the President concerning the advisability of offering the faculty member continuous contract status. The President will make a decision based on the recommendations of the Chief Academic Officer, the dean, and the division/school chair. Decisions concerning changes in faculty contract status are, in the final instance, made by the President and confirmed by the Board of Trustees.

## 2.4 Recruitment and Appointment: Policies

Oklahoma Baptist University complies with all federal and state non-discrimination laws and is an equal opportunity institution (race, color, sex, national origin, age, disability, and military service). The University acknowledges the desirability of offering to students opportunities to study in an environment marked by diversity in educational background, social and economic background, racial background, gender, etc. However, as a Baptist institution of higher education, Oklahoma Baptist University reserves the right to recruit and hire faculty whose religious beliefs and affiliations and moral and ethical perspectives and behaviors are compatible with the University mission and the standards and expectations of the Baptist constituency which supports the University. Successful candidates must affirm support of the mission statement and purpose statement of the University, agree to teach in accordance with and not contrary to the University's confessional statements, and agree to abide by all policies stipulated in the Employee Handbook and Faculty Handbook including Appendices; this includes affirmation of required articles of Appendix G and the totality of Appendix H.

### 2.4.1 Recruitment

#### 2.4.1.1 Initiating a Search

When a division/school chair identifies a need for new faculty—due to resignation, retirement, program changes, or increased enrollment—a written request to fill the position will be prepared. The process will follow these steps.

The appropriate dean and the Chief Academic Officer will review the request and, in consultation with the Chief Financial Officer and the President, will determine (a) whether to grant permission to initiate a search, (b) what rank or title is appropriate for the position, and (c) what salary range is appropriate for the position.

The Chief Academic Officer will communicate to the division/school whether the division/school has permission to initiate a search. Reasons will be provided if permission is denied.

#### 2.4.1.2 Conducting the Search

The division/school chair, or the program director in consultation with division/school members and the appropriate dean(s), will prepare announcements and advertisements of the vacancy and will identify appropriate means of distributing this information. The position will be publicized in a manner calculated to reach a broad pool of applicants. For ranked positions, the search will include advertisement in appropriate periodicals or job listings with national circulation. The Director of Human Resources is responsible for placing advertisements. The academic dean will appoint a search committee consisting of the academic program supervisor (chair or program director), and at least two members from the division/school initiating the search. The dean may also choose to participate in the search committee. Additional membership from outside the division/school may be

appointed. Applications will be received and reviewed by the search committee. The search committee, along with other institutional stakeholders as appropriate, will methodically screen the applications in light of the University credentialing policy, job description, program needs, and the mission of the division/school and the University. The search committee and/or the dean may utilize additional screening methods, such as interviews conducted at professional meetings, phone conversations with candidates and/or references, etc. The search committee will be responsible for developing a standardized set of both initial and final interview questions that will be used for all candidates considered. These questions will be evaluated by either the Chief Academic Officer or the Human Resources Director to ensure they support University policy related to the commitment to hire a diverse workforce representative of God's Kingdom and avoid all manner of discrimination.

All screening methods used by the search committee will be applied equally to all candidates being considered for hire.

It is the responsibility of the dean and/or the division/school chair to provide candidates with information concerning the nature of the institution and the expectations of faculty outlined in this Handbook.

The search committee, in consultation with faculty from the division/school will review applications and participate in determining which candidates should be considered for on-campus or virtual final round interviews. Each candidate selected for an interview will be interviewed in the same format using a pre-determined set of questions that will be used for all candidates being considered. The dean and the division/school chair, or the dean and the program director, in consultation with the faculty, will recommend candidates for on-campus or virtual final round interviews. All final interviews will take place in the same format for each position finalist.

#### 2.4.1.3 On-Campus or Virtual Final Round Interview

All existing policies regarding candidate travel and expense reimbursement must be followed when candidates are invited to campus for a final interview. When candidates are invited to campus or virtual final round interviews, the dean or division/school chair will schedule interviews with (a) the President, (b) the Chief Academic Officer, (c) the appropriate dean, (d) division/school faculty, (e) representatives of the Faculty Council, (f) representative students, if they are available to interview. Other faculty, students, or administrators may also be included in the interview process. Teaching demonstrations should be included in the schedule whenever possible and appropriate.

Each individual or group involved in the interview process will prepare a written response which evaluates each candidate based upon the following criteria: a) the quality of academic preparation; (b) potential success as a teacher; (c) potential for scholarly contributions; (d) collegiality; (e) Christian commitment, (f) understanding of and commitment to the mission of a Christian liberal arts institution, and (g) potential and/or demonstrated ability to integrate the Christian worldview with the relevant discipline. The written response should summarize strengths and weaknesses of the candidate(s) and refrain from indicating a preference or making a recommendation.

Written responses shall go to the Chief Academic Officer. The Chief Academic Officer, in consultation with the dean and the division/school chair, will review the responses and make a recommendation to the President. The chair of the search committee will notify any applicant not considered as a finalist via email notification. The Chief Academic Officer will determine the best person to communicate via phone call with finalist candidate(s) if they were not selected for hire.

#### 2.4.2 Recruitment of Unranked Faculty

Those who fill unranked positions must meet or exceed minimum criteria for the rank of Instructor. Full-time, unranked faculty shall be interviewed according to the process outlined in 2.4.1.3 above. Part-time unranked faculty shall be interviewed by the division/school chair and the appropriate dean. Others may also be involved in the interview process.

#### 2.4.3 Appointment

All appointments of ranked and unranked faculty are made by the President, with the approval of the Board of Trustees, on the recommendation of the Chief Academic Officer, the appropriate dean, and the division/school.

The precise terms and conditions of each appointment will be determined at the time of the appointment. Rank and/or title, locus of appointment, minimum length of the probationary period, initial salary, and/or any special conditions or benefits attached to appointment shall be agreed upon and stated in writing at the time of initial appointment.

Appointment of unranked or extraordinary faculty is subject to adequate enrollment in the course(s) the faculty member is scheduled to teach as defined by Faculty Load Credit Policies.

#### 2.4.4 Nepotism

No family member may be supervised by another family member without the written permission of the President at the time of initial appointment or any change in employment or family status.

A family member may not initiate or participate in institutional decisions involving direct benefit to an immediate family member, i.e. decisions concerning appointment, retention, promotion, salary, leave of absence, etc. A family member may not participate in the evaluation of another family member.

For the purpose of this policy, a family member is defined as one who is or has been related to another in the first degree by blood or marriage.

## 2.5 Evaluation

Faculty at Oklahoma Baptist University are subject to two categories of evaluation as described below: administrative evaluation conducted by the appropriate academic dean (which may entail the dean, associate dean, or assistant dean), and peer evaluation, conducted by the faculty member's colleagues.

### 2.5.1 Administrative Evaluations of Faculty

#### 2.5.1.1 Evaluation of Full-Time Faculty

The dean is responsible for annually coordinating evaluations of each full-time faculty member's performance. Following each evaluation, the dean will have a conference with the faculty member to discuss performance. In consultation with the division/school chair, the appropriate dean will make a yearly recommendation to the academic administration concerning the advisability of offering another contract for faculty on probationary, professional services, or termed multi-year contracts.

#### 2.5.1.2 Evaluation of Faculty on Five-Year Contracts

In addition to the annual evaluation outlined in 2.5.1.1, a faculty member on a five-year contract may elect, during the fourth year of any five-year period, to undergo evaluation to determine eligibility to stand for continuous contract status. The faculty member's dean is responsible for conferring with the faculty member concerning the advisability of seeking a change in contract status. The dean will also coordinate the evaluation process for faculty wishing to be considered for continuous contract status.

#### 2.5.1.3 Evaluation of Faculty on Continuous Contracts

In addition to the annual evaluation outlined in 2.5.1.1, a faculty member on continuous contract will normally undergo peer evaluation every five years (2.5.2). However, it is the prerogative of the dean of a faculty member's division/school to conduct an evaluation of the faculty member on continuous contract in order to determine the teaching effectiveness of the individual faculty member or the viability of programs within the division/school. The dean should explain the reasons for conducting such an evaluation to the faculty member.

#### 2.5.1.4 Evaluation of Faculty on Term Contracts

Faculty on Term Contracts are evaluated annually as stated in 2.5.1.1. In consultation with the division/school chair, the dean will make a recommendation to the Chief Academic Officer concerning the advisability of offering another term contract.

#### 2.5.1.5 Evaluation of Faculty on Multi-Year Contracts

The dean of a faculty member on a multi-year contract will coordinate evaluations of the faculty member's performance (2.3.4). Following the evaluation, the dean will have a

conference with the faculty member to discuss performance. In consultation with the division/school chair, the dean will make a recommendation to the Chief Academic Officer concerning the advisability of offering an initial probationary contract.

#### 2.5.1.6 General Principles Governing Administrative Evaluation

In conducting evaluations for any faculty member, a dean will follow the annual evaluation process agreed upon by the deans, Faculty Council, and Undergraduate Council and/or Council for Online, Nontraditional and Graduate Education. Annual evaluation templates are available by the beginning of the review period. The evaluation process will follow these guidelines.

- a) The faculty member or the dean may request that the Professional Status and Standards Committee aid in the process of evaluation.
- b) The dean will prepare a written summary of the evaluation of the faculty member's performance. A copy of the written summary will be given to the faculty member. If desired, a written response to the evaluation may be prepared by the faculty member. The response will be appended to the dean's evaluation, and both documents will be placed in the faculty member's personnel file.
- c) A faculty member who believes that the dean has not provided a fair evaluation of that faculty member's performance may appeal to the Chief Academic Officer. The Chief Academic Officer will first attempt to mediate the matter. Should mediation fail, the Chief Academic Officer will arrange for another evaluation to be conducted. The results of this evaluation will be communicated simultaneously to both the faculty member and the dean.

#### 2.5.2 Faculty Peer Evaluation

To meet the professional obligations outlined in the "Commitment to Excellence," faculty members pledge to participate in faculty peer evaluation. The purpose of faculty-conducted reviews and evaluations is to encourage and support all faculty members in developing and performing at the highest professional standard.

##### 2.5.2.1 Responsibility of the Professional Status and Standards Committee

Responsibility for developing policies and procedures relative to faculty peer evaluation and for coordinating and conducting developmental reviews for the senior faculty has been assigned to the Professional Status and Standards Committee.

The Professional Status and Standards Committee also conducts teaching and peer evaluations for faculty members in the third probationary year for formative (developmental) purposes only, and teaching evaluations in the fifth probationary year, for the purpose of standing for promotion and/or senior faculty status. A request for exemption from the third-year formative review may be submitted to the dean. In consultation with the dean, a probationary faculty member may also request an evaluation for senior faculty status earlier than the fifth year, if permitted by contract.



Faculty on term contracts may also request a third and/or fifth year review.

The Professional Status and Standards Committee is also concerned with maintaining and upgrading standards of teaching of the senior faculty. To support this goal, the committee conducts developmental reviews every fifth year following appointment to senior faculty status.

The committee may assist faculty on probationary contracts or other contract types upon request. (Contact the chair of the PS&S Committee for policy relative to review requests.) Such assistance may include: helping the faculty member develop instruments for evaluation, helping to carry out review when requested, helping faculty prepare to stand for senior faculty status or promotion, and coordinating the process of evaluation between deans.

#### 2.5.2.2 Peer Review Policies and Procedures

The Professional Status and Standards Committee shall utilize the following materials in its review:

- a. Student evaluations are taken for each course during the review semester.
- b. Peer assessment forms are distributed to peers selected by the reviewee and the appropriate dean during the third year (formative) review semester.
- c. Teaching Observation Reports are completed by peers of the faculty member being reviewed after observation of two teaching activities; usually, each course or section in the reviewee's teaching assignment will be reviewed by a different peer. Whenever possible, peers should be selected from those who are knowledgeable in the faculty member's area of expertise.
- d. The Professional Status and Standards Committee may collect other materials relative to a particular review.

The developmental review committee shall consist of the reviewee's teaching observers and one member of the Professional Status and Standards Committee, who will serve as the developmental review committee chair. In conducting the review, the developmental review committee shall have access to the materials generated by the review process and any other data the faculty member wishes to present.

The review committee shall assist the reviewee in identifying both strengths and areas for growth in the roles of teacher and colleague. The committee may recommend that individual faculty improvement needs be met by in-service training, study leave, or other similar programs. The committee, insofar as possible, will recommend developmental materials or workshops appropriate to the faculty member's needs and will help provide the Faculty Development Committee with general information concerning faculty needs so that appropriate activities can be provided.

### 2.5.2.3 Policies Relative to Use of Review Materials

Materials gathered during the review shall be placed in the personnel file by the Professional Status and Standards Committee. Copies of the materials will be provided to the faculty member on request. The faculty member may choose to submit the Professional Status and Standards Committee review materials to supplement materials gathered for the senior faculty status, promotional advisories, annual evaluation, and/or other evaluation processes. If the Professional Status and Standards Committee review materials are used, all of the materials generated by the most recent review must be included.

## 2.6 Promotion: Policies Regarding Rank

Promotion in rank denotes that a faculty member has reached a level of achievement as outlined in 2.2 of this Handbook. The procedures of promotion described below are intended to assist the administration in determining that a faculty member meets the criteria for promotion in rank.

No faculty member is entitled to promotion based solely on length of service to the University or for any reason other than documented achievement. Promotion in rank is a recognition of faculty development and achievement in (a) teaching; (b) professional development; (c) service to the University; and (d) Christian commitment and service. The criteria by which achievement is measured are described in the “Criteria for Excellence in College Teaching,” adopted by the Oklahoma Baptist University Faculty in 1968, and in 2.6.1 below.

### 2.6.1 Criteria for Promotion in Rank

#### 2.6.1.1 Teaching Effectiveness

Effective teaching is the most important criterion for advancement in rank. Effective teaching is reflected in the following attributes:

- a. command of one’s subject matter, denoted by: appropriate degrees; continuing development through formal education, reading, and/or research in the teaching area(s);
- b. ability to communicate the subject matter to the student population, denoted by: careful attention to course organization and planning; development of pedagogical techniques appropriate to the teaching area(s); excellence in communication skills;
- c. genuine interest in and respect for students, denoted by: development of a class environment that promotes inquiry and the development of critical thinking skills; possession of the attributes of intellectual honesty, fairness, and objectivity; competent, thorough, and sensitive student counseling and advisement.

#### 2.6.1.2 Faith Integration

Embedded in the Oklahoma Baptist University Mission Statement is our commitment to “the integration of faith with all areas of knowledge.” Faith integration is reflected in the following attributes:

- a. teach and model for students the relation between the Christian worldview, as taught in God’s Word and seen in God’s Creation, and the academic disciplines;
- b. explore how academic disciplines can deepen and inform their faith;
- c. encounter both confirmation of the truths taught in the disciplines and challenges to areas in the disciplines that are out of step with God’s Word and the way he has made the world;
- d. relate one’s subject matter to issues of faith and/or ethical standards relative to the students’ Christian, social, and vocational development.

#### 2.6.1.3 Professional Development, Research, and Creative Activities

Oklahoma Baptist University recognizes the close tie between teaching effectiveness and professional development. Professional development is reflected in the following attributes:

- a. educational activities, including: work on advanced degrees in the area of expertise; post-doctoral education and/or other continuing education activities; substantial reading in the area of expertise or in related fields;
- b. publication of books, articles, or creative works; papers presented at professional meetings; public performance;
- c. participation in professional organizations;
- d. participation in university activities designed to promote professional growth;
- e. participation in scholarly and creative activities such as fellowships, performances, recitals, research opportunities or workshops in association with or sponsored by outside entities.

#### 2.6.1.4 Service to the University

Welfare of both the faculty and the University depends on broad-based participation of faculty in leadership and governance. University service includes:

- a. responsible service on University standing and ad hoc committees; assuming leadership responsibilities on University committees;
- b. responsible service to divisions/schools and programs; assuming leadership in divisions/schools and/or programs;
- c. accepting and fulfilling responsibilities in University governance;

- d. participating in University activities and events; sponsoring student organizations.

#### 2.6.1.5 Commitment to University Mission and Christ-Centered Culture

Faculty play a unique role in maintaining a commitment to the University mission and a Christ-centered campus culture. Commitment to the University mission and a Christ-centered culture is reflected in the following attributes:

- a. Maintain good standing with the University by adhering to the Code of Conduct, affirming support of the Mission Statement and Purpose Statement of the University, teaching in accordance with and not contrary to the University's confessional statements, and abiding by all policies stipulated in the Employee Handbook and the Faculty Handbook including Appendices; this includes affirmation of required articles of Appendix G and the totality of Appendix H.
- b. participate in worship and in the activities of a congregation of Christian believers; accepting leadership positions in an area church;
- c. participate in activities (whether at OBU or in the local community) designed to promote community welfare and/or spiritual growth.

#### 2.6.2 Levels of Performance

For the criteria described above, the following level of performance must be demonstrated:

(a) proven or presumptive capacity for the rank of Assistant Professor; (b) noteworthy performance for the rank of Associate Professor; (c) outstanding performance for the rank of Professor.

#### 2.6.3 Procedures for Promotion in Rank

The initial responsibility for applying for advancement in rank and the burden of proof that advancement is merited rests with the individual faculty member, subject to the policies and procedures.

##### 2.6.3.1 Application for Promotion

Faculty members may apply for promotion in rank upon meeting the minimum qualifications (2.2) and in accordance with the Memorandum of Understanding (MOU) established at the time of hire. A faculty member wishing to apply for promotion must communicate the intent to do so in writing to the appropriate dean or the dean's designee (e.g., associate dean) by October 1 of the academic year in which promotion is sought. The division/school chair should also be informed of this intent at the same time.

The dean or the dean's designee (e.g. associate dean) may request from the chair of the faculty member's division/school, if applicable, a written evaluation of the faculty member's teaching effectiveness, faith integration, professional development, University service, and commitment to University mission and Christ-centered culture. This evaluation, along with the dean's own assessment, will be used to determine whether the faculty member meets the criteria for rank.

If the dean or the dean's designee (e.g. associate dean) concurs that the faculty member meets the criteria for rank, the dean or the dean's designee (e.g. associate dean) shall recommend in writing to the Chief Academic Officer that the faculty member be considered for promotion. The dean or the dean's designee (e.g. associate dean) shall send a copy of this recommendation to the faculty member and to the division/school chair.

It is the prerogative of the dean or the dean's designee (e.g., associate dean) to decline recommending a faculty member for promotion if, in the judgment of the dean or designee—based on consultation with the division/school chair and/or administrative evaluation—the criteria for promotion in rank are not met. The dean or the dean's designee (e.g. associate dean) shall communicate this decision in writing to the faculty member, who may appeal the decision to the Chief Academic Officer. The decision of the Chief Academic Officer will be final.

The University shall inform the faculty member of the date of the senior faculty advisory, described below. It is the responsibility of the faculty member to gather and present information intended to demonstrate that the criteria for rank have been met.

#### 2.6.3.2 Sources of Documentation

The Professional Status and Standards Committee has prepared guidelines to help faculty members determine what materials to include in displays prepared for the promotion advisory. These guidelines are available from the Chair of the Professional Status and Standards Committee and on the OBU intranet.

#### 2.6.3.3 The Academic Unit Advisory

At a time specified and announced well in advance of its occurrence, faculty with whom the candidate works most closely and regularly will convene as an academic unit advisory to provide, in writing, a detailed assessment of the candidate on each of the five criteria areas (teaching effectiveness, faith integration, professional development, service to the University, commitment to University mission and Christ-centered culture). In addition to this assessment, the faculty of the academic unit will vote to recommend/not recommend promotion.

In consultation with the respective dean, the candidate shall select faculty to serve as members of the academic unit advisory. The advisory shall consist of four individuals including the candidate's division/school chair, one faculty who holds at least the rank being sought, one faculty from the candidate's division/school, and one faculty of the candidate's choosing. (If the candidate is serving as a division/school chair, then another chair should be appointed.) The academic unit advisory will include faculty from the candidate's division/school whenever possible. If faculty from outside the candidate's division/school are needed for the academic unit advisory, membership should be comprised of faculty with whom the candidate works most closely and regularly. Once approved and assembled, the academic unit advisory will choose a chair.

The academic unit advisory will collaboratively write a summary assessment of the candidate. The assessment should address, with appropriate detail and reference to the candidate's

portfolio, the five categories as stated in 2.6.1 of this Handbook. The academic unit advisory will also vote to “recommend” or “not recommend” the candidate for promotion. An affirmative vote of the majority of the academic unit advisory is required to “recommend” the candidate for promotion. This written assessment will be provided to the Chief Academic Officer, who must include the document as an appendix to the recommendation submitted to the President.

#### 2.6.3.4 Ranked Faculty Advisory

At a time specified and announced well in advance of its occurrence, ranked faculty will review the exhibits of those standing for promotion. Those faculty members who have already attained the rank to which a faculty member is applying for promotion constitute the voting body for promotion. It is the obligation of each member of ranked faculty to participate in the advisory.

Ranked faculty will have opportunity to assess the faculty member standing for promotion in each of five areas: (a) teaching effectiveness; (b) faith integration, (c) professional development; (d) service to the University; and (e) commitment to University mission and Christ-centered culture, as defined above (2.6.1).

Each member of the ranked faculty will state in writing whether promotion in rank is approved or not approved for each faculty member under consideration. These recommendations should be accompanied by a rationale for the vote. The rationale should address, with appropriate detail and reference to the candidate’s portfolio, the five categories as stated in 2.6.1 of this Handbook.

The votes from the ranked faculty will be tallied along with a summary of faculty comments. The results shall be reported to the deans council and to the President.

Favorable votes by 2/3 (66.67%) of the ranked faculty voting shall be considered a vote to recommend promotion.

**Ranked faculty should be advised that abstentions are counted as part of the total votes cast.**

#### 2.6.3.5 The Deans’ Council Advisory

The academic deans will carefully review the faculty member’s exhibit and the materials from the academic unit advisory and the ranked faculty advisory. Each academic dean shall individually evaluate faculty members within the respective area who are standing for promotion based on the following five criteria: (a) teaching effectiveness; (b) faith integration; (c) professional development; (d) service to the University; and (e) commitment to University mission and Christ-centered culture, as defined above (2.6.1).

Each academic dean will prepare a recommendation for each candidate, indicating whether the dean does or does not favor promotion and providing a written rationale for the recommendation. The rationale should address, with appropriate detail and reference to the candidate’s portfolio, the five categories as stated in 2.6.1 of this Handbook. The same letter may be used for the promotion process outlined in 2.6.3.

The academic deans shall discuss the recommendations for each candidate and seek a joint recommendation to the Chief Academic Officer for each faculty member applying for promotion. The recommendation should be based on criteria for rank described in this Handbook, in 2.6.1.

If no joint recommendation can be reached, annual evaluations shall be consulted. If a joint recommendation still cannot be reached, the split decision shall be sent to the Chief Academic Officer.

#### 2.6.3.6 Administrative Action

Decisions concerning promotion in rank are, in the final instance, made by the President and confirmed by the Board of Trustees. Decisions are based on the recommendations of (a) the academic unit advisory; (b) the ranked faculty advisory; (c) the academic deans through the deans' council advisory; and (d) the Chief Academic Officer, concerning the individual's fulfillment of the criteria for rank described in this Handbook, 2.2.1.

The Chief Academic Officer, after studying all of the evidence gathered from the senior faculty advisory, the academic unit advisory, and the deans' council advisory, shall make a recommendation to the President. A written rationale for the recommendation shall be provided by the Chief Academic Officer. The rationale should address, with appropriate detail and reference to the candidate's portfolio, the five categories as stated in 2.6.1 of this Handbook.

The President shall study all of the evidence gathered from the senior faculty advisory, the academic unit advisory, and the deans' council advisory, as well as the recommendation of the Chief Academic Officer before making a decision. The decision shall be based on the criteria for rank described in this Handbook (2.2) and shall communicate the decision and the rationale for the decision in writing to the Chief Academic Officer.

The President, in consultation with the Chief Academic Officer, may overturn the recommendation of the academic unit advisory, senior faculty advisory, and/or dean's council should sufficient evidence be present for such an action.

The decision of the President, subject to approval by the Board of Trustees, is final.

Faculty members will be advised of the substance of the advisory evaluations and the decision of the President as soon as possible.

All written evaluative materials generated in any segment of the advisory shall be considered confidential and will remain in the personnel file at the conclusion of the promotion process.

## 2.7 Senior Faculty Status: Policies and Procedures

Senior faculty status describes the protection afforded a faculty member not to be terminated except for causes and circumstances described in this Handbook (2.9). Its purpose is to provide the faculty member the freedom of teaching, of research, and of extramural activities

which promotes a free search for truth and individual dignity and integrity. Achieving senior faculty status entitles a faculty member to one of two contract options: the five-year contract or the continuous contract, as described in 2.3 above.

By accepting senior faculty status, the faculty member acknowledges a responsibility to uphold and advance the values, ethics, knowledge, and mission of the profession and of Oklahoma Baptist University.

#### 2.7.1 Criteria for Senior Faculty Status

To be granted senior faculty status, a faculty member must (a) have achieved at least the rank of Assistant Professor; (b) be fulfilling the criteria for the current rank, as defined in 2.7 of this Handbook; (c) demonstrate promise of continued productivity within the academic and University communities; and (d) be judged to have areas of specialization pertinent to the needs of the University in fulfilling its educational goals

**Only faculty members who have successfully completed the procedures relative to advancement to senior faculty status, outlined below, may be granted senior faculty status. No faculty member may accrue a right to expectation of continuing appointment as a result of years of service on term or probationary contracts.**

#### 2.7.2 Procedures for Senior Faculty Status

The initial responsibility for applying for senior faculty status and the burden of proof that senior faculty status is merited rests with the individual faculty member, subject to the policies and procedures described below.

##### 2.7.2.1 Application for Senior Faculty Status

An individual on a probationary contract must formally apply for senior faculty status. Application may not occur prior to the time designated in the initial Memorandum of Understanding or any subsequent revisions. A faculty member must serve at least one year on a probationary contract before standing for senior faculty status. If a ranked faculty member has not previously stood for senior faculty status, the application must be submitted during the sixth year under a probationary contract.

Should a faculty member fail to request consideration for senior faculty status during or prior to the sixth year of probationary service, or fail to provide sufficient evidence to determine fitness for senior faculty status, the University shall issue a terminal contract for the following academic year. Alternatively, a term contract may be issued under the conditions and definitions outlined in 2.3. All contracts will include a Memorandum of Understanding (MOU) stipulating the terms and conditions of continued employment.

Before applying for senior faculty status, a faculty member should confer with the appropriate dean and division/school chair regarding contract options. The faculty member, along with the dean and the division/school chair, should work toward a mutually agreeable decision on the contract status to be pursued, based on the following considerations: (a) the specific needs of the division/school; (b) the professional goals of the faculty member and the



potential to achieve those goals; (c) the faculty member's commitment to the mission of the institution and the profession.

A faculty member wishing to apply for senior faculty status must communicate the intent to do so in writing to the appropriate dean by October 1 of the academic year in which the application will be submitted.

#### 2.7.2.2 Sources of Documentation

The Professional Status and Standards Committee has prepared guidelines to help faculty members determine what materials to include in displays prepared for the portfolio. These guidelines are available from the Chair of the Professional Status and Standards Committee and on the OBU intranet.

#### 2.7.2.3 Evaluation by the Chief Academic Officer

Prior to the senior faculty advisory, it is the responsibility of the Chief Academic Officer to:

- a. verify that the faculty member is eligible to stand for senior faculty status;
- b. review with the chief financial officer the present and anticipated budget conditions within the University;
- c. review with the faculty member's division/school chair and dean the division/school or program needs, including division/school or program mission, goals and objectives, enrollment patterns, and anticipated future directions and the potential of the faculty member to assist other faculty in meeting those objectives.

Following this evaluation, the Chief Academic Officer may consult with the faculty member regarding the decision to stand for senior faculty status and/or may recommend that an alternative contract option be considered.

#### 2.7.2.4 The Academic Unit Advisory

During the fall semester, at a time specified by the Chief Academic Officer and announced well in advance of its occurrence, those faculty with whom the candidate works most closely and regularly will convene as an Academic Unit Advisory to provide, in writing, a detailed assessment of the candidate on each of the five criteria areas (teaching effectiveness, faith integration, professional development, service to the University, and commitment to University mission and Christ-centered culture). In addition to this assessment, the faculty of the academic unit will vote to recommend/not recommend senior faculty status.

If a division/school chair is standing for SFS another chair should be appointed.

The candidate, in consultation with the respective dean, shall select faculty to serve as members of the Academic Unit Advisory. The Advisory shall consist of four faculty members. One of the members must be the chair of the candidate's own division/school. (If the candidate is serving as a division/school chair, then another division/school chair should be

appointed.) The remaining members must be senior faculty from the candidate's division/school whenever possible. If faculty from outside the candidate's division/school are needed for the Academic Unit Advisory, membership should be comprised of senior faculty with whom the candidate works most closely and regularly. Once approved and assembled, the Academic Unit Advisory will choose a chair.

The Academic Unit Advisory will collaboratively write a summary assessment of the candidate. The assessment should address, with appropriate detail and reference to the candidate's portfolio, the five categories as stated in 2.6 of this Handbook. The Academic Unit Advisory will also vote to "recommend" or "not recommend" the candidate for senior faculty status. An affirmative vote of the majority of the Academic Unit Advisory is required to "recommend" the candidate for senior faculty status. This written assessment will be provided to the Chief Academic Officer, who must include the document as an appendix to the recommendation submitted to the President.

#### 2.7.2.5 Senior Faculty Advisory

During the fall semester, at a time specified and announced well in advance of its occurrence, the senior faculty will review the exhibits of those standing for senior faculty status. It is the obligation of each member of the senior faculty to participate in the advisory. If participation is not possible, the Chief Academic Officer must be informed in writing, along with an explanation for the inability to participate.

Senior faculty will have opportunity to assess the faculty member standing for promotion in each of five areas: (a) teaching effectiveness; (b) faith integration; (c) professional development; (d) service to the University; and (e) commitment to University mission and Christ-centered culture, as defined in 2.6.1 of the Handbook and in the "Commitment to Excellence."

Each member of the senior faculty will state in writing whether promotion in status is approved or not approved for each faculty member under consideration. These recommendations should be accompanied by a rationale for the vote. The rationale should address, with appropriate detail and reference to the candidate's portfolio, the five categories as stated in 2.6 of this Handbook.

The votes from the senior faculty will be tallied along with a summary of faculty comments. The results shall be reported to the Dean's Council and to the President. Favorable votes by 3/4 (75%) of the senior faculty voting shall be considered a vote to recommend senior faculty status.

**Senior faculty should be advised that abstentions are counted as part of the total votes cast.**

#### 2.7.2.6 The Deans' Council Advisory

The academic deans will carefully review the faculty member's exhibit and the materials from the senior faculty advisory and the academic unit advisory. Each academic dean shall

individually evaluate faculty members within the respective area who are standing for senior faculty status based on the following five criteria: (a) teaching effectiveness; (b) faith integration; (c) professional development; (d) service to the University; and (e) commitment to University mission and Christ-centered culture, as defined above.

Each academic dean will prepare a recommendation for each candidate, indicating whether the dean does or does not favor senior faculty status and providing a written rationale for the recommendation. The rationale should address, with appropriate detail and reference to the candidate's portfolio, the five categories as stated in 2.6 of this Handbook. The same letter may be used for the promotion process outlined 2.6.1.

The academic deans shall discuss the recommendations for each candidate and seek a joint recommendation to the Chief Academic Officer for each faculty member applying for senior faculty status. The recommendation should be based on criteria for senior faculty status described in this Handbook, 2.7.1.

If no joint recommendation can be reached, annual evaluations shall be consulted. If a joint recommendation still cannot be reached, the split decision shall be sent to the Chief Academic Officer.

#### 2.7.2.7 Administrative Action

Decisions concerning senior faculty status are, in the final instance, made by the President and confirmed by the Board of Trustees. Decisions are based on the recommendations of (a) academic unit advisory; (b) the senior faculty through the senior faculty advisory; (c) the academic deans through the Deans' Council advisory; and (d) the Chief Academic Officer, concerning the individual's fulfillment of the criteria for senior faculty status described in this Handbook.

Based on the initial evaluation and the evidence gathered from the senior faculty advisory, the academic unit advisory, and the Deans' Council advisory, the Chief Academic Officer shall make a recommendation to the President. A written rationale for the recommendation shall be provided by the Chief Academic Officer. This rationale should address, with appropriate detail and reference to the candidate's portfolio, the five categories outlined in 2.6 of this Handbook.

The President shall study all of the evidence gathered from the senior faculty advisory, the academic unit advisory, and the Deans' Council advisory, as well as the recommendation of the Chief Academic Officer before making a decision. The decision shall be based on the criteria for senior faculty status described in this Handbook and shall communicate the decision in writing to the Chief Academic Officer. The President, in consultation with the Chief Academic Officer, may overturn the recommendation of the AUA, SFS Advisory, and/or Dean's Council should sufficient evidence be present for such an action.

The decision of the President, subject to approval by the Board of Trustees, is final. Faculty members will be advised of the substance of the advisory evaluations and the decision of the President as soon as possible.

All written materials generated in any segment of the advisory shall be considered confidential and kept in the personnel file at the conclusion of the process.

### 2.7.3 Changes in Contract Status

A faculty member may wish, in the fourth year of a five-year senior faculty status contract, to apply for continuous senior faculty contract status. By October 1st of the fourth year, the faculty member should submit this request in writing to the Chief Academic Officer, accompanied by a recommendation from the appropriate dean or dean's designee (e.g., associate dean) and the division/school chair. The recommendation should include justification for a change in contract status based on changes in the division/school (i.e. increases in enrollment, initiation of new programs), changes in the financial health of the institution, and/or changes in the preparedness of the faculty member (i.e., completion of an advanced degree, evidence that problems in teaching effectiveness have been successfully addressed or that other conditions have been fulfilled).

The Chief Academic Officer shall make a recommendation in writing to the President concerning the advisability of offering the faculty member continuous contract status. The President will make a decision based on the recommendations of the Chief Academic Officer, the dean, and the division/school chair. Decisions concerning changes in senior faculty contract status are, in the final instance, made by the President and confirmed by the Board of Trustees.

**Changes in contract status for the senior faculty, with the exception of the changes noted above, may only occur in compliance with policies and procedures relative to separation, described in 2.8, below.**

## 2.8 Separation: Policies and Procedures

At times it may be necessary for the University and the individual faculty member to sever the professional relationship. In order to protect the interests of both parties, the University has adopted the following policies relative to non-reappointment, resignation, dismissal, and termination or layoff. Policies relative to retirement are covered in 2.8.4 and 2.11.4.1.

### 2.8.1 Non-Renewal of Term Contracts

The unranked or extraordinary faculty, as defined in 2.2.4 above, are issued term contracts. These contracts carry no obligation or promise of further employment, and faculty serving on these contracts have no right to appeal an administrative decision not to offer another contract or to make a change in the terms or condition of further contracts offered.

### 2.8.2 Non-Reappointment

The term "non-reappointment" is used to denote non-renewal of a probationary contract.

All initial, probationary appointments to the ranked faculty at Oklahoma Baptist University are made with the understanding that both the University and the appointee will engage in a period of mutual evaluation. Therefore, a separation prerogative rests with both parties.

A probationary faculty member may decide not to accept a renewal of the appointment. In such a case, the procedures outlined in 2.8.3 Resignation should be followed.

The deans of the divisions and schools recommend annually to the Chief Academic Officer which probationary faculty shall be offered another probationary contract. The dean will usually make this recommendation based on administrative evaluation and in consultation with the division/school chair and/or with other division/school members. The decision not to reappoint rests, in the final instance, with the President upon recommendation of the Chief Academic Officer.

Faculty members on probationary contract have the right to timely written notice of non-reappointment. Such notice shall be issued no later than February 1, if appointment is not to be renewed, or at least three months prior to the expiration of an initial one-year appointment, if it expires during an academic year.

Notification of non-reappointment is not a dismissal for cause, and the University is not obligated to provide reasons for non-reappointment. All non-reappointments of probationary faculty members are final and may not be appealed.

### 2.8.3 Resignation

Resignation is an action through which a faculty member chooses to sever the professional relationship with the University.

A faculty member may resign at the end of the academic year according to the terms, including the rescission date, listed in the contract. The faculty member may request an extension of this time period with reasonable justification.

When a ranked faculty member resigns, the right to senior faculty status, along with any years accrued toward that status during the probationary period, is relinquished.

Faculty serving on term contract may elect to refuse a contract offered.

#### 2.8.3.1 Rescission

After signing a contract, a faculty member may unilaterally rescind the agreement by delivering notice to that effect in writing to the Office of the President within the time period specified in the current contract offer.

### 2.8.4 Retirement

A faculty member who plans to retire should inform the Chief Academic Officer, the appropriate dean, and the division/school chair in writing as early as possible. The University requests notification of retirement by October 1 whenever possible. See the Employee Handbook for a description of retirement benefits.

## 2.8.5 Termination or Layoff

Termination or layoff is an action of separation through which the University ends the services of a faculty member with senior faculty status, a probationary faculty member, or an extraordinary faculty member before the contract expires, without prejudice regarding performance.

### 2.8.5.1 Prolonged Mental or Physical Illness

Termination for medical reasons will be based upon clear and convincing medical evidence that a faculty member is and/or will be unable to perform normal duties as outlined in 2.9 of this Handbook.

### 2.8.5.2 Redirection, Reduction, or Discontinuation of an Academic Division or Program

Termination or layoff may occur as a result of the formal redirection, reduction, or discontinuation of a program or division/school of instruction. Decisions to redirect, reduce, or discontinue an academic division/school or program are integral to the long-range planning processes of the University and are not made without compelling evidence that change is desirable.

Faculty whose positions are liable to termination as a result of program redirection, reduction, or discontinuation are entitled to (a) sufficient notice that program redirection, reduction, or discontinuation is under consideration and that the consequences of program redirection, reduction, or discontinuation may be a reduction in force, (b) timely and equitable access to data and information being used to inform program decisions; and (c) sufficient time and opportunity to appeal the decision.

Recommendations to redirect, reduce, or discontinue a program should be made based on one or more of the following considerations:

- a. the program has declined enrollment to the point that fewer credit hours are needed for instruction;
- b. the program is not producing marketable graduates;
- c. attempts to revitalize the program have been unsuccessful;
- d. the program is no longer essential to fulfilling the mission of the University;
- e. the effectiveness of other programs will not be compromised by the redirection, reduction, or discontinuation of the program under consideration;
- f. the financial health of the institution will be improved by the redirection, reduction, or discontinuation of the program.

#### 2.8.5.2.1 Procedures Relative to Program Redirection, Reduction, or Discontinuation

A proposal to formally redirect, reduce, or discontinue a division/school or program may be initiated by the President, Chief Academic Officer, the Academic Council, the Deans, Undergraduate Council, the Council for Online, Non-traditional, and Graduate Education, the Curriculum Committee, or the division/school or program. The proposal will include (a) a rationale for the proposal based on quantitative and qualitative assessment of the program, its measurable goals, and its effectiveness in meeting those goals, and (b) a timeline for implementing the change.

The proposal to formally redirect, reduce, or discontinue a division/school or program will be directed to the President. The President shall inform the dean, chair, and faculty in the division/school or program of the intent to redirect, reduce, or discontinue, giving written justification for the decision. The President will offer the faculty opportunity to prepare and present a defense of the program. The faculty will have at least thirty calendar days to prepare the defense, which should include division/school long-range plans and assessment results as well as other information which demonstrates successful fulfillment of legitimate program goals.

The Academic Council shall review the proposal for program redirection, reduction, or discontinuation in light of the evidence offered, the University mission and academic purposes, institutional long-range plans, financial implications for the institution and, if one is offered, the defense offered by the division/school or program.

Following the review, the Academic Council shall make a formal recommendation to the President.

The final decision to redirect, reduce, or discontinue a division/school or program is made by the President, subject to the approval of the Board of Trustees. The recommendation to the Board of Trustees should include data, justification, the program defense from the division/school, and any additional narrative from the process. Following the decision of the Board of Trustees, the Chief Academic Officer will be responsible for communicating the decision to the dean, division/school chair, faculty of the program, and implementing the change.

#### 2.8.5.2.2 Termination/Layoff of Senior Faculty

Termination/Layoff of senior faculty resulting from redirection, reduction, or discontinuation of an academic division/school or program shall be made in accordance with the principles and procedures described in 2.8.3.

#### 2.8.5.3 Financial Distress

Financial distress occurs any time the University completes or foresees completing a fiscal year with an operating deficit. Financial distress necessitates budget reduction in order to assure the ongoing fiscal viability of the institution.

#### 2.8.5.4 Faculty Rights Relative to Financial Distress

In the event the University is in a period of financial distress the President may make such an announcement as directed by the Board of Trustees. The President will provide appropriate budget information in an effort to apprise university employees of any budget reduction plan and the schedule for its implementation.

The faculty shall be given opportunity for meaningful involvement, as described in 2.8.5.1., in decisions relating to the academic reduction, redirection, or discontinuation of instructional programs proposed to meet the necessities of financial distress.

##### 2.8.5.4.1 Termination/Layoff of Senior Faculty

During a period of financial distress, reduction in force involving faculty with senior faculty status will occur as a result of an inability to generate annual full-time faculty load due to enrollment decline or academic division/school or program redirection, reduction, or discontinuation. Elimination of faculty positions will be accomplished following the criteria and procedures outlined in 2.8.5.3.

##### 2.8.5.4.2 Principles, Procedures, and Recall Provisions under Financial Distress

When faculty positions are eliminated from an academic division/school or program, recommendations concerning which faculty positions will be eliminated will be made to the President by the Chief Academic Officer in consultation with the dean of the respective division/school. The following criteria may be used for making decisions unless the division/school and the Chief Academic Officer agree, at the discretion of both parties, that the institution and/or division/school would be better served by utilizing criteria established by the division/school.

- a. In all instances, due consideration will be given to the essential needs of the division/school, as defined by the division/school and communicated to the dean.
- b. A faculty member with senior faculty status will not be terminated in favor of a faculty member without senior faculty status, except in circumstances where a serious distortion of the academic program would otherwise result.
- c. If it is necessary to terminate senior faculty members, consideration may be given to time served at OBU, rank, terminal degree, division/school need, and annual evaluations, including review of teaching evaluations.

Due notice of termination during financial distress shall be given to senior faculty members as soon as possible, but no later than October 1.



#### 2.8.5.5 Financial Crisis

Financial crisis is defined as the critical and urgent need on the part of the University to alter its expenditures to enable the University to meet essential annual expenditures with sufficient revenue to prevent sustained loss of funds. Financial crisis also occurs if the University has experienced two consecutive years in financial distress. The Board of Trustees must officially determine that financial crisis exists. Maintaining the educational integrity of the institution shall be the primary goal in all considerations dealing with financial reduction.

Recommendations regarding academic program reduction may be initiated by the President, Chief Academic Officer, the Academic Council, the deans, Undergraduate Council, the Council for Online, Non-traditional, and Graduate Education, the Curriculum Committee, or the division/school or program. These recommendations will be based on advice from academic divisions/schools and deans concerning the short- and long-term viability of proposed program reductions. Recommendations will be viewed and approved by the President. Final approval rests with the Board of Trustees.

##### 2.8.5.5.1 Faculty Rights Relative to Financial Crisis

It is the right of the University employees to be informed in a timely manner that the University is in a period of financial crisis and to have access to financial information appropriate to understanding the nature and extent of the crisis. The President shall announce that the University is experiencing financial crisis at the earliest opportunity after confirmation from the Board of Trustees. The President will provide detailed budget information and will apprise university employees of the budget reduction plan and the schedule for its implementation.

The faculty shall be given continued opportunity for meaningful involvement, as described in 2.8.5.2.1, in decisions relating to the reduction of instructional programs proposed to meet the necessities of financial crisis.

##### 2.8.5.5.2 Termination/Layoff of Senior Faculty in Financial Crisis

During a period of financial crisis, as confirmed by the President, reduction in force involving faculty with senior faculty status may occur. Elimination of faculty positions may be justified and accomplished using one or more of the following criteria and procedures.

- a. An inability to generate annual full-time faculty load due to enrollment decline.
- b. Academic division/school or program redirection, reduction, or discontinuation.
- c. Evaluation of relative fulfillment of the criteria in 2.6.1 as documented by annual performance reviews (2.5.1).
- d. Considerations as described in 2.8.5.3.

#### 2.8.5.5.3 Principles and Procedures

When faculty positions are eliminated from an academic division/school or program, recommendations concerning which faculty positions shall be eliminated will be made to the President by the Chief Academic Officer in consultation with the dean of the respective area.

Due notice of termination during financial crisis shall be given to senior faculty members as soon as possible but no later than February 1st.

#### 2.8.5.6 Financial Exigency

The Higher Learning Commission identifies the circumstances that require heightened monitoring due to financial distress or financial management.

In order to declare financial exigency, the University must be in a state of fiscal emergency. The Board of Trustees must vote to declare that the University is in a state of significant financial crisis that cannot be resolved without extreme cost-saving measures, requiring action associated with exigency to be pursued (reduction in academic programs, faculty appointments, and overall reduction in force). Evidence of financial exigency will be presented to the University faculty and staff.

Recommendations regarding academic program reductions, redirection, or discontinuation may be initiated by the President, Chief Academic Officer, the Academic Council, the Deans, Undergraduate Council, the Council for Online, Non-traditional, and Graduate Education, the Curriculum Committee, or the division/school or program. These recommendations will be based on advice from academic divisions/schools and deans concerning the short- and long-term goals of the division/school and the mission of the University. Recommendations will be reviewed and approved by the President in consultation with the Board of Trustees prior to implementation.

When financial exigency is declared, faculty members will be notified of the declaration. Faculty members to be terminated will be notified within thirty days of the Board of Trustees action. The University will attempt to honor contractual obligations insofar as possible. In addition, the University will assist those faculty affected to find suitable employment elsewhere.

#### 2.8.6 Dismissal

Dismissal is a severance action by which the University ends its professional relationship with a senior status faculty member for adequate cause. Dismissal is also the means by which the University removes for adequate cause faculty members serving on probationary or term contracts before the end of the contract year/semester.

Adequate cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue in a professional capacity as a teacher at this University. Dismissal proceedings may be instituted for one or more of the following reasons:

- a. repeated, documented, serious, and demonstrable professional incompetence, including, but not limited to, consistent distribution of misinformation to students, failure to incorporate into courses important new theories, findings, or procedures in the field of inquiry, failure to communicate course materials effectively to student populations, failure to assess student learning fairly and effectively;
- b. repeated, documented, serious, and demonstrable neglect of academic duties, including, but not limited to, consistent failure to meet classes, failure to make oneself accessible to students, failure to grade and return student assignments, failure to prepare and report student grades, failure to meet course objectives as stated in the catalog or in the course syllabi, failure to provide student advisement in an accurate and timely fashion, failure to meet contractual obligations;
- c. repeated and documented use of the faculty role to advocate for positions that directly contravene the Baptist Faith and Message;
- d. repeated and documented failure to integrate Christian faith and academic discipline;
- e. repeated and documented failure to fulfill responsibilities related to shared governance at the divisional/school and university levels, including repeated failure to respond professionally to university communications;
- f. failure to adhere to the University Code of Ethics, including failure to uphold the tenets of the University Human Sexuality Policy;
- g. falsification of credentials or experience;
- h. fraudulent or unethical behavior associated with teaching or scholarly pursuit, i.e. plagiarism, falsification or misrepresentation of experimental evidence, misuse or abuse of experimental subjects;
- i. misappropriation or misuse of university resources, including financial resources, physical resources, and/or human resources;
- j. physical contact of a sexual nature with a student who is not the faculty member's spouse;
- k. exploitation of students, staff, other faculty members, or their families for personal benefit or gain;
- l. verbal harassment, written harassment, or physical abuse directed toward students, staff, other faculty members, or their families;
- m. sexual harassment;
- n. insubordination towards supervisors including willful a failure to comply with lawful and reasonable requests; additionally, it may also be an action which constitutes lack of respect or harassment directed towards a supervisor;
- o. illegal discrimination, i.e. discrimination based on race, sex, color, national origin, age, or disability;

- p. private conduct which compromises the fulfillment of professional duties and/or demonstrably and seriously harms the reputation of the University and/or the profession; including engaging in personal conduct that is not representative of the mission and purpose of the University at any time, especially when said conduct is accessible to the public. This includes social media posts and participation, and personal communications in the course of representing the University;
- q. sexual misconduct or demonstrated sexual preference considered to be contrary to the standards and expectations of the Baptist constituency that supports the University, including, but not limited to, homosexuality, pedophilia, and the like.
- r. conviction of a crime which compromises the fulfillment of professional duties and/or harms the reputation of the University or the profession;
- s. violation of University policies relative to safety and substance abuse;
- t. persistently and intentionally spreading malicious rumors or gossip concerning the University, its employees, or its students;
- u. violations of professionally accepted limits on academic freedom as defined in Appendix C of this Handbook;
- v. any other just or legal cause.

#### 2.8.6.1 Procedures Relative to Dismissal

Dismissal proceedings may be initiated by the Chief Academic Officer or by the President. In either case, the faculty member shall be notified in writing that dismissal procedures have been initiated and shall be given justification for dismissal based on reasons outlined above. The faculty member will be given ten (10) business days as an opportunity to prepare and present a defense which begins the formal complaint and grievance process outlined in the OBU Employee Handbook.

#### 2.8.7 Faculty Dismissal for Cause

In any case involving dismissal for cause, the faculty member subject to discipline enjoys the following rights to fair process:

- a. It is the right of the faculty member to receive written notice from the Chief Academic Officer that dismissal proceedings are being pursued.
- b. It is the right of the faculty to receive a written statement clearly denoting the grounds for dismissal.
- c. Faculty members have the right to obtain copies of materials in the personnel file that are relevant to dismissal proceedings.
- d. It is the right of the faculty to be provided opportunity to meet with the Chief Academic Officer before the President acts on the recommendation for dismissal.

- e. It is the right of the faculty to continue to receive salary payments until the dismissal has been completed.

Grounds for dismissal for cause may not be frivolous or malicious and may not violate the academic freedom of the faculty member as defined in 2.9.4 and Appendix C of this Handbook. All dismissal decisions are final and may not be appealed.

## **2.9 Faculty Rights, Responsibilities, and Professional Ethics**

### **2.9.1 Oklahoma Baptist University Commitment to Excellence and Purpose Statement**

Faculty rights, responsibilities and ethics, as delineated below, are all informed by two statements of principle: the Oklahoma Baptist University Commitment to Excellence, adopted by the faculty, administration, and Board of Trustees in 1974, and the University Purpose Statement, adopted by the University Forum and the Board of Trustees in 1983. The Commitment to Excellence (Appendix A) describes the basic elements of good teaching to be practiced by every faculty member at this institution. The Purpose Statement, found in the OBU Employee Handbook, is the official governance and guiding statement for the University's total life.

It is the responsibility of faculty members, whether working independently as scholars and/or teachers or with University colleagues, to conduct themselves and their work in a manner that is consistent with and thoroughly reflective of the spirit and intent of the University Code of Ethics and these two documents.

### **2.9.2 Professional Ethics**

In addition to the OBU Code of Conduct, Oklahoma Baptist University subscribes to the "Statement on Professional Ethics," as adopted by the AAUP (Appendix I).

In addition to a commitment to professional ethics, each faculty member at Oklahoma Baptist University affirms support for the mission statement and purpose statement of the University and accepts, as part of professional ethics, the responsibility to behave in a manner consistent with the nature of the institution and the expectations of the Baptist constituency as expressed in the Baptist Faith and Message, as adopted by the Baptist General Convention of Oklahoma, which supports the University. This includes teaching in accordance with, and not contrary to, the University's confessional statements, and abiding by all policies stipulated in the OBU Employee and Faculty Handbooks, including Appendices; this includes affirmation of required articles of Appendix G and the totality of Appendix H.

### **2.9.3 Faculty Responsibilities Relative to University Regulations**

Faculty members are responsible for knowing and adhering to University regulations: those specific to faculty positions, as denoted in this Handbook; those distributed to the faculty by the President or other members of the administrative staff; and those governing the entire

University community which are detailed, in the Employee Handbook, in the Student Handbook, in the Catalog, or are otherwise distributed to the University community. Such policies include, but are not limited to, parking and vehicle regulations, regulations concerning the use and/or possession of tobacco, alcohol, and narcotics, regulations concerning firearms and fireworks, and policies concerning the use of University assets, buildings, and facilities.

#### 2.9.4 Freedom of Belief

The philosophy of the University concerning religious expression has been summarized in the following statement:

Oklahoma Baptist University was founded as an institution dedicated to the pursuit of truth within the benevolent atmosphere of the Christian tradition. Though the attitudes and beliefs of individual members of the academic community generally reflect the viewpoints of the Baptist constituency, there is no attempt to seek religious conformity from students of diverse persuasions. This is because the University is committed to the Baptist principle of liberty of conscience, which affirms the responsibility and right of every individual to stand before God and, therefore, to reach personal conclusions regarding religious belief and practice.

Students are encouraged to join faculty members for worship in local churches, in chapel services, and in special annual seminars and assemblies devoted to religious emphasis. The University regards the Baptist Faith and Message as adopted by the Baptist General Convention of Oklahoma as the University's official faith statement (Appendix G). Therefore, faculty are expected to affirm Articles 1, 2, 3, and 4, and paragraphs 1 and 2 of Article 18, of the Baptist Faith & Message 2000, as well as the totality of APPENDIX H: HUMAN SEXUALITY POLICY. Freedom of belief and Academic Freedom (2.9.5 below) do not contravene these foundational confessional commitments of the institution.

A faculty position at Oklahoma Baptist University does not grant license to use the classroom or teaching environment to advocate positions that directly contravene the Baptist Faith and Message. Academic Freedom, as guaranteed below, clearly limits a faculty member's freedom to speak authoritatively in areas not related to the faculty member's field of study and professional preparation.

#### 2.9.5 Academic Freedom

Oklahoma Baptist University holds to the principle that the search for truth can best be advanced where responsible and sensitive individuals operate in an atmosphere of freedom. In keeping with this principle, the Oklahoma Baptist University Board of Trustees has adopted the 1940 "Statement of Principles on Academic Freedom and Tenure" as its guidelines on academic freedom. The entire statement, as approved by the Board of Trustees, is reproduced in Appendix C which is incorporated by reference to the section of this Handbook.

**The principles of academic freedom articulated in the “Statement of Principles on Academic Freedom and Tenure” apply to all Oklahoma Baptist University faculty.**

**2.9.5.1 Academic Freedom for Librarians**

The Director of Library Services, in consultation with appropriate faculty members and/or other professional librarians working under the Director’s direction, will determine the selection of library materials, including determination of what to discard from an existing collection and what to accept or refuse from donors, whatever the format.

Academic freedom is accorded to all professional librarians, who are free from fear of dismissal or reprisal for carrying out job-related tasks such as those enumerated below:

- a. the selection of publications, including determination of what to discard from existing collections and what to accept or refuse from donors;
- b. determination of restriction on circulation or on access with regard to library materials;
- c. the determination of the degree of prominence in the shelving of selected library materials;
- d. the issuing of bibliographies that might include controversial publications; and
- e. the advising of students concerning what to read or study.

**2.9.5.2 Textbook and Library Review**

The faculty and professional librarians are obligated to make available to students books and materials representing various viewpoints on particular subjects or propositions. If a student or faculty member identifies material—whether in class resources or in the library—that is believed to violate acceptable standards of decency, or wishes to challenge decisions made by faculty, professional library staff, or administrators regarding the exclusion of materials from a course or from availability in the library, a review of the material may be initiated by following the procedures outlined below:

- a. for class materials:
  - (1) The student should first bring the material to the attention of the instructor and provide a rationale for the objection.
  - (2) The instructor should provide a rationale for inclusion or omission of the material, based on course and program goals and the value of the material as viewed in the larger academic arena.
  - (3) If a significant number of students express concern about the inclusion or exclusion of certain materials, the instructor should consider other options for meeting course goals.
- b. for library materials:
  - (1) The student or faculty member should bring the material to the attention of the Director of Library Services and describe the rationale for the objection to

including or excluding the material from library holdings.

- (2) The Director of Library Services, in consultation with appropriate faculty, shall decide whether to include or remove the material from the library, or to limit access to it. The decision will be communicated in writing to the individual who initiated the review, as well as to the division/school chair responsible for the relevant subject area. Students and faculty have the right to appeal the decision of the Director of Library Services.
- c. Decisions concerning textbook and library materials may be appealed to the Curriculum Committee. Such appeal should be communicated in writing within 10 working days of receipt of notification of the Director of Library Services' decision for library materials or the instructor's decision for textbook materials. In such instances, the student or faculty member making the appeal should send to the Curriculum Committee a written account of the complaint and of the steps taken to resolve the complaint. The Curriculum Committee will request a written response from the other party in the complaint before making its decision. The Curriculum Committee shall inform in writing all persons involved of its decision.
- d. Appeal of the decision of the Curriculum Committee may be made to the Academic Council by any of the parties involved. The appeal must be made in writing within ten working days of receipt of the decision of the Curriculum Committee. The decision of the Academic Council, which shall be communicated to the parties involved through the Chief Academic Officer, shall be final.

#### 2.9.5.3 Oklahoma Baptist University Policy on the Use of Copyrighted Material

Oklahoma Baptist University expects its employees to adhere strictly to the laws governing the use of copyrighted material, whether such material be printed, recorded, or distributed through some other electronic media. While all employees are expected to respect copyright laws, faculty have a unique responsibility to assure that material sold in the bookstore, purchased for the library, placed on library reserve, placed on University computers, reproduced for class, distributed electronically through the learning management system, and broadcast, reproduced, played, or performed by University personnel complies with copyright law.

Copyrighted material reproduced for class use and distributed to students through the bookstore or by the instructor in the class, whether or not those materials have been reproduced on campus, must (a) be legally in the public domain; or (b) have been granted specific copyright permission (and any fee assessed must have been duly paid); or (c) have been granted general copyright permission; or (d) comply with the doctrine of "fair use" as defined in section 107 of H.R. 2223 of the Federal Copyright Law Revision of 1978.

The US Copyright Office provides many resources including the document titled, "Reproduction of Copyrighted Works by Educators and Librarians." Faculty are encouraged to link directly to library resources through the University LMS as a safe way to distribute copyrighted material.



University personnel are instructed to ensure that the institution remains in compliance with copyright law. If a faculty member disagrees with a decision made by another University employee concerning the printing, copying, or distribution of materials, the matter may be appealed to the Chief Academic Officer.

#### 2.9.5.4 Oklahoma Baptist University Policy on Intellectual Property

University faculty have an interest in and a responsibility for advancing knowledge and creative work within areas of academic specialization, and the University encourages such scholarly activity to support and further Oklahoma Baptist University's mission. The results of this work may, on occasion, result in inventions or works that can be patented, protected by copyright or licensed. When this occurs, the University has the responsibility of ensuring that such inventions and works are used and controlled in a manner that benefits the University, the inventor or author of the work and the general public. The University recognizes and respects the idea that intellectual capital is a valuable and important asset to those who possess it and is committed to protecting the rights to such.

The University has adopted an Intellectual Property Policy (accessible on the University Intranet) to achieve the following purposes:

- a. To establish the rights and interests of all parties involved in the research and creative activities according to established procedures.
- b. To assist faculty, students, and staff in understanding the rights and responsibilities related to the outcomes of research and creative activities.
- c. To ensure compliance with laws and agreements while gaining the protection afforded the University and its employees through copyright, patent, and licensing laws.
- d. To encourage and facilitate collaborations for research and creative activities by appropriately allocating the rights to such works.

#### 2.9.6 Faculty Involvement in the Selection of Academic Administrators

Faculty at Oklahoma Baptist University assist the President and/or the Chief Academic Officer with the search for and selection of academic administrators. The President or Chief Academic Officer may appoint an ad hoc committee with faculty representation to provide advice on: (a) on the criteria by which candidates for a position should be evaluated, (b) on the candidates who should be invited to interview for a position, and (c) on the candidates they feel could successfully fill the position.

Members of the committee are usually allowed access to the pre-employment files of the candidates and are allowed to participate in the interview procedure.

The committee serves in an advisory capacity; final selection of academic administrators is the prerogative of the President.

## 2.9.7 Faculty Rights Concerning the Learning Environment

### 2.9.7.1 Classroom Management

The faculty member is responsible for maintaining an orderly environment conducive to learning. It is within the faculty member's rights to dismiss any student from class participation whose dress or behavior seriously interferes with the learning process in the course.

The faculty member is also responsible for maintaining a class environment free of sexual harassment, gender discrimination, and violations of the civil rights of the students. Faculty members should take necessary action to stop such behaviors when they are occurring in an OBU class.

### 2.9.7.2 Academic Honesty and Integrity

The faculty member is responsible for maintaining the integrity of University records by holding students accountable for academic honesty. Faculty should include academic honesty policies and define parameters for assignments (e.g. group work, use of technology resources/tools, sharing of notes) in syllabi when necessary. It is the responsibility of the student to know and to adhere to principles of academic honesty. A faculty member able to demonstrate that a student has engaged in academic dishonesty should discuss the charge of academic dishonesty with the student and specify the faculty member's action. The faculty member may give the student a failing grade for the assignment and/or a failing grade in the course. Repeated or egregious offenses may result in suspension or expulsion from the University. Students accused of academic dishonesty may follow the academic grievance procedure outlined in the student Handbook. Burden of proof in cases of cheating and/or plagiarism rests with the instructor.

It is the responsibility of the instructor to take necessary precautions to prevent unauthorized circulation of examination materials and to exercise reasonable watchfulness to prevent cheating on examinations.

Cases of academic dishonesty should be reported to academic administration.

### 2.9.7.3 Recording/Transmission of Class Material and Activities

The following policy has been adopted relative to student use of recording/transmission devices in the class:

The use of recording/transmission devices in the class by students without authorization from the instructor or the Office of Disability Services is prohibited. The participation of individual students in class should not be recorded or transmitted without permission. Any authorization for the use of recording/transmission devices in the classroom by students carries with it the following limitations: the recording shall be used only for the student's private study; information from the recording shall not be made available to other persons not enrolled in the course; and all recordings shall be destroyed at the end of the semester.

#### 2.9.7.4 Visitation

A faculty member has the right to refuse admission to a class to anyone not enrolled, except for a University administrator or faculty member conducting an evaluation.

Faculty/administrator evaluators will ask permission to observe a class before the beginning of a class session.

Faculty should note that it is not unusual for prospective students to request to visit a class while exploring university options. In such cases, a member of the admissions staff will contact the faculty member prior to the class session to request permission for the visit. It is considered a courtesy to allow such visits unless the presence of the prospective student is believed to compromise the faculty member's ability to teach effectively.

#### 2.9.8 Faculty Responsibilities Concerning Course Preparation and Organization

Faculty members are responsible for preparing and conducting classes in a manner that addresses student needs, aligns with institutional goals, and reflects a commitment to the relevant academic discipline. Specific responsibilities are outlined as follows:

##### 2.10.1.1 Course Offerings

Instructors are responsible for planning courses to accurately reflect the course description listed in the catalog and/or approved by the faculty. Instructors are also expected to participate in division/school planning related to course offerings, including proposing new courses, assessing existing ones to ensure alignment with division/school goals, and revising courses to enhance effectiveness.

##### 2.9.8.1 Syllabi

Instructors are responsible for preparing and distributing a syllabus for each course. In addition to providing a copy to each enrolled student on or around the first day of class, a copy of each syllabus must also be submitted to the appropriate dean.

The syllabus will be consistent with the University's mission and purpose (Employee Handbook, 1.1 and 1.2) and will not be in violation of specific stipulations of the Catalog and/or the Faculty Handbook. Syllabus creation should follow the University syllabus template guidelines which include, but are not limited to, inclusion of the purpose and/or objectives of the course, the catalog description, the prerequisites of the course, what material the student is responsible for studying, what assignments are required and on what dates they will be due, the dates of examinations, the grading system which will be employed, the penalties which will be assessed for absences and/or for late or missing work, and the University statement regarding disabilities.

Instructors may revise course syllabi for legitimate pedagogical reasons; however, changes must not be so extensive that the course no longer meets the catalog description. All revisions must be clearly communicated to students in writing, with every effort made to ensure each student receives a copy. Changes to course requirements must not impose undue hardship on students.

### 2.9.8.2 Academic Schedule

Faculty members are responsible for teaching courses at the times and locations listed in the academic schedule or, if circumstances prevent this, for following established procedures to request changes. The schedule for each faculty member is prepared by the division/school chair and approved by the dean and Chief Academic Officer. It is the right of the faculty member to be involved in the process of preparing the schedule. Special scheduling needs will be accommodated, when it is possible to do so; however, the University assumes that each faculty member will be available to teach and/or perform other duties as determined by the schedule and nature of the faculty member's teaching and other responsibilities.

### 2.9.8.3 Course Content

The instructor is responsible for: establishing course objectives and requirements and making them known to the students; organizing course scope and sequence while observing University schedule limitations such as Limited Activities Period (Appendix D); planning and presenting course material; selecting and ordering textbooks and supplemental materials; preparing, administering, and grading papers, examinations, and other assignments; and assigning grades.

The instructor may be asked to work with others in a division/school or program to establish course objectives and requirements and to select materials for standardized courses with multiple sections and across modalities. In such cases, the decisions of the group will govern.

### 2.9.8.4 Classes

Instructors are responsible for fulfilling teaching and class obligations and delivering instruction at a level appropriate for the course. Instructors must provide students with the instructional time or equivalent instructional technology promised for the credit assigned to the class. Punctuality in starting and ending class meetings is expected.

If, for some valid reason, the instructor cannot attend a scheduled class session, the instructor should:

- 1) communicate with students, preferably via the learning management system, as soon as possible to notify students of alternative learning arrangements and/or class cancellation;
- 2) contact the division/school chair, even if arrangements have already been made for the class to meet during the instructor's absence. If the instructor cannot be present and no arrangements have been made for the class to meet, the division/school chair will notify students that the class will not meet.

When events necessitate closing the University or adopting a revised schedule, the Office of the President is responsible for making the determination.

#### 2.9.8.4.1 Classes by Special Arrangement

Courses taught by special arrangement, i.e. any course offered in a manner or at a time differing from regularly scheduled course offerings, must be approved by the division/school chair and the appropriate dean.

#### 2.9.8.5 Course Assignments and Examinations

The instructor is responsible for preparing course assignments and examinations that offer students the opportunity to demonstrate mastery of course materials. Course assignments and examinations should be graded in a timely fashion. Students have the right to specific information concerning their performance on course assignments and examinations. It is the responsibility of each faculty member to keep accurate gradebook records using the University's learning management system. Final examinations must be held at the time scheduled by the University.

#### 2.9.8.6 Final Course Grades

It is the responsibility of each faculty member to assign a grade to each student which reflects the student's mastery of course goals and requirements as delineated on the syllabus. Only the faculty member assigned to the course has the right and the responsibility to submit final course grades, with the following exceptions:

- a. If the faculty member is unable to finish teaching a course because of death or physical or mental disability, the Chief Academic Officer will work with the dean and the faculty in the area who have been covering the faculty member's classes to assure that the best assessment of student work possible is made and that students receive grades for the course.
- b. If the faculty members assigned grade is subject to a grade appeal, the faculty member may be required to yield to the Chief Academic Officer the right to assign a grade ( 2.9.8.6.2).
- c. If the faculty member resigns, is terminated, or does not have a contract renewed, and no arrangements have been made to assign grades to students taking incompletes, the Chief Academic Officer will work with the dean and the faculty members in the area to assure that the best assessment of student work possible is made and that the student receives a grade for the course.

#### 2.9.8.6.1 Right to Privacy

Oklahoma Baptist University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students rights of access to education records and regulates the University's release and disclosure of educational records to third parties. All faculty and staff have an important role to play in insuring that the privacy of students' education records is respected.

The University has adopted policies and procedures to be followed by university personnel and by those interested in gaining access to education records. These policies and procedures allow students: the right to inspect substantially all educational records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are included in the academic catalog and student handbook.

To facilitate compliance with the law, instructors may not (a) post or discuss grades without written consent of the student; (b) post or discuss grades in a manner that allows others to identify a student grade; (c) distribute a student grade through another party without written consent; (d) distribute a graded student assignment through another party without written consent; (e) leave student assignments in a place where others might have opportunity to take or inspect the assignments; (f) in any other way leave student assignments or student records in jeopardy of inspection by those who do not have a legitimate and legal right to information concerning the students' performance.

No member of the faculty or staff shall disclose education records to a party outside of the University without first obtaining approval of the disclosure from the FERPA coordinator or without first following procedures developed by the FERPA coordinator for the disclosure of the record in question. Any faculty who believes they may have violated FERPA must report the occurrence to a supervisor immediately upon discovery and work with the FERPA coordinator to remedy the violation. The University Registrar serves as the FERPA coordinator and serves as the final University authority as to whether a FERPA violation has occurred. Faculty found to be in violation of FERPA policies and procedures are subject to the University progressive discipline process, up to and including Dismissal Proceedings.

#### 2.9.8.6.2 Grade Appeals Policy

In the case of a grade appeal, a student shall be considered to have an authentic grievance when it can be demonstrated that the final course grade was adversely affected because a faculty member has: made an error in the calculation of the grade or has made an error in reporting the grade to the registrar; made an arbitrary, prejudiced or capricious evaluation of the student; created and enforced course policy that is arbitrary, prejudiced or capricious; failed to notify (or to make a reasonable attempt to notify) the student of course requirements, policies, and/or penalties; failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives; infringed upon the contractual rights of the student as delineated in the course syllabus, the Catalog, or other University policy documents; violated the civil or human rights of the student as defined by law. In a grade appeal, the burden of proof is on the student.

An evaluation or policy shall be considered to be arbitrary if it can be demonstrated that it results from personal whim or impulse rather than reason or established practice in the course or discipline. An evaluation or policy shall be considered to be prejudiced if it can be demonstrated to have been based on considerations not directly related to the student's mastery of course skills or materials or published course requirements. These may include, but are not limited to: race, sex, color, national origin, age, or disability which by law requires accommodation.

An evaluation shall be considered to be prejudiced if it can be demonstrated that the student's grade was adversely affected by failure to comply with a request or requirement not directly related to mastery of course skills, mastery of course materials, or published University or course policy.

An evaluation or policy shall be considered to be capricious if it can be demonstrated to be based on preferences or evaluative responses of the instructor which are arbitrary, whimsical, or idiosyncratic rather than based on sound pedagogy or accepted educational practice. In addition, an evaluation or policy shall be considered to be capricious if it can be demonstrated that the evaluation criteria or policy was evoked in a manner that was inconsistent and not based on sound pedagogy.

A grade appeal must be initiated within ten (10) working days after receipt of the grade. The appeal will follow the academic grievance process outlined in the student handbook. This time period may be extended by the Chief Academic Officer on petition from the student(s) involved.

#### 2.9.8.7 Books and Materials

Each faculty member is responsible for selecting appropriate books and materials for assigned classes, in accordance with the timeline specified by the University Bookstore. If no faculty member is assigned to a course, by this date, the division/school chair will ensure that appropriate materials are selected. Materials must be ordered and sold through the University bookstore. Private sale of instructional material by faculty members is not allowed.

Exceptions to this policy must be approved by the appropriate dean and the chief financial officer.

#### 2.9.8.8 Course Fees

Course fees may not be assessed or collected by faculty members. Course fees must be approved by the administration and collected through the business office.

#### 2.9.8.9 Deadlines

Each faculty member is responsible for meeting appropriate deadlines established by the Chief Academic Officer, the registrar's office, the deans, the division/school chair, and the University Bookstore.

#### 2.9.8.10 Research

Each faculty member is responsible for ensuring that personal research, as well as research conducted by students under faculty supervision, adheres to the ethical standards established by the relevant professional organizations.

Research involving animal subjects shall be designed to minimize pain and discomfort experienced by the subjects. Every effort shall be made to create an appropriate living environment for the animal.

Any research involving human subjects shall be conducted according to the ethical standards established by the profession for such research. All OBU faculty, staff, and students as well as outside researchers who are interested in conducting research involving OBU populations and/or vertebrate animal research subjects must submit their research proposals to OBU's Institutional Research Board (IRB) for review and approval. A full description of the IRB and its policies and procedures including a description of research projects exempt from IRB review are available on the OBU website.

#### 2.9.8.11 Institutional Supports

Oklahoma Baptist University attempts to provide classrooms, instructional environments, offices, laboratories, computer and communication technologies, and library facilities appropriate to the work of a faculty member, as described in 2.1.1.

#### 2.9.8.12 Teaching and Instructional Facilities and Resources

The University is responsible for assigning each course to a classroom or instructional environment appropriate to its size and specific needs. If a faculty member believes the assigned space is not suitable, any request for reassignment should be made through the division/school chair.

Instructors are responsible for reporting classroom problems to Facility Services.

#### 2.9.8.13 Office Facilities

A full-time faculty member will be assigned Shawnee campus office space or other facilities and resources as required by contracted duties. The faculty member's dean is responsible for assigning office space.

A full-time faculty member will be issued a University computer compatible with and appropriate for the fulfillment of the faculty-member's assigned duties. Requests for auxiliary technology, equipment, and support for those duties may be submitted to the dean.

A part-time faculty member will be assigned office space when it is available. Shared office space with other part-time faculty may be required.

Faculty members should be advised that the University is not responsible for any personal possessions kept in faculty offices.

#### 2.9.8.14 Faculty Administrative Support

Administrative support is provided for division/school chairs and academic administration as funds are available.

#### 2.9.8.15 Mabee Learning Center

Faculty are encouraged to use the resources and services available in the Mabee Learning Center.



## 2.9.9 Professional Growth and Development Expenses

Oklahoma Baptist University expects faculty members to participate in professional development opportunities to remain current in areas of teaching and research. The University encourages this professional development and will provide financial support for faculty to engage in such activities as funds are available. Detailed faculty rights and responsibilities relative to the Faculty Development Program, including requirements and application procedures regarding professional development funding, are available in the Faculty Development Committee Handbook.

## 2.9.10 Academic Regalia

Faculty assigned to the Shawnee campus, as well as remote faculty designated by the dean or dean's designee (e.g. associate dean) are required to participate in winter and spring commencement exercises and in fall convocation. Faculty must wear academic regalia on these ceremonial occasions. Personnel in the University bookstore will assist faculty who do not already own academic regalia in purchasing or renting regalia for these occasions. The faculty member is responsible for rental or purchase fees.

# 2.10 Faculty Workload

Oklahoma Baptist University desires to assure equity in the distribution of assignments. Faculty workload includes the whole spectrum of a faculty member's professional and institutional services. Typical faculty workload for a ranked, SFS-eligible faculty consists of 60% teaching (2.10.2; 24-hour teaching load for the academic year), 20% scholarship (2.10.7), and 20% institutional service (2.10.6). Additionally, OBU faculty are expected to attend and serve regularly in a local, evangelical church.

The President, in consultation with academic administration, may release a faculty member from a portion of one of these areas (teaching, scholarship, service) in order to focus on another area.

Additionally, contract types that provide alternative load distribution are described in 2.2.4.5, 2.2.4.6, and 2.2.4.7.

## 2.10.1 Academic Work Year

The definition of the Academic Work Year is given in 2.1.3. Faculty members are expected to be on campus or otherwise available to assume their duties and responsibilities during those terms in which they are scheduled to teach, except during the University's scheduled vacation periods.

## 2.10.2 Teaching Load

Unless otherwise specified, full-time faculty members are issued nine-month contracts and are obligated to teach courses during that period as assigned by the division/school chair and

the respective dean, with the approval of the Chief Academic Officer. A full-time teaching load is a total of twenty-four credit hours or the equivalent load as determined by University Faculty Load Credit Policies (Appendix E) and approved by the Chief Academic Officer. Upon recommendation of the division/school chair and approval of the respective dean, an on-campus, undergraduate faculty member may teach a portion of the instructional load outside of the contracted term (2.10.2.1) or in online, graduate, and non-traditional programs (Appendix E). Under financial crisis or exigency, the Chief Academic Officer and a majority vote of the Academic Council may change the full-time teaching load for the upcoming academic year. Faculty teaching load will be evaluated by the Chief Academic Officer and communicated ahead of the issuance of annual faculty contracts each year.

#### 2.10.2.1 Teaching Outside of Contracted Term

A faculty member may be requested to teach outside of the contracted term, as necessitated by the offerings of the division/school. Faculty will receive compensation for hours taught outside of the contracted term, or these hours may be applied to contracted teaching load. Faculty load credit policies are included in Appendix E.

#### 2.10.3 Overload Teaching

A faculty member who teaches over a full-time teaching load (2.10.2) will receive additional compensation, to be determined by the Chief Academic Officer, in keeping with load credit policies. The Chief Academic Officer may limit the number of overload hours a faculty member is allowed to teach.

#### 2.10.4 Teaching During an Extended Faculty Absence

In the event that a faculty member will be absent from class for a period of more than one week, due to illness, injury, or other legitimate causes, the Chief Academic Officer and the appropriate dean, in consultation with faculty members of the division/school affected, will develop and employ a strategy for covering the classes of the absent faculty member. Decisions concerning the employment of substitute teachers will be made using the following guidelines. Of primary concern will be the welfare of the students and the faculty.

- a. When appropriate, other faculty with expertise in the teaching area will be offered the opportunity to substitute for the absent faculty member. Compensation will be figured at overload rates, pro-rated according to the number of days served.
- b. No one faculty member will assume more than two sections or six hours of additional load.
- c. Qualified prospects will be recruited if presently employed faculty cannot or choose not to substitute for the absent faculty member. Compensation will be figured using the pay scale for part-time faculty. Compensation will be pro-rated according to the number of days served.
- d. Multiple substitutes will not be used to cover any one class.

- e. Substitutes will follow the established syllabus for the course. If at all possible, the substitute will maintain close contact with the absent faculty member.
- f. The substitute and the absent faculty member will confer concerning the evaluation process, especially if final grades must be submitted by the substitute. If this is not possible, the dean will consult with the substitute faculty member concerning grading strategies.

#### 2.10.5 Minimum Class Size

A minimum class size as defined in Appendix E is required for a class to be offered. In special instances a class, particularly when it is composed of students who need the course to meet graduation requirements and other options are not available, may be offered to fewer students with the permission of the dean, subject to the approval of the Chief Academic Officer.

If the University determines that a course must be taught to a group of students below the minimum class size, the faculty member will receive full load credit for the course. In a situation where a scheduled class is not taught, the faculty member may be given a substitute teaching assignment or may be given a non-teaching assignment, as determined by the Chief Academic Officer in consultation with the dean.

#### 2.10.6 Service to the Institution

Oklahoma Baptist University operates from a model of participatory governance. Faculty members are expected to fulfill responsibilities associated with University and division/school governance. Faculty members must attend meetings, contribute to the decision-making processes, and, at need, serve in leadership positions.

Faculty members are required to participate in the University committee structure. However, if involvement in University committee work becomes so extensive that teaching effectiveness appears to be compromised, the faculty member should appeal to the Chief Academic Officer to negotiate a reduction in University service responsibilities.

Faculty members assigned to the Shawnee campus, as well as remote faculty designated by the dean or dean's designee (e.g. associate dean) are required to attend University Commencement and Convocation. Requests for permission to be absent from Commencement or Convocation exercises must be approved by the Chief Academic Officer.

##### 2.10.6.1 University Governance Responsibilities

With the exception of first year faculty members, each faculty member is expected to serve on at least one University standing committee each year (see OBU Employee Handbook). Membership to these committees is recommended to the President by the Faculty Council. Membership to the Faculty Development Committee is determined by election.

Faculty members are also expected to serve when requested on ad-hoc committees formulated to make special studies.

Election of the Faculty Council occurs in the spring of each year. Though faculty nominated are given opportunity to withdraw from consideration, faculty are expected to serve when elected unless pressing reason prevents it.

Faculty members are expected to attend all meetings of the University Forum, Faculty Forum, and University Board of Trustee debrief sessions. In addition, faculty are expected to attend special forums called by the University administration, by the Faculty Council, or by a University or ad-hoc committee in order to gather or distribute information or opinion. If a faculty member is unable to attend, advance communication should be sent to the Chief Academic Officer including justification of the absence.

#### 2.10.6.2 Division/School Responsibilities

Faculty members are expected to assume the responsibilities assigned by the dean or division/school chair. These include, but are not limited to, participation in decision making concerning curriculum, long range planning, assessment, budget preparation, selection of student scholarship recipients, and other similar responsibilities. Each faculty member is responsible for meeting appropriate deadlines established by the Chief Academic Officer, the registrar's office, the deans, the division/school chair, and the University Bookstore.

#### 2.10.6.3 University Activities

Faculty members are encouraged to join students and other faculty for University activities. These include, but are not limited to, workshops, discussion groups, worship opportunities, lectures, concerts, dramatic productions, athletic events and other events or activities sponsored by the University, division/school organizations, or student groups.

#### 2.10.7 Professional Growth and Development

Each faculty member is expected to devote a portion of professional time to activities, as defined in 2.6.1.3. In order to provide a systematic approach to faculty growth and development, the University faculty and administration adopted a mandatory, faculty administered Faculty Development Program in 1984.

Detailed faculty rights and responsibilities relative to the Faculty Development Program, including requirements and application procedures regarding professional development funding, are available in the Faculty Development Committee Handbook.

All faculty and academic administrators are required to participate in the Faculty Development Program.

## 2.10.8 Community Service

Oklahoma Baptist University recognizes that its faculty members are professionals with unique and varied capabilities which permit them to make useful contributions to the larger social community. The University encourages faculty members to support church and civic organizations and in other ways to provide service to the community.

### 2.10.8.1 Political Activity

Any member of the faculty who engages in political activity which will involve a substantial commitment of time must consult the division/school chair and/or the dean to determine whether such activities will interfere with the faculty members contractual obligations. The faculty member may request a leave of absence in order to pursue political goals. It is the responsibility of the Chief Academic Officer to evaluate such requests and, if approved, to determine the effect on faculty compensation.

## 2.10.9 Consulting and External Employment

Oklahoma Baptist University has as one of its goals providing a healthy, safe, and secure environment for all members of the University community engaged in the pursuit of the University's mission. In order to advance this goal, the University reserves for itself the right to prohibit, restrict, or otherwise regulate the outside business activities of faculty and staff. For the purposes of this policy, "outside business activity" is defined as any activity conducted for the benefit of an individual or entity other than the University, for which compensation is received beyond the University salary.

University teaching is regarded as a full-time profession. However, consulting and other remunerative activities are permitted so long as they do not interfere with the faculty member's effectiveness as a member of the University faculty. External remunerative activities should be of a professional character commensurate with the individual's capabilities, experience, and status.

External employment, if it is to occur during a regular semester or during a summer session in which the faculty member is under contract must be approved in advance in writing by the President of the University.

Under normal circumstances, a faculty member should not accept a contract that requires being away from the University during normal working hours of a regular semester when scheduled to teach. If a situation arises that requires absence from the University, the faculty member should inform the dean and division/school chair of the planned absence.

A faculty member may not compete with the University or convert University business opportunities for personal use or gain.

## 2.10.10 Faculty Availability

Full-time faculty members are expected to be available for substantial portions of each workday during the academic calendar year according to the contract length specified in the Memorandum of Understanding (MOU) at the point of hire. During contract dates faculty are expected to participate in University meetings when classes are not in session, to teach when classes are in session, to advise students, and to fulfill University obligations. As stated in 2.1.3, the nine-month contract length typically runs between August 15th and May 15th. Other contract lengths and dates vary based on program need.

Part-time faculty members are expected to be available to teach classes, to meet with students, and to participate in University activities necessary to maintain program integrity.

### 2.10.10.1 Office Hours

Each faculty member shall establish and observe regular and adequate office hours. Typically, a minimum of four hours per week, with a recommendation of six to eight hours, should be observed, and on a variety of days/times (e.g. morning and afternoon, different days of the week). A schedule of office hours shall be announced to the students and delivered in the syllabus. Both the division/school chair and the dean shall be given copies of the faculty member's scheduled office hours at the beginning of each semester.

## 2.10.11 Student Advising

Faculty members are required to advise students in the following capacities:

- a. Each faculty member shall advise students with regard to the students' work in classes taught by the faculty member;
- b. Each faculty member shall be assigned, through the office of the respective dean or division/school chair, students to advise relative to the students' major programs. Faculty may be assigned students whose majors are undecided and will assist them in enrolling until such time as they have selected a field of study. The faculty advisor will help the student construct plans for completing degrees and will attempt to ensure that University, and division/school requirements are fulfilled in a timely manner.
- c. Faculty advisers should be familiar with University policy regarding enrollment in closed classes, waivers of course requirements, course substitutions, etc. and assist the student in following these policies.
- d. When needed, faculty advisers assist students in establishing realistic goals related to academic progress. If a student requires help in addressing academic or skills deficiencies, the faculty member will refer the student to the appropriate individual or office for support.
- e. Faculty members will provide students with information and guidance in establishing career goals.

- f. Students may wish to confide in faculty members problems of a personal nature. Though faculty members are expected to listen with sympathy to student problems and to attempt to mitigate the effect of such problems on academic performance, faculty members must recognize the limits of their capabilities as counselors and refer students to an appropriate office or person to provide the assistance the student needs.

It is the responsibility of the faculty member, upon recognizing a lack of expertise to address a student's personal or academic problems—and when the student appears reluctant to seek help—to discuss those concerns with the student's academic dean and/or the dean of students.

#### 2.10.11.1 Advisement and Enrollment Periods

Faculty members are expected to be available to advise students in advance of and during registration periods for current students and at scheduled preregistration periods for entering students. On occasion, a faculty member may be requested to assist in enrolling students on a Saturday or during a summer enrollment session.

## 2.11 Leave and Reduction in Load

#### 2.11.1 Other Unpaid Leave

Full-time faculty at Oklahoma Baptist University are eligible to apply for unpaid leave for personal reasons not included in the family and medical leave policy described above. Such reasons might include: professional development (completion of a degree, completion of research, desire to accept a fellowship award); consulting or other extended non-University work deemed to be of professional benefit to the faculty member; or other reasons considered to be in the best interest of the faculty member and the University.

The following policies apply to full-time unpaid leaves as described above:

- a. Leaves without pay must be mutually agreed to and ordinarily shall not be for longer than one year, though the University, through the President, may grant a further extended full-time leave without pay with the approval of the Board of Trustees.
- b. A faculty member should apply for a leave without pay to the Chief Academic Officer through the appropriate dean by October 1 of the year before the leave is to be taken. Requests for leave without pay should be addressed to the dean of the faculty member's division/ school and should include clear reasons why a leave should be taken.

The Chief Academic Officer will make a recommendation to the President by February 1. The decision of the President, with the approval of the Board of Trustees, will be final.

Notification of the applicant of the decision to grant a leave without pay shall come through the office of the President.

- c. Time on leaves without pay will not count toward senior faculty status, promotion in

rank, or time in service required to be eligible for paid leave. In cases where the leave is taken for faculty development purposes, the Chief Academic Officer may agree to allow the time to count as time on contract. In such cases the faculty member is required to verify that the proposed faculty development goal has been met during the time on leave.

- d. The faculty member will not forfeit rank as a result of being on leave without pay.
- e. The faculty member forfeits the right to normal pay increases and to University provided fringe benefits during the period of unpaid leave, unless prior agreement has been reached with the Chief Academic Officer as described in (c) above.

#### 2.11.2 Paid Leave from Teaching Responsibilities

In order to assure quality of instruction, the University provides a variety of faculty development opportunities. As part of the Commitment to Excellence, the University promises to make available, as funds allow, paid leaves to provide opportunities for professional development for faculty.

#### 2.11.3 Paid Leave for Scholarly Activity

The University recognizes that a faculty member may wish to take a leave of absence to engage in scholarly pursuits relevant to teaching responsibilities. Faculty engaged in research, writing, creative efforts in the arts, an intensive reading program design to assist the faculty member in “retooling,” or other scholarly activity related to the needs of the University and the faculty member’s area of teaching expertise may find it desirable to be relieved of teaching responsibilities for a period of time in order to complete a proposed project. The University will seek to provide paid leaves for such activities, as funds are available and as the University deems reasonable.

#### 2.11.4 Paid Educational Leave

The University recognizes that a faculty member will occasionally wish to take a leave of absence to pursue (a) graduate study in an academic discipline relative to the faculty member’s teaching responsibilities; (b) post graduate study designed to provide additional preparation in the faculty member’s principle area of expertise; (c) graduate study designed to assist faculty in developing additional areas of expertise of benefit to both the faculty member and the University.

##### 2.11.4.1 Policies Relative to Paid Leave for Educational or Scholarly Activities

The following policies apply to paid leaves as described above:

- a. Leaves of absence with remuneration are granted for the purpose of preparing faculty for more effective service at Oklahoma Baptist University.
- b. OBU will assist financially the faculty member going on paid leave to the extent of one-half of the academic-year salary for a full-year leave or full academic salary for a one-



semester leave. Salary means the equivalent of that provided in the contractual agreement for the year in which the leave occurs.

Cost of living increases and benefits will not be withheld due to paid educational leave. Moreover, while on paid educational leave, both the faculty member and the University shall continue to contribute their full share toward retirement, group life, health, and disability insurance, as well as federal and state programs, to the extent permitted by law.

- c. The faculty member shall return to the University for a period of three years after completion of the paid leave or shall repay the University the remuneration received during the leave according to the following schedule:

If the faculty member fails to return to the University upon completion of the paid leave, full repayment of the remuneration is required.

If resignation occurs after one year of full-time teaching following the paid leave, two-thirds of the remuneration received during the leave must be repaid.

If resignation occurs after two years of full-time teaching following the paid leave, one-third of the remuneration received during the leave must be repaid.

Remuneration shall be defined as the salary and the employer-paid portion of the fringe benefits received by the faculty member during the period of paid educational leave.

Before beginning the leave, any faculty member granted paid leave will sign an agreement to repay the financial assistance received if resignation occurs within the three-year period. Terms and methods of repayment shall be negotiated by the individual faculty member with the chief financial officer.

- d. Leaves of absence with remuneration will be granted on the basis of (1) the candidate's potential service to the University; (2) the value of the project proposed for the University; (3) the stage of progress toward the degree for those seeking educational leave or the stage of progress toward completion of a proposed project for those seeking leave for scholarly activity; (4) years of service to the University; (5) the availability of funds for this purpose.

Educational leave usually shall not be granted to those who have served full-time at Oklahoma Baptist University for fewer than four years. Paid leave for scholarly activity usually shall not be granted to those who have served full-time at Oklahoma Baptist University for fewer than six years.

- e. A faculty member should apply for a paid leave to the Chief Academic Officer through the appropriate dean by December 15 of the year before the leave is to be taken. Requests for leave with remuneration should be addressed to the dean of the faculty member's division/school and should include a proposal which clearly outlines when the leave shall be taken, what work shall be accomplished during the leave, where such work shall be accomplished, and what value the work will have to the University. At the end of the leave, the faculty member is responsible for providing to the University verification that the work proposed has been accomplished.

The Chief Academic Officer is responsible for working with the chief financial officer, the appropriate dean and the division/school chair to determine (1) that the leave can be funded, (2) that the faculty member's classes can be taught or canceled during the absence, and (3) that the proposed activity will benefit the University.

The Chief Academic Officer will make a recommendation to the President by February 1. The decision of the President, with the approval of the Board of Trustees, will be final.

Notification of the applicant of the decision shall come through the office of the Chief Academic Officer.

- f. A faculty member receiving a paid leave may apply for additional fellowship or grant moneys from an appropriate source. If, when such additional moneys are added to the leave stipend minus all expenses related to the leave, the net shall total more than the faculty member's normal salary, the leave stipend provided by the University shall be reduced by the amount that exceeds the normal academic salary and such moneys shall be made available for other faculty development activities during the same year.

The University will pay its normal full share of retirement, group life, health, and disability insurance, Social Security, and other benefits, and the faculty member will pay the corresponding individual share of these items.

- g. A faculty member may not be employed during a leave unless such employment is a necessary part of the educational experience or proposed scholarly activity. In such cases, moneys gained from such employment shall be treated in the same way as moneys secured from a fellowship or grant, as described above in section (f).

At the discretion of the Chief Academic Officer, the policy outlined in sections (f) and (g) above may be waived. This agreement should be made in writing before the beginning of the leave.

- h. Time on leave with pay will normally count toward promotion in rank and/or senior faculty status, unless the faculty member and Oklahoma Baptist University agree in writing to waive this provision at the time the leave is granted.

#### 2.11.4.2 Sabbatical Leave

##### 2.11.4.2.1 Purpose

The University believes that the continued, scholarly growth of faculty is necessary and desirable. The University provides opportunities for sabbatical leave that achieve professional and intellectual development through study, research, writing, creative activities, and scholarly engagement.

Sabbatical leaves are not granted for extended travel, vacation, or as a reward for years of service, but rather in anticipation of increased effectiveness in the teaching profession.

#### 2.11.4.2.2 Eligibility

Faculty who have achieved at least the rank of associate professor are eligible to apply for sabbatical leave in the sixth year of continual, full-time teaching service at OBU. Application for sabbatical leaves can be made in the year of review for senior faculty status if the additional terms of service have been fulfilled. Faculty members who have taught at other accredited universities may apply a maximum of two years teaching experience to their seven-year requirement (negotiated at time of first contract). Non-sabbatical leaves will not be considered in the determination of years of service. Faculty temporarily serving in an administrative role may count up to three years in that role towards the seven-year eligibility for sabbatical leave.

#### 2.11.4.2.3 Procedures

Eligible faculty members will submit applications for sabbatical leave to their respective division/school chair. The application should contain a letter of intent to apply for a sabbatical leave, a one-page abstract of the purpose of the sabbatical project or activity, a rationale for the project or activity, a detailed description of the project or activity (including goals, major theses, outline, methods of the project, etc.), expected benefits of the project or activity for the field of study and/or the professional development, and a budget for any external funding or approved grants.

Each division/school chair will forward approved applications with a recommendation letter to the respective academic dean. The academic dean will then transmit approved applications accompanied by a letter of recommendation and analysis of impact on the division/school to the Faculty Development Committee (FDC) through the office of the Chief Academic Officer no later than October 20. The FDC will send recommendations and ranking of merit to the chief academic office by December 1, who will in turn submit a recommendation to the President.

The FDC will review and evaluate all sabbatical proposals with regard to appropriateness, scholarly merit, and contribution to the mission of OBU. The FDC may propose refinements or improvements in a sabbatical proposal, and these revisions may be negotiated with the applicant. The FDC will ensure that the sabbatical leave will produce a scholarly project or activity that will enhance the prestige of OBU and/or make a significant contribution to the professional development of the faculty member. The nature and scope of a project for a sabbatical leave will be dictated by and be appropriate to the particular academic discipline of the respective faculty member.

Restrictions may require faculty members making sabbatical leave application to postpone or delay Chief Academic Officer-approved requests. In such cases, the respective faculty member will be allowed to take the sabbatical at the earliest opportunity within three years. The Chief Academic Officer and the FDC will work together to enable any postponed sabbatical leave as soon thereafter as possible.

#### 2.11.4.2.4 Duration and Compensation

A sabbatical leave shall be either a half-year (fall or spring semester, which may also include the Winter Term) at full salary or a full academic year (fall and spring semesters and Winter Term) at half salary. Faculty will be required to return to OBU and teach for one year immediately following the leave or reimburse OBU for the salary received during the sabbatical leave. Applicants are encouraged to identify additional external sources for support of sabbatical leave expenses.

A faculty member on sabbatical leave will retain the rights, benefits, and privileges of a full-time faculty member. Acceptance of a sabbatical leave will not interfere with annualized increases in salary, reception of employee benefits, or contract and rank status. The period of leave will count as time of service toward eligibility for promotion on the same basis as a period of University instruction.

#### 2.11.4.2.5 Reporting

A faculty member will submit a formal, written report to both the Chief Academic Officer and the FDC within the first 60 days of the first semester following return from leave. The report will include a written account of the work accomplished during the leave and an evaluation of the extent to which the objectives of the sabbatical proposal were achieved. Faculty members may be required to share the results of sabbatical leave activities with colleagues, students, trustees, or professional groups.

#### 2.11.4.2.6 Implementation and Coverage

Division/school chairs and academic deans are responsible to ensure that the curricular commitments of the division/schools are satisfactorily addressed during the period of the sabbatical leave of faculty members. As such, the recommendations for sabbatical leave submitted by respective division/school chair and/or academic dean will include a plan describing coverage of the curricular commitments and responsibilities of the faculty member on sabbatical leave.

Recommendations will also include coordination and prioritization of sabbatical leaves in the event that multiple applications from the same division/school occur in any given year. Staffing, workload adjustments, committee assignments, etc., will be coordinated with and approved by the Chief Academic Officer.

#### 2.11.4.2.7 Min./Max. Limits of Number of Faculty on Sabbatical

A minimum of two qualifying sabbatical leave requests will be granted each academic year unless the Faculty Development Committee recommends fewer or except when the institution is in a period of financial crisis or exigency. A maximum of 10% of the full-time senior faculty may be granted sabbatical leave in any single academic year.

### 2.11.5 Reduction in Load

Faculty who are working on advanced degrees, are engaged in significant scholarly activity

beyond the expectations of 2.11, and/or are serving the University through specific strategic initiatives may apply for or be granted by academic administration a reduction in teaching load obligations.

A faculty member who wishes to apply for a reduction in load should submit the request to the Chief Academic Officer through the appropriate dean by April 15 for a reduction in the following spring semester, and by October 15 for a reduction in the following fall semester. The request should include a description of the project being undertaken, along with a timetable for the work to be completed during the contractual year in lieu of teaching responsibilities. The Chief Academic Officer will determine whether the proposed reduction in load serves the best interests of both the faculty member and the University and will inform the faculty member of the decision.

The faculty member will receive full salary during the year these reductions in teaching load occur.

#### 2.11.5.1 Part-time Leave without Pay

Reduction in load for purposes other than those listed above shall be considered part-time leave without pay. The faculty member should request part time leave without pay to the Chief Academic Officer through the appropriate dean. If the leave is approved, the Chief Academic Officer will determine and notify the faculty member in writing regarding the conditions of employment, including:

- a. remuneration;
- b. payment of benefits;
- c. workload during the leave;
- d. duration of the leave;
- e. whether time on leave shall count a year of service in determining eligibility for senior faculty status, promotion, and other benefits.

## 2.12 Compensation Policies for Faculty

### 2.12.1 Faculty Contracts

Contracts for full-time faculty are issued in the spring semester, no later than April 1, for the succeeding academic year. Each faculty contract will specify the type of appointment, locus of appointment, rank, salary, and primary duties of the individual, as well as the term of the appointment.

Signing the contract, the faculty member agrees to the terms of the appointment as described in the contract. The faculty member, by virtue of signing the contract, also agrees to the terms and conditions of employment as delineated in said contract.

Accompanying the faculty contract is a compensation sheet detailing the University's share of all fringe benefits received by the faculty. The faculty member will also receive an advisory letter detailing eligibility for promotion and/or senior faculty status, as more specifically described in this Handbook.

#### 2.12.2 Compensation for Full-Time Faculty

Determination of yearly compensation at the time of appointment is made by the President in consultation with the Chief Academic Officer and the chief financial officer. The following criteria may be considered when determining compensation: academic degrees; total years of teaching experience; full-time experience in a non-teaching profession related to the field of specialization; time in current academic rank; time in previous academic rank; and discipline demands.

Following the time of appointment, determination of compensation is set by the Board of Trustees following the yearly budget review.

All faculty contract payments are made in twelve monthly installments. Payroll will be distributed on the last calendar day of the month, in accordance with University payroll policies, regulations, and procedures which are subject to change from time to time.

It is University policy not to make advances on payroll checks.

#### 2.12.3 Compensation for Part-Time Faculty

Determination of compensation for a part-time faculty member is based on educational level and experience. Part-time faculty members will be paid in monthly installments. Payroll checks will be distributed on the last calendar day of the month as outlined on the faculty contract, in accordance with University payroll policies, regulations, and procedures which are subject to change from time to time.

#### 2.12.4 Separately Funded Programs

OBV faculty and staff members are occasionally involved in programs which are funded outside normal channels of University support. These include federal, state, and foundation grants, cooperative programs with other institutions, and contracts with business firms, acceptable within guidelines determined by the University.

##### 2.12.4.1 Grant Proposals

A proposal for a grant to be funded by a source outside the University must be reviewed by an appropriate officer in the Office for Institutional Advancement, the chief financial officer, the Chief Academic Officer, and the appropriate dean. It is the responsibility of these officers to assure that proper arrangements have been made for matching funds, released time, services in kind, use of University facilities, and any other condition of the grant which will involve University personnel or resources. The Chief Academic Officer and the President must approve, in writing, prior to submission of the grant proposal, release time and

compensation arrangements for personnel with full-time appointment.

Grant proposals must be approved by the President.

#### 2.12.4.2 Project Administration

Should a grant be approved, the University will follow the regulations established by the grantor in the administration of grant funds. Grants for research, educational activities, special programs, and the like are agreements between Oklahoma Baptist University and the grantor. Grants which make reference to specific faculty and staff members should contain provisions for substitution of other personnel should the need arise.

#### 2.12.4.3 Remuneration Effects

Faculty members may receive remuneration from the granting agency as allowed under the grant upon approval of the grant by the University and the granting agency. Faculty members who require a full-time or part-time leave of absence in order to fulfill grant requirements will be subject to the policies described in 2.12 above.

#### 2.12.5 Remuneration Related to Extended Faculty Absence

In the event that a full-time faculty member is asked to cover a class during an extended faculty absence, additional compensation will be figured at overload rates, pro-rated according to the number of days of teaching required. Should part-time faculty be employed to teach during an extended faculty absence, compensation shall be figured using the pay scale for part-time faculty. The amount shall be pro-rated according to the number of days of teaching required.

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## **APPENDIX A: COMMITMENT TO EXCELLENCE**

The Faculty, Administration, and Trustees of Oklahoma Baptist University recognize the central importance of the continued development and improvement of the program and offerings of the institution in order to provide the best educational opportunity possible.

Toward that end, the Faculty accepts the responsibility of self-evaluation and the requirement to participate in peer and administrative evaluation to guarantee that the entire academic program is competent and improving in order to stay abreast with developments in the academic profession and the expansion of knowledge. The purpose of all reviews and evaluations is to encourage and support all members of the Faculty in developing and performing to the fullest potential.

The Faculty affirms that failure to improve teaching and to do a competent job in class is adequate cause for reprimand, reassignment, or dismissal of the faculty member. In all such cases, of course, the faculty member in question has the right of due process, review by peers, and appeal.

In recognition of the role it must play in the improvement of teaching, the University pledges to commit energy and resources to a career development program for the Faculty.

### **I. University Responsibilities**

As evidence of its commitment to the goal of continued improvement in teaching, and as an expression of its awareness of the many demands it makes upon the Faculty that can detract from scholarly and teaching efforts, the University pledges to implement and maintain a career development program for the Faculty.

- A. A program for the beginning faculty members to help them become effective teachers. This program shall include observation by experienced teachers, assistance in planning courses, and other structured learning experiences.
- B. Programs to assist both the mid-career teacher and the mature teacher, including sabbatical leaves, study leaves, and participation in faculty exchange programs as well as the granting of leaves for public service.
- C. Workshops to deal with teaching skills, revision of course content and purposes of the core curriculum, effective examination techniques, innovative teaching techniques, instructional technologies, course deliver platforms, and the use of any other University resources.

## II. Faculty Responsibilities

The Faculty of Oklahoma Baptist University recognizes its obligations and responsibilities to provide the best educational opportunity possible. This obligation means that the faculty must seek consistently and continually to improve the quality of teaching throughout the University. It also means that members of the faculty must strive to grow and improve in the areas enumerated below in the “Criteria for Excellence in College Teaching” adopted by the Faculty in 1968.

### A. Criteria for Excellence in College Teaching

1. Teaching: Typically, a faculty appointment at this University is primarily that of a teaching position. The generally recognized qualities of effective teaching are:
  - a. Knowledge of the subject matter: A faculty member with strong command of the subject matter has met the first essential condition for effective teaching. In addition to subject mastery, it is important to demonstrate genuine enthusiasm for the discipline and a desire to share that enthusiasm with students. Relevance to students’ experiences should be emphasized, and instruction should be delivered with fairness, objectivity, and intellectual honesty. With a high level of competency, the faculty member is expected to make informed judgments without resorting to indoctrination.
  - b. Ability to communicate: Effective teaching requires mastery of communication skills appropriate to the discipline and the objectives of each course. Communication encompasses both the essential content and the spirit of intellectual inquiry. Student learning is recognized as a key indicator of instructional effectiveness.
  - c. Organization and planning: While individual teaching styles may vary, there is a strong correlation between student learning and courses that are carefully planned in terms of content, instructional methods, assignments, and assessments. Clear objectives and boundaries should be established and communicated at the beginning of the course. Students should understand what is expected and receive timely feedback on performance. The faculty member is responsible for covering the material outlined in the course description.
  - d. Self-criticism and improvement: Continual improvement is a professional obligation. This includes refining course content, experimenting with new materials and instructional methods, and staying current within the discipline. Periodic review of course offerings should be conducted in light of developments in the field and the overarching mission of the University.

2. **Interest in the Students:** An effective teacher demonstrates genuine interest in students as individuals while maintaining appropriate professional boundaries. Teaching is recognized as an opportunity not only to support intellectual development but also to encourage ethical and spiritual growth. Faculty members are mindful of the ways in which academic disciplines intersect with matters of faith and are committed to helping students explore these connections. The goal is to assist students in developing a thoughtful and well-rounded philosophy of life. The faculty role includes fostering intellectual maturity, critical and independent thinking, and sound judgment. Student inquiry is welcomed both inside and outside the classroom, and the instructional environment supports open dialogue and the respectful exchange of ideas. Faculty members avoid using the teaching position to exploit students or to impose personal beliefs, instead encouraging honest inquiry and diverse perspectives. Open-mindedness is modeled in all interactions, with the aim of cultivating the same quality in students.
3. **Professional Development:** A commitment to professional growth is essential. This includes pursuing appropriate academic credentials, engaging in independent study to enhance subject matter expertise, participating in professional activities, staying current with relevant literature, and supporting the development of University library resources to ensure they remain adequate and up-to-date.
4. **Research and Writing:** Effective teaching is enriched by creative work, scholarly research, and writing. Faculty members are encouraged to engage in productive efforts in the arts and letters, contribute to the advancement of knowledge within their fields, and share scholarly work with colleagues and the broader academic community.
5. **The Life of the Mind:** A well-rounded intellectual life extends beyond one's primary discipline. Faculty members are encouraged to cultivate broad intellectual interests, maintain a genuine engagement with the life of the mind, appreciate the arts, remain informed about major contemporary social issues, and read widely to stay aware of developments across various fields.
6. **Service to the University:** Faculty members have a responsibility to support the overall mission and welfare of the University. This includes accepting roles such as division/school chair and participating in committee work as part of professional duties. Active involvement in institutional development and policy-making is expected, along with a commitment to meaningful faculty participation in University governance.
7. **Christian Faith and Professional Life:** Faculty members at this University recognize the relevance of Christian faith to both personal and professional life. Attention is given to matters of faith, especially as they relate to liberal education and academic disciplines.

Christian virtues are practiced in relationships with students and colleagues, and a sense of vocational stewardship is embraced. Professional responsibilities are carried out in a manner that upholds personal and professional integrity.

**APPENDIX B: FACULTY CONSTITUTION AND BYLAWS**  
**OKLAHOMA BAPTIST UNIVERSITY**  
(Revised March 25, 2022)

**ARTICLE I: PURPOSE**

This Constitution sets forth the policies and procedures whereby the Faculty of Oklahoma Baptist University, acting as a corporate body, shall:

- (1) execute its responsibility over all matters of an academic nature, including the establishment and evaluation of curricula, the methods of instruction, the standards for the admission of students, the standards for academic performance, the promotion of effective teaching, the enrichment of scholarship, the fostering of professional growth, the recommending of all degrees to be granted by the University;
- (2) participate through established committees and procedures in decisions concerning faculty appointments, reappointments, promotions, tenure, and in other matters affecting faculty welfare;
- (3) participate in appropriate ways in the selection of presidents, academic deans, and other principal administrative officers, and in the reorganization of administrative structure;
- (4) participate through established committees and procedures in decisions concerning the development of programs and long-range plans for the University, the allocation of resources, student affairs, alumni relations, and other matters as the President of the University shall determine;
- (5) choose a representative council and officers who will be charged with exerting initiative and leadership in the responsibilities outlined above and in other matters affecting the University.

**ARTICLE II: MEMBERSHIP**

The Faculty shall consist of (1) those persons whose primary responsibility is teaching and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor; and (2) others in academic or administrative positions who are eligible for membership or who acquire membership through procedures set forth in the Bylaws. Others contracted to teach courses in the OBU curriculum enjoy all the privileges accorded to the Faculty by this Constitution except voting.

**ARTICLE III: OFFICERS AND COUNCIL**

The Officers of the Faculty shall be a Chair, Chair-elect, and a Secretary. The Officers shall be elected by the Faculty from those whose primary responsibility is teaching.

The Faculty shall have a representative council composed of the Chair, the Chair-elect, and the Secretary and at least six additional representatives chosen in such a manner that each area under an academic dean of the academic structure of the University shall be represented. The representatives shall be elected by the Faculty from those whose primary responsibility is teaching.

#### ARTICLE IV: DUTIES OF THE OFFICERS AND COUNCIL

- (1) The duties of the Chair of the Faculty shall be to preside at meetings of the Faculty in the absence of or at the invitation of the President and/or the Chief Academic Officer of the University, to preside at meetings of the Faculty called by the Faculty Council, to make reports to the Faculty and to submit recommendations from the Faculty Council to the Faculty, to call and preside at meetings of the Faculty Council, and to perform other duties normally pertaining to this office.
- (2) The Chair-elect shall assume the duties of the Chair during any absence. Further, should the Chair no longer hold an appointment at the University, the Chair-elect shall assume the office of the Chair for the remainder of the term of office.
- (3) The Secretary shall be responsible for the records and correspondence of the Faculty and the Faculty Council.
- (4) The Faculty Council shall act as a representative body of the Faculty and shall lead the Faculty in carrying out the purposes stated in Article I. The Council shall deliberate on matters of general concern to the Faculty and shall serve as a liaison between the Faculty and the Administration of the University. The Council shall be able to place items on the agenda of regular Faculty meetings and to call Faculty meetings after proper notification has been given to the President of the University.
- (5) The Faculty Council in consultation with appropriate administrative officers of the University shall select and recommend to the President the faculty chairmen and faculty membership of standing committees of the University and shall review and make recommendations concerning the structure and work of these committees. At least one Council member shall serve on specific university committees as designated in the Bylaws. In addition, the Council may create special committees responsible to the Council.
- (6) If in cases concerning dismissal or non-reappointment, a faculty member shall request a hearing from a representative faculty body, the Faculty Council shall establish and appoint from among its members a Hearing Committee in accordance with the University's policy on dismissal procedure.

#### ARTICLE V: ELECTIONS

The Faculty shall elect the Officers and other members of the Faculty Council during the Spring semester by confidential ballot. Qualifications and terms of office are described in the Bylaws.

## ARTICLE VI: RATIFICATION, AMENDMENTS, AND BYLAWS

This Constitution shall become effective when approved by a two-thirds vote of all the members of the Faculty and by the Board of Trustees of Oklahoma Baptist University. Amendments to this Constitution may be proposed by the Faculty Council or by written petition signed by fifteen percent of the Faculty membership. The proposal shall be submitted to the Faculty at least one month in advance of any regular meeting of the Faculty and shall become effective when similarly approved.

Operational procedures are defined in the Bylaws of the Faculty.

### BYLAWS

#### I. FACULTY MEMBERSHIP

##### Section 1.

Those who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor and whose primary responsibility is teaching are members of the Faculty. "Primary responsibility is teaching" is defined as teaching at least three-fourths load or its equivalent.

Equivalent load may include load credit for research, study, or special, non-teaching assignments, which constitute service to the University or the community.

##### Section 2.

The Chief Academic Officer of the University, the academic deans, and the professional librarians with full-time University appointment hold membership in the Faculty.

##### Section 3.

Lecturers and those holding Professional Service Contracts, so long as those contracts carry full-time University appointment, and so long as those contracts include a university classroom teaching assignment of at least six semester hours, are members of the Faculty.

##### Section 4.

Others in academic or administrative positions may be elected to annual membership upon recommendation by the Faculty Council. This election shall be held in the first Faculty meeting after classes begin in each semester. Annual membership shall expire at the conclusion of the summer term.

## II. FACULTY MEETINGS

Section 1. Calling Faculty Meetings. Faculty meetings may be called through any one of the following procedures:

- (1) The President or a University Officer acting on behalf of the President may call a meeting at any time.
- (2) The Faculty Council may call a meeting, provided proper notification is given. Proper notification shall consist of (a) notifying the President of the University or the Office of the President at least three full days (excluding Saturday and Sunday) before the meeting and (b) notifying the Faculty at least three full days (excluding Saturday and Sunday) before the meeting.
- (3) The Faculty may call itself into session after presenting to the President a petition identifying the subject to be discussed at the meeting, signed by fifteen percent of its membership. Under these conditions, the President of the University, or a University Officer acting behalf of the President, shall set the time and place of the meeting and shall preside.

Section 2. Quorum. A quorum shall consist of a simple majority of the current membership of the Faculty.

Section 3. General Voting Procedures.

- (1) Voting shall be by voice, except if any person so requests, it will be taken by show of hands or by standing; or, if 10 percent of the members so request, by secret ballot; or by roll call if a majority of those present so request.
- (2) The question passes by a simple majority except in those cases where a greater majority is specified in the Constitution or Bylaws.

## III. FACULTY COUNCIL

Section 1. Basis for Faculty Council Representation.

In addition to the Faculty Chair, Chair-elect, and Secretary, the Council shall consist of at least two representatives from each area under an academic dean and two at-large representatives. The faculty in each area under an academic dean shall elect their own representative(s) but all members of the Faculty Council represent the interests of the entire Faculty, not just their representative area. The number of representatives from each area under an academic dean is determined as follows:

- 1-50 faculty members, 2 Faculty Council Representatives
- 51-75 faculty members, 3 Faculty Council Representatives
- 76-100 faculty members, 4 Faculty Council Representatives

All Officers and Council representatives are nominated and elected by the Faculty. Officers



and at-large members are elected from and by the entire faculty; representatives are elected from and by the faculty of the represented areas. Faculty are defined by Article I, Section I of these Bylaws.

## Section 2. Qualifications for Office.

Faculty Officers and other Council members shall be elected from those whose primary responsibility is teaching. "Primary responsibility is teaching" is defined as teaching at least three-fourths load or its equivalent. Equivalent load may include load credit for research, study, or special, non-teaching assignments, which constitute service to the University or the community. Only those faculty who have attained senior faculty status may be nominated and elected to the offices of Chair, Chair-elect, and Secretary.

## Section 3. Terms of Office.

- (1) Officers and other Council members shall assume their duties on May 1, and shall serve for terms of one year.
- (2) No member of the Council may be elected to serve more than three consecutive years and no Faculty Officer may be elected to the same office for consecutive terms.
- (3) The Chair-elect shall serve as Chair in the second year following election. No one may be elected Chair-elect having served more than two consecutive years immediately prior to election as Chair-elect.

## Section 4. Election of Faculty Council Members.

- (1) The annual election of Faculty Council shall be held in March or April at a date determined by the Faculty Council. The election shall be conducted by the Faculty Chair via secure online voting or in a regularly scheduled or called faculty meeting. Nominations may be submitted prior to the election.
- (2) Nominations and voting for each position shall be completed in sequence beginning with the Faculty Officers. Election of the at-large representatives will follow the election of the officers and area representatives.

After each step of the Faculty Council election process, the current Chair will announce the results as a part of the next election phase so that all voting faculty are aware of the unfolding Council representation.

- (3) Election of each officer and each at-large council representatives shall be conducted using the Borda method for voting in separate elections.
- (4) For the representatives to be elected from each area under an academic dean, the representative with the highest Borda count will be elected as the first representative. The representative with the second highest Borda count from a different division/school will be elected as the second representative, and so forth.
- (5) In the case of a tie, a run-off election shall be held.

#### Section 5. Recall of Faculty Council Members.

Recall of Faculty Officers and other Council members requires a two-thirds majority vote of the total Faculty membership. Voting shall be by confidential ballot.

#### Section 6. Filling Council Vacancies.

In the event of a vacancy in the Chairship, the Chair-elect shall be declared the Chair of the Faculty for the remainder of the term. If the vacancy occurs after December 31 the Chair-elect shall serve the originally elected full term in addition to the remainder of the term of the vacating Chair. If the vacancy occurs before December 31, a new election for Chair-elect shall take place. Vacancies in the offices of Chair-elect and Secretary shall be filled by a special election. The Chair of the Faculty Council shall appoint the runner-up in the preceding election to fill any other Council vacancy. The Secretary of the Faculty shall provide records of the preceding election in order to determine the runner-up.

#### Section 7. Placing Items on the Agenda of Faculty Meetings.

The Faculty Council may place items on the agenda of faculty meetings by notifying the Chief Academic Officer's Office at least three full days (excluding Saturday and Sunday) prior to the meeting.

#### Section 8. Faculty Council Representation on University Committees.

At least one Faculty Council member shall be appointed to each of the following University Committees:

- Curriculum Committee
- Professional Status and Standards
- Committee Student Development
- Committee

The Faculty Chair, Chair-elect and Secretary shall be members of the University Planning Advisory Council.

#### Section 9. Review of Faculty Council Structure and Function.

The structure and function of the Faculty Council shall be reviewed by the current Faculty Council in quinquennial and decennial academic years.

### IV. REVISION OF BYLAWS

The Bylaws to the Constitution may be revised by a two-thirds majority vote of the faculty members present in business session, provided that the proposed change in the Bylaws has been submitted in writing to the faculty either by the Faculty Council or by fifteen percent of the total faculty membership at least five full days (excluding Saturday and Sunday) prior to the meeting.

## **APPENDIX C: 1940 STATEMENT OF PRINCIPLES ON ACADEMIC FREEDOM AND TENURE (AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS)**

The Oklahoma Baptist University Board of Trustees has adopted as its guidelines on academic freedom the 1940 “Statement of Principles on Academic Freedom and Tenure” of the American Association of University Professors. The entire AAUP statement is reproduced below. However, only those parts of the statement, which concern academic freedom are incorporated by reference to 2.10.7 of this Handbook. Oklahoma Baptist University policy and procedures concerning probationary and senior faculty contract status, as described in 2.2, 2.3, 2.4, 2.6, 2.8, and 2.9 of this Handbook, supersede AAUP guidelines concerning academic tenure.

The adoption of the AAUP “Statement of Principles on Academic Freedom and Tenure” as guidelines concerning academic freedom does not bind the University to AAUP interpretations of the statement or to any AAUP regulations concerning academic freedom.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher\* or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

### Academic Freedom

- (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

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\* The word “teacher” as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

- (b) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a person of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

### Academic Tenure

- (a) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle, it is understood that the following represents acceptable academic practice:

- (1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
- (2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
- (3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
- (4) Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges prior to the hearing and must be given the opportunity to present a defense before all bodies responsible for judgment. The teacher may be accompanied by an advisor of choice, who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving

moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

- (5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

## **APPENDIX D: LIMITED ACTIVITIES PERIOD FOR EACH SEMESTER**

Members of the University Community shall honor a limited activities period, which will begin at 8:00 a.m. three class days prior to the beginning of the final examination period and will extend through the final examination period.

1. Faculty members shall not assign major papers or projects (papers or projects that account for more than 10% of the total points generated by a student in a course) to be due during this period.
2. Faculty members shall not require students to participate in out-of-class activities during this period (viewing a film, attending a lecture or concert, etc.).
3. University organizations shall not sponsor social or educational events during this period.
4. Whenever possible, given scheduling considerations, athletic and College of Fine Arts events shall not be scheduled during this period.

## APPENDIX E: FACULTY LOAD CREDIT POLICIES

(Revised April 2025)

Preamble: In order to promote both specificity and flexibility, the following is guidance that ensures consistent calculation and application of faculty teaching load credit policies across the courses taught at the University while allowing flexibility necessary to respond to the unique needs of different academic areas and environmental changes. Changes in Appendix E are made in accordance with 1.1 of the Faculty Handbook.

1. The faculty workload includes teaching, scholarship, and service (2.11). Twenty-four hours of faculty load credit will be considered the expected annual load for all full-time faculty. This typically includes twelve hours for each regular semester. The teaching portion of the faculty workload may be met by teaching residential undergraduate, online, non-traditional, and/or graduate level courses. Adjustments to this normal load requirement can be made for the following reasons:
  - a. Serving on a research, clinical, or administrative faculty contract (2.3);
  - b. Being given administrative release from load (2.12.2);
  - c. Serving as a full-time faculty in certain programs for which load is calculated differently (see 21 below); or,
  - d. A teaching load covered under other conditions identified in 21 below.
2. Minimum Class Size Policies: Minimum class enrollment is based on the sustainability of course offerings in light of financial and functional realities. Classes which do not reach course minimums will be canceled unless special permission has been granted by academic deans. Pro-rated load credit for low-enrolled classes will be utilized unless the course must be taught as described 2.11.5. Guidelines which determine minimum class size are:
  - a. The minimum number of students for a residential undergraduate class is eight. Load credit for classes with fewer than eight students will be prorated at the rate of 0.125 per student of the normal course load credit. Classes with eight students will receive full load credit.
  - b. The minimum number of students for classes offered through the Office of Online, Nontraditional, and Graduate Education is five. Load credit for classes with fewer than five students will be prorated at the rate of 0.2 per student of the normal course load credit. Classes with five students will receive full load credit.
  - c. Enrollment in integrated graduate program classes will be combined to calculate the number of students enrolled in the class when calculating the load credit. An integrated course is defined as a course taken by an undergraduate student at the graduate level. These can be undergraduate courses with additional graduate-level components, or it can be a graduate course in which an undergraduate student is enrolled. In either case, the course is taken toward completion of their bachelor's degree. More information on integrated options can be found in individual degree information pages in the OBU catalog.
  - d. Stacked courses are defined as a section of an undergraduate course that also includes a section of integrated graduate students and/or a section of graduate students. The load credit is calculated on the sum of the enrollment in all the

sections of the stacked course. If the sum of enrollment reaches the minimum standard of eight students additional compensation will be provided to the faculty for each graduate student beyond the minimum standard of eight.

3. Full-time faculty may be permitted to use residential, online, nontraditional, or graduate teaching assignments to fulfill the contracted load requirement. The following guidelines apply:
  - a. Dean and chair/program director approval is needed.
  - b. A maximum of six-eight hours (depending upon discipline).
  - c. No more than one ONGE course will be allowed in each of the fall and spring semesters, unless special permission has been granted.
  - d. Enrollment minimums still apply when calculating load/overload.
  - e. For residential undergraduate faculty, residential undergraduate teaching assignments will be prioritized when calculating load/overload.
  - f. Hours used from online, nontraditional, or graduate teaching assignments are calculated on one-to-one faculty load credit hour basis. Any load beyond contract load will be calculated at the appropriate overload rate.
4. Overload compensation will be given for faculty load credit hours beyond the faculty member's required annual load. The dean shall identify which course(s) constitute(s) the overload.
5. Faculty workload is limited to eighteen load credit hours per fifteen- or sixteen-week academic terms (summer, fall, spring). Faculty workload is limited to four load credit hours in winter term. Any exceptions must be approved by the dean.
6. Faculty load credit for team-taught classes will be equally divided among faculty teaching the course unless other prior arrangements are made through the appropriate Dean(s) and Chief Academic Officer.
7. Faculty members with more than four hundred and twenty student credit hours per semester will be given one hour of faculty load credit for each additional sixty student credit hours. Computation will not include overload courses as identified by the dean.
8. Faculty load credit for courses which meet twice per week but carry one student hour credit will be 1.5 hours per course.
9. Faculty load credit for arranged courses and independent study courses will be 0.125 per credit hour of course work per student. All arranged courses and independent studies must have prior approval of the respective dean in order for the faculty member to receive faculty load credit.
10. Faculty load credit for the supervision of internships and practica will be 0.2 hour per student up to a maximum of n hours of load credit for an n-credit hour internship or practicum; e.g., max. of one hour of load credit for a one-credit hour internship or practicum.



11. The following committee and council chairs will have three hours per semester of faculty load credits:  
  
Curriculum Committee  
Faculty Council  
Professional Status and Standards  
Faculty Development
12. Division/school chairs ordinarily receive six hours of load release per semester. Under certain circumstances, including but not limited to, number of sections offered, number of faculty, budget oversight, external accreditation, and event coordination, the Deans can award additional load release.
13. Faculty load credit for teaching science and exercise science laboratory courses will be 0.5 hour of load credit per hour of contact time.
14. Faculty load credit for the supervision of field experiences for EDUC L3982 and student teachers will be 0.5 hour per student teacher. Load credit for EDUC L2982 caps at three hours. If more than one faculty member supervises a student teacher, the 0.5 hour of load credit will be divided proportionately between (among) the faculty supervisors. No faculty member will be allowed to supervise more than twelve students in any given semester. The Director of Field Experiences for the School of Teacher Education will receive six hours of load release per semester.
15. Faculty load credit for Honors Contracted Study is 0.3 hour of load credit for one credit hour. Faculty load credit for Honors Colloquia is one hour of load credit for one credit hour.
16. Faculty load credit for Science Capstone is 0.3 hour of load credit per student for a one credit hour course.
17. Faculty in the Division of Communication Arts with assignments outside of teaching will have the following faculty load credits:

|  |                      |
|--|----------------------|
| Bison Advisor                                | three hours/semester |
| Director of Sarkeys Telecommunication Center | three hours/semester |
| Theatre Director                             | three hours/semester |
| Theatre Technical Director                   | three hours/semester |
| Yahnseh Advisor                              | three hours/semester |
| Student TV Production Advisor                | three hours/semester |
18. Faculty teaching ENGL 1114 for the Pursuits program will receive five hours of faculty load credit due to the additional responsibilities associated with the Pursuits students.
19. In addition to the preceding policies, faculty load credit for the School of Nursing will be calculated as follows:

- a. Faculty load credit for teaching preceptor and non-preceptor practicum courses will be based on contact time of clinical hours, skills hours, and simulation hours applied to course credit and enrollment. Faculty may be assigned any or all elements of a practicum course section/group.
- i. Practicum courses have unique requirements. A detailed breakdown of the contact hours required for each course is available in the respective syllabus. Contact hours for a practicum course are divided by fifteen to determine the overall faculty load credit for the course. The determination of using fifteen hours as the denominator is based on a standard one-hour course meeting for fifteen hours over the course of a semester.
  - ii. Clinical groups and simulation/skills groups are assigned from the overall enrollment in a class. Size of groups vary according to the type of hours. Clinical group sizes vary based on the direct care area and facility. Simulation and skills groups are set at eight to accommodate lab space and meet accreditation standards. Faculty receive load credit as outlined below for each group they teach/lead/oversee. When clinical group numbers fluctuate, FT faculty are expected to be assigned to the larger clinical groups. The Chair finalizes clinical group assignments in collaboration with the Clinical Site Coordinator.
  - iii. Non-Precepted courses require faculty to be present for all clinical hours. Example: NURS 4393 (3 credit hours) includes 59.5 hours of contact time which includes forty hours of clinical, 7.5 hours of skills, and twelve hours of simulation. The faculty load credit will take the contact hours divided by 15 i.e. clinical faculty load is 2.6 ( $40 \text{ contact hours} / 15 = 2.6$ ); skills faculty load is 0.5 ( $7.5 \text{ contact hours} / 15 = 0.5$ ); and simulation faculty load credit is 0.8 ( $12 \text{ contact hours} / 15 = 0.8$ ). Load for all elements is 4.0 ( $59.5 \text{ hours} / 15 = 3.96 = 4.0$ ). Load is calculated for each section/group.
  - iv. Precepted courses include clinical responsibilities that involve a local preceptor as opposed to being on-site for a complete clinical shift. The clinical faculty load credit for a precepted course is one-half of clinical hours. The faculty load for skills and simulation follows the contact time calculation as stated above. Example: NURS 4224 (four credit hours) includes one hundred fifty hours of contact time which includes one hundred thirty-two hours of clinical, nine hours of skills, and nine hours of simulation. The clinical faculty load is 4.4 ( $132 \text{ contact hours} / 2 = 66 / 15 = 4.4$ ); skills faculty load is 0.6 ( $9 \text{ contact hours} / 15 = 0.6$ ); and simulation faculty load credit is 0.6 ( $9 \text{ contact hours} / 15 = 0.6$ ). Load for all elements is 5.6 ( $4.4 + 0.6 + 0.6 = 5.6$  or  $66 + 9 + 9 = 84 / 15 = 5.6$ ). Load is calculated for each section/group.
  - v. Adjunct faculty teaching non-precepted clinical hours will be paid an hourly rate for the hours in clinicals. The hourly rate is defined in the Adjunct and Overload Pay Rate Schedule. An additional two hours of hourly work is allowed for grading per clinical shift. If a full-time faculty member needs to cover for an adjunct in a non-precepted course, the faculty member will be paid the hourly rate as overload.

- vi. Adjunct faculty teaching precepted clinical hours will be paid according to faculty load credit outlined in #18.A.4.
  - b. Advanced Practice Faculty engaged in advanced clinical practice as a part of their University contract will receive 0.25 hour of faculty load credit per hour of contact time in the clinical agency to equal no more than 2.0 hours of load per semester.
  - c. Faculty assignments within the School of Nursing will receive faculty load credit as follows. Position descriptions for these assignments are detailed in the Nursing Faculty Handbook.
 

|   |                    |
|---|--------------------|
| Director of Nursing Accreditation                   | 3.0 hours/semester |
| Practicum Course Coordination (clinical/sim/skills) | 2.0 hours/semester |
| Divided as:   |                    |
| · Clinical/skills 1.0 hr                            |                    |
| · Simulation 1.0 hr                                 |                    |
| Clinical Site Coordinator                           | 4.0 hours/semester |
20. In addition to the preceding policies, faculty load credit for the Division of Music will be calculated as follows (with art and music load credits calculated on an 18-hour clock hour formula for which 18 clock hours = 12 faculty load credit hours):
- a. Touring ensembles meeting four or five days per week will receive four faculty load credit hours.
  - b. Ensembles meeting three days per week will receive three faculty load credit hours and two days per week will receive two faculty load credit hours.
  - c. Chamber ensembles receive one hour of faculty load credit; coached ensembles receive 0.5 faculty load credit hour. Additional ensembles may be added and the faculty load credit determined by the Dean for the College of Fine Arts.
  - d. Theory and Aural Skills training block classes meet five days per week and receive 4.67 faculty load credit hours.
  - e. Private studio lessons including voice, instrumental, piano, and composition will receive the following credit.
    - i. Full-time faculty – 75-minute studio lesson will receive 1 faculty load credit; 50-minute studio lesson will receive 0.67 faculty load credit; 25-minute studio lesson will receive 0.33 faculty load credit.
    - ii. Adjunct faculty – Reported credit for load will follow the guidelines for fulltime faculty. However, the adjunct instructor will be compensated for contact hours based on the University rate.
  - f. Class piano receives 1.5 hours of faculty load credit for two meetings per week and 2 hours of faculty load credit for three meetings per week.
  - g. Faculty serving as coordinators for the following Music areas receive one hour of faculty load credit per semester.
    - i. Music Education Coordinator – responsible for the National Association for Music Education meetings, MUCL 1040, and activities
    - ii. Voice Area Coordinator – responsible for MUPR 1100: Voice Studio
    - iii. Keyboard Area Coordinator – responsible for MUPR 1200: Piano Studio
    - iv. Instrumental Area Coordinator – responsible for MUPR 1300: Instrumental Studio

- v. Worship Studies Area Coordinator – responsible for MUCL 1060: Worship Studies Forum
  - h. Faculty load credit for art classes is 1.0 hour plus 0.33 hour per student up to the number of student credit hours given for the course.
  - i. Art loads for courses offered combined 2-3 credit hours receive full load credit for five or more students. Classes with two-four students, classes that meet once a week, or classes that meet in combined sections will receive 1.5 load credit hours plus 0.5 hour per student. Arranged courses and independent studies receive the following load credit: 0.45 for a 3-hour course; 0.3 for a 2-hour course; and 0.15 for a 1-hour course.
21. The following load calculations will be made for specific program types, delivery methods, and/or teaching load:
- a. Traditional Residential Graduate Programs – Up to six hours of load release per academic year may be granted to a full-time residential graduate faculty member by the Chief Academic Officer in consultation with the Deans if a faculty member gives evidence of a rigorous research program. This additional release will be assessed every year. See 2.11.2 of the Faculty Handbook and #1 of this Appendix for definition of full-time faculty teaching load.
  - b. ONGE Teaching for Residential Undergraduate Faculty Load – If an undergraduate faculty member teaches an online, non-traditional, or graduate course as a part of their regular teaching load (per Section 1 of this Appendix), any overload pay calculated based on, in whole or in part, that course will be calculated at the appropriate program-related adjunct/overload pay rate. Undergraduate faculty are able to teach one ONGE course per term (Summer, Fall, Spring) as part of their load, pending approval by the division/school chair, academic dean, and Chief Academic Officer.
  - c. Graduate Healthcare Programs - Graduate Health Science programs which are taught using a hybrid-cohort model will utilize a contact-hour methodology to determine faculty load. The contact hours will be calculated based on the faculty role in an offered course. These calculations will then be used to ensure faculty meet their workload expectations. Any overloads and adjunct teaching will be compensated according to the program policies. Calculations, workload expectations, and overload compensation policies will be approved annually by the Dean and Chief Academic Officer.
22. Chairs, in consultation with and approval by academic administration, may assign additional advising support for programs, divisions, and/or schools with more than thirty-five advisees per faculty member (e.g. load release, additional compensation, etc.).

## **APPENDIX F: ENDOWED PROFESSORSHIPS AND CHAIRS POLICY STATEMENT**

(Revised March 6, 2006)

Oklahoma Baptist University administers endowed professorships and chairs named in honor of persons or organizations that have made significant contributions to the University. These positions are funded by income from financial gifts to the University.

Traditionally, a faculty member named to an endowed position is nominated to the President by the dean of the college or school in which the professorship or chair resides and by the Chief Academic Officer. A nominee is normally chosen as a consequence of academic reputation, professional credentials, and demonstrated excellence in teaching and scholarship. A less experienced faculty member may be appointed to an endowed position based upon promise and potential. A faculty member named to an endowed position will bear the official title of the professorship or chair and will be installed in that position in a public ceremony.

The University provides additional compensation to holders of professorships and chairs. This amount is in addition to the regular faculty salary and will be separately stated in the contract. Such amount will be determined annually by the senior administration.

A faculty member appointed to an endowed professorship or chair may be removed from the position upon failure to meet the high standards of the position or the requirements of the endowment agreement. Removal may also occur if a reassignment of the faculty member disqualifies the faculty member for the endowed position. Removal must be approved by the Chief Academic Officer and the President. In such a case, the faculty member will be provided due process.

## APPENDIX G: THE BAPTIST FAITH AND MESSAGE

While we recognize some faculty represent different evangelical church traditions beyond Baptist, all faculty are required to affirm Articles I through IV of the BFM 2000, as well as paragraphs 1 and 2 of Article XVIII. Faculty are also expected to teach in accordance with and not contrary to the remaining articles in this document.

### THE BAPTIST FAITH AND MESSAGE

#### I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

#### II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

##### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

## B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ. He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

## C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

### IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

- B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts*



*2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end.

Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

## VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

## IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46;26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

## X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge.

Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

### XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4, 19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

### XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

### XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause,

always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7, 24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1, 13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

## XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the

channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

## APPENDIX H: HUMAN SEXUALITY POLICY

Oklahoma Baptist University strives to create a learning environment where community members can safely engage each other in meaningful dialogue about important issues, including those of human sexuality.

Sexuality is a gift from God. God created sex and declared it “good” (Genesis 1:27-28). Oklahoma Baptist University affirms the biblical standard of sexuality through scripture that teaches God’s standard for human sexuality as a faithful commitment in marriage between a man and woman and purity in relationships outside of marriage. Along with the rest of creation, however, sexuality has been affected by sin (Genesis 3). As a result of the Fall of humanity, sin has a wide impact on our lives and every person struggles with temptation in one form or another. Temptations relating to sexuality include heterosexual sex outside of marriage, homosexual behavior, the perversion of sexuality through pornography, rape, incest, sexual addictions and all other forms of sexuality that deviate from the biblical standard for sexuality. It is the University’s expectation that OBU students, faculty, and staff will comply with the biblical standard for sexuality.

Oklahoma Baptist University’s policy regarding sex, sexuality and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood through the University’s mission statement, founding documents, our Baptist heritage, and through our accountability as an entity of the Baptist General Convention of Oklahoma. This policy addresses transsexualism, transgenderism, homosexuality, and related gender identity issues. The University affirms that God’s original and ongoing intent and action is the creation of humanity manifested as two distinct sexes, male and female. The University also recognizes that due to sin and human brokenness, human experiential perception of sex and gender is not always that which God the Creator originally designed and yet the University affirms God’s capacity to heal and to transform our brokenness in keeping with His purposes and will. With this foundational understanding of creation, fall, and redemption, the University does not support nor affirm the resolution of tension between one’s biological sex and one’s experiential perception of same sex attraction or of gender by the adoption of psychological identity discordant with one’s birth sex. Thus, the University does not support nor affirm behavior discordant with these commitments, including but not limited to

non-biblical behavior and lifestyles as well as use of pronouns discordant with one’s biological sex. Similarly, the University does not support nor affirm attempts to change one’s given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning, the University will respect those whose moral views diverge from ours, the University will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters. Employment at the University is contingent on affirmation of this policy.”

OBU students, faculty and staff are called to exercise their personal freedom and responsibility within the framework of God's word (Gal. 5:13-14; I Peter 2:16-17) and to treat their own bodies and those of others with the respect and honor due the temple of God (I Cor. 6:20). It is the University's intention to promote behavior consistent with scriptural principles. Students with questions regarding these issues are encouraged to avail themselves of opportunities for confidential discussion and guidance through the University Counseling Office or the Campus Life staff, including the Residence Directors, Dean of Students and Vice President of Campus Life, the Director of Residential Experience.

In accordance with biblical teaching on admonishment and reproof (Gal. 6:1-2, Matt. 18:15-17, Col. 3:16-17), the University will direct compliance with disciplinary requirements. These disciplinary requirements may include but are not limited to a verbal and/or written warning, probation, or departure from the University. Refusal to comply with the clearly stated and scripturally supported policies shall result in departure from the University.



## **APPENDIX I: STATEMENT ON PROFESSIONAL ETHICS AS ADOPTED BY THE AAUP**

- I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.