



**FACULTY SENATE PROPOSAL
FSP-2017-2018-008**

I. Proposal Name:

Faculty Qualifications

II. Statement:

Faculty Handbook updates below:

**ITEM FROM AVP STEWARD FOR HLC REQUIREMENTS-EDITED AND SENT 02-01-18 TO FHEB
CLEAN COPY TO FS 4/11/18**

1.4.3 PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS

The provost/vice president for academic affairs is the university's chief academic officer and a member of the president's cabinet, and is responsible for providing leadership and direction for all academic programs, the library, and online instruction. The provost/vice president for academic affairs also coordinates the planning and development of the instructional budget, evaluates academic instruction and curricula, recruits qualified faculty members, and oversees matters of faculty development and welfare, including promotion, retention, and tenure. As the senior cabinet member, the provost/vice president for academic affairs reports directly to the president of the university and will act for him/her in his/her absence or at his/her request.

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1.5.4 DEAN: CB, CEPS, CFAD, CLA, AND CMS

1.5.4.1 ROLES AND RESPONSIBILITIES

The dean is the chief administrative officer of the college. The dean is responsible to the president and provost/vice-president for academic affairs and accountable to students, staff, faculty, administrators, alumni and other stakeholders.

The dean combines professional skill, vision, and effective communication to lead and manage the college. The dean guides the long-range development of the college within the context of the university and academic missions and strategic plans. The dean lays the groundwork for professional interaction through direct communication with the department chairs/school directors. Additionally, the dean facilitates ongoing planning activities to promote continuous improvement.

The dean fulfills many specific leadership and management functions which include, among others, the following:

A. Leadership

1. Developing, in collaboration with others in the college, a vision, mission, goals and strategic plan that are aligned with the university and academic missions and strategic plans.
2. Participating, in collaboration with Academic Affairs and the University of Central Oklahoma Foundation, in fundraising and development activities including, but not limited to, major gift solicitation, donor stewardship, grantsmanship, and alumni relations.
3. Making a positive contribution to external communities and stakeholders by serving on external boards, working to form creative/scholarly/research partnerships, and serving as a professional resource for the community.
4. Developing, in collaboration with Academic Affairs, the Centre for Global Competency, and the International Services Office, International relationships for student and faculty exchange and study abroad/study tour opportunities.
5. Establishing and maintaining an environment that promotes a healthy, positive climate: open, two-way communication; and appreciation for diverse perspectives.
6. Working with the associate dean(s), assistant dean(s), and department chairs/school directors to
 - a. Lead processes to ensure continuous quality improvement and to promote student learning in areas including program development, assessment and evaluation.
 - b. Provide professional development of department chairs/school directors, faculty and staff.
 - c. Provide oversight of a comprehensive personnel management system including the recruitment, hiring, retention, and evaluation of faculty and staff members.
7. Making a positive contribution in teaching, scholarship and creative activities within the context of leadership and management responsibilities.

B. Management

1. Developing policies and acquiring resources to fulfill the college vision, mission, goals and strategic plans.
2. Ensuring that administrative responsibilities are met in an accurate and timely manner.

3. Establishing and maintaining an environment that promotes a healthy, positive climate; open, two-way communication; and appreciation for diverse perspectives.
4. Providing stewardship, oversight and sound management of personnel (including faculty qualifications), budget, facilities and equipment in alignment with the college strategic plan.

**ITEM FROM AVP STEWARD FOR HLC REQUIREMENTS-EDITED AND SENT 02-01-18 TO FHEB
EDITED AND SENT 03/29/18 TO: DR. STEWARD, FHEB, AND FACULTY SENATE PRESIDENT
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1.5.7 DEPARTMENT CHAIRS AND SCHOOL DIRECTORS

1.5.7.1 ROLES AND RESPONSIBILITIES

The department chair or school director is responsible for the operation of a department or school and continues to function as a faculty member, engaging in teaching, service, and scholarly/creative activity.

A. LEADERSHIP/MANAGEMENT

The department chair/school director:

1. is the primary voice for communicating the university's, the college's and the department's/school's vision and mission to the faculty, students and other stakeholders;
2. represents the department/school in communications with other professionals on and off campus;
3. endeavors to support the department's/school's development to reflect external change in the discipline and the department's/school's role within the college and the university. Support includes attendance at national conferences;
4. guides the long-range development of the department/school within the context of the university's and the college's vision, mission, and goals;
5. develops and oversees the implementation and evaluation of a strategic plan with clear budget implications congruent with the university and college missions and strategic plans;
6. articulates the department's/school's goals and needs within the college and collaborate with the dean to strengthen the department/school;
7. oversees curriculum, budget and personnel issues, including recruitment and retention, for the department, and address the needs of faculty, staff, students, accreditors and other stakeholders;
8. oversees the supervision, evaluation and professional development of all departmental personnel;
9. initiates and supervises program development, maintenance, and evaluation;
10. collaborates with academic advisors and others to address students' academic needs including transfer articulation, course substitutions and advisement.

11. is responsible for detailing the minimum criteria for “tested or equivalent experience”, and oversees and ensures that all faculty are qualified to teach assigned course(s). [pg. 4, HLC Guidelines-Faculty Qualifications, March 2016]
- a) If minimum threshold (criteria) have not been established, the department chair/school director is responsible for developing criteria that would satisfy professional expectations in the field or subfields. This document should be in narrative form, no more than ~~three to~~ five double-spaced pages in length.
 - b) If the department/school has established minimum thresholds (criteria), the department chair/school director is responsible to regularly review and update, if warranted, the criteria for equivalency.
 - c) Programs with specialized accreditation often prescribe minimum qualifications for faculty. These qualifications include academic credentials. Professional experience may satisfy the requirement for academic credentials. In such cases, the department and chair are advised to use minimum faculty qualifications set forth by their accreditation organization.
 - d) The Faculty Qualifications document created by the department chairs/school directors will be forwarded to the respective deans of each college for approval. Each dean will then forward a copy to the provost for final approval for conformity to university policy and HLC guidelines. Academic Affairs will be the repository of all documents related to faculty qualifications.

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CHAPTER 2

FACULTY POLICIES AND PROCEDURES

2.1 PERSONNEL POLICY

*It is the policy of the Board to recognize and implement the functions assigned to the regional universities by the Oklahoma State Regents for Higher Education. These functions are teaching, research, continuing education, and public service. The responsibility for carrying out this policy is shared by the Board of Regents for the Regional University System of Oklahoma, administrative officers, and the faculty of the constituent universities (**Section 3.1, RUSO**).*

The selection, development, and retention of a competent faculty are directly related to the mission performance of the University of Central Oklahoma. In meeting this obligation, the university follows guidelines

set forth by the Higher Learning Commission, Oklahoma State Regents for Higher Education, requirements established by the Regents for Regional University System of Oklahoma, and policies and practices of the university.

The number and type of full-time and part-time faculty reflect mission priorities and are appropriate to provide effective teaching, mentoring, research, community service, and administrative expertise. Faculty in undergraduate degree programs should hold a degree at least one level above that of the programs in which they teach. Faculty teaching in graduate programs should hold earned terminal degrees. To request exceptions to this standard, colleges must show evidence their faculty members are professionally qualified.

Part-time faculty members can provide additional educational expertise, but the number and kinds of part-time faculty members must be regulated to protect program quality. Part-time faculty members teaching courses for credit must meet the same academic and/or professional qualifications as their full-time counterparts teaching in the same disciplines.

2.2 MEMBERSHIP

The faculty is composed of two groups, the regular and the supplemental faculty. In most cases, these individuals have an instructional or research relationship to the university, either direct or supervisory. The faculty includes permanent and temporary, full-time and part-time personnel.

Regular Faculty: *The regular faculty includes members of the faculty who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, instructor, or special instructor. Regular faculty may hold one of the following appointments: (1) Tenured; (2) Tenure Track (non-tenured, on tenure track); (3) Non-Tenure Track (non-tenure earning UCO Lecturer); (4) Temporary (one academic year or less) (Section 3.1.1, RUSO).*

Principal Academic Ranks of the University. *The principal academic ranks of the university shall be Professor, Associate Professor, Assistant Professor, and Instructor. Educational qualifications for these ranks shall be as follows:*

- a) *Professor:* *An earned doctorate degree awarded by a regionally accredited or internationally recognized institution, or have completed a nondoctoral degree program requiring a minimum of 60 graduate hours [considered a terminal degree at UCO].*
- b) *Associate:* *An earned doctorate degree awarded by a regionally accredited or internationally recognized institution, or have completed a nondoctoral degree program requiring a minimum of 60 graduate hours [considered a terminal degree at UCO].*
- c) *Assistant:* *An earned doctorate degree awarded by a regionally accredited: internationally recognized institution. Institutions may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a nondoctoral degree program requiring a minimum of 60 graduate hours [considered a terminal degree at UCO].*

- d) Instructor: An earned degree awarded by a regionally accredited or internationally recognized institution.
- e) Others: Institutions may classify instructional personnel who are not subject to assignment of rank by such titles as special instructors, lecturers, graduate assistants, adjunct instructors, part-time instructors, or by other title. (**Section 3.2.2, RUSO**).

Supplemental Faculty: The supplemental faculty consists of:

- a) Members of the Department of Military Science. Members of the Department of Military Science include the commissioned and non-commissioned officers assigned to the university by the Department of the Defense. The senior commissioned officer holds the rank of professor.
- b) Adjunct Faculty. Adjunct faculty hold part-time appointments that may be made for one academic year or less. The rank of such faculty members may be instructor or lecturer.
- c) Visiting Faculty. Visiting faculty are employed by the university to teach or perform research for a limited time and are on leave of absence from another institution of higher education or professional practice. Visiting faculty may be appointed at any rank.
- d) Volunteer Faculty. A person who has special talents or expertise and whose time and services are donated, may be appointed to the university volunteer faculty. Volunteer faculty enjoy all the privileges of the academic community except those, such as tenure, which are applicable specifically to regular faculty. Volunteer faculty who meet the education qualifications may hold academic rank.
- e) Clinical Supervisors. Clinical supervisors are not employees of the university. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting (**Section 3.1.1, RUSO**).
- f) In Residence. The university may employ individuals who have achieved exceptional recognition in their respective fields. These appointments fulfill specific university needs and may include: Artist-In-Residence, Statesmen-In-Residence, Executive-In-Residence, or Teacher-In-Residence. Such appointments are non-tenure track and are for one academic year.
- g) Endowed Faculty Position. Endowed faculty positions enhance student learning by attracting and supporting an expert faculty member in a specific discipline with a clearly defined academic function. In addition, endowed faculty positions establish an area of educational strength and add prestige for the University of Central Oklahoma. An endowed faculty position may be at the chair, professor, lecturer, or artist-in-residence level For more information, see UCO Academic Affairs Policy 3.7 “Endowed Faculty Positions” and (**OSRHE policy 4.20.2**).
- h) Joint Appointments. Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they (a) must not total more than 1.0 Full-Time Equivalent (FTE) and (b) must be approved by all the units and colleges or universities involved. Such appointments must have the approval of the appropriate administrative officials of all units involved, and one academic unit and college shall have primary responsibility for promotion and tenure consideration. (**Section 3.1.7d, RUSO**).

- i) Guest Lecturer. A guest lecturer teaches one to two classes generally for no financial compensation.
- j) Substitute Lecturer. A substitute lecturer assumes teaching responsibilities for a full-time faculty member during a specified time period and receives financial remuneration.
- k) Emeritus Faculty. See Chapter 4, Section 4.6.1. and Appendix P
- l) Distinguished Emeritus Faculty Fellow. A distinguished emeritus faculty fellow is a special category of adjunct faculty with a salary increase of five percent (5%). See Appendix P for more information.

2.2.1 FACULTY QUALIFICATIONS

Consistent with the Higher Learning Commission, qualified faculty members at UCO are identified primarily by academic credentials or, in some cases, equivalent experience.

Academic Credentials

- a) Faculty must possess academic credentials relevant to what they are teaching. This means academic credentials in the discipline or subfield (if applicable) that they are assigned to teach.
- b) Faculty must hold a degree at least one level above the level at which they teach, except in programs that are considered terminal degrees for the respective field (e.g., doctoral and MFA).
- c) Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
- d) Faculty members holding a graduate degree in a discipline or subfield other than the undergraduate discipline or subfield in which they teach, must have a minimum of 18 graduate credit hours in the discipline or subfield in which they teach or establish equivalent experience.

Equivalent Experience

- a) UCO recognizes that many academic programs are enhanced by the presence of a faculty member with “tested or equivalent experience.”
- b) Tested or equivalent experience is defined as the minimum threshold (criteria) of professional experience. This is an evaluation process that is established by the institution.
- c) Years of teaching a course or courses (without relevant academic credentials) is not a proxy for “tested or equivalent experience.” [Section xxxxx The Higher Learning Commission-need info from Dr. Steward]

2.2.2 RECRUITMENT AND SELECTION PROCEDURES FOR FULL-TIME AND ADJUNCT FACULTY

Refer to Appendix C for recruitment and selection procedures for full-time faculty members and to Appendix D for application information for adjunct faculty members.

2.2.23 INITIAL APPOINTMENTS TO THE REGULAR FACULTY

Authority to make appointments to the regular faculty is delegated to the university presidents. Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment. (Section 3.1.4. RUSO).

- A. Guidelines for appointment to rank and tenure are:
 - 1. Full-time faculty members with doctorates or other terminal degrees approved by RUSO upon the president's recommendation are generally employed as assistant professors.
 - 2. Full-time faculty members with less than a terminal degree are generally employed as instructors. Exceptions to these guidelines may be made on an individual basis by the regents if requested by the president.
 - 3. Full-time faculty members are generally hired on tenure-track status.
 - 4. Full-time faculty members may be hired as temporary or non-temporary lecturers on non-tenure track status.
- B. The inclusion of faculty names in a class schedule or on a class assignment sheet does not constitute a contract.

2.2.4 APPOINTMENTS TO THE SUPPLEMENTAL FACULTY

An appointment to the supplemental faculty is delegated to the university president. These appointments are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non-reappointment (Section 3.1.5. RUSO).

2.2.5 APPOINTMENTS TO THE SUMMER TEACHING FACULTY

An appointment to the summer faculty is limited to the specific summer for which the appointment is made. Summer faculty appointments from regular faculty are made by the university president and reported to the Board quarterly (Section 3.1.6. RUSO).

III. Justification

To be consistent with the Higher Learning Commission (HLC) requirements, these changes to the Faculty Handbook identify highly qualified faculty primarily by academic credentials or, in some cases, equivalent experience.

Submitted by Senator Burns

Recommended for Approval by the Faculty Handbook and Academic Affairs Committee