

Rose State College

Policies and Procedures Manual Thirty-ninth Revision

**Containing resolutions, motions, and other actions adopted by the
Board of Regents
of Rose State College, of a permanent and general nature,
passed prior to July 1, 2018,
and still in effect on that date,
excepting such actions of the Board as may be published
in the College Catalog or College Student Handbook**

**compiled, codified, and published
by
authority of the Board of Regents**

**Rose State College
6420 Southeast Fifteenth Street
Midwest City, Oklahoma 73110-2704**

- (5) **Approved changes.** Approved changes in the rate of overload, adjunct professor, summer, and substitution pay/deductions will be made effective with the fall semester of each fiscal year.

Sec. 2-30. Summer teaching assignment policy.

Maximum summer teaching assignments follow:

- (1) **Four credit hours.** Four credit hours for a four-week session.
- (2) **Nine credit hours.** Nine credit hours for an eight-week session.
- (3) **Twelve credit hours.** Twelve credit hours for any combination of sessions.

(Exceptions to the summer teaching assignment policy may be granted for special circumstances by the appropriate Academic Division Dean.)

Sec. 2-31. Faculty seniority and retrenchment

(a) **Seniority.** Seniority, acquired through fulfillment of professional obligations and approved leave, may be defined as the length of continuous satisfactory service by Rose State College full-time faculty.

(b) **Retrenchment.** In the event of retrenchment, academically qualified faculty with seniority should be given first consideration for retention and any open positions.

Sec. 2-32. Probationary status

(a) **Probationary period.** All new professors appointed to full-time regular positions are employed on a probationary basis for a minimum of five years, effective beginning June 30, 1977. During the probationary period, professors are carefully evaluated. The Rose State College Board of Regents charges the President, through appropriate administrative officials as outlined in the "Policies and Procedures Manual," with responsibility for supervision, evaluation, and recommendations. During the non-tenured faculty member's first year of employment, the non-tenured faculty member is ineligible for appeals processes as defined in Sec. 7-1(2)(a), p. IV-7-I. The probationary period is meant to be a period of development for professors. Methods and techniques appropriate to instruction will be encouraged and will be developed by the new professor during this period with the help of the immediate supervisor and tenured professors. Participation in the New Faculty Development Program is mandatory. Among the methods of aiding this development are campus professional development activities, professional meetings, course outlines and teaching guides, formal and informal conferences with tenured faculty, faculty mentors, third-year faculty evaluation by tenured faculty (Sec. 2-33), and division meetings. During the probationary period, faculty are evaluated carefully, in part through a formal third-year evaluation, at which time concerns/shortcomings may be identified and assistance then provided to help improve the individual's performance. (*Rev. 05/16*)

(b) **Reappointments.** Probationary employment carries no obligation for continuance, and the decision for reappointment is made each fiscal year. Administrative officials must decide whether to recommend reappointment to the President. No recommendation for an individual means that no employment is offered to that person for the new academic year.

(c) **Consideration for tenure.** After completion of five years of satisfactory service, the full-time, regular professor is considered for tenure provided other requirements, such as degree qualifications, are met. The probationary period may be longer than five years, such as in the case of a professor with demonstrated instructional ability who applies for leave of absence to complete additional education needs or for sick leave or to accept an administrative position in this

institution; the probationary time will resume as if uninterrupted upon reassignment in full-time instruction. If a professor teaches for only one semester during his/her year of tenure consideration, he/she will be evaluated for that year on the basis of the one semester.

(d) **Tenure and special assignments.** Tenure applies to full-time, regular position professors rather than those persons in special assignments. If a special-assignment employee becomes a regular instructional member, however, time spent in such assignments may, at the recommendation of the Division Dean and the Vice President for Academic Affairs and at the discretion of the President, be counted as probationary time.

(e) **Special circumstances.** If a tenured faculty member or a tenure track faculty member should leave the College and return or if any other special circumstance should develop concerning a faculty member's eligibility for tenure vote, the tenured faculty of the division will consider the circumstances. This committee will make recommendations to the Division Dean. These recommendations, along with those of the Division Dean, will be forwarded to the Vice President for Academic Affairs, then the President.

Sec. 2-33. Granting of Tenure and evaluating probationary faculty

(a) **Consideration for tenure.** All persons who have completed the probationary period are to be considered for tenure. This consideration is shared by tenured faculty members within the person's division, the Division Dean, or other administrative, managerial, or professional personnel, and the administration. In the event that the tenured faculty in a division number fewer than five, this number will be supplemented by the necessary number from the tenured faculty of the College. The Vice President for Academic Affairs will be responsible for having the tenured faculty of the division elect the additional members necessary.

(b) **August professional development (fall) meeting.** Each Division Dean will announce at the fall professional development a meeting of the tenured faculty of the division to be held before September 15 for the purposes of presenting the names of faculty members in that division who are eligible for third-year review and tenure consideration and of reviewing the tenure process.

(c) **January professional development (spring) meeting.** Each Division Dean will announce at the spring professional development the dates for the spring meetings pertaining to tenure.

Each faculty member being considered for tenure or for third-year review is responsible for checking his/her file for completeness and accuracy after the beginning of the spring semester but prior to the two weeks before to Spring Break. Tenured faculty will review the files for the tenure candidate(s) and third-year review candidates during the two weeks prior to Spring Break.

Tenure evaluation materials:

- (1) Student Evaluation of Professor and Instruction (plus computer summary).
- (2) Instructional Evaluation-Classroom Visit (composite).
- (3) Faculty Performance Appraisal.
- (4) Teaching Assignments.
- (5) Grade Analysis.
- (6) Faculty Data Sheet
- (7) Additional information. Any additional information that a person being considered wishes to submit. These materials will have been collected at the appropriate times during the probationary period. (Rev. 05/16)

(d) **Spring tenure-related meetings.**

(1) **Reviewing files.** The two weeks prior to Spring Break will be set aside each year for tenured faculty of the division to review the materials of each person to be considered for tenure and for those having their third-year review.

***Tenure and Third-Year Review.** The materials will be available in the division office or in another room designated for this purpose by the Division Dean. The materials may not be removed from the designated location and must be considered confidential. Each tenured faculty member must have signed a check sheet, attached to each file, upon having completed his/her review of the material in order to be eligible to complete the evaluation form and/or vote.

The tenured faculty may make notes during this review so as to better complete the evaluation at a later date. They may also obtain a copy of the form (from the online *Forms Handbook*) on which to make notes.

(2) **Reviewing policy and signing ballots.** During the week following Spring Break, a short meeting of the tenured faculty within the division will be called by the Division Dean for the purpose of reviewing the tenure voting process and electing a chairperson to serve during the tenure voting and evaluation process. Once a chairperson is elected by the tenured faculty, the Division Dean will leave the meeting, and the chairperson will review with the tenured faculty the evaluation form to be completed for third-year probationary faculty and for those who are to be considered for tenure. The chairperson will appoint an assistant, and they will proceed with the signing of the ballots. He/she will keep track of which tenured faculty members signed ballots as only those faculty will be allowed to cast votes at the tenure meeting.

Signing BALLOTS. A copy of the ballot should be obtained from the online *Forms Handbook* or from the Office of Academic Affairs. Voting is anonymous. Therefore, the names of all tenured faculty members in the division will be typed on the form, and one copy per faculty member times the number of faculty members being voted on for tenure will be produced. (Example: 20 tenured faculty members x 2 faculty members up for tenure will cause each faculty member to sign his/her name 40 times. At the voting meeting, only those tenured faculty members who previously signed ballots would be eligible to cast votes.)

(3) **Voting and writing evaluations.** The Division Dean or elected chairperson will call two (2) two-hour meetings of the tenured faculty within the division during the second week following Spring Break for the purpose of voting for tenure recommendations and of filling out faculty evaluations for those faculty being considered for tenure and for those having their third-year review.

The evaluation forms are Scantron forms available in the Office of Academic Affairs. Number 2 pencils will be necessary to complete the numerical portion of the form.

The Division Dean will give the tenure ballots, which were signed for purposes of validation at the preceding meeting, to the elected faculty chairperson and leave the meeting. Within the first assigned two-hour period, any tenured faculty member who previously signed ballots and reviewed tenure files will complete an evaluation of all third-year probationary faculty and of those eligible for tenure. In addition, all tenured faculty will vote on each person eligible for tenure. Those faculty members attending the first meeting must complete all evaluations and voting at that meeting. At the end of this first meeting, the completed ballots, evaluations, and the remaining blank ballots will be secured in the division office.

Those tenured faculty unable to attend the first meeting should attend the second two-hour meeting in order to complete faculty evaluations for those faculty being considered for tenure and for those having their third-year review. In addition, these remaining tenured faculty will vote on each person eligible for tenure.

The ballots and evaluations will be completed in the room designated for meeting and will be collected by the elected chairperson or the assistant. Both ballots and evaluations must be completed and collected within two hours of the beginning of the meeting. All must be completed by the end of the second two-hour meeting.

(4) **Announcing tenure recommendations.** The Division Dean will call a final meeting of the tenured faculty of the division prior to the last day of the spring semester at which he/she will inform the tenured faculty of their majority vote and subsequent action by the College administration and the Board of Regents.

(e) **Disposition of the ballots and the evaluations.**

(1) The elected chairperson and his/her assistant will compile the comments made by the tenured faculty on the evaluation forms.

(2) The evaluations will then be taken to IT Services so that a composite tally of the evaluation numerical scores can be run. (A tally of the evaluations and a compilation of the written comments will be sent to the Division.)

(3) The ballots will be taken to the Division Dean by the elected chairperson. The Division Dean and the elected tenure chairperson count the ballots with the Vice President for Academic Affairs. (An abstaining vote is not counted.)

The Division Dean will forward the results of the vote in a memo, indicated by a majority for or against (a majority being 50% + 1 vote), together with the recommendation of the Dean to the Vice President for Academic Affairs no later than the end of the second week following Spring Break. The Vice President will then forward the results and his/her recommendation to the President. The final decision is made, with the President's recommendation, by the Board of Regents.

Tenure ballots will be destroyed four weeks after the faculty member under consideration has been notified of his/her tenure status.

(f) **Notification of Tenure and evaluation results**

(1) **Notification.** Official notification of tenure status is given to the faculty member by letter from the President no later than 10 days after the decision of the Board of Regents.

(2) **No tenure recommended.** In the event that a faculty member does not receive a recommendation for tenure, his/her services will be terminated at the end of the current contract period. If tenure is not recommended or approved for a candidate, he/she will be notified through the proper administrative channels.

(3) **Results for faculty considered for tenure.** For the faculty member(s) considered for tenure, the evaluations and the ballots will be taken to the Vice President for Academic Affairs for tallying within two days of the tenure vote meeting. The Vice President for Academic Affairs will store the evaluations for one year, then destroy them by shredding.

The Vice President for Academic Affairs will retain the tenure ballots for one month after the faculty member's notification of granting or non-granting of tenure. In the event that an appeal occurs in connection with granting or non-granting of tenure, the tally may be viewed by the Hearing Committee.

The tally and a summary of comments from the evaluations will be given to the faculty member(s) considered for tenure at a meeting with the elected chairperson, which

will occur as soon as possible after the tenured faculty of the division have been notified of the results of the tenure vote.

(4) **Results for faculty considered for review.** For the third-year probationary member(s), the tally from IT Services of the individual evaluation items and the evaluations themselves will be sealed and kept by the elected chairperson until his/her meeting with that faculty member, which will take place before the end of April. At this time the faculty member will receive his/her copy of the tally and a summary of evaluation comments, and the evaluations themselves will be destroyed. A copy of the composite tally and of the evaluation comments will be kept in the faculty member's personnel file in the Division Dean's office.

Sec. 2-34. Tenure in administrative assignments

(a) **Not applicable.** Tenure is not applicable to service in administrative assignments. The administrative officers of the College are appointed to serve in their assignments for an indefinite period but with annual renewal of employment terms on the part of the individual and the institution. Persons holding faculty tenure status who accept appointments to administrative positions, however, do not give up their tenure as faculty. Upon reassignment as faculty, tenure status continues.

(b) **Exception.** There is one exception to Sec. 2-35(a). Persons who have at least 60 percent instructional duties receive full credit on their probationary time for each year spent in such positions and are eligible for tenure.

Sec. 2-35. Periodic review of tenure status

(a) **Procedures.** For the purposes of assuring the public, the students, and the faculty of the institution's maintenance of the highest academic standards, procedures for periodic review and evaluation of officially tenured professional instructional staff have been established. The review, in the form of self-evaluation, student evaluation, administrator's evaluation, and conference with the faculty member, shall be conducted during the third and sixth years following the year during which tenure status is granted and every fifth year thereafter; however, all tenured faculty will be reviewed yearly for contributory services according to the personnel chapter (see Chapter IV, Personnel).

(b) **Return to probation.** If, at the conclusion of a periodic review of a tenured faculty member, it is determined that the faculty member's total evaluation reflects failure to comply with stated responsibilities, return to probationary status for one year may be recommended. In this event, the President will notify the faculty member in personal conference of the recommended action. If the faculty member agrees to the recommendation, the action will constitute full return to probationary status without privileges or guarantee of processes accorded tenured faculty. If the faculty member desires to appeal, he/she will so indicate to the President during the conference. Procedures will be the same as those in the personnel chapter (see Chapter IV, Personnel).

(c) **During one-year probation.** During a one-year probationary period, the faculty member will meet with the Division Dean at least once each semester for counseling and continuing evaluation.

(d) **Recommendations after one-year probation.** If, at the conclusion of a one-year probationary period, the faculty member is determined to have complied with stated responsibilities, he/she will be returned to tenured status; if not, recommendations that his/her

services be terminated will be made. The recommendation, in either event, will be forwarded by the Division Dean through the proper administrative channels to the President, who will notify the faculty member. If the faculty member desires to appeal, he/she should follow the procedures in the personnel chapter (see Chapter IV, Personnel).

Sec. 2-36. Textbook and other instructional materials recommendation and adoption

- (a) **Selection responsibility.** Rose State College has the responsibility of selecting textbooks and other resources to learning which are the best basic tools that may be used in the quest of complete and efficient learning. The College recognizes that the selection of textbooks is the right and responsibility of the faculty. Professors, because of their specialized training and thorough familiarity with the literature in their own subject fields, are best qualified to recommend these materials. However, the responsibility for recommending textbooks is not one to be taken lightly; rather, it is a task that must be frequently performed and frequently reviewed.
- (b) **Freedom of choice.** The policy of the College shall be to allow professors the freedom to recommend instructional materials, including textbooks.
- (c) **Adjunct professors.** Adjunct professors assigned to regular course offerings will use one of the approved texts.
- (d) **Procedures.** Procedures to be followed in selecting or changing textbooks: