OUACHITA BAPTIST UNIVERSITY
FACULTY-STAFF MANUAL
2026-27
CONTENTS

I. GENERAL INFORMATION 1

A. **THE UNIVERSITY** **1**
1. Name 1
2. History 1
3. Vision, Mission, and Values, Faith Statement 4
4. Academic Organization 8
5. Accreditation and Memberships 9
6. Governance: The Board of Trustees 9
7. Administrative Personnel 10
8. Exempt and Non-Exempt Personnel 10

B. **EMPLOYMENT INFORMATION** **11**
1. Equal Employment Opportunity 11
2. Commitment to Providing Reasonable Access 11
3. Background Checks 11
4. Terms of Employment 12
5. Medical Leave 12
6. Leave Without Pay 13
7. Court Leave 16
8. Funeral Leave Policy 16
9. Employment External to the University 17
10. Service Awards 17
11. Retirement 17
12. Discriminatory Harassment 17
13. Safe Workplace Policy 17
14. Sexual Harassment 18
15. Problem Resolution 18
16. Drug-Free Workplace Policy 20
17. Extra Compensation 21

C. **FRINGE BENEFITS FOR STAFF** **21**

D. **FRINGE BENEFITS FOR FACULTY** **21**
1. Insurance Overview 22
2. Federal Insurance Contributions Act (FICA) Taxes 22
3. Retirement Annuity Plan 22
4. Workers' Compensation and General Liability 23
5. Tuition Discounts: Faculty and Staff 23

6. Tuition Discounts: Faculty and Staff Dependents 24
7. Tuition Exchange Agreement 25
8. Educational Assistance Plan 26
9. Student Employees for Faculty and Staff 26
10. Faculty/Staff Meal Plan and OBU Dollars 26
11. Athletic Events 26
12. Recreational Facilities 27
13. Concerts and Lectures 27
14. Use of University Facilities 27
E. **GENERAL POLICIES AND PROCEDURES** 27
1. Faculty-Staff Manual 27
2. Code of Ethics 27
3. Nondiscrimination 28
4. Authorized University Travel 29
5. Bookstore 29
6. Office Supplies 29
7. Printing and Related Services 29
8. Off-Campus Purchase of Equipment 29
9. Properties and Inventory 30
10. Postage and Bulk Mailing 30
11. Facilities Management 30
12. Outside Speakers and Programs 31
13. Solicitation of Funds 31
14. Prohibition of Partisan Political Activity 31
15. Code of Computing Practices 31
16. Social Media Policy 33
17. General Handling of Confidential Information 35
18. Inclement Weather 35
19. Gifts to Employees 36
20. University Credit Cards 36
21. Tobacco Free Policy 37
22. Weapons 37
F. **STUDENT DEVELOPMENT** 37

II. FACULTY: POLICIES AND PROCEDURES 38

A. **GENERAL POLICIES** 38
1. Faculty Organization and Function: Faculty Structure 38
2. Academic Freedom and Responsibility 39
3. Recruitment of Qualified Faculty Members 42
4. Faculty Designations 46
5. Tenure 47
6. Criteria for Tenure and Promotion 48
7. Evaluation 49
8. Pre- and Post-Tenure Review 54
9. Academic Grievance Policy 55

10. Dismissal Protection of Tenured Faculty 56
B. **INSTRUCTIONAL POLICIES** 57
1. Academic Standards 57
2. Curricula 57
3. Degree Requirements 57
4. Teaching Load and Related Duties 57
5. Teaching Assignments and Compensation for Winter Term, May Term, and Summer Terms 58
6. Syllabus Guidelines 59
C. **ADMINISTRATIVE PROCEDURES** **60**
1. Reporting of Class Enrollment 60
2. Reporting of Grades 60
3. Changing of Grades 61
4. Absences from Campus 61
5. Textbook Adoptions and Purchases 61
6. Departmental Reports 62
D. **SPECIAL PROGRAMS** 63
1. Sabbaticals 63
2. Faculty Research Grants 63
3. Faculty Study Program 64
4. Faculty Growth Plan Fund Grants 64
5. Riley-Hickingbotham Library Endowment Competition 64
6. Academic Enrichment Grants 65
7. Academic Advancement Grants 65

III. ADMINISTRATIVE: GENERAL POLICIES AND PROCEDURES 65

A. **ADMINISTRATIVE COMMITTEES** 65
B. **ADMINISTRATIVE REPORTS** 65
C. **ADMINISTRATIVE PERFORMANCE REVIEW PROCESS** 66
D. **DISMISSAL** 66
1. Contract Employees 66
2. Non-Contract Employees 66
E. **EXIT PROCESS** 66
F. **HOLIDAYS** 66
G. **VACATION TIME FOR EXEMPT EMPLOYEES** 67
H. **VACATION TIME FOR NON-EXEMPT PERSONNEL** 67
I. **EMERITUS STATUS** 68
J. **UNIVERSITY COMPLAINT POLICY** 68
K. **ADDITIONAL ADMINISTRATIVE POLICIES** 68

APPENDIX 69

FACULTY CONSTITUTION AND BYLAWS 69

I. GENERAL INFORMATION

A. **The University**

1. **Name**

Ouachita Baptist University (pronounced Wash'-uh-taw) was named for the Ouachita River, which forms the eastern boundary of the campus. Ouachita is a Caddo Indian word which is thought to have meant "eastern boundary of our nation."

2. **History**

Ouachita Baptist University's rich history and traditions date back more than 125 years. Founded in 1886 with 235 students, Ouachita had a total of three graduates in its first commencement service in 1888. Since that time, Ouachita has grown into a leading liberal arts university with more than 1,500 students from 30 states and 30 nations.

In November 1885, a vote of the Arkansas Baptist State Convention authorized Ouachita Baptist College as an institution of higher education. The institution's Board of Trustees voted in April 1886 to locate the school in Arkadelphia, Arkansas. In June 1886, the board elected J.W. "Dr. Jack" Conger to be Ouachita's first president at age 29. Classes began on Sept. 6, 1886, and Ouachita has continued to operate in the same location from the 19thcentury to the present.

Reflecting Ouachita's longstanding focus on a love of God and a love of learning, Dr. Conger declared in his inaugural baccalaureate address, "Knowledge is no blessing, unless it is used well and wisely. With it alone, life is not complete. In dealing with things you see, you must walk hand in hand with faith in the unseen, thus only making life beautiful and blessed."

President Conger's administration saw the construction of a number of buildings, including Old Main in 1888. During his tenure, the faculty expanded from six to 26, enrollment more than doubled to 476 and the graduating class increased to 34 in 1907. Dr. Jack's legacy is kept alive today with a memorial on campus and the popular Dr. Jack's Coffeehouse named in his honor in 2012. In Ouachita's early years, the Great Depression brought new challenges as enrollment dropped. Keeping the doors open was a struggle. Yet under the steady leadership of Dr. J.R. Grant, Ouachita's eighth president, the college weathered the storm and experienced significant growth, including the construction of a gymnasium, student center, auditorium and dormitory. Student enrollment and faculty numbers increased, particularly after World War II when a high of 897 students was reached in 1947. After Old Main was destroyed by fire in 1949, the Grant Memorial Building was dedicated in 1953, honoring Dr. Grant's achievements and housing Ouachita's administration until 1995.

The tenure of Ouachita's eleventh president, Dr. Ralph Phelps, Jr., saw a revised and expanded curriculum, the introduction of a graduate program, doubling of Ouachita's endowment and a then-record enrollment of 1,881 in 1966. Major facilities constructed under Dr. Phelps' leadership and still in use include O. C. Bailey Hall, J.E. Berry Chapel and Bible Building and portions of Riley Library and Verser Theatre. The Board of Trustees voted in 1965 to change the institution's name to Ouachita Baptist University.

In 1970, Dr. Daniel R. Grant, who grew up as the son of Ouachita's eighth president, followed in his father's footsteps. During Dr. Grant's tenure as Ouachita's twelfth president, the university experienced strong growth through an emphasis on "Academic and Christian Excellence."

Advancements that reverberate to this day include international exchange programs, an expanded honors program and the establishment of endowed chairs of instruction. Much of the campus was rebuilt with the addition of Evans Student Center (1973), Lile Hall (1973), Mabee Fine Arts Center (1975), the campus drive and pedestrian bridge (1976), Eddie Blackmon Field House (1977), McClellan Hall (1978), Lancelot and Starlight Apartments (1981), Sturgis Physical Education Center (1983) and Riley-Hickingbotham Library (1987). The average number of graduates each year grew from 228 in the 1960s to 322 in the 1980s.

"My sense of mission at Ouachita, above everything else, was to make academic excellence and Christian excellence strong and inseparable," said Dr. Grant. "That is Ouachita's great tradition and great vision."

Dr. Ben M. Elrod, a 1952 Ouachita graduate, was elected as his alma mater's thirteenth president in 1988. Under his leadership, undergraduate enrollment grew by more than 30 percent and climbed to record levels during the 1990s. The university phased out graduate programs to concentrate on undergraduate education. A far-reaching emphasis on international education was developed through the Daniel R. Grant International Studies Program (now the Daniel and Betty Jo Grant Center for International Education). The number of international students and MKs grew to nearly 10 percent of the student body, and each year nearly 100 Ouachita students participated in international exchange programs with universities in several countries.

The campus took on a new look with the addition of R.A. Lile Hall (1989), Jones Performing Arts Center (1992), Anthony Residence Hall (1994), Maddox Residence Hall (1995), the Tiger Den (1996), the Katie Speer Pavilion and Gardens (1996-1998), the International Flag Plaza (1997) and the Harvey Jones Science Center (1997). Cone-Bottoms Hall, a residence hall for women from 1923 through 1985, was completely remodeled in 1994 to house the Grant Administration Center.

In October 1996, the Ouachita Board of Trustees voted to resume responsibility for trustee selection, as prescribed in the institution's original charter. The amended charter reversed the provision of a 1914 revision that had allowed the election of trustees by messengers to the annual meeting of the Arkansas Baptist State Convention. Under Dr. Elrod's leadership, the board continued to collaborate with the convention nominating committee in the trustee selection process.

"An institution such as Ouachita is a living entity, created afresh by each generation," reflected Dr. Elrod, who has served since 1998 as university chancellor. "It is exciting to view a new Ouachita being built on the foundation of the past."

Under the leadership of Dr. Andrew Westmoreland, elected Ouachita's fourteenth president in 1998, the university continued its emphasis on strengthening undergraduate education. The CORE curriculum was fully implemented, reviewed and revised. The university was reorganized into eight schools, each led by an academic dean: the Frank D. Hickingbotham School of Business, the Chesley and Elizabeth Pruet School of Christian Studies, the Michael D. Huckabee School of

Education, the School of Fine Arts, the School of Humanities, the School of Interdisciplinary Studies, the J. D. Patterson School of Natural Sciences and the W.H. Sutton School of Social Sciences.

During the Westmoreland administration, the Center for Family and Community was renamed in honor of Chancellor Ben M. Elrod, and the Sutton Center for Integrity was established in honor of longtime trustee chairman William H. "Buddy" Sutton and his wife, Peggy. Additions to the campus during Dr. Westmoreland's tenure included the Ouachita Commons dining facility (2001), the Crews Indoor Athletic Pavilion (2003), Hickingbotham Hall (2006) and the Pat and Willard Walker Conference Center (2006).

Dr. Westmoreland was elected president of Samford University in 2006. Looking back on his years as a Ouachita student, staff member and president, he said, "At the heart of the institution stood the members of our faculty, brought together from points around the world with a desire to fuse the love of God with the love of learning. To this day, I am inspired by them."

Dr. Rex M. Horne, Jr., was named by the Board of Trustees to become the fifteenth president of Ouachita, effective June 1, 2006. Prior to accepting the Ouachita presidency, he served 16 years as senior pastor of Immanuel Baptist Church in Little Rock as well as serving two terms as president of the Arkansas Baptist State Convention.

A call for Ouachita students, faculty and staff to be "difference makers" in all areas of life was a hallmark of Dr. Horne's presidency. Under his leadership, Ouachita significantly enhanced and expanded campus facilities, including opening the Student Village and Ben and Betty Elrod Boulevard in 2009, Heflin Plaza and Georgia W. Hickingbotham and Westside residence halls in 2010, Cliff Harris Stadium in 2014 and new facilities for the Ben M. Elrod Center for Family and Community in 2015. Major remodeling projects that have added life and energy to existing facilities include Evans Student Center, Lile Hall, the Grant Center for International Education and the Rosemary Adams Department of Visual Arts.

President Horne facilitated Ouachita's yearlong 125th anniversary celebration in 2011, including launching the university's 125th anniversary "Defining the Difference" capital campaign. New initiatives during his presidency included launching the Ouachita at New Life Church's Associate of Arts degree program, Ouachita Online, Biomedical Scholars Program and the Loan Affordability Pledge. The university also continues to gain national recognition for academic excellence among such publications as *U.S. News & World Report* and *Forbes*.

"Ouachita is widely recognized as an excellent university," Dr. Horne said. "The future years will testify of excellence all around campus. Our teaching, student life, athletics, facilities and expectations will be marked by excellence. I know of no other word that should more fully describe Ouachita Baptist University."

Dr. Horne served more than nine years as president of Ouachita. He resigned in 2015 to accept the presidency of Arkansas' Independent Colleges and Universities, a consortium of 11 independent institutions of higher education throughout the state.

Dr. Charles Wright, professor emeritus of music and retired dean of Ouachita's School of Fine Arts, was named interim president of Ouachita effective Aug. 1, 2015. Dr. Wright, who retired in 2004 following a 40-year career at Ouachita, returned to the university staff in 2013 as a development officer. He holds three degrees from Ouachita as well as a Doctor of Education degree in music education from North Texas State University (now the University of North Texas).

"I have spent most of my life at Ouachita and my love for her and our faculty, staff and students has no boundaries," Dr. Wright said. "My personal challenge is to assist in every way possible to help Ouachita continue to make the amazing progress she has made under Dr. Horne's astute leadership."

Ushering in a new era of leadership at Ouachita, the Board of Trustees elected Dr. Ben R. Sells as Ouachita's 16th president effective June 1, 2016. Dr. Sells, has extensive leadership experience in higher education, fundraising and mission's involvement.

Citing "a confident call specifically to Ouachita", Dr. Sells declared, "I don't come to Ouachita with a specific agenda for the future. I believe that such a plan will emerge as we seek the wisdom of the Lord, listen the voices of the Ouachita family and engage in candid and respectful conversations."

Looking to the future, Dr. Sells said, "At our core, we are focused on forming people - what Ouachita so importantly describes as "fostering a love of God and a love of learning" – and that must remain foremost. "

"I cannot imagine a better time, a better opportunity for Ouachita Baptist University to lead the way in creating a more viable, more substantive and more enduring model of education", he said. "This is Ouachita's opportunity to further define, to differentiate and to distinguish itself as a Christian university, as a Baptist college, that will provide to students unparalleled value over time."

3. **Vision, Mission, and Values**

Ouachita Baptist University is a church-related, liberal-arts-centered university seeking to provide an educational experience which will prepare students for places of leadership in tomorrow's world. The institution attempts to give specialized attention to all students and tries to help them, regardless of the length of their stay on the campus, to experience growth in Christian ideals and character, to develop their mental and physical capacities, to think critically and creatively, and to mature in their appreciation for the world and their obligation to be of service to humanity.

Ouachita has kept the liberal arts emphasis at the heart of its program and has insisted that any specialized curricula be built on a broad, firm liberal arts base. It is its belief that a person, regardless of profession or business, is better equipped, better adjusted, and, ultimately, happier if he or she possesses a general knowledge of the arts and sciences than would be possible with a totally specialized education.

While Ouachita has special obligations of service to the Arkansas Baptist State Convention, the university has no restrictions concerning the race, belief, or geographical origin of persons whom it serves. The presence of students from several religious denominations and numerous states and nations helps instill appreciation for other points of view and enriches the academic community.

Ouachita is proud to be a Christian institution and sees, as a vital part of its mission, helping students understand the declaration of Jesus Christ: "I am come that they might have life, and that they might have it more abundantly." Ouachita searches for truth in every realm of knowledge and sees no conflict between or among academic disciplines where truth is concerned. Ouachita's dedication to Christian purpose enhances rather than restricts its search for truth.

Vision

Ouachita Baptist University seeks to foster a love of God and a love of learning by creating for students and other constituent's dynamic growth opportunities both on campus and throughout the world. With foresight and faithfulness, Ouachita makes a difference.

Mission

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world.

Values

Ouachita strives to be an academic community of vision, integrity, and service grounded in the following values:

Faith. We believe that life is lived most abundantly in response to the love of God through Jesus Christ.

Scholarship. We advance excellence in teaching, learning, research, and creative expression.

Growth. We foster broad-based education, encouraging growth in intellectual, spiritual, physical, and social domains.

Character. We affirm that respect and honesty undergird responsible citizenship and stewardship.

Community. We promote a vibrant community strengthened by diversity, sustained by common aims and supportive relationships, and committed to leadership and service on campus and beyond.

STATEMENT OF FAITH

Ouachita Baptist University's Statement of Faith reflects sincerely held beliefs grounded in the solid foundation of Holy Scripture, which is fully inspired by God, and thus true and authoritative. It also reflects orthodox beliefs held by the Christian church since the first century and is consistent with Ouachita's Arkansas Baptist State Convention affiliation.

God and Creation

There is one true and living God in three persons – Father, Son, and Holy Spirit – who created all things by His spoken word and declared His creation good. He made all people in His own image, both male and female, so they might enjoy their creator, live in community with others, and steward God's good creation, all to the glory of God.

Human Sin and God's Love

Tragically, Adam and Eve rebelled against God's goodness and love, introducing sin and death into the world. All generations have repeated this pattern of sin in thought, word, and deed. God, though, is merciful, slow to anger, and abounding in love. He declared that a descendant of Eve would one day reverse the effects of sin and death. God continued to reveal the good news of this salvation plan through His covenants with Abraham, Moses, and David, promising to bless all the nations of the world through a royal descendant of David.

Jesus and Salvation

God sent His Son, Jesus Christ the Lord, who is a descendant of Abraham and David. He was born of the virgin Mary by the Holy Spirit – fully God and fully human. Jesus proclaimed the arrival of God's Kingdom through His ministry and perfect obedience to the Father, His sacrificial death on the cross for our sins, and His bodily resurrection from the dead and ascension into heaven. All those who turn from sin and believe Jesus is Lord experience forgiveness by grace through faith and are adopted into the family of God. This is the Gospel, the good news of God, who loves us and has reconciled us with Himself, defeating evil, and breaking the curse of sin and death.

The Holy Spirit

God sent His Holy Spirit, who dwells in all those who believe in Jesus, creates in us a new heart, and includes us in the meaningful work of redemption. The Spirit guides and empowers all believers to proclaim His Kingdom in word and action, to make disciples among all the nations of the world, and to live in fellowship with one another.

New Creation and Christian Life

Jesus will come again to bring about fully the new creation, when sin and death will be defeated and when all evil will be judged by Him. As we await his return, God's holy and redeemed people in Jesus – the church – are called to love Him and others, to follow Him in discipleship in a local congregation, and to develop by His Spirit a life of Christian character that includes love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Our Statement of Faith is drawn from the entirety of the Bible. Below is a selection of key passages:

Genesis 1:1–3:24; 12:1-3; Deuteronomy 30:1-6; 2 Samuel 7:1-29; Psalm 1:1-6; 2:1-12; 8:1-9; 19:1-14; 22:1-31; 89:1-52; 103:1-22; 110:1-7; 118:1-29; 139:1-24; Isaiah 7:14; 49:1-7; 52:13–53:12; Jeremiah 31:31-34; Ezekiel 34:1–37:28; Joel 2:28-32; Amos 9:11-12; Micah 5:2; 6:6-8; Zechariah 9:9-13; Matthew 16:13-16; 19:1-9; 28:16-20; Mark 12:28-31; Luke 1:26- 56; John 3:16-17; Acts 1:1–2:47; 15:1-29; Romans 1:1-6; 3:21-31; 5:1-21; 1 Corinthians 15:1-58; Galatians 3:10-14, 26-29; 5:13-26; Ephesians 1:1–2:22; 4:17–5:33; Philippians 2:6-11; 3:20-21; Colossians 3:1-14; 2 Timothy 3:16-17; Hebrews 1:1-4; 10:19-25; 2 Peter 1:3-11, 21; 1 John 1:5-10; Revelation 7:9-12; 21:1–22:21.

4. **Academic Organization**

SCHOOL OF INTERDISCIPLINARY STUDIES

FRANK D. HICKINGBOTHAM SCHOOL OF BUSINESS

Accounting and Finance
Business Administration

CHESLEY AND ELIZABETH PRUET SCHOOL OF CHRISTIAN STUDIES

Biblical Studies and Christian Theology
Christian Ministries
Christian Missions
Philosophy

MICHAEL D. HUCKABEE SCHOOL OF EDUCATION

Education
Kinesiology

SCHOOL OF FINE ARTS

Applied Arts	Theatre Arts
Music	Applied Music Music Education Music Industry Musicology Music Theory and Composition Worship Studies

SCHOOL OF HUMANITIES

Art & Design
Language and Literature
Rogers Department of Communications

J. D. PATTERSON SCHOOL OF NATURAL SCIENCES

Applied Behavior Analysis
Biological Sciences
Chemistry
Communication Sciences and Disorders

Engineering
Math and Computer Science
Nutrition and Dietetics
Nursing
Physics and Engineering

W. H. SUTTON SCHOOL OF SOCIAL SCIENCES

History
Political Science
Psychology
Sociology

5. **Accreditation and Memberships**

The undergraduate programs of the University are accredited by the Higher Learning Commission (The Higher Learning Commission. 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604). The Teacher Education Program is accredited by the Council for the Accreditation of Educator Preparation (CAEP). The Division of Music within the School of Fine Arts is accredited by the National Association of Schools of Music. The Dietetics and Nutrition curriculum is approved as a Didactic Dietetic Program (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The Dietetic Internship Program has been granted candidacy status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics. The undergraduate degree program in business offered by the Frank D. Hickingbotham School of Business is accredited by AACSB International - The Association to Advance Collegiate Schools of Business. The BSN nursing program at Ouachita Baptist University located in Arkadelphia, Arkansas is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the BSN nursing program is Initial Accreditation. The BSN ON CAMPUS nursing program is initially approved by the Arkansas State Board of Nursing.

The University is a member of many associations, among which are the following: International Association of Baptist Colleges and Universities, National Association of College and University Business Officers, and the Consortium for Global Education. Other institutional memberships are recorded in the President's Office.

6. **Governance: The Board of Trustees**

Ouachita Baptist University is governed by a Board of Trustees numbering twenty-four members, elected through consultation with the Arkansas Baptist State Convention. Eight trustees are elected each year for a three-year term; after serving two full terms in succession, a trustee must leave the Board for at least one year.

The Board elects its own officers: a chair, vice-chair, and a secretary, and customarily meets four times a year on the second Thursdays of March, June, September, and December. The Board is the ultimate legal authority within the University.

The function of the Board is primarily policy-making, with administration being entrusted to its elected president, but all major official acts of the University require Board approval, including such things as sale or purchase of University property, authorization of new building programs, adoption of the annual budget, approval of the Student Senate constitution, establishment of new academic degree-granting programs, and approval of faculty and staff employment, salary, rank and tenure.

The Board is kept informed on broad institutional developments as well as on specific matters requiring its immediate judgment. It defines the needs of the University and interprets the educational aspirations of the Arkansas Baptist State Convention.

7. **Administrative Personnel**

President - The Trustees elect the President of the University, who is charged with the responsibility of operating the institution in accordance with policies adopted by the Board. The President is answerable to them on all matters concerning the University, recommends an annual budget and is responsible for the business affairs of the University, recommends faculty and staff members to the Board for employment and speaks to the Board for the faculty and to the faculty for the Board. The President of the University delegates responsibility to such officers and staff members as are deemed appropriate in order to affect the orderly operation of the University. A current organizational chart is maintained by the office of Human Resources, and may be viewed online.

8. **Exempt and Non-Exempt Personnel**

Under the provisions of the Fair Labor Standards Act, guidelines are provided by the Department of Labor to ascertain the status of all employed individuals. All employees are divided into two major classifications, 1) exempt or 2) non-exempt. Throughout this manual, reference will be given to either exempt or non-exempt employees. If you are unsure of your job's classification, contact Human Resources for clarification.

Generally, exempt staff members have responsibilities that include a predominant amount of executive or managerial duties, or positions that require either an advanced educational degree or knowledge and experience in a specific field considered of a professional nature within the framework of the institution. These individuals are expected to carry out their expressed responsibilities on an as-needed basis without overtime pay.

Non-exempt activity is customarily performed according to a routine with a set of standards or rules that does not require the exercise of discretion and independent judgment. Non-exempt employees are paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours in one week.

All employees of the university are covered under the Fair Labor Standards Act; however, the determination of exempt versus non-exempt status depends on each employee's occupation.

Overtime pay includes the following principal elements:

1. All non-exempt employees are paid at their regular rate for all hours worked through forty (40) in one week, Saturday through Friday.
2. For any hours worked in excess of forty (40) in a work week, a non-exempt employee will receive pay equal to one-and one-half times their regular rate. Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave, or any leave of absence will not be considered "hours worked".
3. Overtime worked by non-exempt employees must be authorized in advance.
4. All non-exempt employees are required to make weekly entries through their web portal to record work hours, overtime, and the use of vacation and sick time.

Time off or "comp time" in lieu of overtime payments will not be granted. The "banking" of overtime compensation time is a Federal Labor Standards Act violation.

B. Employment Information

1. Equal Employment Opportunity

Ouachita Baptist University is an Equal Opportunity Employer. It is considered a Christian obligation to exercise a program of non-discrimination in compliance with all applicable Federal and State laws, including provisions of Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. The University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, genetic information, or military service with respect to employment, recruitment, hiring, training, assignment, compensation, promotion, use of facilities, and privileges. Pursuant to the exemption granted by Title VII of the Civil Rights Act, the University may discriminate on the basis of religion in order to fulfill its mission. See 42 U.S.C. §2000e-1(a).

2. Commitment to Providing Reasonable Access

It is the policy and practice of this institution to comply with both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 to ensure equal opportunity in education and employment for all qualified persons with disabilities. Ouachita employs an ADA/504 Coordinator who serves as the contact person, overseeing the University's efforts to comply with and carry out its responsibilities under the above referenced laws. Questions about specific accommodations should be directed to the ADA/504 Coordinator.

3. Background Checks

Ouachita strives to provide a safe and secure environment for students, faculty, staff and visitors to our campus. To provide a safe environment and protect the university, including its

employees, property and information, the university will conduct background checks on all faculty and staff at the time of an initial job offer.

The level and type of background checks conducted may vary depending on the position.

For more information, consult the Administrative Policies webpage at: All Forms & Documents

4. **Terms of Employment**

Twelve-month exempt employees and faculty with nine-month teaching responsibilities are paid one-twelfth of their annual salary at the end of each month. The appointment period for twelve-month employees varies based on the individual's employment. The following schedule defines the employment period for each class of exempt employee:

New faculty hired in 2009 or after – August 1 to July 31
Faculty hired prior to 2009 – September 1 to August 31
Exempt administrators – June 1 to May 31
Coaches:
Fall Sports (Soccer, Football, Volleyball, Cross Country/Track) – January 1 to December 31
Spring Sports (Swimming, Basketball, Wrestling) – April 1 to March 31
Summer Sports (Tennis, Softball, Baseball) – June 1 to May 31

Payroll is disbursed via direct deposit on the last administrative working day of each month. Social Security (OASDI) and Medicare taxes, Federal and State income tax withholdings, group insurance premiums, and annuity contributions are deducted from salary checks. Each employee is informed of the amounts and purpose of each deduction on their monthly pay stub available on the Info Portal.

5. **Medical Leave**

Accrued medical leave provides for continuance of income when an employee is absent due to a personal illness or injury or to care for an ill immediate family member. For purposes of this policy, immediate family is defined as one's spouse, child or parent who is dependent on the employee for care.

a. To care for an ill family member, as defined above, exempt personnel will be granted medical leave on the basis of 6.67 hours per month employed to a maximum of 80 hours per year. Unused sick leave may accumulate as a reserve for extended illness to a total of six (6) weeks or 30 working days. This maximum accrual is included in the total accrued medical leave for exempt personnel shown in the catastrophic leave paragraph of this manual below.

In the event of incapacity of an exempt employee to fulfill normal responsibilities due to their own catastrophic illness or injury, the University will pay whatever portion of the salary is necessary, in addition to other benefits such as Social Security, to bring one's income up to an

amount equal to full salary one month for each year of completed service at Ouachita, with a minimum of one month guaranteed and maximum of six months to be allowed. All prior absences, either for family or employee medical related issues, will be reduced from the total accrued allotment.

b. For benefits eligible non-exempt personnel, medical leave will be granted on the basis of 6.67 hours per month employed to a maximum of 80 hours or 10 workdays per year. Unused sick leave may accumulate as a reserve for extended illness to a total of 6 weeks or 30 working days. If accumulated sick leave does not cover an extended illness, then vacation leave or leave without pay may be granted.

c. Visiting faculty and lecturer adjunct faculty members are entitled to the same medical leave policy as non-exempt personnel. Part-time adjunct faculty members who teach a minimum of six hours per semester and are benefits eligible as outlined in the Fringe Benefits for Faculty section of the manual are entitled to leave on a pro-rated basis, following the same guidelines as those for visiting faculty and lecturers. Part-time faculty members who teach less than six hours per semester are not entitled to paid medical leave.

d. The University may require certification from one or more health care providers that an employee's accident or illness actually renders that employee unable to fulfill normal responsibilities. In the event that an accident or illness occurs during a time period when the employee is not required to maintain office hours, the employee is not entitled to carry forward paid medical leave until such time as the employee is obligated to maintain office hours. At termination, unused medical leave expires, i.e., there is no pay in lieu of leave not actually required for medical leave purposes. For additional information on determining your entitlement to sick time, contact Human Resources.

e. Maternity leave falls under the same guidelines as the medical leave policy outlined above.

f. In order to be eligible for the above described policies, the employee must be in an active pay status and available to work the day prior to taking medical leave.

6. **Leave Without Pay**

a. Family and Medical Leave Act: In compliance with federal law, Ouachita offers up to 12 weeks of unpaid family and medical leave to its eligible employees. Under federal law, an employee is eligible for leave if he or she has worked for the University for at least 12 months and, during that time, logged a minimum of 1,250 hours of service to Ouachita in the immediately preceding 12-month period.

The University guarantees its eligible employees a total of 12 workweeks of unpaid leave during any 12-month period, measured forward from the day the employee's first FMLA leave begins, for the following reasons:

1. Birth and care of a child, within one year of birth;
2. The placement of a child with the employee for adoption or foster care, within one year of placement;

3. To care for a spouse, child or parent who has a serious health condition (as defined by the FMLA);
4. A serious health illness or injury which renders one unable to perform the essential functions of one's job;
5. A qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is a military member on covered active duty or has been notified of an impending call or order to covered active duty status.
6. To care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness* (Also called Military Caregiver Leave. Entitlement is 26 weeks. The FMLA definitions of a "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of a "serious health condition").

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

A "qualifying exigency" arises out of the foreign deployment of the employee's spouse, son, daughter, or parent who is a member of the Armed Forces, including the National Guard and Reserves. If the military member is on covered active duty, the employee may take FMLA for the following qualifying exigencies:

- Short-term deployment;
- Child care and related activities for a child of the deployed military member, including arranging for alternative childcare;
- Certain military events, such as official ceremonies and briefings;
- Making financial or legal arrangements to address the military member's absence;
- To care for the military member's parent who is incapable of self-care;
- Attending counseling for the employee, military member, or the child of the military member;
- Taking up to 15 calendar days to spend time with a military member who is on

short-term, temporary rest and recuperation leave during deployment;
- Certain post-deployment activities within 90 days of the end of the military member's covered active duty;
- Any other event that the employee and employer agree is a qualifying exigency.

"Military caregiver leave" allows an employee to care for a covered service member with a serious injury or illness. A covered service member is:

- A current member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness that may render the service member medically unfit to perform his or her military duties; or
- A veteran of the Armed Forces, discharged, other than dishonorably, or released within five years prior to the date the employee's military caregiver leave begins and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. It includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

Spouses employed by the same employer are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent, but not a parent-in-law, who has a serious health condition. Leaves for childcare must conclude within 12 months of the date of birth, adoption, or placement.

Unless the FMLA leave runs concurrently with workers' compensation leave, employees requesting leave will be required to use accrued vacation days or medical leave as part of the 12 week leave.

The employee is obliged to give at least 30 days advance notice of any foreseeable need for leave. For unforeseeable leave, employees must give notice as soon as possible and comply with OBU's normal call-in procedures for sick time.

Eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child or parent. The University, at its own expense, may require the employee to secure second and third medical opinions should the University believe there is reason to doubt the validity of the initial certification.

During the leave period, the University will continue to pay its share of the employee's premium payments under Ouachita's group health insurance plan. An employee on Family Medical Leave Act (FMLA) leave must pay his or her share of the premium within 30 days of the due date, or the University has the option of canceling the insurance (provided the employee is given at least 15 days written notice) or paying the employee's premiums and recouping them after the employee returns to work. If the employee declines health insurance coverage during FMLA leave, the University may cancel the coverage, and the University will reinstate it unconditionally when the

employee returns to work. Other types of employee fringe benefits, such as life insurance, disability insurance, employee assistance programs, tuition reimbursement, and employer annuity contributions, may be discontinued during FMLA leave in accordance with the employer's policies, but these benefits must be reinstated immediately upon the employee's return to work. The employee must reimburse the University the amount of these premium payments if he or she does not return to work at the expiration of the leave period.

Under some circumstances, employees may take FMLA leave intermittently--which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is not allowed. FMLA leave may only be taken intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work or due to a qualifying exigency. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt operations, subject to the approval of the health care provider.

Upon return from leave, the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits. However, the University may deny reinstatement until an employee has submitted a fitness-for-duty certification. The University may, at its discretion, deny an employee who is among the highest paid ten percent of the University's personnel the right to return to his or her job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the University.

b. **Additional Leave:** In addition to the provisions outlined above, there may be occasions during employment when the best interests of the employee and/or the University would be served if the employee were granted a leave of absence without pay. This leave may be granted for a relatively short time provided it is recommended by the appropriate administrative officer and approved by the President.

c. **Military Leave:** An employee of the University who is a member of a reserve component of the Armed Forces of the United States is entitled to military leave without pay in accordance with applicable provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Accrued vacation time may be used for military leave. A copy of the employee's official orders must accompany the employee's written request for military leave.

7. **Court Leave**

When, in response to a subpoena or by direction of proper authority, an employee appears as a witness or serves as a juror in any court of law, the employee may be granted time off with pay. Such leave should involve only that part of each day required for actual jury or witness duty. The Director of Human Resources and the employee's supervisor will be notified in advance.

8. **Funeral Leave Policy**

If death occurs within an employee’s immediate family, leave will be granted, with pay, for a period not to exceed 3 days. An additional 2 days may be given if circumstances require travel out

of the surrounding area or if it is demonstrated that an earlier return would cause a hardship for the employee. Any additional time taken will result in leave without pay or the loss of medical leave time to the employee. For purposes of this paragraph, an employee's immediate family is generally defined as one's spouse, children, parents, siblings, grandparents, grandchildren, and spouse's parents.

9. **Employment External to the University**

Full-time employees of the University must have the written approval of the President to engage in regular outside employment. Such outside employment is generally acceptable if it is harmonious with the employee's professional and personal obligations to the University and if it does not require an additional work load of more than one-fifth of a normal full-time work load, and if it does not interfere with the schedule for a normal workday or workweek. Written approval may be withdrawn if these conditions fail to be satisfied.

10. **Service Awards**

Employee service awards are presented each year at the Faculty-Staff Luncheon. Awards are presented to employees who have completed 10 years of service and for each five additional years. Employees who have been on the payroll for at least 6 months prior to August 31 will have that year counted toward their years of service. Part-time employees, including adjunct faculty, must be considered working at least fifty percent or more in order to count a particular year as a year of service.

11. **Retirement**

The University encourages all employees to make prudent plans for retirement and to notify the institution well in advance of the anticipated date of retirement. Unless otherwise agreed to, retirement will take place at the end of the individual's employment period year during which the employee elects to retire. Official retirement can commence as early as age 60 with at least 20 years of service to the University.

12. **Discriminatory Harassment**

Ouachita is committed to provide an environment in which all persons are safe from harassment and intimidation based on their race, color, religion or national origin. Harassment can include physical conduct or verbal innuendo which creates an intimidating, hostile or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community, students, staff and faculty.

13. **Safe Workplace Policy**

Ouachita is committed to provide a safe working and learning environment free from intimidation, threats, and acts of violence. Ouachita will not tolerate any threat or actual infliction of physical violence, from any source, whether the threatening or violent action is perpetuated by or against Ouachita employees, students, or visitors.

Campus safety concerns, whether actual or threatened, should be reported as soon as possible to the employee's supervisor or to the Office of Safety and Emergency Management. Certified officers will be on duty and will assist with the enforcement of all policies concerning the safety of the campus, including but not limited to buildings and grounds; traffic and parking; special events; weapons (open or concealed); and various hazards.

Emergencies involving potential danger to individuals on campus should be reported immediately by calling the emergency telephone number 911 to alert local law enforcement agencies. These agencies work directly with the Office of Safety and Emergency Management.

14. **Sexual Harassment**

Ouachita is committed to provide all students, faculty, and staff with an educational and working environment that is free from sexual harassment.

Sexual harassment is unwelcome conduct of a sexual or gender-based nature, including sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, nonverbal, or physical conduct or communication of a sexual nature, when:

- submission to such conduct, either explicitly or implicitly, is made a condition of an individual's employment or educational experience, or the individual's submission or rejection of such conduct is a basis for an employment, academic, or other educational decision ("quid pro quo" harassment); or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment ("hostile environment" harassment).

Sexual harassment in any form is contradictory to the Christian principles by which Ouachita is bound, and is deemed unacceptable behavior which will not be tolerated. All allegations of sexual harassment should be reported consistent with the procedures identified in the Sexual Misconduct Policy. All allegations of sexual harassment or other sexual misconduct as those terms are defined in the Sexual Misconduct Policy will be processed in accordance with the procedures described in the Sexual Misconduct Policy at home.obu.edu.

15. **Problem Resolution**

The University is cognizant of the fact that, in any employer/employee relationship, personnel problems and issues may occasionally arise. In light of this, the University provides two avenues for the prompt resolution of these problems. First, the University provides Informal Resolution. Second, the University provides Formal Resolution. It is expected that Informal Resolution shall be exhausted prior to taking advantage of Formal Resolution. Informal Resolution and, if necessary, Formal Resolution are encouraged to resolve employee problems or concerns affecting any matter in the interest of the University, excluding dissatisfaction with a University policy of general application challenged on the ground that the policy is unfair or inadvisable. All

current University employees have the right to, and are encouraged to, resolve their employee problems or concerns through Informal Resolution, then Formal Resolution. It is the express policy of the University that employees who take advantage of these problem resolution procedures shall be protected from retaliation for participating in these procedures. No party shall be represented by legal counsel during the Problem Resolution process.

Informal Resolution: Informal resolution of a problem or concern is always advised. It is anticipated that most problems and/or concerns are capable of resolution through an informal process. This informal resolution may include overlooking minor offenses (Proverbs 19:11), and it may include discussion between the employee and the person who has allegedly caused the problem or concern (Matthew 18:15). If an employee problem cannot be overlooked, or cannot be resolved between the employee and the person who allegedly caused the problem, then, as part of the informal resolution process, the employee shall discuss the problem or concern with his or her direct supervisor. The supervisor may discuss the matter with the person who allegedly caused the problem. If the employee's direct supervisor is the person who allegedly caused the problem, then the employee shall discuss the matter with the supervisor of the employee's supervisor. An employee has 15 days to initiate Informal Resolution from the date of the occurrence of the problem or concern. Informal Resolution is deemed to have been initiated once the employee discusses the problem or concern with his or her direct supervisor.

Formal Resolution: In the event that Informal Resolution is unable to resolve the employee problem or concern to the employee's satisfaction, then Formal Resolution is available.

The first step in this process is the submission of a written complaint to the employee's direct supervisor, (as in Informal Resolution process, if the direct supervisor is the person who allegedly caused the problem, then the written complaint is submitted to the supervisor of the direct supervisor). This written complaint must contain the following information: a summary of the problem or concern, a listing of all facts related to the problem or concern (including all relevant dates), a summary of the Informal Resolution actions, and a statement of the desired resolution according to the employee. This written complaint must be presented to the employee's direct supervisor within 30 days of the occurrence of the problem. Copies will be provided to the Director of Human Resources and to the University Compliance Officer. In the event that Informal Resolution has not concluded within 30 days of the occurrence of the problem, and it appears that the parties are attempting to resolve the problem in good faith, the time period in which to file a formal complaint may be extended for good cause if the employee asks the Director of Human Resources, in writing, for such an extension. The supervisor shall acknowledge receipt of the complaint within 5 working days of actual receipt. If the supervisor determines the alleged problem or concern is frivolous, the supervisor may summarily dismiss the complaint at this stage, or the supervisor may investigate the allegations as deemed necessary under the circumstances. Within 45 days of receipt of the complaint, the supervisor will issue a written opinion which will be provided to the employee, the person alleged to have caused the problem, the Compliance Officer, and the Director of Human Resources.

If the matter is not resolved to the employee's satisfaction at this level, the employee may file an appeal to the appropriate Vice President or Dean, within 10 business days of receipt of the opinion written by the supervisor. This appeal must include copies of the Complaint previously filed, as well as the written opinion issued at the previous stage, along with any other documentation

produced during the previous stage. The Vice President or Dean shall be vested with authority to investigate the allegations as deemed necessary under the circumstances. This may include, but is not limited to, meeting with the employee, meeting with the person alleged to have caused the problem, meeting with witnesses, and holding formal hearings. The University Compliance Officer and the Director of Human Resources may attend any of these meetings. Within 45 days of receipt of the appeal, the Vice President or Dean will issue a written opinion which will be provided to the employee, the person alleged to have caused the problem, the Compliance Officer, and the Director of Human Resources. The time period in which the Vice President or Dean must issue a written opinion may be extended under exceptional circumstances.

If the matter is not resolved to the employee's satisfaction, the employee may file an appeal to the President of the University within 10 business days of receipt of the opinion written by the Vice President or Dean. This Appeal shall state whether the employee wishes to have the dispute heard either before a committee of peers, or before the President. The Appeal must provide a summary of the actions previously taken, as well as copies of all documentation previously reviewed.

If the employee elects to have the matter heard before a committee of peers, then the Chair of the University Committee and the President shall appoint an ad hoc Peer Review Committee within 10 business days of receipt of the Appeal. This committee shall consist of not less than 3 and not more than 5 members, and to insure fairness and impartiality, this committee shall have appropriate representation from faculty, staff, or administration. In no event shall an individual who rendered a previous decision on the matter serve on the Peer Review Committee. The ad hoc Peer Review Committee is vested with the right to investigate the allegations as deemed necessary under the circumstances, including conducting any meetings or hearings. As soon as is practicable, the Peer Review Committee will present their findings to the President in the form of a written opinion. The President will render a final written decision based on the Peer Review Committee's written opinion and the documentation previously provided.

If the employee elects to bypass the Peer Review Process, or if after having gone through the Peer Review Process, the employee feels that the decision is unfair, then the employee may appeal to the President, who may issue a binding decision based on the documentation previously provided, or the President may personally investigate the matter further as deemed necessary, including conducting any meetings or hearings. The President will render a final written decision, based on his investigation and the documentation previously provided.

16. **Drug-Free Workplace Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the campus of Ouachita Baptist University. The term "controlled substance" means any drug listed in 21 USC §812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, "crack," and "ice." Also included are legal drugs which are not prescribed by a licensed physician.

A violation of this prohibition by an employee will result in disciplinary action which may include termination of employment. An employee who is convicted of a violation in his or her workplace of any criminal drug statute must notify his or her immediate supervisor in writing no later than five days after such conviction. Failure to report shall be grounds for immediate termination. If reported, and depending upon the facts as they appear to the appropriate University officials, the convicted employee will be subject to personnel action up to and including termination. The employee may be required, as a condition of continued employment, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

All new employees are required to acknowledge by their signature that they have read and understand the drug-free workplace policy. In addition, the University Compliance Officer sends an email annually to all employees as a reminder of the policy, which includes a link to this page.

17. **Extra Compensation**

Faculty and/or staff are eligible to receive Extra Compensation for services rendered over and above their regular work or for completion of special assignments or projects which are outside the scope of the employee's job classification. To avoid over- commitment, the additional duties must be feasible and must not interfere with or diminish the faculty or staff member's capacity to meet the expectations of the primary responsibilities.

Extra Compensation is paid through the university payroll system. Funding for the Extra Compensation, including fringe benefits, must be provided by the requesting department. Contact the Director of Human Resources to determine the types of services that qualify for extra compensation and the requirements for making these payments.

C. **Fringe Benefits for Staff**

The fringe benefits package at Ouachita is available to any staff employee who performs active work (20 hours or more per week or a minimum of 1,040 hours per year) and is a member of a class of employees eligible for benefits. Full-time students, seasonal, or probationary employees are not eligible for benefits. If a non-eligible staff employee's status changes, he or she is eligible to enroll in our benefits plan.

D. **Fringe Benefits for Faculty**

The fringe benefits package at Ouachita is available to any faculty member who performs active work on a full-time basis (as defined in the Teaching Load and Related Duties section of this manual) and is a member of a class of employees eligible for benefits. Part-time faculty appointments must teach at least fourteen hours per academic year or teach at least six hours per semester plus assume the additional responsibilities, such as committee assignments, scholarly research or creative activities, and/or academic counseling, as a full-time faculty member in order to be benefits eligible. Verification of benefits-eligible status should be submitted by the appropriate dean before benefits may be offered. If a non-eligible faculty member's employment level changes, he or she may be eligible to enroll in our benefits plan.

1. **Insurance Overview**

The University makes available a comprehensive major medical insurance plan for benefits eligible employees. OBU currently pays approximately two-thirds of the total cost of the health plan offered. A basic term life policy and long-term disability policies are paid 100% by the university for all benefits eligible employees.

In addition, benefits eligible employees may elect to enroll in the dental, vision, accident, additional term life or cancer insurance plans once eligibility has been met. A long-term care plan is also available, as well as identity and legal protection plans. For further details on each plan you may visit https://obu.sharepoint.com/sites/EmployeeCenter/SitePages/Benefits.aspx or contact Human Resources.

2. **Federal Insurance Contributions Act (FICA) Taxes**

All employees' wages are subject to Social Security's OASDI and Medicare tax if they are engaged in covered employment. The amount withheld from the employee's check is matched by the University as required by federal law. For further details, contact the Director of Human Resources.

3. **Retirement Annuity Plan**

Participation in a 403(b)(9) retirement annuity plan or Roth 403(b)(9) retirement plan is available for eligible employees to make tax-sheltered or tax-paid contributions toward their own individual retirement account. Ouachita participates with GuideStone Financial Resources and TIAA. All employees, except students, are eligible participants for the purpose of making tax-sheltered or tax-paid contributions.

A four (4) percent non-matched contribution will be made by the University on behalf of each eligible employee. Effective January 1, 2015 OBU will match contributions up to three percent (3%) of salary. In addition, employees may voluntarily elect to contribute, up to yearly limits established by the Internal Revenue Service, a portion of their gross salary on a monthly basis, non-matched, to their retirement account.

Employees who were employed on or before June 1, 2009 and had reached the age of 62 by June 1, 2009, are eligible for matching contributions up to four (4) percent of their monthly compensation, instead of three (3%) matching contributions above.

All participating employees must complete a required Salary Reduction Agreement stating their intent to reduce their compensation in order to participate in the plan.

Contributions made by Ouachita on behalf of an employee that is not currently enrolled in either of the retirement plans offered by Ouachita will be sent to GuideStone Financial Resources. These funds will be placed in a default account for the employee with GuideStone on a monthly basis.

Vesting is that portion of your retirement account which cannot be forfeited. At all times, employees are 100 percent vested in employee contributions. Participating employees who began their employment prior to October 1, 2008 are 100 percent vested immediately in employer contributions from Ouachita. Participating employees who began their employment after October 1, 2008 are subject to the following vesting schedule for employer contributions.

Years of Service	Percent Vested
1	20%
2	40%
3	60%
4	80%
5	100%

A year of service for vesting is determined on the anniversary date of the employee's date of hire. Prior service at Ouachita in a benefits eligible position will be counted toward the years of service requirement. Each completed year of prior service will satisfy an equal year of required service for vesting purposes. Employees who terminate employment prior to becoming 100 percent vested forfeit any unvested university contributions.

4. **Workers' Compensation and General Liability**

All employees of the University are entitled to benefits under the provisions of the Arkansas Workers' Compensation Law. The University pays all costs associated with maintaining this insurance. The employee is required to report any work-related illness or on-the-job injury to their supervisor immediately following its occurrence. An employee should provide a written notice of the time, place and nature of the injury and such additional information to enable the university to arrange medical treatment and to complete all necessary reports.

The University also maintains general liability insurance coverage.

5. **Tuition Discounts: Faculty and Staff**

Benefits eligible full-time employees may take up to three hours per term with their supervisor's permission. These employees and emeriti faculty and staff are eligible for a discount in the amount of tuition. For benefits eligible part-time employees, the discount of tuition is directly proportionate to the degree of their employment. For example, a half-time employee would receive a one-half tuition discount. No discount will be given for graduate study.

If the employee is not employed on the first day of the semester or if employment terminates prior to the end of the last day of the semester, the tuition discount will be prorated.

No discount is allowed for extra charges such as music fees, graduation fees, lab breakage, etc.

6. **Tuition Discounts: Faculty and Staff Dependents**

Dependent children (per Internal Revenue Service definition) of full-time benefits eligible employees are eligible for a discount in the amount of full tuition and general fees for a first degree undergraduate program only. For dependent children of benefits eligible part-time employees, the discount of tuition is the same percent as they are employed. For example, a half-time employee's dependent child would receive a one-half tuition discount. In order to qualify for the discount, the employee and child must be acting in a parent-child relationship.

The spouse of a full-time faculty or staff member is eligible for a discount in the amount of full tuition and general fees for a first degree program only. No discount is allowed for extra charges such as music fees, graduation fees, lab breakage, etc.

A full tuition discount may not be applied for summer school courses taught at another institution.

In the case of all dependents, if the employee is not employed on the first day of the semester or if employment terminates prior to the end of the last day of the semester, the tuition discount will be prorated.

Spouses of children of full-time employees are not eligible for this discount.

Student employment in the federal work study program and university scholarships/discounts are not available to students receiving the faculty and staff children's discount. Exceptions may be made for the student to work on campus in one of the tutoring or mentoring programs and/or summer employment that is not associated with the federal work study program when the student possesses a skill needed by the University and no other student with similar abilities is available.

Students receiving the tuition discount should apply for any federal or state aid for which the student might qualify. If a student is awarded federal or state aid, the sum of federal gift aid plus state scholarships plus the tuition discount cannot exceed the cost of tuition, fees, room and board, and books; or tuition, fees, a commuter meal plan, and books for students who are not in campus housing. In such cases where total aid exceeds costs as defined above, the tuition discount will be reduced by the amount of excess aid.

The tuition discount is phased-in during the employee's first four years of employment, with 25% of the discount earned for each year of service. Prior to four years of service, the tuition discount will be awarded as follows:

Years of Service	Discount Earned
0	25%
1	50%
2	75%
3	100%

Prior full-time service at another college or university or another Southern Baptist entity in a benefits eligible status will be counted toward the years of service requirement. Faculty or staff hired prior to June 1, 2010 will be exempted from the prior service requirement.

In case of the employee's total and permanent disability, official retirement, or death, dependent children already receiving tuition discounts will continue to receive tuition scholarships. Total benefits to which dependent children are entitled shall be used within a period not to exceed four years of said disability, retirement, or death, and be subject to conditions outlined in this policy.

7. **Tuition Exchange Agreement**

As a benefit to full-time faculty and staff, Ouachita participates in three tuition exchange programs sponsored by: the International Association of Baptist Colleges and Universities, Tuition Exchange, Inc. (TEI) and the Council for Christian Colleges and Universities. These programs allow dependents of faculty and staff members the same tuition discounts at over 600 other participating institutions that they would receive at their own institutions, subject to the approval of the awarding institution's policy. Note, however, that the tuition discount is capped at an amount set annually for institutions in the Tuition Exchange, Inc. program.

Dependents must meet the tuition discount requirements outlined in section 8 above to qualify for the program.

Ouachita must maintain a balance between the number of our dependents attending other institutions (exports) and the number of other institutions' dependents attending Ouachita (imports). If the number of exports exceeds the number of imports or the number of imports exceeds the number of exports, no new exchanges will be approved until a balance is achieved. New participants in the program will be selected by the Director of Student Financial Services, with the approval of the President.

If the number of faculty and staff dependents applying for the benefit exceeds the number of available export slots, recipients will be determined by seniority. First priority will be given to the faculty or staff member with the highest number of years of service at Ouachita Baptist. If two or more applicants have equal seniority, the benefit will be awarded based on a random drawing.

The tuition exchange is not a guaranteed benefit. Acceptance of children of Ouachita's faculty and staff at other institutions is subject to approval by the institutions. A list of the participating institutions is on file in the President's Office and available on the websites of the sponsoring organizations:

IABCU	https://www.baptistschools.org/
Tuition Exchange, Inc.	http://www.tuitionexchange.org
CCCU (TWEP)	https://www.cccu.org/programs-services

For additional information on the tuition exchange program, contact the Director of Student Financial Services.

8. **Educational Assistance Plan**

Effective July 1, 2019, the university established an Education Assistance Plan which provides funding for graduate level education to benefits eligible employees. For plan specifics, go to: All Forms & Documents and click on General Policies, then Education Assistance.

9. **Student Employees for Faculty and Staff**

Each year, during the Spring semester, Administrative Services will send student employment request forms to all department chairs and administrative officers for them to complete and return. The number of student employees assigned will be determined by the student employment budget.

A student employee seeking to change jobs must have written permission of the present supervisor, a written request from the new supervisor, and the approval of Administrative Services before the change can be made.

If a student employee's work is unsatisfactory and he/she must be terminated, the supervisor is responsible for terminating the student employee and notifying Administrative Services of this action.

Supervisors are responsible for approving submitted time through the web portal prior to each payroll in order for the student employee to meet the payroll deadline. Supervisors are responsible for making certain all submitted and approved time was for hours actually worked by the student.

10. **Faculty/Staff Meal Plan and OBU Dollars**

Faculty and staff members may purchase discounted meals in the Ouachita Commons Dining Hall by paying Student Financial Services in advance. Meals are non-transferable and are not available on weeknights or weekends. For current rates, contact Student Financial Services.

OBU Dollars may be purchased in Student Financial Services that can be used in the Commons, Evans Food Court, Dr. Jack's Coffeehouse, or the OBU Bookstore to make purchases, in some cases at a reduced rate. In addition, OBU Dollars may be used on any of the vending machines on campus that include a card reader.

Both of these plans operate on a declining balance basis, and when the available balance is used, the employee may add funds in Student Financial Services.

11. **Athletic Events**

Employees and their dependents are admitted free of charge to on-campus intercollegiate athletic events on presentation of OBU I.D. cards, except events not controlled by Ouachita.

12. **Recreational Facilities**

Employees and their dependents, on presentation of OBU I. D. cards, are entitled to use the recreational facilities in the Sturgis Physical Education Center at stipulated time periods or at times when arrangements are made with the building supervisor. The facilities include an Olympic-size swimming pool and courts for racquetball, volleyball, basketball, and tennis. Use of the weight room must be scheduled through the building supervisor's office. Information on the use of other campus recreational facilities is available through the Office of Student Life.

13. **Concerts and Lectures**

Employees and their dependents are admitted free of charge or at discounted rates to most on-campus concerts and lectures upon presentation of their OBU I.D. card. Charged rates will vary by event.

14. **Use of University Facilities**

Some campus facilities are available for private, church, or civic activities so long as these do not conflict with the philosophy and purpose of Ouachita Baptist University. All activities must be scheduled in advance through the Director of Student Life. Priority is given to campus-wide events over small-group or private events.

Any group using campus buildings or equipment is responsible for any damage. A deposit may be required at the time of reservation and will be returned following the program, provided that the use has not caused damage to the facilities. Special regulations concerning the use of various facilities and appropriate charges are noted in the Facilities Use Manual. Copies of the manual may be obtained in the office of the Director of Student Life.

E. **General Policies and Procedures**

1. **Faculty-Staff Manual**

The policies contained throughout this Faculty-Staff Manual are general policies and procedures adhered to by the University community; these policies are not intended to create a contract between the University and its employees. Further, the University reserves the right to alter, eliminate, or add to any of the provisions in this Manual at any time and for any reason. An official copy of this Manual will be maintained in the Office of Human Resources, and will be updated as changes are approved. An updated copy will be maintained in the Human Resources section of the campus computer network.

2. **Code of Ethics**

All members of the Ouachita community are expected to act with integrity, honesty, transparency, and responsibility. The trustees, faculty, administrators, and staff of Ouachita Baptist University are to conduct ourselves in ways that promote mutual trust as well as public confidence in the University. We are individually responsible to each other for exhibiting actions of the highest

ethical standards and for avoiding any impropriety or appearance of improper behavior that might reflect negatively upon our community. Each member of the community is responsible for conducting all university-related activities in accordance with this Code of Ethics and all other applicable university policies while engaged in university activities. Those in supervisory positions have the dual responsibilities of encouraging ethical behavior as well as dealing appropriately with suspected violations reported to them.

Reporting an Alleged Violation

All trustees, faculty, administrators, and staff have an obligation to bring suspected violations of this code of ethics to the attention of appropriate supervisory personnel in a responsible manner. Individuals are encouraged to report any action believed to be a violation of law, violation of university policy, waste of university resources, or abuse of authority.

Generally, the first person to be informed of a suspected violation should be either one's immediate supervisor or the director of the university office concerned. In those instances, in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. In addition, a code of ethics reporting system can be found on the Administrative Services website for anonymous reporting directly to the Human Resources office at: https://obu.sharepoint.com/sites/EmployeeCenter.

When reporting a violation, you can expect that:

- You will be treated with respect
- Your communication will be protected to the greatest extent possible
- Your concerns will be seriously addressed
- You will not be required to identify yourself

The Ouachita community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. Those who retaliate will be disciplined.

3. **Nondiscrimination**

Ouachita adheres to all applicable civil rights laws in its administration of education policies, programs, or activities, admissions policies, or employment.

Ouachita is committed to encouraging and sustaining a learning and working community that is free from prohibited discrimination. It is our policy to ensure that persons who apply for employment and persons who are employed are treated in a nondiscriminatory manner in matters of gender, race, age, color, national origin, veteran's status, genetic information or disability in employment or the provision of services, in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

4. **Authorized University Travel**

Faculty and staff may travel to professional meetings at University expense if their budgets for travel are adequate and the trip is approved by the appropriate authority. For current mileage rates, contact Business Services.

The University maintains several vehicles of varying capacities for travel purposes. Groups representing Ouachita, including faculty, staff, and student groups accompanied by a faculty/staff sponsor, are eligible to use those University vehicles designated for travel, subject to availability. Only authorized drivers affiliated with Ouachita in the capacity of student, faculty or staff shall be permitted to drive a University vehicle. All drivers of university owned or rented vehicles must be 21 years old and hold a valid U.S. driver's license. Use of a University vehicle is restricted to authorized University related activities. Drivers of University vehicles must have prior authorization through Business Services.

Reservations for transportation should be made as far in advance as possible. The travel account number of the department, office, or organization using the vehicle must be given at the time of reservation. Reservations can be made here.

Transportation reservations for student organizations must be made by the faculty or staff sponsor accompanying the group.

All individuals driving on behalf of OBU must submit a copy of either their driver's license or driving record to Business Services prior to their travel event for insurance purposes.

Consult the Administrative Policies webpage for a complete set of guidelines regarding the use of personal vehicles for travel.

5. **Bookstore**

The Bookstore provides discounts on purchases for employees upon presentation of their OBU I.D. card. Contact the retail manager for current information on faculty/staff discounts.

6. **Office Supplies**

Office supplies may be purchased through the systems made available by Business Services. Supplies charged to departmental budgets are property of the University and are for official use only.

7. **Printing and Related Services**

For printing needs, contact the Office of Communications and Marketing.

8. **Off-Campus Purchase of Equipment**

Requests for purchase of equipment off campus should be made to Business Services. It is important to give as complete a description as possible. Business Services will purchase equipment

and arrange for any outside services needed. No employee is authorized to purchase anything for the University or to obligate the school financially in any way without prior written approval of Business Services. Inclusion in the budget does not constitute approval to purchase. Any purchase without prior approval will be considered a personal expenditure and will not be paid by the University.

9. **Properties and Inventory**

The property in each department or office is the responsibility of the department chair or appropriate administrator. Missing or damaged property should be reported immediately to Business Services. An inventory of all property will be taken annually at which time any disposals or transfers of property should be reported to Business Services.

10. **Postage and Bulk Mailing**

Postage is provided by the University for official business mail. All mail should be deposited at the OBU Post Office. For large mailings the Post Office should be given advance notice. All mail becomes the custodial property of the University. Personal mail without postage will be returned to the sender.

The bulk mailing service of the University is housed in the Ouachita Post Office and differs from the daily outgoing mail service in providing special sorting by zip codes, cities, and states. A minimum of 200 identical pieces is necessary to qualify for bulk mailing. Detailed information may be obtained from the Post Office. It is important to allow adequate advance notice in planning bulk mailings.

11. **Long Distance Telephone Calls**

Long distance telephone service is provided through contract with a service provider. Long distance service should be used for business calls only. Any personal calls made using the OBU long distance service should be reimbursed to the University.

12. **Facilities Management**

Services for normal operation of university facilities and for University activities may be requested by a telephone call to the Facilities Management office. Services that would incur a considerable expenditure of funds may require authorization by Administrative Services.

In order to clarify and simplify the procedures for requesting building maintenance assistance, the following actions should be taken by those requesting such assistance:

a. Residence Halls: All requests for maintenance assistance should be made by a telephone call or e-mail message from the resident director to the office manager at the Facilities Management office, extension 5189, stating the specific problem, the room number, building name, and any other pertinent information.

b. Other Buildings: A member of the faculty or staff occupying a particular building should call the building supervisor, stating the problem, room number, and any necessary particulars. The building supervisor should submit a work order request through the OBU web portal or email the Facilities Management office manager.

c. Emergency Calls Related to Facilities: For emergency calls for facilities related issues after normal working hours, or if a building supervisor is unavailable, call the Office of Safety and Emergency Management at extension 4000. The safety officer will contact the necessary facilities personnel to correct the emergency.

13. **Outside Speakers and Programs**

Arrangements for speakers and programs from off campus shall be cleared with the appropriate administrative office and/or committee. Notification of individuals who are foreign nationals or exchange visitors should be given to the Director of Human Resources at least 45 days prior to the scheduled event in order to comply with U.S. Citizenship and Immigration Services and IRS regulations. Questions of reasonable doubt about the appropriateness of a particular speaker or program (e.g., possible inconsistency with the University mission) shall be referred to the President for final decision.

14. **Solicitation of Funds**

Faculty, staff, and student involvement in the development programs of the University is encouraged. The Development Office will assist all members of the University community in raising funds for programs and activities, but all solicitation for financial support must be cleared with the Vice President for Development and the President. Sponsors of clubs and organizations should be especially aware of this policy.

15. **Prohibition of Partisan Political Activity**

In recognition of Ouachita's status as a charitable organization under the guidelines of the Internal Revenue Service, no employee may engage in partisan political activity on behalf of the University.

16. **Code of Computing Practices**

Access to computer systems and networks owned or operated by Ouachita Baptist University imposes certain responsibilities on users and obligations to users and is granted subject to University policies. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and malicious annoyance. Violations to this code will be reviewed through established procedures and could result in restrictions, expulsion, or criminal procedures. Punitive actions may be appealed through the same procedures.

GUIDELINES

In making acceptable use of resources you must:

- use resources only for authorized purposes.
- protect your account and system from unauthorized access. (You are responsible for all activities on your account or that originate from your system.)
- access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- be considerate in your use of shared resources by refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other resources.
- abide by restrictions associated with your account.

In making acceptable use of resources you must NOT:

- disclose privileged or sensitive information to which you have access other than in the course of official university business.
- use another person's system, account, password, files, or data without permission.
- use computer programs to decode passwords or access control information.
- attempt to circumvent or subvert system or network security measures.
- engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging data.
- use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- make or use illegal copies of copyrighted material, store such copies on university systems, or transmit them over university networks.
- use mail, messaging services, or social media to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
- use the university's systems or networks for personal gain, for example, by selling access to your account or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.

- engage in any other activity that does not comply with the Code of Computing presented above.

DISCLAIMER

The above does not cover every situation that pertains to proper or improper use of the computing resources at Ouachita Baptist University, but it does suggest some of the responsibilities that you accept if you choose to use Ouachita's computing resources or any network access that the university provides. This code is intended to work for the benefit of all users by encouraging responsible use of limited computing resources.

17. **Social Media Policy**

Through social media, Ouachita's faculty and staff have the opportunity to model – for the benefit of students and others – responsible practice, respect for others, respect for self, and respect for Ouachita's Christian purposes. As they represent Ouachita on social media, employees should use this policy and additional resources to protect themselves and the university, effectively engage with others, and serve as ambassadors of Ouachita's vision, mission, and values (obu.edu/about/vision-mission-and-values)

All use of social media by faculty and staff – including both university and personal accounts – is expected to comply with the Faculty-Staff Manual's Code of Ethics (1.E.2.) that calls for all members of the Ouachita community "to act with integrity, honesty, transparency, and responsibility." It further calls for being "individually responsible to each other for exhibiting actions of the highest ethical standards and for avoiding any impropriety or appearance of improper behavior that might negatively reflect upon our community." Online behavior is expected to comply with other current university policies as well as external regulations and laws. See below for examples.

University Accounts

In addition to the primary university social media accounts coordinated by the Office of Communications and Marketing, other departments, offices, teams or other university entities may create secondary university accounts to reach their audiences and goals on behalf of Ouachita. As they speak in an official capacity for the university, secondary university accounts should demonstrate excellence, professionalism, and integrity.

Managers of university accounts should

- Understand the name, content, design, and related rights of all university social media accounts are owned by Ouachita. Social media content should not create a conflict of interest or otherwise harm the reputation or interests of the university.
- Consider the intended outcomes of the account and how those align with the unit's mission statement and goals as well as the university's strategic directions. Determine the target audience(s), ideal platform, content strategy, and other details. Take care that all

activities on university accounts relate specifically to the purpose of the account. A worksheet is available to help at obu.edu/socialmedia.

- Assign at least two managers for the account, including at least one faculty or staff member. Determine procedures for content manager transition to maintain administrative access.
- Make use of additional resources provided by the university for improving social media presence, including best practices, tips, and professional development events. See details at obu.edu/socialmedia.

University accounts may use Ouachita branding and receive additional support from the Office of Communications & Marketing by becoming an Official Ouachita Social Media Account. These accounts are lead brand ambassadors, are recognized on the university website and shared with increased frequency on primary university social media accounts. Learn more and apply for official status at obu.edu/socialmedia.

Personal Accounts

Social media activity by faculty or staff can affect the university as a whole, whether or not a Ouachita affiliation appears on the profile. Every employee represents Ouachita through words and interactions both on- and offline, as others naturally associate the employee with the university.

To clarify that personal accounts are not university accounts, employees who use social media should refrain from using Ouachita branding for personal social media pages or personal websites. Additionally, employees should consider adding a profile statement indicating that their views do not constitute official statements on behalf of the university (a simple "views are my own" statement is sufficient). These measures do not negate the employee's responsibility to represent the university in an appropriate manner.

Related Policies, Regulations, and Laws (not exhaustive)

- Ouachita Faculty-Staff Manual
- Ouachita Tiger Handbook
- Ouachita Code of Computing Practices
- Ouachita Copyright Policy
- Ouachita Conflict of Interest Policy
- Ouachita Complaint Policy
- Social Media Sites' Terms of Service Agreements
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Digital Millennium Copyright Act (DMCA)

- NCAA Division II Manual
- Title IX

Additional Resources & Questions

View additional resources to support your social media presence at obu.edu/socialmedia. Staff members in the Office of Communications and Marketing also are available to answer specific questions regarding social media practices for both university and personal accounts. Email socialmedia@obu.edu with questions or to set up a meeting.

18. **General Handling of Confidential Information**

During the course of one's employment, employees may encounter confidential information. Such confidential information may include, for example, academic records, compensation and other financial information. Specifically, Ouachita is committed to abiding by the standards set forth in the Family Educational Rights and Privacy Act (FERPA), and a complete copy of this act is available in the Registrar's Office. Employees shall not access, acquire, use, copy, or transfer confidential information except to the extent necessary to fulfill their employment duties.

Employees should take all appropriate action, whether by instruction, agreement or otherwise, to insure the protection, confidentiality and security of confidential information. Employees who exceed their authority in using confidential information or who gain access to such information through unauthorized or improper means, should realize that their conduct is in violation of University policy. Improper access to, or unauthorized disclosure of confidential information by employees will result in disciplinary action, ranging from a verbal warning to termination. Before taking any action on a sensitive and questionable issue regarding confidential information, employees are encouraged to discuss the appropriate course of action with their supervisor.

19. **Inclement Weather**

In light of the fact that Ouachita is a residential campus, the University rarely cancels classes due to inclement weather.

University personnel are expected to be at work when the university is open; however, weather conditions may make it difficult, dangerous, or impossible to report to work or make it necessary to leave work early. Each employee is expected to use their best judgment regarding travel safety during inclement weather. If the individual feels that travel to campus would pose an unreasonable safety risk, that individual is required to notify his or her supervisor immediately. At no point should employees be made to feel they are required to stay at work or come to work if they feel their safety is at risk.

If an employee is unable to report to work because of inclement weather when the university is open, he or she has several options: take the time without pay; use accrued vacation time available, or with the supervisor's approval, make up the lost time during the same pay period. Sick time may not be used for absences due to weather.

The president will make a decision about any change in the normal university routine as inclement weather circumstances threaten or occur. Actions taken to address inclement weather will include consideration of the university's mission and the well-being of faculty, staff, students, and property.

In the rare event it becomes necessary to close the university due to inclement weather; announcements will be posted on the OBU public website, email, and social media.

20. **Gifts to Employees**

A de minimis fringe benefit is any property or service provided to the employee that has such a minimal value that accounting for the receipt of such benefit would be administratively impractical or unreasonable. In determining whether a benefit is de minimis, the IRS looks to the frequency at which the benefit is provided to an individual employee unless this is administratively difficult and then the IRS looks to all employees as a whole. Such benefits include an occasional meal, meal money or local transportation fare, especially for overtime work, occasional personal use of the university's copy machine, traditional birthday or holiday gifts of property with a low fair market value, occasional theater or sporting event tickets, drinks and snacks, local telephone calls, and flowers, fruit, books or similar property provided to employees under special circumstances. Benefits that are not de minimis benefits are season tickets to sporting or theatrical events, private country club or athletic memberships, use of university owned or leased facilities for a weekend, and the commuting use of a university-provided vehicle more than one day per month. In addition, a cash equivalent fringe benefit is not excludable; for example, if cash were given to an employee for a theater ticket, this is not excludable as a de minimis fringe.

If a benefit provided is not de minimis because its value or frequency exceeds a set limit, the entire amount of the benefit is included in the employee's gross income, not just the excess over the amount.

Gifts

Traditional holiday gifts or birthday gifts of property with a low fair market value are considered to be de minimis fringe benefits if given on an infrequent basis to the individual employee. This does not include gifts of cash or gift certificates, but does include flowers, fruit, books, or similar property given to employees under special circumstances, such as illness of the employee or family, family crisis, or outstanding performance on behalf of the employee.

21. **University Credit Cards**

University credit cards are provided to employees based on need for legitimate university purposes only. Personal use of the university credit cards is strictly prohibited. If inappropriate usage of the credit card is found, the employee will be required to turn in the card immediately.

For additional information or policies related to credit cards issued to OBU employees, contact Business Services.

22. **Tobacco Free Policy**

Smoking and use of smokeless tobacco have been documented to be injurious to one's health and to violate the health and rights of non-smokers. Tobacco use of all kinds, including e-cigarettes, is prohibited on university property. For specific guidelines on the Tobacco Free Policy, consult the Administrative Policies webpage.

23. **Weapons**

The use, possession, or carrying, concealed or unconcealed, of weapons of any type, including, but not limited to firearms, blowguns, air guns, pellet guns, bows or crossbows, knives that are illegal under Arkansas law, martial arts training materials, slingshots, paintball guns, explosive or incendiary devices, dangerous chemicals, and ammunition are prohibited on university property. An exception is made for residence hall and university apartment residents with rifles, shotguns, archery equipment, or muzzleloaders that are both intended and legal for hunting in Arkansas. Such items must be registered and deposited with the Office of Safety and Emergency Management, in accordance with that office's promulgated procedures. The Office of Safety and Emergency Management will act as custodian of these items.

This policy applies to all faculty and staff members, students, vendors, visitors, and any other persons entering the campus or its facilities. The campus includes all buildings and property owned or leased by Ouachita Baptist University or its related entities. Exceptions to this policy will be permitted only for qualified law enforcement officers.

An employee or student found to be in violation of this policy will be ordered to remove the weapon from campus immediately and will be subject to disciplinary action up to and including termination of employment or suspension from the university.

F. **Student Development**

The Office of the Vice President for Student Development assists the faculty in providing an environment that will stimulate growth and maturity in each student. Through the combined efforts of the college community, the students are challenged to develop intellectually, emotionally, socially, physically and spiritually.

The broad areas of responsibility of the office are as follows: housing, student conduct, extracurricular activities, security, traffic, personal counseling, recreational life, and the summer conference program. All employees are encouraged to be familiar with the official student handbook, THE TIGER, which is revised by the Student Life Committee and published annually by the staff of the office of the Vice President for Student Development. Specific regulations for student life are published therein. The booklet also contains pertinent information for faculty and staff members regarding campus traditions, and specific information related to sponsorship of organizations and to calendar planning. Also, a current listing of active campus clubs and organizations, their officers and sponsors, is published annually.

Specialized counseling is available through the University Counseling Service and the Student Development Office. Referrals may be made to off-campus professionals.

Class attendance policies appear in the University catalog. When students are absent because of participation in university-sponsored activities, faculty sponsors may notify other instructors by e-mail as a courtesy.

II. FACULTY: POLICIES AND PROCEDURES

A. General Policies

1. Faculty Organization and Function: Faculty Structure

Ouachita Baptist University consists of the School of Interdisciplinary Studies, the Frank D. Hickingbotham School of Business, the Chesley and Elizabeth Pruet School of Christian Studies, the Michael D. Huckabee School of Education, the School of Fine Arts, the School of Humanities, the J. D. Patterson School of Natural Sciences, and the Sutton School of Social Sciences. The Hickingbotham School of Business has two departments. The Pruet School of Christian Studies has five departments. The Huckabee School of Education has two departments. The School of Fine Arts has two divisions containing seven departments. The School of Humanities has two departments. The Patterson School of Natural Sciences has four departments. The Sutton School of Social Sciences has four departments.

The Vice President for Academic Affairs is the chief academic officer, directly supervising the deans of the schools. The lines of authority extend from the dean through departmental chairs to members of the departments. The President of the University, on recommendation of the Vice President for Academic Affairs and the appropriate academic dean, appoints divisional and departmental chairs to serve annual terms.

The basic responsibilities of the departmental chairs are as follows:

--to supervise the members of the department in coordinating the work of the department and maintaining the highest possible level of instruction;

--to prepare for each semester a schedule of course offerings and teaching loads to be submitted to and approved by the dean of the school;

--to assume accountability for the expenditure of funds allocated in the departmental budget;
--to conduct the annual inventory of departmental equipment;

--to prepare an annual report to the dean of the school on the activities of the department and to evaluate its members;

--to make recommendations regarding salary, rank, and tenure for the members of the department;

--to initiate the process of recruitment of departmental faculty;
--to lead in the development of departmental goals and curricular offerings.

The responsibilities of divisional chairs are as follows:

--to provide coordination and general supervision of the activities of the departments within the division;

--to prepare and submit an annual report to the dean of the school on the activities of the division and to evaluate the chairs of the departments within the division, as well as the other members of the division from the viewpoint of the division;

--to assist the departmental chair as appropriate in the recruitment of new faculty within the division.

2. **Academic Freedom and Responsibility**

a. Academic Freedom

The University supports in principle the statement on academic freedom of the American Association of University Professors:

(1) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(2) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their 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.

(3) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they 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 they are not speaking for the institution.

The above principles of Academic Freedom are interpreted in the light of Ouachita's institutional commitment to strengthening the Christian faith and life of her students, and to responsible service to the Arkansas Baptist State Convention. As indicated earlier in the Manual, Ouachita finds no conflict between the professional search for truth and a personal commitment to the ultimate truth of God in Christ.

b. Faculty Responsibilities

It is expected that faculty members will understand and fulfill their professional and institutional obligations, stated in various places in this manual, without the necessity of administrative coercion, including attendance at regular and called faculty meetings, pre-semester faculty/staff planning meetings and commencement ceremonies. Faculty attendance at the weekly university chapel service is encouraged in support of the institution's Christian objectives.

The University supports in principle the "Statement on Professional Ethics" developed by the American Association of University Professors as related to Ouachita's institutional setting by annotations developed and approved by the University Faculty:

> 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.

We deem it our individual and collective duty to instill and maintain this understanding of special professorial responsibility among our colleagues, through the processes of faculty recruitment, orientation, development, and regular renewal. We seek to balance our responsibilities equally among our disciplines, our students, and our institution. We view the practice of intellectual honesty as embracing the foregoing commitments "to seek and to state the truth," "to develop and improve scholarly competence," and "to exercise critical self-discipline and judgment." We acknowledge exceptional personal responsibility to avoid those pitfalls of intellectual dishonesty to which we might be particularly vulnerable, in light of the small size of our faculty. In exercising our freedom to pursue additional interests, related or otherwise, we must resist temptations to neglect our profession.

> 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 assure 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.

In encouraging the free pursuit of learning, we recognize that students are entitled to disagree with professors without suffering discrimination. We do establish curricular boundaries and expect our students to operate within them as part of the evaluation process. In perceiving our proper role, we do not limit our guidance and counsel to the intellectual area. We are sensitive to the problems

of evaluation of our students that result from our collegiality and the likelihood of our encountering the same students in several different classes. We endeavor to be worthy of our students' trust and to avoid prejudicial stereotyping. We seek not only to avoid exploiting our students for our personal advantage, but also to shield them from such action on the part of others within the institution.

> 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. In the exchange of criticism and ideas, professors show due respect for the opinions of others. 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.

We believe that our collegial relationships should be characterized by the Christian love that befits employees of a church-related institution. We extend our conception of colleague beyond the faculty core to include the staff of the University. Just as we recognize problems and obligations in being true to our students' trust and avoiding prejudicial stereotyping, we do also with regard to our colleagues. Our acceptance of our share of faculty responsibilities for university governance carries with it our need to assert such responsibilities.

> 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.

We are aware that our quest to be effective teachers and scholars may compete with our responsibilities in the realm of governance. Unwilling to abdicate either, we commit ourselves to establish and maintain an appropriate balance that recognizes the legitimacy of both. Our faculty appreciates the legacy of strong support for academic freedom traditionally provided by our university administration, and we expect its perpetuation. We also understand and appreciate the legacy of strong support for the Christian purposes of this university established by the Arkansas Baptist State Convention, and we are committed to the perpetuation of this legacy.

> 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.

Our encouragement of civic involvement on the part of faculty derives from our view of it as not only a right and obligation but also an opportunity for service. In turn, such service can both

contribute professional expertise to public affairs and provide opportunities to inform our publics regarding the meaning and significance of academic freedom.

3. **Recruitment of Qualified Faculty Members**

Ouachita seeks to employ highly qualified faculty who support the institution's efforts to cultivate academic and Christian excellence and to educate students in a context of supportive personal relationships. The following policies and procedures are intended to support these objectives and to meet minimum accreditation requirements.

a. Minimum Qualifications for Instructors

The minimum qualifications outlined below apply to all instructors teaching Ouachita courses, whether on the residential campus, at off-campus locations, or in courses offered through distance education.

(1) Credentials

Consistent with the Higher Learning Commission's *Assumed Practices* and *Criteria for Accreditation*, Ouachita's primary method for determining faculty qualifications is academic credentials. Based on credentials, instructors teaching undergraduate courses should hold a master's degree or higher in the discipline or subfield in which they teach. Those 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.

An academic subfield refers to a component of the discipline in which the instruction is delivered. The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches the courses, including General Education courses, the faculty member would teach in accordance with the conventions of the academic field.

If a candidate holds a master's degree in the discipline or subfield other than that in which he or she teaches, the candidate should have completed at least 18 graduate credit hours in the discipline or subfield in which he or she will teach.

(2) Equivalent or Tested Experience

Candidates who do not meet the standard credentials listed above may be considered if they have one or more of the following equivalent tested experiences or a combination of credentials and equivalent experience. Particularly in the case of instructors supervising field experience or clinical practice, determination of qualifications will focus on professional licensure or certification and documented experience, consistent with generally accepted practice within the field:

a) related work experience in the field, generally a minimum of five years of full-time employment in a position related to the content of the course(s) taught;
b) professional licensure or certification in the field;

c) honors and awards in the field;
d) continuous documented evidence in teaching; and/or
e) other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

For additional information, see "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices," a document posted on the web site of the Higher Learning Commission.

b. Recruitment of Adjunct and Part-time Instructors

Though Ouachita is committed to maintaining a strong core of full-time, ranked faculty for the residential campus, part-time and temporary instructional appointments provide flexibility, allow the university to explore potential new course offerings, support online and off-campus program offerings, and help manage temporary needs, including enrollment growth, sabbatical coverage, medical leave, and unplanned attrition. In other cases, such appointments may enrich the University's educational programs by offering students the special expertise of individuals with relevant work experience and strong connections to their particular industry or field of service.

Department chairs or program directors, in consultation with the appropriate dean, are responsible for identifying any needs for part-time or temporary appointments. Before initiating a search for potential candidates, the adjunct or temporary position must be approved by the appropriate dean and the vice president for academic affairs. Once the position has been authorized, the department chair, director or dean may begin a search process to identify candidates who meet the minimum qualifications listed above and support the university mission. Broad-based searches are not normally required for temporary appointments.

When circumstances warrant, the vice president for academic affairs may authorize a formal search process, including expenses for advertising and recruiting. For part-time appointments, campus interviews are not required. Final approval is granted only after the candidate undergoes a background check and submits official transcripts documenting his or her highest degree. For full-time temporary appointments, campus interviews are strongly recommended. Final approval will be documented by a letter of appointment issued upon the candidate's successful completion of a background check and submission of official transcripts and any other requested information.

c. Recruitment and Appointment of New Tenure-Track Faculty Members

The appropriate department chair or program director typically initiates searches for new tenure-track faculty appointments with the approval of the dean of the school, the Vice President for Academic Affairs, and the President. Ouachita is committed to broad-based searches. Christian commitment and competence in one's academic discipline are the paramount requirements for appointment to any rank. Other items of consideration for employment will be earned degrees, support for a liberal arts education, respect for the traditions and commitments of the sponsoring body, and ability to appeal and communicate to students.

Under normal circumstances, new faculty members will be selected and appointed according to the following three-phase process.

Phase I: Screening Candidates. To initiate the filling of a vacancy or new position, a search-screening committee will be appointed by the appropriate dean in consultation with the Vice President for Academic Affairs. The search-screening committee will review applicants in light of their academic and professional qualifications, the needs of the Core program, and the mission and purposes of the University. The search-screening committee will be composed of at least five members including as ex-officio members the chair or acting chair of the department where the vacancy or new position exists and the dean of the appropriate school. One of the members must come from outside the school and a second from another department within the school. The committee will elect its own chair. The search-screening committee will develop a list of approximately three qualified candidates.

Phase II: Nominating a Candidate. A nominating committee will be composed of the faculty members of the department or departments in which the vacancy or new position exists. The department chair or acting chair will serve as the chair of the nominating committee. The list of qualified candidates developed by the search-screening committee will be presented to a nominating committee. The nominating phase will involve two steps. The nominating committee, the members of the search-screening committee from outside the department and school, and appropriate administrative officials will interview any or all of the candidates presented by the search-screening committee. The members of the nominating and search-screening committees will then evaluate the candidates; and the nominating committee, after an affirmative vote, will present the name of one candidate through the appropriate administrative channels for appointment. Should the nominating committee find no suitable candidate from the list provided by the search-screening committee, it may request that the committee present a new slate of candidates for consideration.

Phase III: Hiring by the Administration. The name of the nominee will be presented to the administration for hiring. The administration will either make the appointment or will refer the matter back to the nominating committee. If the matter is referred back to the committee, it will then present the administration with another nominee. This referral will continue until a suitable nominee is found to fill the vacancy or new position.

d. Alternate Pathway for Tenure-track Appointment

The search process outlined above is normally required for new tenure-track appointments. Under extraordinary circumstances, an instructor who has served in a non-tenure track role may be recommended for a tenure-track appointment, provided the candidate meets minimum qualifications and participates in an internal review process as described below. The following are examples of circumstances appropriate for this alternate pathway:

- an instructor hired for a non-tenure track position to support a new academic program
- a documented national or regional shortage of qualified faculty in the discipline
- the department or school anticipates multiple vacancies that potentially threaten the continuity and stability of its academic programs

(1) Minimum qualifications to be eligible for consideration of tenure-track appointment:

- Serve the university for a minimum of three consecutive years in an instructional role (Lecturer, Visiting Instructor, etc.)
- Hold an appropriate terminal degree, or be enrolled in a graduate program leading to the appropriate terminal degree and demonstrate evidence of satisfactory progress toward completion of the degree
- Present a record of effective teaching as evidenced by student course evaluations and peer observations
- Demonstrate commitment to the University's mission as a Christian liberal arts university and evidence of an active personal faith

(2) Review process:

A tenure-track position must first be authorized by the administration through the normal process for considering academic staffing needs. Once the position has been approved, the appropriate dean, in consultation with the department chair and faculty, will develop a position description and submit it to the VPAA for approval.

In consultation with the VPAA, the dean will appoint a review panel consisting of the ranked faculty in the department, one school faculty member from outside the department, and one faculty member from outside the school. The panel will elect its own chair. The dean will serve ex-officio.

The candidate under consideration will submit an application packet that includes the following items:

- a letter addressing qualifications and duties in the position description
- current curriculum vitae
- graduate transcripts verifying appropriate credentials
- student course evaluations (minimum four semesters)
- peer observations from at least two colleagues
- statement of teaching philosophy
- written statement of support for the university mission, explanation of faith background, and information on current church involvement
- additional information may be requested by the review panel

After carefully reviewing the application materials, the review panel will recommend to the dean either proceeding with an internal interview process or converting the process to an open search. If the panel recommends, and the dean and VPAA approve internal interviews, the chair of the panel will work with the dean and candidate to schedule a series of on-campus interviews that mirrors procedures for finalists in an open search. At a minimum, the schedule will include a meeting with the review panel, a teaching demonstration to which members of the review panel are invited, interaction with students, and interviews with the Dean, VPAA, and President.

At the conclusion of the interview process, the review panel will consider feedback from those who interacted with the candidate, review the candidate's packet, and recommend to the dean either appointment of the candidate to a tenure-track position or converting the process to an open search. The dean will share the recommendation with the VPAA and the

President, who makes the final decision on recommending the tenure-track appointment to the Board of Trustees. The minimum probationary period for candidates appointed through this alternate pathway will be four years.

4. **Faculty Designations**

a. Rank - Faculty membership derives from expertise and professional achievement; rank within the faculty denotes the growth of same. Practical (i.e., non-academic) experience may figure in hiring negotiations; no more than three such years may count toward any given rank. Section II.6. describes university-wide criteria for promotion and tenure. Regarding promotion, the criteria apply with increasing expectations. Section II.7. outlines procedures for evaluating progress toward promotion and tenure. The university's definitions of rank follow.

(1) Instructor – This rank assumes the appropriate master's degree or commensurate achievement in one's discipline.

(2) Assistant Professor - This rank assumes the appropriate terminal degree, or the appropriate master's degree plus a minimum of two years of full-time college-level teaching, and commensurate achievement in one's discipline.

(3) Associate Professor - This rank assumes the appropriate terminal degree plus a minimum of seven years of full-time college-level teaching; commensurate achievement in one's discipline; and, normally, a minimum of five years as an assistant professor.

(4) Professor - This rank assumes the appropriate terminal degree plus a minimum of twelve years of full-time college-level teaching, or commensurate achievement in one's discipline; and, normally, a minimum of six years as an associate professor. Full professor is a distinction reserved for individuals who make outstanding and exemplary contributions to their discipline and to the institution.

b. Other Appointments

(1) Adjunct Faculty - Adjunct faculty members may be appointed for a specified time depending upon the needs of the University. Although adjunct faculty are ineligible for tenure, they are accorded the same guarantees of academic freedom which apply to full-time faculty members. Adjunct faculty may attend faculty meetings as non-voting participants and use college facilities, such as the library and physical education center. They may also participate in formal academic occasions, such as Commencement. Adjunct faculty may be classified in one of two categories:

(a) Lecturer - This designation indicates that the faculty member has a one-year agreement to teach a full load of classes. Lecturers are

notified of the term of appointment in a letter from the President and are not considered contract employees.

(b) Part-time Faculty - This designation indicates that the faculty member has a one-semester agreement to teach a stipulated load. Part-time faculty members are notified of the terms of appointment in a letter from the Vice President for Academic Affairs and are not considered contract employees.

(2) Visiting Faculty - The University may appoint faculty members from other academic institutions to the rank of Visiting Faculty. Visiting Faculty members are notified of the specific rank and other terms of employment in a letter from the President and are not considered contract employees.

c. Honors

Emeritus Faculty - This designation requires fifteen or more years of distinguished service to the University and recommendation by the Vice President for Academic Affairs. Appointments are made by the Board of Trustees upon the recommendation of the President to those faculty who meet these criteria and have limited or terminated their responsibilities as faculty members for valid reasons (e.g., retirement, illness).

Endowed Chairs of Instruction - Because of the generosity of numerous benefactors, the University is able to provide a number of endowed chairs to selected outstanding faculty members. A professional development stipend is provided the chair holders from the funds of these endowments. Appointments are made by the President upon recommendation of the Vice President for Academic Affairs.

Distinguished University Professor - This designation is reserved for individuals with distinguished service to the University or for those who can contribute uniquely to its teaching, research, or other goals. Appointments are made by the President upon recommendation by the Vice President for Academic Affairs.

5. **Tenure**

The tenure policy has been adopted to give the faculty member a measure of security and to prevent arbitrary dismissal. The term *faculty member*, with respect to tenure, applies to any full-time teacher above the rank of Instructor whose salary is paid primarily from the university's regular operational funds. *Tenure* means that a faculty member, after the completion of a satisfactory probationary period (see criteria below), may be given permanent status with the university unless his or her services are terminated for any of the reasons described in the section entitled "Dismissal Protection of Tenured Faculty." It means, further, that in case the faculty member's services are terminated by the university, he or she shall be entitled upon request to receive in writing the reasons for the dismissal and shall have the right to a personal hearing before a grievance committee as defined in Section II.A.9 before the action is considered final.

The final decision on awarding academic tenure is made by the Board of Trustees upon recommendation of the President. The President's recommendation is made following careful evaluation of the faculty member in light of the criteria for the award of tenure listed below. The department chair, dean of the appropriate school, Vice President for Academic Affairs, the University Committee, and other appropriate faculty and staff members will be involved in the evaluation process. Faculty members will share responsibility with their department chair and appropriate administrative officials for maintaining effective communications concerning the evaluation process.

For faculty during probationary (i.e., tenure-track) periods, the normal sequence of employment contracts prior to the awarding of tenure shall be six one-year contracts with a maximum probationary period of six years. In such cases, an interim assessment entitled "pre-tenure review" (Section II.A.8.a) occurs during the spring semester of the third year of service. In such cases, tenure application proper occurs during the fall semester of the sixth year of service. Under exceptional circumstances, the probationary period may be extended upon the mutual consent of the faculty member and the University. In the event that a faculty member neither applies for tenure consideration nor is granted an extension of the probationary period, the University reserves the right to employ said individual as an at-will employee after the agreed probationary period without further tenure consideration. Ouachita does not recognize de facto tenure nor is tenure automatically conferred. It is an earned distinction based on evidence that the candidate meets the expectations established in the criteria below. Though improvement, when required, in a candidate's performance following pre-tenure review is expected, improvement alone is not sufficient to earn tenure.

Holding a probationary appointment does not create an obligation for the university to reappoint a faculty member beyond the date specified in the contract period under which one is employed, nor does it create an obligation for the university to show cause for non-reappointment. Notification of non-reappointment should be made on or before April 1, during the first year of academic service, and on or before December 15, during the second and succeeding academic years of service. If notification fails to occur as stated, first-year faculty, beginning from the end of the current contract, will receive three-months' salary (lump sum, no benefits); other faculty, beginning from the end of the current contract, will receive six-months' salary (lump sum, no benefits).

The employment of probationary faculty may be terminated before the end of a specific contractual period for the same reasons stated in Section 10 below.

6. **Criteria for Tenure and Promotion**

Personal growth, professional development, accomplished teaching, institutional contribution, and mature collegiality mark the careers of productive faculty members. After appointment to the rank of instructor or assistant professor, the university recognizes development through an academic career with, in typical order, the milestones of tenure, associate professor, and full professor.

The Board of Trustees makes, upon presidential recommendation, the final decision to award tenure and rank. In the case of rank, the President bases recommendations on a review process that includes the Vice President for Academic Affairs, the appropriate academic dean, designated school

promotion committee, and the department chair. The tenure process proceeds in analogous fashion but, in addition, includes university-wide review of applicants by the University Committee. Early in the academic year, individual faculty members initiate the processes through discussions with their department chairs and deans. Though applied with increasing levels of expectation, the criteria for tenure and promotion are the same. While all of the following criteria apply, individual schools may attach varying weights to the various criteria.

a. Evidence of a commitment to the university as a Christian institution whose purpose is to pursue excellence in education, as well as evidence of an active Christian faith.

b. Scholarly preparation in one's academic discipline as evidenced by either the completion of the appropriate terminal degree or commensurate achievements in one's discipline.

c. Meritorious performance in instruction as evidenced by student evaluations, classroom observations, and evaluation by department chairs.

d. Commitment to and evidence of improved teaching.

e. Commitment to and evidence of professional development through activities such as involvement in professional organizations, research, creative endeavors, paper presentations, scholarly publications, use of faculty development opportunities, or advanced study.

f. Involvement in non-teaching university activities such as faculty meetings, committee work, chapel, faculty colloquia, student campus organizations, or student recruiting.

g. Commitment to and evidence of quality advising (librarians excepted).

h. Evidence of mature, university-wide collegiality such as strong, supportive working relationships; departmental team work; interactions marked by professional, respectful courtesy; and active promotion of harmonious, productive work environments.

i. Community service that reflects identification with and enhancement of one's external community.

7. **Evaluation**

Evaluation of faculty assists in professional development and provides the basis for promotion, tenure, and salary decisions. All faculty shall compose annual activity reports. Faculty being considered for tenure or promotion shall also create portfolios. Some schools, at the dean's

discretion, may require all faculty to submit annual portfolios. The Faculty Development Committee oversees the processing of peer observations and student evaluation.

a. **Activity Reports**

By mid-January, faculty shall submit to their immediate supervisor(s) annual activity reports. These reports shall include a current curriculum vitae and a faculty information summary sheet. Reports may also include peer observation responses and summaries of student evaluations.

(1) Faculty information sheets contain the following sections:

(a) Instructional information (last twelve months): Courses taught, enrollments, number of advisees.

(b) Professional development (last twelve months): Professional meetings, subscriptions, creative endeavors, meetings attended (identify participation), additional education (e.g., short courses, workshops).

(c) Intellectual and creative contributions (last five calendar years): Peer-reviewed journal articles and textbooks, performances, exhibitions, peer-reviewed proceedings, peer-reviewed presentations, other publications or presentations, submissions, work-in-progress.

(d) University or community service (last twelve months).

(2) A brief description of strengths and weaknesses and a plan for improvement.

(3) A growth plan: Growth plans outline long-range professional development goals and suggest strategies for achieving those goals.

b. **The Tenure Portfolio**

Tenure portfolios provide an opportunity for candidates to demonstrate that they have achieved levels of performance consistent with the university's expectations regarding the nine criteria listed in Section II.A.6.a-i. By October 1, faculty under consideration for tenure shall submit portfolios to their immediate supervisors.

Though economy of expression should guide portfolio construction, tenure portfolios should contain material demonstrating professional performance and development, including the following required components:

(1) Statement of teaching philosophy.

(2) Summary of overall strengths and weaknesses and a growth plan outlining long-range professional development goals and strategies for achieving those goals must also be included.

(3) Reflective self-assessment evaluating the candidate's achievements for each of the nine criteria, with specific references to supporting documentation throughout the rest of the portfolio.

(a) This component of the portfolio may be organized either as a single reflective essay at the beginning of the portfolio or as separate paragraphs introducing the documentation for each criterion.

(b) Whether writing a single essay or separate paragraphs, the candidate must support all claims by reference to evidence submitted throughout the rest of the portfolio.

(4) Supporting documentation of performance for each of the criteria as outlined below:

(a) Evidence of a commitment to the university as a Christian institution whose purpose is to pursue excellence in education, as well as evidence of an active Christian faith.

i. A personal statement of one's commitment to Ouachita's mission and the role of faith in one's personal and professional life.

The University Committee encourages candidates to develop this statement with attention to the following types of evidence:

a. Narrative of your spiritual journey as a Christian

b. Description of current spiritual activity, such as active involvement in a local church and other ministries

c. Explanation of how your Christian faith influences your role as an instructor at Ouachita (teaching, advising, service on campus, interaction with students, etc.)

d. Reflection on how you support Ouachita's vision, mission, and values (https://obu.edu/about/vision-mission-and-values.php)

(b) Scholarly preparation in one's academic discipline as evidenced by either the completion of the appropriate terminal degree or commensurate achievements in one's discipline.

i. All candidates are responsible for insuring that official transcripts or other documents identifying relevant degrees are on file with the Academic Affairs Office.

ii. Candidates who do not hold a terminal degree must also insure that the Academic Affairs Office has documents on file from a professional or academic association or from the relevant school dean identifying achievements recognized as commensurate with a terminal degree by those organizations or disciplines.

(c) Meritorious performance in instruction as evidenced by student evaluations and achievements, classroom observations, and evaluation by department chairs.

i. Include the last 3 years of student evaluations, all peer observations and department chair evaluations (which could include classroom observations by the supervisor as well as written feedback from the chair provided in response to yearly activity reports).

(d) Commitment to and evidence of improved teaching.

i. A written reflection on Criterion C.

ii. Additional supporting documentation may include:

iii. Multiple classroom observations, by a peer, of your teaching that note observed improvement(s); evidence of attendance of pedagogical workshops or faculty development seminars; correspondence from students that specifically mention teaching strengths and or improvements.

(e) Commitment to and evidence of professional development through activities such as involvement in professional organizations, research, creative endeavors, paper presentations, scholarly publications, use of faculty development opportunities, or advanced study.

i. Include last 3 years of activity reports.

(f) Active participation in non-teaching university activities including but not limited to faculty meetings, committee work, chapel, faculty colloquia, student campus organizations, or student recruiting.

i. This information should be included on activity reports.

(g) Commitment to and evidence of quality advising (librarians excepted).

i. Briefly summarize what you have done to improve your advising abilities, including a list of any advising training sessions you have attended and service as an advisor in ER sessions.

(h) Evidence of mature, university-wide collegiality such as strong, supportive working relationships, departmental team work, interaction marked by professional, respectful courtesy, and active promotion of harmonious, productive work environments.

i. Descriptions of collaborative work such as university-wide committees, grant proposals, extracurricular activities, peer review for others, joint presentations or performances and faculty search committees, etc.

ii. Three letters of support from colleagues with whom you have worked in a collaborative nature, preferably with at least one letter coming from outside your department.

(i) Community service that reflects identification with and enhancement of one's external community.

i. Included on activity reports.

c. **Classroom Observation**

(1) Faculty peer observation occurs every third semester for non-tenured faculty. Observations of tenured faculty, including deans, occur every third year.

(2) In consultation with their immediate supervisor, faculty members will choose three observers: their department chair, a colleague from their school (internal), and a colleague from outside their school (external). Department chairs will be observed by their dean, an internal observer, and an external observer.

Graduate program directors who do not serve as undergraduate faculty should follow the above guidelines for department chairs.

Deans will work with their home department chair, following the guidelines above. They will be observed by their home department chair, an internal observer, and an external observer.

(3) Faculty being observed choose the class(es) and time(s) for observation.

The particular courses chosen should vary between observation cycles when possible. Faculty should not feel obligated to invite all three observers to a single class section.

(4) Within two weeks of the classroom experience, each observer will write a response describing strengths and offering suggestions for improvement, sending copies to the observed colleague and to the applicable chair or director and dean.

(5) With the approval of the appropriate school's dean, faculty may submit visual records of classroom performance.

For faculty members (i.e., graduate faculty) who teach online, observations could involve adding observers to the asynchronous classroom and/or recording a synchronous meeting. Those faculty members should clarify expectations with their dean.

d. **Student Evaluation**

(1) Students evaluate faculty every year. The evaluation shall occur within the last two weeks of classes prior to final exams. In order to cover every course, the semester of evaluation varies.

(2) Dissemination of student evaluations flows to deans, chairs, and individual faculty in a timely fashion. Student evaluation information shall be handled with appropriate confidentiality.

(3) Students may be asked to assess programs and faculty advising.

e. **Feedback**

Supervisors (e.g., chairs and deans) should provide written feedback to faculty by mid-February.

8. Pre- and Post-Tenure Review

The faculty expect of one another observable and ongoing commitment to their students, to the institutional community, and to mastery of their disciplines. Pre- and post-tenure review encourage fulfillment of those expectations.

a. Pre-Tenure Review

Pre-tenure review occurs during the semester preceding the halfway point of a tenure-track faculty member's probationary period (e.g., the spring semester before the beginning of the fourth year of a six-year probation). Two weeks into the appropriate semester, the dean of the probationary faculty member's school submits the following materials to the chair of the University Committee and the Vice President for Academic Affairs:

1. All prior activity reports, including a current vita supplied by the faculty member under review to his/her dean.
2. All course evaluation materials for each course taught from the first semester of the faculty member's probationary period through the semester immediately preceding the pre-tenure review.

3. The candidate's written self-assessment addressing strengths, weaknesses, and progress correlated to the nine criteria for tenure and promotion discussed in this manual (Section II.A.6).
4. A letter assessing the faculty member's strengths, weaknesses, and progress correlated to the nine criteria for tenure and promotion discussed in this manual (Section II.A.6) with particular emphasis on areas of demonstrated proficiency and/or those requiring improvement.

These materials constitute the pre-tenure review packet. The University Committee reviews the packet and responds to the dean and faculty member with a letter acknowledging the faculty member's strengths, weaknesses, and progress correlated to the nine criteria for tenure and promotion discussed in this manual (Section II.A.6), with particular acknowledgement of areas of demonstrated proficiency and/or those requiring improvement, as well as any relevant suggestions or concerns.

As a final step in the pre-tenure review process, the probationary faculty member provides a written response to feedback received from the dean and the University committee. This response must be submitted to the dean, the University Committee chair, and the Vice President for Academic Affairs no later than the last regular day of class of the semester in which the pre-tenure review occurs.

All materials comprising the pre-tenure review packet, including the faculty member's final response, shall be retained in the Office of Academic Affairs, and will be available for review when the University Committee consider the faculty member's tenure application in the final year of the probationary period.

b. Post-Tenure Review

Post-tenure review is an ongoing process involving activity reports and using the criteria discussed in this manual for tenure and promotion (Section II.A.6). Every five years after tenure each faculty member's dean and immediate supervisor reviews reports from the preceding five years and assesses in writing the faculty member's strengths and weaknesses. These materials constitute a post-tenure review packet; each letter should address strengths and weaknesses as well as underscoring meritorious performance. Faculty members and their supervisors (e.g., chairs and deans) shall keep packet copies. The feedback cycle described in II.A.7.e. shall use post-tenure review packets when appropriate. Packets may be used in decisions regarding salary and promotion. Faculty committees may request activity reports to aid in decisions regarding grants and awards.

9. **Academic Grievance Policy**

A faculty member who believes that a decision or inaction regarding his or her tenure, promotion, or dismissal (if tenured) resulted from unfair, discriminatory, or improper practice may request a hearing. Unfair shall be taken to mean arbitrary, capricious, vindictive, or without basis in official policy. Discriminatory shall be taken to mean disparate treatment on the basis of unacceptable criteria. Improper shall be taken to mean that the decision (action-inaction) was reached without consultation with the University Committee or without approval of administration

officers. The following procedure applies only to issues of tenure, promotion, or dismissal of tenured faculty. Grievances are filed only when all informal avenues of resolution are exhausted but must be filed within six months of the decision.

Written grievances are first submitted to the University Committee. Within ten working days, the University Committee will instruct the Nominating Committee to choose and charge a panel composed of one tenured faculty member from each disciplinary school to investigate the grievance. Within fifteen working days of its formation, the grievance panel will elect a chair and conduct an investigation. The grievance panel has authority to request documents and testimony. The grievant has the obligation to cooperate with the grievance panel in good faith during the investigation and will submit in a timely manner reasonably requested documents. In extraordinary cases, time exceeding fifteen days may be approved by the President. The grievance panel will report its findings to the University Committee and to the President. After consultation with the Vice President for Academic Affairs and the Deans Council, the President will render a decision, thus exhausting the appeal process.

10. **Dismissal Protection of Tenured Faculty**

Employment may be terminated immediately for reasons of moral turpitude. Employment may be terminated at any time with three months' notice for reasons of incompetence, inability to fulfill one's responsibilities to the University, or unwillingness to support the stated purposes of the University. Upon request made by the faculty member, such cause or causes shall be put in writing and delivered to the faculty member. In cases where dismissal is for sexual misconduct as that term is defined in the Sexual Misconduct Policy, the allegations will be processed in accordance with the procedures described in the Sexual Misconduct Policy, including the faculty member's right to appeal as specified in the same policy. In all other cases, a faculty member terminated for cause shall have the right to a hearing before a grievance committee as indicated in the previous section (II.A.9).

If tenured appointment is terminated due to the discontinuance of a program or department, notice of termination or reduction should be given no later than December 15 of the contract year before the faculty member's final contract year, along with notice of the appropriate appeal procedure involving a grievance committee. If such notice is not given, the faculty member, beginning from the end of the current contract, will receive one year's salary (lump sum, no benefits). When academic programs or courses need to be eliminated or reduced because of insufficient demand or intolerable cost, and though employment may be terminated or reduced below the full-time load, the university will make every reasonable effort to place the faculty member concerned in another suitable position within the institution.

In the event that a tenured faculty member is terminated because of extraordinary financial exigency or the discontinuance of a program or department, the university recognizes the right of the faculty to have appropriate participation in such decisions. It is understood that this policy shall apply only to the termination or appointments of tenured academic personnel whose duties include at least half-time teaching programs and who are otherwise fully employed by the university.

B. Instructional Policies

1. Academic Standards

Academic standards are determined by the University Faculty with appropriate administrative involvement. The length of the term of instruction, the student's academic load, the definition of the credit hour, the number of required hours, the definition of grades and quality credits, the acceptance of course equivalencies or substitutions, and the acceptance of non-traditional courses or examinations for credit are areas in which such standards are set. The standards are published in the General Catalog. The University's deans are responsible for administering the policies. Deviations from the standards may be made by the Academic Deans Council of the University. Information on appeals may be obtained from the Office of Academic Affairs.

2. Curricula

The courses of study are administered in eight categories of curricula: Interdisciplinary Studies, Business, Christian Studies, Education, Fine Arts, Humanities, Natural Sciences, and Social Sciences. Each category is the responsibility of the faculty of the appropriate school of the University and is administered by the Dean of that school.

Changes are effected by introducing them to the Curriculum Committee of the school. Proposals for change ordinarily originate in the appropriate department, but may be made by any member of the school faculty. Such proposals must be approved by the following entities in the specified order: the department, the school Curriculum Committee, the school faculty, the University Curriculum Committee, the University Faculty, and the President. A dean shall coordinate the process at each step. The Curriculum Committee of the school shall consult with the Vice President for Academic Affairs before submitting proposed changes in the courses of instruction to the school faculty.

New programs and major modification should be approved no later than the January faculty meeting to provide sufficient time for budgeting and catalog announcements for the next academic year.

3. Degree Requirements

Degree requirements are normally determined by the faculties of the schools in which the degrees are awarded. The University Faculty has the right of review and modification of the degree requirements and curriculum in any school.

Changes in degree requirements are announced officially in the General Catalog and go into effect on the date of its publication.

4. Teaching Load and Related Duties

The normal teaching load for a full-time faculty member is twelve hours per semester or twenty-four hours per academic year. Teaching loads may be balanced over multiple semesters in order to average twenty-four hours per year. If an overload teaching assignment becomes necessary,

faculty members will be compensated for each semester hour above the normal teaching load. Overload compensation may be pro-rated in cases where a non-required courses enrolls fewer than five students, though in such cases the instructor will be given the option of not teaching the course. Instructors whose teaching loads fall below the normal expectation over consecutive semesters may be assigned to teach an overload without compensation in order to balance their load.

Load credit for teaching graduate courses is calculated at a 1.33:1 ratio (e.g., faculty will receive four hours of load credit for a three-hour course). Exceptions to this calculation are approved by the Dean and Vice President for Academic Affairs. Overloads created when faculty teach a mixed load of undergraduate and graduate courses will be compensated at the standard overload rate. Courses cross-listed at both the undergraduate and graduate levels may be counted as graduate courses for load credit if at least five graduate students are enrolled in the course.

Committee assignments, academic counseling; teaching non-required courses on a voluntary basis; and occasional supervision of individual studies, honors directed studies and theses, and internships, customarily do not apply to the teaching load. The posting of daily office hours at reasonably convenient times is part of the Ouachita tradition of faculty availability to students. Applied music lessons, laboratory instruction assignments, and supervision of students teachers are calculated on a fractional basis for determining the total semester-hour load.

Full-time faculty who teach a course in Ouachita Online degree programs during the fall and spring semesters may do so as part of their normal teaching load or, if needed for a full load in the residential program, may be paid a separate stipend. Ouachita Online courses may be taught as part of the normal teaching load subject to the following conditions:

- A credit hour in the online degree programs is equivalent to a residential credit hour, regardless of term length.
- Course release from normal residential load is subject to approval of the appropriate dean, and may depend on the availability of adjunct faculty to cover course releases. If course release is not granted, a stipend will be paid.
- Courses taught in May Term, Summer Terms, and Winter Term are not considered in normal teaching load. These courses will be compensated as described in section 5 below.

Total credit hours taught in a semester, including those compensated as overload, may not exceed 16 hours without prior approval by the appropriate dean and the Vice President for Academic Affairs.

A reduction in teaching load may be approved for full-time faculty involved in special projects, research, or administrative assignment. Such reductions are approved by the President upon recommendation of the Vice President for Academic Affairs.

5. Teaching Assignments and Compensation for Winter Term, May Term, and Summer Terms

Each dean is responsible for recommending to the Vice President for Academic Affairs appropriate course offerings and teaching staff for the Winter Term, May Term and Summer Terms.

Stipends are paid to faculty members for teaching during these terms. Administrative staff members on twelve-month contracts are usually not eligible to receive compensation for summer teaching. Courses with one to four enrolled students may be taught at the discretion of the instructor on a pro-rata stipend basis with five students required for the full stipend.

6. **Syllabus Guidelines**

The course syllabus has become a key document for clarifying and documenting the university's expectations for student achievement. The guidelines below are designed to ensure that these expectations have been carefully considered and effectively communicated for each course.

Instructors teaching credit-bearing courses offered by Ouachita Baptist University, regardless of location, time of offering, or method of delivery, must make available to their students at the beginning of the semester a syllabus consistent with the expectations outlined below. For the residential campus, course syllabi are reviewed by the appropriate program directors, department chairs, and deans, including, for courses in the Ouachita Core, the course coordinator and the Dean of Interdisciplinary Studies. For courses offered through Ouachita Online or through off-campus programs (including concurrent credit offered in high school settings), syllabi are reviewed by the appropriate department chair and dean, as well as the director of the respective program and, in the case of online courses, the Coordinator of Online Course Development.

Required Components: The following information must be included on all university syllabi, though not necessarily in this order. Specific formatting decisions are left to the instructor unless a common template has been adopted by the school, department, or program.

a) university designation (university seal, Ouachita Baptist University, OBU at New Life Church, or Ouachita Online)
b) course information: course number and title; current term and year; catalog course description; and list of prerequisites, if applicable
c) instructor name and contact information (i.e., office location, phone number, e-mail address)
d) office hours or description of availability
e) university mission statement and learning goals, or link to the Vision, Mission, Values and Learning Goals web page: (https://obu.edu/about/vision-mission-and-values.php)
f) program learning goals
g) course-level student learning objectives (must include those approved through the curriculum review process) Courses cross-listed at the undergraduate and graduate levels must include specific graduate-level learning outcomes and assessments for graduate-level credit.
h) required textbook(s) and/or other instructional materials
i) summary of course requirements and assessments (including, as appropriate, due dates for major assignments, exams, papers, etc.)
j) scheduled final exam time for the course
k) grading scale
l) attendance expectations and, if applicable, consequences of absences (including the responsibility of students to notify instructors in advance of upcoming university-approved absences)

m) approved syllabus statement explaining the Covenant on Academic Honor
n) approved syllabus statement on accommodations for students with disabilities
o) tentative outline of course material (may be weekly or in order of material)

Suggested Components: Individual instructors, departments, and schools may want to consider including the following information:

p) additional unit designations (i.e., school, department, program)
q) policy on use of electronic devices
r) bibliography of additional resources beyond required texts (e.g., reading lists, websites, recorded materials, etc.)
s) information about assistance available through the Speer Writing Center, the Academic Success Center, the Library, online tutorials, etc.
t) additional information needed for specialized accreditation, if applicable

Instructors may make minor adjustments to the schedule and assignments as needed, but major changes to the syllabus after it has been distributed are discouraged. In extraordinary circumstances (e.g., a lengthy, unanticipated absence of the instructor), instructors are encouraged to consult with their department chair or dean regarding major changes to the syllabus.

Deans are responsible for ensuring that an electronic copy of each syllabus for each course and section offered is saved on the M drive in the appropriate folder by the end of the first week of class for each term. Directors of off-campus and online programs are responsible for doing the same.

C. Administrative Procedures

1. Reporting of Class Enrollment

The instructor of a course is responsible for ensuring the accuracy of the class roster on the computer network. The instructor must immediately report any discrepancies on the class roster to the Office of the Registrar. Although the student is responsible for registration and for correction of registration errors, the instructor should report any discrepancies to the Registrar and notify any student in the class whose name is not on the class roster.

2. Reporting of Grades

There are two grade-reporting periods each semester. The first is at the end of eight weeks of class when the instructor is required to report all mid-term grades. Under normal circumstances, final grade reports for a course are due no later than three working days following the final examination. The student and academic advisor receive copies of both mid-term and final grade reports. Only final grades are posted on the student's transcript. Access to recorded grades is restricted to those parties specified by the Family Educational Rights and Privacy Act of 1974 (FERPA).

3. **Changing of Grades**

Faculty members who discover errors in computation of grades are to report changes immediately to the Registrar's Office. A grade that has been allowed to stand unchallenged past Monday of the tenth week of classes in the next regular semester is considered final. Changes of a final grade should be accompanied with full information about the nature of the grading error. Requests for changes after the stated deadline must be approved by the Academic Deans Council. Change of grade forms may be obtained from the Registrar's Office.

4. **Absences from Campus**

The University policy regarding faculty absences is as follows:

a. No faculty member shall miss class or any other assigned school responsibility without providing written notification, including satisfactory arrangements for missed classes, to the Department Chair and the Dean of the School.

b. Although faculty members are encouraged to participate in off-campus professional activities, they should ordinarily limit such activities to five class days per semester or to one day during a summer term.

c. In case of sudden illness or emergency requiring absence, the Department Chair or Dean of the School should be notified immediately.

d. In the case of an extended absence (more than 3 days) that may be protected by the Family and Medical Leave Act, the faculty member shall promptly give notice to the Director of Human Resources. Such notice may be given directly or through the Department Chair or Dean. The Family Medical Leave Act is discussed in greater detail under Employment Information, § B. 5.a.

5. **Textbook Adoptions and Purchases**

The Office of Academic Affairs, in cooperation with the University Bookstore, oversees textbook purchasing. Information on book ordering procedures is available from the University Bookstore.

University policy regarding textbook adoptions is outlined in the paragraphs below and responds to the following:

- The Higher Education Re-Authorization Act adopted in 2008 requires institutions to publish certain textbook information along with any Internet-based course schedules. Since Ouachita course schedules are available online, we must comply with these provisions.

- Textbook prices are a significant concern for Ouachita students and their families. The administration desires to help students reduce the price of textbooks by offering used books, electronic books, textbook rentals or other cost reducing strategies.

- The university Conflict of Interest policy requires that we identify and manage situations in which a real or perceived conflict of interest exists that would allow an individual to improperly influence a decision to realize personal gain.

Textbook Adoption Dates

Ouachita faculty shall submit to the OBU Bookstore the ISBN, Author, Title, and Edition of any required textbooks or other required course materials no later than the following dates:

- March 1 for courses included in the summer or fall online course schedule

- October 1 for courses included in the spring online course schedule

The OBU Bookstore shall publish the Title, Author, ISBN and retail price of any required textbooks or other required course materials no later than the date the course schedule is made available online. The textbook information shall be incorporated into the course schedule or accessible by hyperlink from the course schedule.

Faculty Authors

Textbooks, manuals, workbooks or other required course material authored by Ouachita faculty and intended for purchase by students for use in Ouachita classes must be approved by an appropriate faculty committee. The review process should consider the appropriateness of the text for the course in question and the extent to which the text is used in similar courses at other institutions.

6. **Departmental Reports**

a. Assessment of Student Leaning Reports

Each academic unit annually reviews its student learning objectives, the assessment instruments used to measure learning outcomes, and the data gathered from these assessment instruments. Based on this review, faculty consider what changes can be made to the curriculum, course syllabi, or pedagogical approaches to improve student learning outcomes. By October 1 of each year, each academic unit provides an updated Assessment Report summarizing the results of this review. Academic units proposing curriculum changes must have a complete, updated assessment report on file for curriculum changes to be considered by the Curriculum and Academic Standards Committee.

b. Annual Reports for Academic Departments and Programs

The chair of each academic department is responsible for submitting an annual written report to the Dean of the School by May 15. The report should be divided into two parts:

(1) Goals and Objectives which have been developed in conjunction with the institutional mission and purposes as well as with the Professional Growth Plans of the faculty members in the department. The report should provide an evaluation of departmental strengths and weaknesses as well as justification for changes needed to strengthen the department.

(2) Departmental Activity Report - a summary of departmental activities during the previous year that contributed to the stated goals and objectives of the department.

D. Special Programs

1. Sabbaticals

One-semester sabbaticals at full pay and two-semester sabbaticals at three-quarters pay are recommended to the President by the Faculty Development Committee. To be eligible for a sabbatical a faculty member must complete at least six years of full-time service prior to the proposed sabbatical or at least six years of service since his/her last sabbatical awarded, if applicable. Sabbatical applications are submitted in the spring approximately 18 months prior to the beginning of the academic year in which the sabbatical is to be taken. Tenured faculty members may apply for a sabbatical after 4 ½ years of service since their last sabbatical or since they were hired. Untenured faculty may apply for a sabbatical after 5 ½ years of service, in the same academic year in which they apply for tenure. A sabbatical may not be awarded prior to tenure being granted and all recipients must have tenure at the time they take their sabbatical.

Award criteria include: A) overall seniority; B) the ability of the department and the Interdisciplinary Studies program to serve students in the absence of the faculty member; and C) the worth of the proposed sabbatical activity to the faculty member, department, and University. Sabbaticals are awarded only to faculty members who will agree to return to teaching at Ouachita Baptist University the following year. The financial support which the University provides shall be in the form of a loan repayable within one year following the sabbatical. The interest rate shall be the lesser of seven percent per annum or the maximum allowable by Arkansas law, and a legally binding note shall be properly executed. The loan shall be forgiven in its entirety following one year of satisfactory post-sabbatical service.

The faculty member interested in submitting a sabbatical proposal shall contact the department chair and dean of his/her school prior to submitting the proposal.

2. Faculty Research Grants

Grants for support of scholarly research or creative activity by full-time faculty members are available through the Faculty Development Committee. The Faculty Development Committee issues the call for proposals to all eligible faculty members, alerting them to submission guidelines and grant amounts.

The grant will be paid from June 1 to May 31 of the grant year. Recipients retain publication rights to findings and results of research projects, but must submit a report not later than May 31 of the year for which the grant is received. The report must contain a detailed summary of research

activities, findings and results. The University will withhold ten percent (10%) of the grant funds pending submission of a satisfactory report.

Faculty Research Grants are awarded only to faculty members who agree to return to teaching at Ouachita Baptist University the following year. The financial assistance which the University provides shall be in the form of a loan repayable within one year following the research period. The interest rate shall be seven percent per annum, and a legally binding note shall be properly executed. The loan shall be forgiven in its entirety following one year of satisfactory service.

3. **Faculty Study Program**

After two years of satisfactory employment, a faculty member may be eligible for assistance for study leave. The faculty member must submit a written request for such leave with the Vice President for Academic Affairs. The request should be presented by February 1 for a study leave in the next academic year, and is subject to the approval of the President and the Board of Trustees.

The financial assistance which the University provides will be in the form of a loan repayable in four years after the leave has been completed; the interest rate shall be one percent above the prevailing New York Prime Rate per annum, as published in the Wall Street Journal, provided however that the interest rate shall never exceed the legal rate of interest for the State of Arkansas; a legally binding note shall be properly executed.

The loan shall be forgiven at the rate of twenty-five percent per year for each year the employee remains in the active employment of the University following completion of the study leave. No interest shall be charged on the portion of the loan which is forgiven. The amount which may be lent may not exceed one-half of the faculty member's annual salary.

During the period of the study leave, the faculty member is expected to pursue a full-time course of study toward the appropriate terminal degree for his or her discipline. Any work by the faculty member for additional compensation during the faculty study leave must not result in a reduction in a course of study below the full-time level.

4. **Faculty Growth Plan Fund Grants**

Fund grants for support of faculty growth plans are available through the Faculty Development Committee. The grants are available, on a competitive basis, to all full-time faculty. To be eligible, the faculty member must have a current growth plan on file in the appropriate Dean's office. The Faculty Development Committee issues the call for proposals to all faculty members, alerting them to submission details, grant amounts, and due dates.

5. **Riley-Hickingbotham Library Endowment Competition**

This competition is designed to provide funding for materials which, because of their nature or cost, would normally be unavailable in Riley-Hickingbotham Library. These items may be course-specific, interdisciplinary, or research-oriented in nature. The competition is inclusive rather

than exclusive, with the primary feature being the ability to make a case for the particular item or items. These awards are provided by income from the library's endowment fund. The level of funding for the competition is set by the Learning and Technology Resources Committee and awards will not exceed this amount individually or collectively, and will not be made to cover more than one year. Submissions are usually due mid-February and winners are announced by the end of the Spring term. For further information, contact the Chair of the Learning and Technology Resources Committee or the Director of Library Services.

6. **Academic Enrichment Grants**

Fund grants are awarded on a competitive basis by the Faculty Development Committee and approved by the President. The grants are available to all faculty. The fund grants are supported by a gift from Paul and Virginia Henry. The grants are limited in number and amount. The grants are designed to support innovative programs related to any phase of instruction, e.g. off-campus experiences with students, interdisciplinary studies, supplemental equipment, workshops, etc. The Faculty Development Committee puts out the call for proposals to all faculty members, alerting them to submission details, grant amounts, and due dates.

7. **Academic Advancement Grants**

These grants support faculty exploration and adoption of high-impact pedagogical approaches. The grants are available, on a competitive basis, to all full-time faculty. The Faculty Development Committee issues the call for proposals to all faculty members, alerting them to submission details, grant amounts, and due dates.

III. ADMINISTRATIVE: GENERAL POLICIES AND PROCEDURES

A. **Administrative Committees**

The following administrative committees are appointed annually by the President:

Assessment Committee
Chapel Committee
Graduation Committee
Institutional Review Board
Off-Campus Housing Exceptions Committee
Planning Committee
Staff Development Committee
Title IX Leadership Team

B. **Administrative Reports**

Administrative offices are required to submit an annual report of activities to the President's Office by June 30. Details and report templates are included in the Guidelines for Institutional Planning, Assessment and Program Review, available on the Assessment Committee web page.

C. **Administrative Performance Review Process**

The Administrative Performance Review Process provides an annual means of evaluating all administrative services provided. The information gained from the review process will be used to focus our efforts to provide quality services to students and other university constituencies, as well as to guide our long-range planning and assessment activities.

The process will be conducted beginning in the fall and conclude by January 31 each year. All administrative staff and support staff positions will be included in the review.

The process includes an assessment of services as a whole and of individual staff members. For additional information on the review process, go to: https://obu.sharepoint.com/sites/EmployeeCenter/SitePages/Performance-Reviews.aspx

D. **Dismissal**

1. **Contract Employees**

Contract employees will receive notice of their annual employment agreement 60 days prior to the start of the employment period. Failure to receive an employment agreement constitutes official notice that employment will end. In the event that Employer decides within the period of this agreement that the services of Employee are no longer needed by or are no longer satisfactory to Employer, this agreement may be terminated by Employer by giving Employee thirty (30) days' notice or paying thirty (30) days' salary in advance, whichever Employer may choose. Employment may be terminated immediately for reasons of moral turpitude. All allegations of sexual misconduct as term is defined in the Sexual Misconduct Policy will be processed in accordance with the procedures described in the Sexual Misconduct Policy.

2. **Non-Contract Employees**

Non-contract employees are employees "at will." Accordingly, their employment may be terminated at any time, for any reason, by either the employer or the employee.

E. **Exit Process**

No later than the final work day or by Friday for an employee whose final workday falls on Saturday or Sunday, the employee must report to the Director of Human Resources for an exit interview. The employee must submit University keys and identification cards at that time. Upon satisfactory completion of this process, the employee's final paycheck will be released on the next regularly scheduled pay date.

F. **Holidays**

Non-teaching employees receive fifteen and one-half (16.5) paid holidays each year. The specific days are determined by the President, usually following an advisory vote of the

Administrative Council. An employee must be in a paid status the day before and the day after a holiday in order to receive holiday pay. A typical set of yearly holidays is:

Martin Luther King Day	1 day
Spring Break	2 days
Easter Monday	1 day
Juneteenth	1 day
Memorial Day	1 day
July 4 (if occurring on a weekday)	1 day
Fall Break	1 day
Thanksgiving	2.5 days
Pre-Christmas to New Year's Day	6 days

G. **Vacation Time for Exempt Employees**

The following policy has been adopted by the Board of Trustees for vacations for exempt employees. An exempt employee shall receive two weeks vacation (10 workdays) per year for the first three years of service (1-3); three weeks (15 workdays) per year for the next four years of service (4-7); and four weeks (20 workdays) per year for eight or more years of service. Vacation days must be used prior to the end of the employee's service year unless carry-over is approved by the President. (During the first year of employment or if employment is terminated within the first three months of the new service year, unused vacation will be pro-rated.)

H. **Vacation Time for Non-Exempt Personnel**

The allocation of vacation hours for non-exempt personnel eligible for benefits is available the first day following the employee's anniversary date. During the first year of employment or if employment is terminated within the first three months of the new service year, unused vacation will be pro-rated. For first year non-exempt personnel eligible for benefits, vacation may not be used during the first 90 days of employment except under unusual circumstances and with the prior approval of the employee's supervisor.

Non-exempt employees eligible for benefits with less than ten years of employment receive two weeks or ten workdays annually of vacation time. After ten years of employment, non-exempt employees eligible for benefits receive three weeks or 15 days of vacation upon the completion of the tenth year. At the beginning of the 11th year of employment, the additional awarded vacation time will be pro-rated for the remainder of the twelve month period until the beginning of the new service year which occurs on each June 1.

Vacation days must be used each year unless carryover is approved by the President.

I. Emeritus Status

Designation as emeritus staff requires fifteen years of distinguished service and the recommendation of the appropriate administrator. Appointments are made by the President to those staff who meet these criteria and have limited or terminated their responsibilities as staff members for valid reasons (e.g., retirement, illness).

J. University Complaint Policy

Ouachita Baptist University takes seriously all questions, concerns and complaints it receives, and responds in a timely fashion. These should be initiated and resolved through regular university processes whenever possible. Some matters may be directed to the University Compliance Officer who will refer them to the appropriate department or official. The University Complaint Policy can be found at https://obu.edu/about/consumerinfo.php. For questions, please use the university's toll-free telephone number, 1.800.342.5628, or e-mail consumerinfo@obu.edu.

K. Additional Administrative Policies

Additional administrative policies can be found at https://obu.sharepoint.com/sites/EmployeeCenter that address the following university activities:

- Cash Advance Policy
- Cell Phone Policy
- Concealed Weapons Policy
- Construction/Renovation Policy
- Contracts/Agreements with External Parties
- Environmental Stewardship Policy
- Identity Theft Program and Policy
- Intellectual Property Rights Policy
- Licensing Policy for Use of University Name and Logos

APPENDIX

Faculty Constitution and Bylaws

ARTICLE I. THE FACULTY OF THE UNIVERSITY

Section 1. Members of the Academic Faculty

The voting members of the faculty shall be all persons who hold appointment to the academic rank of instructor, assistant professor, associate professor, or professor. Faculty meetings are open to adjunct faculty, visiting faculty, administrative officers and staff.

Section 2. Certification of Members

The Vice President for Academic Affairs shall certify to the Secretary of the faculty the names of all academic appointees. The certification shall be made within two weeks of the opening of the school year, and thereafter as appointments are made by the Board of Trustees.

ARTICLE II. OFFICERS

Section 1. Presiding Officer

The President of the University shall preside at meetings of the faculty. In the absence or at the request of the President, the Vice President for Academic Affairs shall serve as the presiding officer. In the absence of both the President and the Vice President for Academic Affairs, the faculty shall elect from the membership of the faculty a temporary presiding officer.

Section 2. Secretary

At a faculty meeting prior to the first summer session, the faculty shall elect a Secretary of the faculty to begin a two-year term at the beginning of the first summer session after the election. It shall be the duty of the secretary to keep minutes of all meetings, receive and record reports of committees, and to submit approved copies of such minutes and reports to the Registrar and the Vice President for Academic Affairs of the University as a permanent record. The Secretary shall also see that constitutional changes are immediately incorporated into this document, which shall be filed in the office of the Vice President for Academic Affairs.

Section 3. Parliamentarian

At a faculty meeting prior to the first summer session, the Faculty shall elect a Parliamentarian to begin a two-year term at the beginning of the first summer session after the election. It will be the duty of the Parliamentarian to provide guidance in matters relating to parliamentary procedure.

ARTICLE III. FACULTY RESPONSIBILITIES

Section 1. Responsibilities

The Faculty shall have responsibilities for constructing curriculum, formulating policies for the academic community, conferring degrees, and establishing and maintaining standards for professional conduct.

Section 2. Resolution Authority

The Faculty may express, by formal resolution, their opinions on any questions relating to the administrative policies of the University.

Section 3. Exercise of Authority

The authority of the faculty may be exercised in meetings or by mail vote.

ARTICLE IV. MEETINGS

Section 1. Meetings

There shall be at least two meetings of the University faculty each semester. Additional meetings may be called by the President, the Vice President for Academic Affairs, or the University Committee.

Section 2. Quorum

A quorum for conducting business shall be a majority of the members of the University faculty.

Section 3. Notice of Meetings

Except in the case of an emergency declared by the President or by the Vice President for Academic Affairs, the Secretary of the faculty or the Vice President for Academic Affairs shall notify by mail each voting member of the University faculty at least one week in advance of the date of a meeting.

Section 4. Rules of Order

Roberts' Rules of Order (Newly Revised) shall govern the conduct of meetings of the faculty except insofar as the bylaws make express provisions to the contrary.

ARTICLE V. COMMITTEES

Section 1. Standing Committees

A. Election of Nominating Committees - A nominating committee of seven faculty members shall prepare a list of nominees for all standing committees. The nominating committee shall be composed of one member elected from each of the following schools: Business, Christian Studies, Education, Fine Arts, Humanities, Natural Sciences, Social Sciences. This slate shall be presented to the faculty at a fall meeting for approval by majority vote. The Vice President for Academic Affairs shall be an ex-officio member of the nominating committee. The slate of committee nominees shall be elected by majority vote of the faculty at a faculty meeting prior to the end of the spring semester.

B. Election of Committees - The committee nominees shall be elected by majority vote of the faculty at a meeting prior to the end of the spring semester.

C. Term of Committee Members - When elected to a standing committee, the faculty member shall serve a three-year term to start immediately upon election. One-third of each committee, exclusive of the ex-officio members, shall be replaced by new members each year. After fulfilling a three-year term on a standing committee, the retiring member shall not serve for the same committee for a period of one year. An elected faculty member may be recalled by a vote of three-fifths of the total membership of the faculty.

D. Duties of Standing Committees - The principal responsibilities of faculty committees shall be to recommend policies to the faculty and to monitor the implementation of faculty policies. The standing committees shall report to the faculty on matters appropriate as determined by their assignment and make recommendations for action to the faculty. In addition to specific duties of each committee, the faculty may, from time to time, instructor delegate specific responsibilities to a committee.

E. Organization of Standing Committees - Each standing committee shall elect a chair and a secretary unless the committee officers are designated *ex-officio* in the committee charge below. Prior to the close of the spring semester, the newly constituted committee-elect shall be convened by the current chair for the purpose of electing its officers for the coming year. Unless otherwise noted, all constitutional committees and councils of the faculty should have a chair elected from the faculty membership.

Early in the Fall semester, the Student Senate will designate student members with standing committees, with limitations on student participation and deliberation in the following committees: University Committee, Curriculum and Academic Standards Committee, Learning and Technology Resources Committee, Student Life Committee, Honors Committee. Student members do not participate in discussions or recommendations concerning personnel, e.g., tenure and promotion.

Administrators who provide liaison with these committees are noted in parentheses at the end of committee descriptions.

F. Membership and Organization of Standing Committees

Preamble

Ouachita's standing committees shall include the University Committee, Curriculum and Academic Standards Committee, Faculty Development Committee, Learning and Technology Resources Committee, Student Life Committee, and Honors Committee. Each spring the Vice President for Academic Affairs shall convene a nominating committee comprised of disciplinary-school representatives to compose a slate of faculty committee nominees to present the faculty during its late spring meeting. This slate shall cover the standing committees as well as the Interdisciplinary Studies Committee. In composing the slate, the nominating committee shall endeavor to assign any single individual to only one committee. A term of service for any committee is three years.

1. University Committee

The committee consists of one tenured faculty member from each of the seven disciplinary schools, one member of the administrative staff appointed by the President, and the Student Senate President. The chair shall be elected from among the committee's full-time teaching faculty. The President and Vice President for Academic Affairs serve *ex officio* without vote. The Chief Financial Officer serves when needed as liaison to the committee.

This committee shall (a) review, study, and recommend action in any domain the faculty has responsibility not specifically charged to another standing committee; (b) coordinate the activity of all standing committees; (c) serve as an advisory committee to the administration; (d) establish special faculty committees when needed; (e) appoint replacements to unfinished faculty terms on standing committees or other university-wide faculty committees; (f) review the submitted documentation of faculty applying for tenure; (g) make recommendations regarding tenure to the Vice President for Academic Affairs; (h) make recommendations regarding tenure policy to either the administration or the faculty; and (i) assist with faculty welfare issues, including but not limited to salary scale and fringe benefits. The Administrative Staff representative does not participate in (f) and (g).

The chair and one committee member shall represent the faculty at budget and Board of Trustees meetings.

2. Curriculum and Academic Standards Committee

The committee consists of one faculty member from each of the seven disciplinary schools, a member of the library faculty, and one student elected by the Student Senate. The chair shall be elected from the committee's full-time teaching faculty. The Vice President for Academic Affairs and Registrar serve *ex officio* without vote. The Dean of Interdisciplinary Studies serves when needed as liaison to the committee.

This committee shall (a) review, study, and recommend to the faculty all curricular matters; (b) ensure that curricular matters conform to Ouachita's liberal arts mission; (c) review academic,

admission, and retention standards and policy; (d) make recommendations to the faculty regarding standards and policy; and (e) monitor implementation of same.

3. Faculty Development Committee

The committee consists of one faculty member from each of the seven disciplinary schools. The Vice President for Academic Affairs serves *ex officio* without vote. The Director of Library Services serves when needed as liaison to the committee.

This committee shall (a) review and recommend policy concerning faculty development; (b) monitor implementation of policy; (c) solicit, receive, review, and recommend funding of faculty development proposals, including academic enrichment grants, growth plan grants, research grants, sabbaticals, and other opportunities that may arise; and (d) review the progress of university-funded development opportunities, research, and sabbaticals; and (e) serve when needed as the selection committee for faculty applying to participate in competitive programs sponsored by the university centers.

4. Learning and Technology Resources Committee

The committee consists of one faculty member from each of the five disciplinary schools designated in a rotation schedule, a member of the library faculty, one member of the administrative staff appointed by the President, and one student elected by the Student Senate. The chair shall be elected from among the committee's full-time teaching faculty. The Vice President for Academic Affairs, Assistant to the President for IT Services, and Director of Library Services serve when needed as liaisons to the committee.

This committee shall (a) assist the Assistant to the President for IT Services and the Director of Library Services in the review and implementation of policy and operations; (b) review library and technology resources; (c) make strategic recommendations regarding same; and (d) solicit, receive, review, and recommend funding of library and technology grants.

5. Student Life Committee

The committee consists of one faculty member from each of the five disciplinary schools designated in a rotation schedule, the Vice President for Student Services, and two students elected by the Student Senate. The chair shall be elected from the committee's full-time teaching faculty. The Vice President for Community and International Engagement, Director of Athletics, and Director of Campus Ministries serve when needed as liaisons to the committee.

This committee shall (a) review and coordinate policy governing intercollegiate athletics, extracurricular student activity, chapel programs, and campus-wide ministry activity, (b) review and coordinate campus-wide programs and speakers from outside the university community, and (c) serve when needed as the selection committee for students applying to participate in competitive programs sponsored by the university centers.

The committee may also hear appeals from students and student organizations regarding decisions from the office of Vice President for Student Development. Committee decisions on these matters are final and have no further avenue of appeal. All student appeal of academic disciplinary decisions is the purview of the Deans' Council.

6. Honors Committee

The committee consists of one faculty member from each of the seven disciplinary schools, the Honors Director, and one student elected by the Student Senate. The Honors Director serves as chair. The Assistant Honors Director serves *ex officio* without vote. The Vice President for Academic Affairs serves as needed as liaison to the committee. The President shall appoint the Honors Director and Assistant Honors Director from among the full-time teaching faculty.

This committee shall assist the Honors Director in implementing the mission and policies of the Honors Program and in advising the administration as needed on matters related to academic honors and awards.

7. Graduate Council

The Graduate Council consists of one tenured faculty member from each of the seven disciplinary schools; one at-large member currently serving as a program director or faculty member from an active graduate program; and the following ex-officio members with voting privileges: the Assistant to the President for Innovation; the Director of Learning and Instruction for Graduate and Online Education; and the Registrar and Director of Admissions. The Vice President for Academic Affairs and the Assistant Registrar serve ex-officio without vote. A library faculty member who serves on the Graduate and Professional Studies Advisory Committee is a liaison to the Council. The chair shall be elected from the committee's full-time teaching faculty. The secretary shall be selected from the full Council membership.

A graduate student representative serves as liaison to the Council for issues that arise from the graduate student body. This representative is selected by the Council through nominations from Graduate Program Directors. The student representative attends Council meetings by invitation of the Chair. The role is intended to allow for representation of graduate students in all fields of study, therefore the representative is expected to consider the interests of all graduate students. The student representative may request items be included in meeting agendas in consultation with the Chair of the Council.

Duties of the Council, which is responsible for reviewing all academic and administrative matters related to graduate education, shall include: (a) review, study, and recommend to the faculty all graduate curricular matters; (b) make recommendations to the faculty regarding standards and policies governing graduate programs; (c) monitor and approve implementation of policies, including approval of any variations from general policies requested by individual programs; (d) review and make recommendations on proposals to establish new or discontinue existing graduate degree programs; (e) serve as the review body for all graduate-related academic appeals.

8. Interdisciplinary Committee

The Interdisciplinary Studies Committee's responsibilities include:

- advising the Dean of Interdisciplinary Studies on all matters related to Interdisciplinary Studies and the Ouachita Core curriculum;
- assisting the Dean of Interdisciplinary Studies in administering, analyzing, and responding to assessment data and other relevant information with the aim of improving the effectiveness of the Ouachita Core curriculum;
- making recommendations to the faculty regarding any changes to the Ouachita Core curriculum; and
- serving as needed as an appeal board for matters specifically related to Ouachita Core requirements.
- The Interdisciplinary Studies Committee consists of one faculty member from each of the seven disciplinary schools, plus the Dean of the School of Interdisciplinary Studies, who serves as chair.

Section 2. Ad Hoc Committees

Ad hoc committees shall be appointed by the University Committee as the need arises.

ARTICLE VI. BYLAWS

Section 1. Establishment of Bylaws

The faculty of each School shall establish by a majority vote a set of bylaws providing for the operation of the faculty in areas not considered by this constitution.

Section 2. Amendment of Bylaws

Bylaws may be amended by a majority vote of the faculty of the School after such amendments have been submitted in writing to the faculty of the School 30 days prior to the date of the vote.

ARTICLE VII. AMENDMENTS

Section 1. Amending the Constitution

This constitution may be amended by the approval of a two-thirds vote of the voting faculty, but not less than 50 percent of the University faculty, at a meeting or by mail ballot following discussion at a meeting. Amendments should be submitted in writing at a faculty meeting at least 30 days prior to the date of the vote. Such amendments are subject to approval of the President and the Board of Trustees.