

**WOU FACULTY HANDBOOK**  
**2009 – 2010 Edition**

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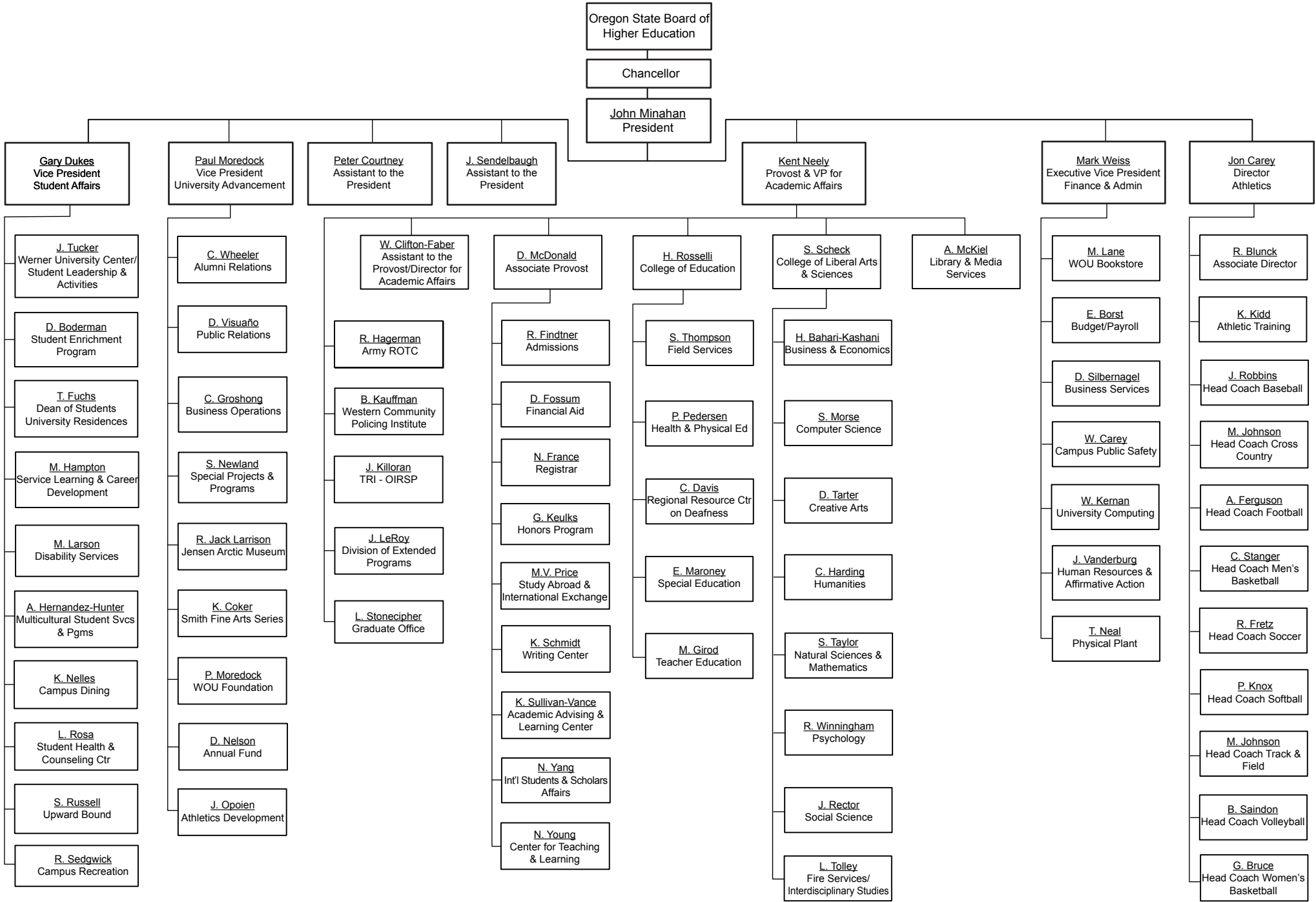
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# Western Oregon University Organization Chart



# CONTINUOUS IMPROVEMENT IN EDUCATIONAL EFFECTIVENESS

**WOU President & Executive Staff** — Data driven decision making based on the advise given by the UAC based on the results of the systematic evaluation and ongoing planning processes that influence resource allocations, instructional programs, institutional services, and activities

**EER – Educational Effectiveness Review:** Ensures iterative assessment and evaluation of teaching and learning and the integration of the CPR alignment with our mission to support continuous educational effectiveness improvement

**CPR - Capacity & Preparatory Review:** Ensures resources, structures, and processes are aligned with our mission to support continuous educational effectiveness improvement

**University Advisory Council and its Network:** responsible for the collection, analysis and interpretation of valid, reliable and peer-reviewed data and information from every identified unit on campus. Advises the President and his staff on how best to implement the results of the systematic evaluation and ongoing planning processes, in effect, to influence resource allocations and decisions on instructional programs, institutional services, and activities.

**Enterprise Data Warehouse:** a collaborative effort between OUS, OSU and WOU

**University Data Matrix:** a multi-departmental team that acts as system beta testers, advisors and co-creators in the development of standard reports specific to the needs of Western. Members are the contact person for all data report requests within their specific unit.

**ACADEMIC AFFAIRS** - OUS Data, Banner, NSSE, NSE, New Student Week Survey, Course Instruction Evaluations, Graduated Student Satisfaction Survey, Alumni Survey, CLA, Graduating Student Exit Surveys, CAPP

**BUSINESS AFFAIRS** - OUS Data, Banner, Facilities Master Plan, ASTRA, SWAMP, Physical Plant, Housing

**UNIVERSITY COMMUNITY & INFRASTRUCTURE**

# WESTERN OREGON UNIVERSITY

## FACULTY HANDBOOK

### **PREAMBLE**

This Faculty Handbook reflects Western Oregon University and Oregon University System policy as of the date of publication. The statements contained herein are based upon or taken directly from various sources. These include, but are not limited to, the Oregon Administrative Rules of the Board of Higher Education (hereafter designated OAR); the Faculty Governance Charter (FGC); policies established by the Faculty Senate and its committees (designated by initials and dates of minutes); the Collective Bargaining Agreement between WOU Federation of Teachers and the University (CBA); as well as policies and practices enunciated in memos and directives from various administrative offices.

Corrections, additions, or deletions affecting the information contained herein will be updated on the website periodically. Corrections or suggestions for changes should be called to the attention of the Director of Academic Affairs in the Provost's Office. The Director of Academic Affairs will facilitate a thorough review of the handbook during the summer term of every even-numbered year with the assistance of the Faculty Senate Executive Committee. The Provost will provide the final review before the document is uploaded onto the website.

### **MISSION STATEMENT**

Western Oregon University is a comprehensive university that creates personalized learning opportunities, supports the advancement of knowledge for the public good and maximizes individual and professional development. Our environment is open to the exchange of ideas, where discovery, creativity and critical thinking flourish, and students succeed.

### **STATEMENT OF ETHICAL VALUES**

As an academic community, we value for each of our members the right to pursue learning, to seek truth, and to speak freely. We value honesty and candor in all situations and confidentiality in matters of private concern. We value a community that upholds human dignity, honors diversity, and promotes excellence and individual growth. We encourage respect for the rights of our fellow humans, for all life, and for the world we are given.

In light of these values, we pledge to conduct ourselves with integrity, to show compassion and understanding toward all, to ensure responsible exercise of authority, and to seek peaceful resolution of our differences.

We acknowledge our debt to all who have worked to establish the rights and responsibilities of academic life and we pledge to preserve this heritage for those yet to come.

## **COMMITMENT TO DIVERSITY**

Western Oregon University is committed to providing students from all backgrounds a personalized educational experience that successfully prepares them for our diverse and dynamic world. WOU actively seeks to enroll and graduate students from all the world's cultures so that our campus community

can effectively teach and grow in its understanding and celebration of the many diverse cultures, beliefs, traditions, histories and heritages in our communities both locally and abroad.

We will accomplish the goals and objectives in our strategic plan and intuitional aspirations by proactively:

- Welcoming and valuing students, staff and faculty from all cultural backgrounds and experiences including ethnicities, socioeconomic classes, religions, disabilities, sexual orientations, and gender identities;
- actively embracing and celebrating cultural traditions and histories from across the globe;
- sustaining a campus environment that engenders respect for people of all cultures and supports an intellectual discourse and development that values the acquisition and expression of divergent views and perspectives;
- requiring that all undergraduate students complete courses that broaden their understanding of their own and other cultures;
- acting in a leadership role in the state and region in serving the needs of our communities, students and families;
- ensuring that material produced for the Web and print is made available in multiple formats and languages as is appropriate to serve the needs of specific audiences; and
- making available and supporting the acquisition and development of new language skills among our students, staff, and faculty.

## **ACADEMIC FREEDOM**

Western Oregon University values academic freedom and protects this important right as enshrined in Oregon statute. [OAR 580-022-0005](#)

## **CHAPTER I ORGANIZATION AND GOVERNANCE**

### **Oregon State Department of Higher Education**

WOU is a member of the Oregon University System (OUS). The twelve members of the State Board of Higher Education govern the system. The governor appoints them with confirmation by a legislative committee on appointments.

The Oregon University System comprises all state-supported higher education beyond the community college level. Other members are Oregon State University, the University of Oregon, Portland State University, Southern Oregon University, Eastern Oregon University, and Oregon Institute of Technology. State-supported higher education institutions operated under separate boards from their beginnings until 1929. At that time, the legislature, acting on the recommendations of a study committee, formed the single governing board and, by 1932, the Oregon University System was established.

The chief administrative officer of the Board is the Chancellor, through whom institutional Presidents are responsible to the Board. The Chancellor administers several centralized functions of OUS, including high school relations, personnel, libraries, budget, facilities, planning, academic affairs, and educational systems.

General policies of OUS are contained in the Administrative Rules, copies of which are kept as references online and in the Library. The Administrative Rules contain pertinent state laws, bylaws of the State Board of Higher Education, and policy-establishing excerpts from official Board minutes including regulations governing such matters of concern to faculty as academic freedom, academic classification and compensation, and conditions of service.

### **Western Oregon University**

WOU is a public liberal arts university offering both graduate and undergraduate degrees in the liberal arts and sciences, as well as, the fields of education, rehabilitative counseling, sign language interpreting, health promotion, exercise science and nursing. While it serves students from throughout Oregon, its student body comes predominantly from the Willamette Valley and coastal areas of the state.

The University's organizational structure is composed of the Athletic Director, Vice President for Student Affairs, Vice President for University Advancement, the Executive Vice President for Finance and Administration, and the Provost & Vice President for Academic Affairs. Each of these positions report directly to the President and are responsible for numerous departments under their purview. It is the Office of the Provost, under which is housed the College of Liberal Arts and Sciences, the College of Education, and the Library and Media Services, that constitute the academic components of the University. Direct support services are provided by other units organized under the Office of the Provost which include the Academic Advising and Learning Center; Center for Teaching and Learning; Division of Extended Programs; Registrar; Teaching Research Institute; Writing Center; Graduate Studies Office; Honors Program; Study Abroad & International Exchange Program; and the International Students & Scholars Affairs. The EVP for Finance and Administration provides leadership to the departments of Human Resources and Affirmative Action; Physical Plant Operations; University Computing Services; Business Services; Budget and Payroll; and, Campus Public Safety. The VP for Student Affairs oversees Campus Recreation; Upward Bound; Student Health and Counseling Center; Food Services; Multicultural Student Services and Programs; Disability Services; Service Learning & Career Development; Dean of Students and University Residences; Student Enrichment Program; Werner University Center; and Student Leadership and Activities Program. The VP for University Advancement oversees the Annual Fund; WOU Foundation; Smith Fine Arts Series; Jensen Arctic Museum; Special Projects and Programs; Business Operations; Public Relations; and Alumni Relations.

Policies and practices governing the academic programs at WOU are both recommended and monitored by an extensive system of faculty governance at both the departmental and university levels with the cooperation of the University administration.

## **ADMINISTRATION**

### **President**

The President of the University is appointed by the State Board of Higher Education, with the involvement of the faculty and staff in the selection process. As the chief executive officer, the President provides the intellectual and administrative leadership for the University and has primary responsibility for programs and budgets, as well as employment, retention, promotion, and assignment of the faculty. The President represents and speaks for the University before the Board and to all other public and private agencies.

### **Provost and Vice President for Academic Affairs**

The Provost is the chief academic officer of the university and reports to the President. The Provost ensures the integration and alignment of the Capacity & Preparatory Review and the Education Effectiveness Review with the University's mission to support continuous improvement of educational effectiveness.

**Associate Provost** The Associate Provost is responsible for university enrollment management, student retention, and the coordination of student academic support efforts. The Associate Provost is also responsible for university marketing efforts. The Associate Provost serves on Oregon University System board, Oregon State Board of Higher Education, and statewide committees addressing student access and student success.

**Director of Academic Affairs and Assistant to the Provost** The Director of Academic Affairs and Assistant to the Provost is responsible for the oversight, integrity, efficiency and effectiveness of academic affairs including accreditation and accountability.

**Dean of the College of Liberal Arts and Sciences** The Dean of the College of Liberal Arts and Sciences is the chief administrator of that college which includes the divisions of Business/Economics, Computer Science, Creative Arts, Humanities, Natural Sciences and Mathematics, Psychology, and Social Science. The Dean is particularly responsible for encouraging and maintaining academic excellence through ongoing direction, development, and evaluation of both faculty and curriculum and for the management, assignment, and distribution of the college's human, physical, and financial resources. The office also administers the Interdisciplinary Studies Program, the Honors Program, Fire Services, and the Liberal Arts Core Curriculum. The Dean reports directly to the Provost.

**Dean of the College of Education** The Dean of the College of Education is the chief administrator of that college which includes the divisions of Teacher Education, Health/Physical Education, and Special Education, and the Regional Resource Center on Deafness (RRCD). The Dean is particularly responsible for encouraging and maintaining academic excellence through ongoing direction, development, and evaluation of both faculty and curriculum and for the management, assignment, and distribution of the college's human, physical, and financial resources. The Dean also plays a special role in representing the University to various off-campus groups and institutions with a particular interest in public education. The Dean reports directly to the Provost.

**Division Chairs** Each of the divisions in the College of Liberal Arts and Sciences and the College of Education is administered by a chair who reports to the college dean. Division or department chairs are immediately responsible for curriculum development, assignment of faculty, evaluation of faculty, investigation and remediation of student concerns/issues, supervision and control of budgets, and preparation of class schedules for their entities.

**Dean of the Library & Media Services** The Dean of Library and Media Services is the chief administrator of the WOU Hamersly Library. The library faculty and staff facilitate access and use of information resources for faculty, students, and administration in support of the educational, research, and service objectives of the University.

**Director of Graduate Programs** The director is the chief administrative officer for all graduate level degree and endorsement programs both on and off-campus. The director is responsible for encouraging and maintaining academic excellence in all graduate level offerings of the University. The director oversees all graduate office policies, and reports directly to the Provost.

**Director of the Division of Extended Programs** The director of the Division of Extended Programs is the chief administrator of the division and is primarily responsible for the distance delivery of online and off campus degree programs, endorsements, and/or individual courses. The division offers an infrastructure to support various credit or non-credit academically based conferences, workshops, professional and technical opportunities, and general community outreach. The director reports directly to the Provost.

### **Executive Vice President for Finance and Administration**

The Executive Vice President for Finance and Administration (EVP) serves as the chief operating officer of the University and reports directly to the President. The EVP ensures the integration and alignment of the Educational Effectiveness Review and the Capacity & Preparatory Review with the University's mission to support continuous improvement of educational effectiveness

### **Vice President for Student Affairs**

The Vice President for Student Affairs is responsible the Student Health and Counseling Center, Student Life, Disability Services, Food Services, Service Learning and Career Development, Multicultural Student Services and Programs, Student Enrichment Program, Upward Bound Program, Dean of Students, and the coordinator of campus judicial affairs. The vice president reports to the President.

### **Vice President for University Advancement**

The Vice President for University Advancement is responsible for resource development, including all fund raising efforts, alumni relations, public and media relations and communications, including sports information, institutional publications, institutional marketing, and special activities such as the Jensen Arctic Museum and the Edgar H. Smith Fine Arts Series. The vice president serves as executive director of the Western Foundation. The vice president reports to the President.

## **UNIVERSITY GOVERNANCE**

In recognition of the value of faculty participation in academic policy setting and decision making, the administration and faculty have agreed upon the establishment of an extensive system of faculty governance at WOU. This system is recognized first through the Faculty Governance Charter and second through individual division governance bylaws. The major vehicles for the university-wide system of governance are the Faculty Senate, Administrative Support Council, Staff Senate, Student Senate and committees. Each entity carries out its governance activities according to their respective bylaws and with the approval of the university President.

### **Faculty Senate**

The Faculty Senate is a representative body composed of faculty members elected by the various academic elements of the University. The Senate in turn appoints the members of the committees and coordinates and reviews the work of those committees as it deems necessary. The Senate also provides advice and recommendations to the university President and other personnel and areas of the University on whatever matters deemed appropriate. A complete list of Faculty Senate and Campus Committees, along with the current charge, composition, and membership of each, along with the WOU Faculty Governance Charter and the Bylaws of the WOU Faculty Senate, can be found on the WOU Faculty Senate webpage. [www.wou.edu/president/facultysenate](http://www.wou.edu/president/facultysenate).

**Staff Senate** The Staff Senate complements the Faculty Senate and the Student Senate as a component of Western Oregon University's system of shared governance and is comprised of elected members from the two staff categories at the university. [www.wou.edu/president/staffsenate/](http://www.wou.edu/president/staffsenate/)

### **Student Senate**

The Associated Students of WOU (ASWOU) acts for and as the voice of the student body. On matters of concern to students, the University administration may consult directly with student government officers, or student input may be solicited through student members of the various Faculty Senate committees. Student members are recommended to the Faculty Senate and the President by the student government and serve on the committees with the same rights as faculty.

### **Administrative Support Council**

The Administrative Support Council (ASC) acts for and as the voice of the unclassified professional staff. On matters of concern to these staff members, the University administration may consult directly with the ASC or request individual input. The ASC is governed by bylaws prepared by the unclassified professional staff and approved by the President. [www.wou.edu/president/asc/](http://www.wou.edu/president/asc/)

### **Faculty Professional Organizations**

There are a number of professional organizations representing various aspects of faculty interest that have members on this campus. Among them are such groups as the American Association of University Professors, and the Oregon Education Association.

### **Faculty Representation Associations**

**American Federation of Teachers, Local 2278** The AFT-WOU, Local 2278 is the collective bargaining agent for this campus. The provisions, found in the Collective Bargaining Agreement between the University and the Union, govern relationships in those matters.

[Reference the current Collective Bargaining Agreement](#)

**Association of Oregon Faculties** The AOF is a statewide organization representing faculty interests to state officials and the legislature through the Public Affairs Council, a professional lobbying organization. Membership is open to all members of faculty. [www.oregonfaculties.org/](http://www.oregonfaculties.org/)

## **CHAPTER II**

### **FACULTY AND ACADEMICS**

*[This chapter concerns matters not covered under the Collective Bargaining Agreement between the University and the American Federation of Teachers, Western Oregon University, Local 2278. It is descriptive only, and in case of perceived differences between them and the Agreement, the Agreement shall take precedence.]*

The faculty is those individuals employed by the University as unclassified personnel (personnel not covered by Civil Service). Distinctions between those with administrative appointments and those with teaching appointments are made in accordance with Oregon Administrative Rules, specific situations as noted below, and provisions of the Collective Bargaining Agreement that apply only to members of the AFT-WOU, Local 2278 bargaining unit.

### **ACADEMIC RANKS AND TITLES**

Academic ranks and titles are granted to unclassified university personnel in both specific administrative and all teaching positions based upon qualifications and assignment. These ranks and titles are not necessarily related directly to salary and responsibility, but, especially at higher levels, do indicate a quality of professional ability, training, experience, and activity substantially above what might be considered the average. OAR 580-020-0005

**Full Professor** The rank is awarded by the University to members of faculty whose leadership and accomplishments in teaching, scholarship and service to their university community and to the Academy are substantial, distinctive and perpetually emerging. In rare cases, a new faculty member of exceptional academic or professional attainment may be appointed at this rank.

**Associate Professor** The rank is awarded to members of faculty who, over a substantial period of successful continuous service as assistant professors, have shown significant professional growth and achievement in the areas of teaching, scholarship and service to their university community and for the betterment of the Academy. In extraordinary cases a new faculty member of outstanding academic or professional attainment may be appointed at this rank.

**Assistant Professor** The rank is normally granted to newly hired faculty who hold the terminal degree, or its equivalent, in their field.

**Professor Emeritus** Upon retirement, this rank may be granted to a member of the faculty after ten or more years of distinguished service to the University. A Professor Emeritus is so designated and appointed by the President upon the recommendation of the appropriate divisional personnel review committee, the appropriate dean and the Provost. Professors Emeriti are accorded the privileges of regular, ranked faculty and will have their names recorded at this rank in the University catalog during the remainder of their lifetimes. No compensation accrues by virtue of this rank unless the individual is offered a temporary contract to teach or fulfill other duties. A free yearly parking permit, season athletic passes, library privileges, and access to athletic exercise facilities are available to emeritus faculty. When possible, office space is afforded emeritus faculty.

**Graduate Faculty** Graduate faculty are those who are authorized to offer graduate level courses, to act as advisors to graduate students, to serve on graduate thesis and research committees, and to prepare and take part in written and oral graduate exams, in part, or whole.

## **POLICIES ON RECRUITMENT AND APPOINTMENT**

### **Recruitment**

Recruitment of faculty members involves both process and evaluation. WOU, as an Equal Opportunity Employer, follows specific procedures to assure that equal opportunity does in fact take place. The process also provides for an extensive evaluation by the campus community.

The process for filling existing positions or creating new positions begins with a statement of need being provided by the appropriate dean. When the President, through the Provost, gives approval, the office or division may open the search. The search is to include advertising appropriate to the position to be filled, the use of search committees to screen and recommend candidates, and, when feasible, visits by finalists to the campus. The primary focus of the office or division in screening candidates is on their competencies in light of the needs of that component of the University. Members of the University faculty may apply for openings for which they believe themselves qualified. The President may declare that a certain position is to be filled from within the University.

All search committee recommendations will be in writing and forwarded by the department head or division chair along with other appropriate data and information (vitae, correspondence, description of search process, etc.) to the appropriate dean. If the dean, or, in turn, the Provost, disagrees with the recommendation, a resolution will be sought; however, if a resolution is not achieved, the Provost may direct alternative solutions.

No representative of the University will make commitments to prospective appointees without the written approval of the Provost, who, in turn, must have budgetary clearance from the Executive Vice President for Finance and Administration and approval from the President.

Recruitment of unranked faculty will not follow the same basic procedures as that of ranked and the search will be confined to meeting specific short-term course and program needs.

### **Appointment of Faculty**

All appointments of ranked faculty members are made by the President on the recommendation of the Provost and predicated on recommendations from the appropriate dean, and the respective division/departments.

Faculty hired on fixed-term appointments usually will be those who are filling a position expected to be available for one year or less, or those where the cost of the position is borne by non-institutional funds. Normally, member of faculty with a tenure-track appointment will be considered for promotion and/or tenure after four successful years of teaching, scholarship and service. If the initial annual tenure appointment or successive annual tenure appointments are to be terminated other than for cause or for financial exigency, timely notice shall be given to the faculty member. OAR 580-21-100

### **Appointment of Summer Session Faculty**

Appointment to a summer session teaching position is not assured and there are limits which are regulated by [FASOM policy \(10.334\)](#).

[\*Reference the current Collective Bargaining Agreement\*](#)

### **Appointment of Administrative Officers**

Administrative officers are appointed by, and serve at the pleasure of, the President. Most administrative contracts are for 12 months. Tenure rights reside in academic areas. Administrative officers appointed from within the University who have tenure rights within academic units maintain those rights during their appointments. If administrators, with such tenure, leave administration, they can return to their departments or divisions for reassignment. Promotion of administrative officers is at the discretion of the President, in consultation with the candidate's superiors.

### **Faculty Files/Dossiers**

[\*Reference the current Collective Bargaining Agreement\*](#)

## **POLICIES ON TENURE AND PROMOTION**

There are a number of situations and conditions that can arise which are affected by the Collective Bargaining Agreement and various Oregon Administrative Rules with regard to issues of tenure and promotion: including severance, reappointment, termination, sanction, financial exigency, and changes in educational programs,

[\*Reference the current Collective Bargaining Agreement\*](#)

[OAR 580-021-0300 – 0365](#)

### **Prolonged Mental or Physical Illness**

Contact the Human Resources department.

[OAR 580-021-0315](#)

## PROFESSIONAL CONDUCT

Although no set of rules or professional code can either guarantee or take the place of a scholar's personal integrity, WOU believes that the "Statement on Professional Ethics", promulgated by the American Association of University Professors, may serve as a reminder of the variety of obligations assumed by all members of the academic profession.

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>

### Professional Standards of Conduct

Professional conduct is that conduct which seeks advantage for others, rather than one's self, and, in the case of faculty, conduct which is based upon the accepted norms of the academic community.

**Relationships with Faculty** As a colleague, the professor has obligations that derive from common membership in the community of scholars. These include respecting and defending the free inquiry of associates, due respect for the opinions of others, the acknowledgment of academic debts, objectivity in the professional judgment of colleagues, and the acceptance of a fair share of responsibility for the governance of the institution.

**Relationships with Students** As a teacher, the professor recognizes the special role s/he plays as intellectual guide and mentor and the need to represent that which is best in the academic world to each student. The professor is especially concerned that evaluation of students and their accomplishments reflect their true merit, that the confidential nature of the relationship between professor and student be respected, that the academic freedom of the students be protected, and that there will be no exploitation of students for private advantage.

[http://www2.wou.edu:7777/pls/wou2/policy.publicview.policy\\_detail?policy\\_to\\_display=37](http://www2.wou.edu:7777/pls/wou2/policy.publicview.policy_detail?policy_to_display=37)

**Students with Disabilities** No qualified individual with a disability shall, on the basis of disability, be excluded from participation in, or be denied the benefits of the services, programs or activities, or otherwise be subjected to discrimination by any public entity. This includes programs related to academia, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other post-secondary education activities.

In course examinations or other procedures for evaluating students' academic achievement, the faculty member shall provide such methods for evaluating the achievement of students which will best represent the student's achievement in the course and not be a measurement/evaluation of how the disability impacts the student in the course.

The faculty member shall take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity taught by the faculty member because of the absence of educational auxiliary aids for students with disabilities. Auxiliary aids may include but are not limited to taped texts, interpreters, note takers and material in an alternative format. As with all students, materials in an alternative format should be ready for students on the first day of class (i.e. syllabi). Faculty can provide materials in alternative format by working with the Office of Disability Services.

It is expected that faculty will cooperate with reasonable accommodation needs of each student. Faculty members who have questions or need additional information can contact the Office of Disability Services.

Course syllabi need to include a statement regarding auxiliary aids and academic accommodations. Below are a few examples of what would be appropriate:

**Example 1:**

Accommodations are collaborative efforts between students, faculty and the Office of Disability Services. Students with accommodations approved through the Office of Disability Services are encouraged to contact the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations, as needed. Students who believe they are eligible for accommodations, but who have not yet obtained approval through The Office of Disability Services, should contact ODS. ODS is located in the APSC, Room 405, Phone 503-838-8250 V/TTY or email at ODS@wou.edu

**Example 2:**

If you are in need of support because of a documented disability, you may be eligible for auxiliary aids or other accommodations through the Office of Disability Services (ODS). ODS is located in the APSC, Room 405, Phone 503-838-8250 V/TTY or email at ODS@wou.edu

**Example 3:**

If you have a documented disability that requires academic accommodations or auxiliary aids at Western Oregon University, please contact the Office of Disability Services (ODS). ODS is located in the APSC, Room 405, Phone 503-838-8250 V/TTY or email at ODS@wou.edu

Western Oregon University is in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) 1990, ADA Amendments Act 2008 and [ORS 659.405](#).

**Specifically Prohibited Practices**

There are certain ethical problems that seem to arise more often than others or have a greater potential for serious repercussions for those involved when they do occur. The practices described below are specifically prohibited. Faculty failing to avoid them will be subject to sanction or corrective discipline. [Reference the current Collective Bargaining Agreement](#)

**Conflicts of Interest** A conflict of interest occurs when a member of the faculty initiates or participates in an activity intended to produce personal advantage or gain to the detriment of the University, other faculty, or students. Examples of such activity would include outside employment which substantially interferes with the full and faithful performance of all institutional obligations or is competitive with any of the University's academic programs; the more than incidental use of university personnel, facilities, equipment, supplies, etc., for profit-making ventures (CBA); and required purchases by students of instructional materials (including textbooks) that result in pecuniary

profit to the instructor. Exceptions to the above will be allowed only with the written permission of the dean of the administrative unit involved or of the Provost, should the circumstances seem in her/his judgment to warrant such action. Reference also:

<http://www.wou.edu/provost/oirsp/disclosure.php>

<http://www.wou.edu/admin/business/financialconcerns.php>

[Current Collective Bargaining Agreement](#)

**Complimentary Textbooks** To aid in the selection of an appropriate textbook for instructional use, faculty may solicit evaluation textbooks from publishers. Publishers occasionally provide unsolicited textbooks. Faculty may also receive desk copies when a textbook has been previously chosen for instructional use. Faculty may use or retain materials defined above in a manner consistent with the purpose for which they were provided and faculty may dispose of such materials in accordance with WOU's surplus property procedures: pursuant to ORS 244.040. WOU abides by the AAUP position against ever selling complimentary text books and denying the author royalties. (<http://www.rutgersaaup.org/misc/ECResolutionTextbooks9-21-05.htm>)

**Sexual Harassment** Sexual harassment is a form of discriminatory harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical behavior of a sexual nature when directed toward an individual because of that individual's perceived gender or sexual orientation, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, grade, or used as the basis for any employment or academic decision;

Or

- Such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.

Additional information is available at [www.wou.edu/sexualharassment](http://www.wou.edu/sexualharassment)

### **Political Activity**

As citizens, faculty members have every right to become involved in the political affairs of the nation, state, and community. The campus and its resources, however, being a state institution, cannot be used to support any specific candidate or cause without offering the same opportunity to anyone else who might wish to do so.

In practice, this means candidates may be brought to campus, petition drives can be held on campus, speakers supporting a candidate or cause may speak at the University, and that no one can be refused these courtesies because they are opposed by individuals or groups on campus.

The use of university equipment and supplies for partisan political purposes would not be acceptable, however, and the use of space for political meetings would be subject to prior approval by the Provost and the needs of university entities.

University employees may seek political office and/or actively aid others to do so, but such activity shall in no way interfere with the performance of their major duties. (See OAR 580-022-0010, 0015, 0020 for further details. See also "Political Activities Guidelines" statement available from the Werner University Center Office.)

### **Outside Employment and Related Compensation**

Faculty is authorized to engage in outside activities for as much as, but not to exceed, the equivalent of one work day per week. In accordance with the provisions of the Oregon University System Internal Management Directives, (IMD 4.015) a faculty member who engages in outside activities which create a potential conflict of interest will be required to provide written disclosure under the procedures outlined within this policy even if the activity is unrelated to the faculty member's institutional responsibilities.

[Reference the current Collective Bargaining Agreement](#)

Outside activities related to institutional responsibilities and associated funding sources which the University approves as a class and which will not require prior review and approval are: service as an expert witness; private individual instruction and tutoring; a one-time lecture, seminar, performance, or exhibition; service on panels; or related consultant work other than work subject to (a), (b), or (c) below.

In circumstances other than those identified above, faculty members are obligated to disclose to their division chair the intent to engage in outside activities. In cases involving a commitment over more than one academic term, it will be the responsibility of the chair to clear the request with the dean. A request to engage in an activity related to institutional responsibilities involving any or all of the following conditions must be submitted and approved in advance on a case-by-case basis:

- a) acceptance of compensation, or ownership of equity in the case of a private entity;
- b) service in a line management position or participation in day-to-day operations of a private or public entity; and
- c) service in a key continuing role in the scientific and technical activity of a private or public entity.

### **Copyright Guidelines**

While the Copyright Act does permit some unauthorized copying under the concept of "fair use," this exception is quite limited, and one must avoid the pitfall of assuming that any education-related use will qualify as "fair use." Faculty members producing course packets, Web sites or other reproductions for reading list materials or class handouts should pay careful attention to instructions on file in the Library regarding compliance with copyright laws.

Almost all computer programs are also protected under the copyright law. (The only exception might be public domain software or "shareware.") In this area, there is very little likelihood that the "fair use" exemption would apply. The terms of the license must be carefully examined to determine if the program can be loaded on more than one computer at a given site. It will infringe the software publisher's copyright to make unauthorized copies (even from floppy disk to hard disk) of computer programs. If in doubt, check with the director of University Computing Services as to the terms of the relevant license.

In addition to injunctive relief, a successful plaintiff in a copyright suit can collect attorney fees plus the greater of actual damages and lost profits (from lost) or "statutory" damages.

As in all other matters, it is the desire of the University to have its employees act in compliance with state and federal law. Faculty and staff who act to knowingly infringe copyrights risk losing the protection of being indemnified by the State Liability Fund and thus, might find themselves exposed to significant uninsured personal liability.

<http://www.wou.edu/provost/library/ill/copypol.php>

[http://frwebgate.access.gpo.gov/cgi-](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_public_laws&docid=f:publ403.110.pdf)

[bin/getdoc.cgi?dbname=110\\_cong\\_public\\_laws&docid=f:publ403.110.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_public_laws&docid=f:publ403.110.pdf)

## **OFFICE FACILITIES**

### **Assignment of Offices**

Each faculty member is provided an office adequately furnished and equipped. Office space is assigned by chairs in consultation with their academic deans. While faculty wishes are given serious consideration, such factors as efficient use of space (reflecting costs of heating, custodial services, etc.), concentration of disciplines and departments, the availability of research facilities, and the convenience of students may outweigh personal preference.

### **Telephone**

Ranked faculty members are provided with an individual telephone and the number is listed in all pertinent documents on the campus. Long distance, via tie-line to the state's major cities and to most of the state universities, is readily available.

### **Office Support Services**

All academic areas are at least partially served by an Administrative Program Specialist. Obviously, it is impossible for each faculty member to have unlimited access to these specialists. However, it is intended that faculty will be able to have syllabi, exams, and letters important to the university program prepared by the academic office support staff. Additional relevant administrative projects will be undertaken on a first-come, first-served basis, as workload permits, and with the approval of the chair.

It should be noted that in special cases, such as office support services written into grants, the preparation of manuscripts and other documents for profit-making purposes, (*whether realized or not*) and clerical needs of professional organizations that may be temporarily or permanently located on campus, the cost should be paid by the agency or individual benefiting.

## GENERAL ACADEMIC STANDARDS

The WOU catalog and online class schedule contain pertinent information for students regarding the University's academic policies and procedures. What follows is information that is needed specifically by faculty in implementing the academic program.

Maintenance of the University's general academic standards is a responsibility of all members of the faculty, whether as teacher or administrator. Especially critical in this regard are those standards that do not lend themselves to precise statement, e.g., grading. It should also be noted that in an increasingly litigious society, incomplete or confusing statements on standards are used by some to gain advantages not intended by the University. Therefore, all faculty members are expected to become familiar with those standards with which they will most likely be involved, whatever the official source may be.

Review of existing general academic standards and recommendation of new or modified standards is generally the responsibility of the Faculty Senate Academic Requirements Committee. Other committees and offices and the Senate itself may also propose changes or additions concerning those standards for which they have a special responsibility.

Proposed standards, or changes in standards, become official when printed in such university documents as the catalog, Student Handbook, and this Faculty Handbook. Final approval is given for such publications by the President and/or the Provost after receiving recommendations from the bodies and individuals noted above.

[Reference the current Collective Bargaining Agreement](#)

### Teaching

Commitment to outstanding teaching is a distinguishing characteristic of WOU. Since teaching is considered to be of preeminent importance, every faculty member is expected to strive for excellence in the classroom. This excellence involves not only an up-to-date command of one's subject and an effective teaching style but consistent and sophisticated class management.

[Reference the current Collective Bargaining Agreement](#)

**Class Meetings** Faculty members are expected to meet their classes punctually and to conduct them at a level appropriate to a university course. If for some valid reason the instructor unexpectedly cannot meet a class, the division office should be contacted so students can be notified of the cancellation.

**Children in the Classroom** Children may accompany a Western student to class on an occasional basis with the express approval of the applicable faculty member, and subject to the following conditions:

1. The approving faculty member has determined that the presence of the child is not likely to create a disruption of classroom instruction or otherwise negatively impact other students.
2. The child must be directly supervised by the responsible student at all times.

3. If the faculty member determines at any time, in his or her sole discretion, that the child is causing disruption or should be removed for any reason, the responsible student will comply.

**Class Size** Because of budgetary requirements it is expected that classes will have certain minimum enrollments. In general, lower division courses with fewer than 15, upper division courses with fewer than 10, and graduate courses with fewer than 8 students could be canceled and the instructors assigned to other responsibilities.

In some instances where a class is critical to the program of students in a degree program, a lower enrollment may be allowed. The decision in such a case is to come from the dean of the college in consultation with the division chair.

**Dead Week** "Dead Week" is the popular name for the final week of classes during each term. It is understood that during this week only routine class assignments or exams noted in the course syllabus are to be given.

**Examinations** It is expected that examinations will be a significant part of the evaluation of students in all courses except those where successful completion of a significant project or program is a natural outcome. Final examinations each term will be held at the time specified in the class schedule. Permission to administer the final examination at another time may be granted by the division chair following a request by the faculty member and upon demonstration of educationally justifiable reasons for doing so.

Inasmuch as finals week is a week of instruction, classes in which there is no final exam shall meet during the time specified in the exam schedule.

*[Reference the current Collective Bargaining Agreement](#)*

**Required and Recommended Texts and Manuals** Faculty should be concerned for the monetary demands placed on students for required textbooks and manuals. Especially unfair to students are expensive texts that are used only minimally or not at all. It would be better to place these on a recommended list rather than having them required.

## Grading

WOU indicates the academic performance of students by the use of letter grades and encourages faculty to apply specific and consistent criteria to the evaluation of student achievement. The University has adopted an A-F plus/minus grading system. The plus/minus distinction has been developed in order to better delineate student performance.

**Incompletes** Incomplete grades should be issued only to students who are lacking a class requirement that can realistically be completed within a reasonable time. They should not be used as a way for a student to avoid an F grade.

[http://www.wou.edu/education/incomplete\\_grade\\_contract.pdf](http://www.wou.edu/education/incomplete_grade_contract.pdf)

**Withdrawals** Course withdrawals require completing the proper Add/Drop form. By filing this form with the Registrar's Office before the end of the sixth week of the term, a student may withdraw from any course without responsibility for a grade, and no entry will be made on the student's permanent scholastic record.

Students who fail to attend the first two scheduled meetings of a class without the consent of the instructor may be required to forfeit his or her place in that class. A student who is required to forfeit his or her place in a class is responsible for filing a drop form.

**Class Absence** The University does not have formal all-campus rule regarding absences from class. Traditionally, however, more than three absences during a term have been seen as cause for concern and instructors are encouraged to promote regular attendance. Expectations are that concerns related to the deleterious effects due to absence from class should be addressed with the affected student in a timely manner and to the department and division chair, when necessary. If class attendance is to be used as a criterion for establishing a grade, that fact needs to be clearly stated in the course syllabus.

Student absences from class for university-sponsored events are excused absences and participation cannot be a cause for discrimination by a faculty member regarding grades or class status. The student participant is required to complete all assignments in a timely manner and faculty members are to make reasonable arrangements for either make-up or early examinations. However, changing final exam dates is not considered a reasonable accommodation.

**Pass/No Credit, Satisfactory/No Credit, and Auditing Courses** The student registers for the course, pays the appropriate tuition and requests the grade method option at the time of registration. Please note that the neither the web, nor the class roster, indicate if a student is taking a class with an alternative grade option. At term's end, the instructor records the grade earned by choosing the appropriate grade from the pull-down menu; the acceptable grades are A through F, +/-, X or I. You should grade all students on the standard A – F +/- scale; the database will default the appropriate grades to "P", "S", "NC" or "AU".

It is understood that any student who audits a course:

- a) will *not* be allowed to fulfill the requirements of a class while auditing and then register for the class at a later date and receive a grade based on the earlier work;

And,

- b) will *not* be allowed to challenge a course subsequent to having audited all or any portion of that course.

**Submission of Grades** End-of-course grades are submitted online and are to be reported promptly to the Registrar. The deadline for those reports is 10:00 a.m. on the Tuesday following final exam week during fall and spring terms, and 10:00 a.m. on the Monday following final exam week during winter term.

Delayed reports cause substantial extra cost to the University and delay students' receipt of grades and in turn the students' access to financial aid and assistance such as veteran's benefits, employer benefits: *the need for punctuality cannot be over emphasized.*

**Change of Grade** Occasionally, because of an error, or more often, in order to remove an Incomplete, it may be necessary to change a grade previously given. Grade changes are processed online. Faculty should revise a grade only when there is clear evidence that an error was made originally. It is unethical to revise a grade for one student based on criteria not available to the other students in the class.

**Cheating, Plagiarism, Etc.** Cheating on examinations or presenting the work of another person as one's own (plagiarism) are both serious breaches of academic honesty. It is the responsibility of the faculty member to address issues of academic dishonesty in a prompt and fair manner. *It is*

*imperative to retain the original copy of any test, paper, project, etc. related to any instance of cheating, plagiarism or other failure of a student to do his or her own work.*

Copies of the "Code of Student Responsibility" are available in handbook form from the Office of the Vice President for Student Affairs and it can be found on the WOU website.

[http://www.wou.edu/student/residences/pdfs/the\\_code\\_of\\_student\\_responsibility.pdf](http://www.wou.edu/student/residences/pdfs/the_code_of_student_responsibility.pdf)

## **Student Advising**

Since the basic objective of Western Oregon University is to assist students in reaching their full personal and professional potentials, the University emphasizes the role of its faculty in the academic advising of students. The **Academic Advising and Learning Center** has the responsibility for the coordination of undergraduate advisement which includes maintaining and updating records of advisor/advisee assignments.

[Reference the current Collective Bargaining Agreement](#)

**General Faculty Responsibility** Although there are other offices that provide specialized counseling to which the student may be directed for professional assistance, the faculty member has a particular role which may take three forms:

- a) Advising the student with regard to the student's work in classes taught by the faculty member;
- b) assignment as an advisor for new students, or as an advisor in the student's major area, to assist the student in setting academic goals and to insure that university and program requirements are met and understood by the student; and,
- c) recognizing when the student needs assistance with problems of a personal nature, or resulting from academic skill deficiencies, and directing the student to the appropriate office or person from whom such assistance is available.

**Assignment of Faculty** Certain faculty, because of their special experience and expertise, are assigned by their chairs to specific academic advisement duties. For example, faculty may advise new students, academic majors, graduate students, or certification-only students. Such assignments become then a part of the annual performance evaluation of those individuals (CBA). Other faculty, while not specifically assigned, may, by mutual agreement between an individual student and faculty member, also act as academic advisors. Lists of assigned academic advisors are available from the Academic Advising and Learning Center.

**Assignment of Students** Undergraduate students will first be assisted by temporary advisors as they plan their first-term schedule during the registration sessions which are held for new students. During the fall term, they will be directed to permanent faculty advisors for assistance with future academic planning and scheduling. Students who, for any other reason, find themselves without an advisor should request an advisor assignment at the Academic Advising and Learning Center. Graduate and post-baccalaureate students request an advisor assignment at the Graduate Programs Office.

## **Student Grievances**

Students who believe they have been treated unfairly or arbitrarily by a faculty or staff member may, if informal efforts to solve the difficulty have failed, ask the Vice President for Student Affairs to help bring about a resolution of their problem through more formal procedures.

[http://www.wou.edu/student/documents/student\\_grievance\\_petition.pdf](http://www.wou.edu/student/documents/student_grievance_petition.pdf)

Faculty members should, of course, make every effort to settle the issue at the informal level. The appropriate dean, division chairs, and the department heads can help at this stage. At the same time, the threat of formal hearings should not cause an instructor to surrender what s/he believes to be legitimate

principles.

## **CURRICULUM MANAGEMENT**

The members of the University faculty, working through the University's faculty governance structure, are expected to assume the major responsibility for curriculum management. While the President exercises the final authority for curriculum, faculty recommendations are, with few exceptions, the determining factor in establishing the University's curriculum.

Reference: <http://www.wou.edu/president/facultysenate/curriculum/>

*At the same time, faculty should be aware that as a member of the Oregon University System, the University's curriculum is subject to the ultimate authority of the Chancellor and the State Board of Higher Education and that this authority is most specifically exercised in the area of academic programs and degrees.*

### **New Programs**

Requests for new programs, while usually initiated by a specific department, may in some cases be initiated by another administrative unit or a faculty curriculum committee. Such a request requires the preparation of Preproposal for the Initiation of a New Instructional Program and, if the preproposal is approved, a Proposal for the Initiation of a New Instructional Program. The formats for the preproposal and proposal are available on the Faculty Senate webpage.

<http://www.wou.edu/president/facultysenate/curriculum/>

An evaluation and recommendation for any new program is expected from the curriculum committee and the chair of the division that would offer the program, from the dean of the college, and from the curriculum committee of the Faculty Senate.

The Senate may, if it wishes, add its recommendation. The university President ultimately determines whether or not the initial request is to be presented by the Provost to the OUS Provosts' Council. The Provosts' Council determines whether the State Board will consider the final proposal.

*Since any new program may well involve financial and other new commitments by the institution and will be evaluated beyond this campus for its impact on the state system, the community colleges, and the independent colleges and universities, it should be understood that faculty approval of a new program based on perceived academic need is only one step in the consideration process and is subject to several subsequent reviews.*

### **Program Changes**

From time to time it may become necessary or desirable to modify an existing program. As long as substantial changes are not involved – meaning changes that would impact costs, personnel, other programs, or the institutional mission – these proposed modifications are to be processed through the same channels as requests for a new program, but without the preparation of a new "Proposal". Final approval comes from the Office of the Provost.

<http://www.wou.edu/president/facultysenate/curriculum/>

### **Courses**

Divisional and departmental course offerings should be in accord with both the general requirements of the University and the needs of program majors and the general student body. Division and department chairs in consultation with their respective dean make the final determination of the courses to be offered each term. Only courses listed as approved for this university by the Oregon University System shall be

offered. Any exception requires specific requirements and approval by the Registrar through the requisite chair and dean. If a graduate student is involved, the process will require a special graduate office form and the approval of the student's advisor and the Office of Graduate Programs.

<http://www.wou.edu/provost/graduate/index.php>

**Liberal Arts Core Curriculum Changes for Individuals** The most common problem that arises in meeting the University's Liberal Arts Core Curriculum requirements is determining the suitability of transfer courses as substitutes for required courses offered on campus. Challenges by students to decisions of the Registrar's Office are appealed to the appropriate division chair. **A negative decision by a division may be appealed to the appropriate college dean.** The "Course Substitution/Program Change/Waiver Form" is used to verify approval.

[http://www.wou.edu/provost/registrar/forms/course\\_substitution\\_form.doc](http://www.wou.edu/provost/registrar/forms/course_substitution_form.doc)

**Classes by Special Arrangement** Faculty members may offer special studies (tutorials in regularly established courses), and independent studies (tutorials in special fields or topics not covered by established courses). Temporary courses (scheduled course in special fields or topics not listed in the schedule of classes) are to be approved by the division chairs, the dean of the college and the Provost using the Request for Temporary Course Approval form which can be found on the Faculty Senate webpage. <http://www.wou.edu/president/facultysenate/curriculum/>

**Distinction Between Graduate/Undergraduate Credit** The University lists some of its courses as slash courses (400/500) and these courses may be taken for either undergraduate or graduate credit. Students may not take both courses of a 400/500 dual listing unless the subject matter is substantially different in the two courses. Students desiring to take both courses of a 400/500 dual listing should contact their academic advisor.

The 500 level courses may be taken for graduate credit by graduate students or by undergraduate students who are within 12 hours of graduation. The latter may have the course reserved for graduate credit. *It is understood, however, that students taking a course for graduate credit will have greater demands placed upon them than those taking it for undergraduate credit. These demands should be spelled out clearly in the class syllabus and should be designed to provide the graduate student with a graduate level experience in both the content and methodology of the discipline represented by the course.* The requirements of graduate programs may limit the number of 500 level courses, taken in the dual format, which can be applied to a graduate program. Students taking 500 level courses should consult with their advisor *600-level courses are graduate-only courses: they are not open to undergraduate students.*

**Seminars and Workshops** The criteria for distinguishing between seminars and workshops are largely that of contact hours between student and teacher. A workshop will require 20 contact hours for each hour of credit with little, if any, work expected of the student outside the workshop setting. A seminar, like the traditional class, requires for each hour of credit at least 10 contact hours between student and instructor, and 20 hours of work by the student outside the scheduled seminar hours. An exception to the latter may be the research seminar traditional to many disciplines in which the student spends substantially more time outside of class in individual research and writing and thus fewer than 10 hours per credit hour in class.

Whatever the combination of student work outside of class and the number of contact hours, no more than one credit hour is to be earned over a period of two and one-half consecutive days. Therefore, schedules that postulate quality student involvement for 10 or more hours a day in rigorous academic activity are considered to be unrealistic.

**Writing Components of Course Work** The University is committed to developing the best possible writing skills in its students. This goal transcends the skills developed in the formal three hours of writing courses and six hours of writing-intensive courses required of all students. Faculty is expected to require written assignments, whenever appropriate; to give essay style examinations, when possible; and, to use these as vehicles for students to fully develop their writing skills.

<http://www.wou.edu/las/humanities/writingctr/wicourse.php>

## **ACADEMIC SCHEDULING AND WORKLOAD**

Professional duties are recognized to include teaching, scholarship and, service to the institution, community and the Academy, and the academic advisement of students. These duties shall be assigned by the appropriate administrative officers in accordance with the needs of the University and strengths of the faculty member.

Since any adequate definition of faculty workload should take into account the whole spectrum of a faculty member's professional and institutional services, no attempt is made to assign a number of working hours to any specific task or responsibility except teaching load and academic advisement.

*[Reference the current Collective Bargaining Agreement](#)*

### **Reserved Hours**

Certain class hours, specifically Tuesday and Thursday, 3:30 p.m. - 4:30 p.m., are reserved for non-class activities such as service to departmental/divisional, Faculty Senate, and Senate committee governance activities. The scheduling of classes, laboratories, and other academic activities are to be avoided during these times.

### **Office Hours**

*[Reference the current Collective Bargaining Agreement](#)*

## **FACULTY COMPENSATION**

Faculty compensation at WOU is affected largely by decisions made by the Oregon State Legislature and the Oregon University System. Specific agreements are arrived at between the University and the faculty's collective bargaining agent.

*[Reference the current Collective Bargaining Agreement](#)*

### **Salary Standards**

Tenure track, tenured, and non-tenure track faculty (0.5 full time equivalency or greater) are covered by the Collective Bargaining Agreement between the Western Oregon University American Federation of Teachers, Local 2278, and Western Oregon University. The salary system, which may include provisions for salary changes, is administered in accordance with that agreement.

*[Reference the current Collective Bargaining Agreement](#)*

### **Methods of Pay**

Paychecks are available from the Payroll Office on the last working day of each month between 8 a.m. and 5 p.m. or may be deposited directly into a designated bank account for the convenience of the employee through the Automated Clearing House implemented by the Budget/Payroll Office. Requests for direct deposit must be received in the Budget/Payroll Office no later than the 10th of the month that the direct deposit is desired.

Faculty has the option once each year during an open enrollment period in the fall to sign up for a 12-

*Revised: 21 Feb 2010*

month pay option plan. This plan enables nine-month faculty employees to spread a nine-month appointment gross salary over a 12-month period from October 1 thru September 30. Election to participate in the plan is irrevocable during the plan year once the employee has signed up. If an employee terminates, the amounts accumulated year to date will be paid out in the next payroll period. No interest is paid on the amount withheld. For additional information about the plan, contact the Office of Human Resources.

### **Summer Session Salaries**

[Reference the current Collective Bargaining Agreement](#)

### **Sabbatical Leave**

[Reference the current Collective Bargaining Agreement](#)

## **CHAPTER III – ADMINISTRATIVE OFFICES AND SERVICES**

### **ACADEMIC FACILITIES**

Upon request, faculty may use meeting rooms and other physical facilities for professionally-related groups subject to availability and prevailing policies of the university governing use of facilities.

The facilities of the Technology Resource Center, Print Shop, computer labs and the use of university equipment are available to the faculty, in connection with professional writing, research, or approved service projects subject to availability and to reimbursement at prevailing rates charged by the University. [Reference the current Collective Bargaining Agreement](#)

### **BOOKSTORE**

The Bookstore, located in the Werner University Center, provides both textbook services and related general merchandise to students and faculty. Orders for textbooks and other instructional materials are made each term as directed by instructional faculty.

For the most efficient operation of the Bookstore, the faculty is asked to adhere to several policies:

- a) Place orders as requested via email instructions;
- b) estimate class enrollments (and thus the number of texts ordered) as closely as possible;
- c) avoid over-ordering on the assumption the Bookstore will reduce the order anyway; and
- d) distinguish carefully between Required Texts and those that are "Recommended."

### **BUSINESS SERVICES**

#### **MAIL AND PACKAGE SERVICES**

Mail and package service is provided to the campus by the Mailroom, located in the Physical Plant Building. Mail (including U.S. mail, "shuttle" mail, and inter-campus mail) is delivered to centrally located mailboxes in each building. Outgoing mail is picked up at the same location at the same time.

WOU business letters and packages going US Postal Service will be metered in the mailroom and the cost charged to the appropriate index number. Please be sure *to include an index number* on all outgoing mail, under the return address. The Mailroom is not equipped to sell postage stamps or handle personal packages, however, the Bookstore does sell stamps.

Packages (UPS, FedEx, etc.) are delivered to the various departments and offices daily by mailroom personnel. Outgoing WOU business packages can be shipped from the mailroom. Please include an index number on all outgoing packages. Package pick up for next day shipping is available by calling the mailroom at x88383; however, due to our strict schedule and limited staff “pick up on demand” is not available. Urgent / same day packages should be brought to the mailroom.

Shuttle Mail destined for other state institutions, agencies, and offices in the Willamette Valley (including Portland) should be marked "shuttle." Mail intended for individuals or offices on campus should carry sufficient identification (*first and last name, and department*) to ensure prompt delivery. Improper or incomplete addressing will delay delivery of mail. Name only or name / building are *not acceptable* delivery addresses, as many buildings house several departments.

Campus mail and outgoing mail *should be separated*. Used envelopes can be used for intercampus mail as a cost-saving measure and to help identify intercampus mail from first class mail. If you need a supply of used envelopes, call the mailroom.

Visit the Mail Services page on the WOU website at [www.wou.edu/admin/business/mail/](http://www.wou.edu/admin/business/mail/) for more detailed information on campus mail services.

## **PARKING**

WOU requires parking permits for use of its parking areas. *Guest permits are available from each office and are required to be placed in all vehicles parked in permit only lots or a parking violation will result.* Long-term permits may be purchased at the cashier’s window of the Business Office. There is a zero tolerance for parking violations.  
[www.wou.edu/admin/safety/parking.htm](http://www.wou.edu/admin/safety/parking.htm).

## **PRINTING SERVICES**

To serve routine needs, academic divisions and other offices on campus maintain a variety of equipment including copiers and scanners. Printing services is available for larger than normal amounts of copying or high quality reproduction. Services include: offset printing; volume high-speed copying and duplication; color copying; on-line plate making; collating; binding in various forms; shredding; and large staplers. Digital printing is offered through Digital Store Front or with email attachments. Orders should be placed through departmental and divisional office managers, with approval of the chair. The Print Shop is located in ITC 112 at 838-8431. For additional information see their link at:  
<http://www.wou.edu/admin/business/printing/index.php>.

## **PURCHASING**

Purchases paid from a university account must be authorized by purchase orders and approved electronically by department or division chairs or office heads and a business administrator. The purchasing policy can be found at: <http://www.wou.edu/admin/business/purchasing.html>. Normally, teaching faculty will not be making such purchases directly. Vendors who accept purchases made without proper authorization may be directed to look to the purchaser for payment. For more information contact the division chair or college dean.

### **Serving Food and Beverages**

It is common for faculty to become involved in the purchasing of food and beverages for various university sanctioned functions involving students and other university personnel. Oftentimes, the instructor pays for these foodstuffs with personal funds expecting to be reimbursed after the fact.

However, in accordance with the financial rules and regulations, prior approval must be obtained, if

the funds are to be reimbursed.

For a meal, refreshment, and/or beverage expense to qualify as a reimbursable expense it must fall under one of the explicit areas listed on the form and meet the definitions and guidelines of OUS Fiscal Policy Manual (FPM) Section 56.100. Expense per person may not exceed the current in-state meal per diem rate. Caution: candy does *not* qualify as a reimbursable expense. See the links below.  
[http://www.wou.edu/wou/forms/Serving\\_Meals\\_and\\_Refreshments\\_Approval\\_Form.doc](http://www.wou.edu/wou/forms/Serving_Meals_and_Refreshments_Approval_Form.doc)  
<http://www.wou.edu/wou/forms/reimpersonal.html>

## **TRAVEL REGULATIONS**

The regulations below are only partial. For additional details, particularly in matters such as meals and lodging, contact the division chair or college dean. Information is also available at the following link: [www.wou.edu/admin/business/travel/index.php](http://www.wou.edu/admin/business/travel/index.php).

### **Professional Travel**

WOU recognizes that members of its faculty are interested in attending meetings of learned or professional societies as a means of keeping abreast of their fields of teaching and scholarship. The University encourages this professional development and, when possible, provides financial support of the Faculty Professional Development fund.

*[Reference the current Collective Bargaining Agreement](#)*

**In-State Travel** Travel between locations in Oregon on university business is authorized by the administrator for whose office or department the travel is being done. Meals may be authorized when the activity or program requires the presence of the faculty member at the meal, or when the activity or program requires an overnight stay. In the case of travel by faculty on OUS business, authorization is to be sought from the college dean.

**Out-of-State Travel** All travel outside the state of Oregon, and to be paid for in part, or in whole, by other than personal funds, is considered out-of-state and requires a Pre-Travel Authorization Form. This form should be submitted to the department or office administrator at least one month prior to the beginning of the trip. Also included with the form should be a brief memo describing the purpose of the trip, the source of the funds, and how the faculty member's responsibilities will be covered during her/his absence.

[www.wou.edu/wou/forms.html](http://www.wou.edu/wou/forms.html)

### **Reimbursement for Travel Expense**

To receive reimbursement for mileage or other authorized expenditure for travel, it is necessary to complete a "Travel Reimbursement Request Form." This is submitted following the travel. In case funds are needed in advance of the travel, the employee should submit a Pre-Travel Authorization Form a minimum of one week in advance. A summary of the travel reimbursement rates can be found at the following link: [www.ous.edu/cont-div/fasom/sec11/sumrates.php](http://www.ous.edu/cont-div/fasom/sec11/sumrates.php).

[www.wou.edu/wou/forms.html](http://www.wou.edu/wou/forms.html)

## **CAMPUS PUBLIC SAFETY**

Business: 503-838-8481 (Mon-Fri 8AM to 5PM)  
503-932-3419 (after hours, nights and weekends cell phone)

Location: Public Safety 104  
414 Edwards Road  
Monmouth, OR 97361-1754

**Campus Emergency: 503-838-9000 (on campus 8-9000)**

Information Web Site: [www.wou.edu/admin/safety/](http://www.wou.edu/admin/safety/)

The mission of the Campus Public Safety Department of Western Oregon University is to engender a sense of safety and security within the university community by providing an environment in which students, faculty, staff and visitors can openly learn, teach, study, work, and live. The environment is accomplished by a professionally trained corps of officers and staff that honor the individual dignity, diversity, and civil liberties of all people.

Public Safety is staffed 24 hours a day, seven days a week to respond to campus incidents, building alarms, crimes, injuries or illnesses, traffic and parking accidents, safety hazards, coordination with local law enforcement, crowd control, building inspections, parking enforcement and related activity. A variety of other services are provided by the department. These include:

- Parking - information, guest passes, parking lot assistance, "jump starts" for dead car batteries, and assistance to unlock cars, assistance with flat or low tires, and gas can loaner program.
- Special Events - dances, sporting events, guest speakers, and campus functions. The department can help provide crowd control, barricade set, traffic control, and related officer assistance associated with the function.
- Door Unlocks - officers will open an office or building only when the office is that of the requesting person or when the person has written building manager approval stating the name, date, time, and length of use of the room or building.
- Evening Escorts - our officers are available to assist and escort individuals on campus after normal business hours.
- Driving Permits - the department verifies driving records through the Law Enforcement Data System to permit the processing and approval of driving privileges while employed at WOU.
- Crime Prevention/Safety Information - the department is available to assess potential security or building problems or concerns as they impact you on campus. Information, brochures, assistance with procedures or developing your ideas are available upon request. Several Crime Prevention programs are available for presentation across the campus to students, faculty and staff upon request.
- Fire Safety Inspections - the department performs fire and life safety inspections of all campus buildings on a term basis or upon request.
- Produces the Campus Emergency Response Guide and oversees the Campus Emergency Notification System which are found at :  
<http://www.wou.edu/admin/safety/EmergencyResponseGuide.pdf>  
<http://www.wou.edu/admin/safety/alert/index.php>

Some safety tips to follow in keeping our campus and you safe:

- Always lock your car, bicycle, room, or residence and keep valuables out of sight.
- Do not prop doors open so that someone who does not have a key can gain access to the building. All too often the prop is not removed and the security of the building is violated. The last staff member to leave an office or work area has the responsibility to see that the doors are closed and locked, windows are closed and latched, and that unnecessary lights and electrical devices are off.
- At night, walk or travel in pairs or call Public Safety for an escort. Stay in well-lit areas with other foot traffic.
- Always follow campus fire rules. Know where fire extinguishers, fire alarms, exits, and pull stations are located in your residence hall, building, or work place.
- Report suspicious persons, groups, or activities even when you are unsure.
- Report to threats, concerns, or suspicious phone contacts to Campus Public Safety.

## **WOU Alert: Emergency Notification System**

### What is the WOUAlert System?

The **WOUAlert** emergency notification system enables the University to contact the WOU community in the event of an emergency by sending messages via your preferred electronic devices:

- Cell
- Email
- Pager
- Phone
- Text Messages
- Fax

*WOUAlert is not used to send non-emergency, routine or spam messages.*

**Register Now.** <http://www.wou.edu/admin/safety/alert/index.php>

## **CRISIS INTERVENTION RESPONSE TEAM (CIRT)**

### **Purpose:**

The purpose of the Western Oregon University's Critical Incident Response Team (CIRT) is to assess, discuss, and recommend intervention to the appropriate campus departments, divisions or persons in response to significant campus situations and events such as: issues of bias, student death or significant trauma; problematic student situations involving medical or psychological concerns; and campus emergency situations that directly affect the well-being of students and the campus community at large.

### **Mission:**

To maintain a safe and secure learning environment at Western Oregon University by addressing the physical and psychological issues that impact students, faculty and staff in the pursuit of the educational process.

### **Membership:**

Dr. Gary Dukes, Vice President for Student Affairs – chairs meetings  
Tina Fuchs, Dean of Students  
Jay Carey and Joe Hutchinson, Campus Public Safety  
Judy Vanderburg, Human Resources/Affirmative Action  
Luis Rosa, Student Health and Counseling  
Dr. Stephen Scheck, Dean of LAS  
Nancy France, Registrar

*If you have an issue that you believe should be addressed by CIRT, please contact any of the CIRT representatives listed above.*

## **CAMPUS RECREATION**

The Physical Education facilities are available to faculty and their families for recreational purposes on a regular basis. The outdoor tennis courts, track and Frisbee disc golf course may be used without charge. Faculty and their spouses may participate in many of the intramural programs or take part in the outdoor program trips.

Faculty who wish to use the racquetball courts, weight room, indoor tennis courts, and to be issued lockers and gym clothing will be assessed a user fee via a term pass. Term passes may be purchased at the cashier's window in the Administration building.

The Wolverton Memorial Pool, like the other indoor recreation facilities, has swimming hours and classes available to faculty and their families. Term passes for the pool may be purchased at the pool or at the Campus Recreation office in the Werner University Center. A daily use fee may be paid at the pool.

Hours for the Campus Recreation facilities and programs may be found on the Western website. Contact Campus Recreation for further information about any of their programs.

## **CENTER FOR TEACHING AND LEARNING**

The Center for Teaching and Learning offers a variety of professional development opportunities for faculty including: new faculty orientation, book groups, workshops and seminars, learning communities, Class observations and feedback, and consultations on instructional design and pedagogy. The Center houses a resource library with a multitude of titles on teaching and learning available for checkout.

## **TECHNOLOGY RESOURCE CENTER**

The Center provides the following services for faculty, staff and students:

- Training on a variety of software products (Dreamweaver, Excel, Photoshop, etc.)
- Academic Web design, support, and instruction
- Desktop and graphics design of academic projects (posters, presentations, etc.)
- WebCT and distance education support
- Collaboration in the production of multimedia solutions

### **Resources**

- Specialized software for doing graphics work, Web design, and digital video editing
- Flatbed, slide, and 35mm film scanners
- Digital cameras, camcorders, and audio recorders for checkout
- Color printing up to 42 inches wide
- CD duplication
- Lamination, die-cuts, paper cutters, markers, paint etc. for creating two-dimensional artwork
- Video taping rooms equipped with VHS cameras, VCRs, and audio recorders
- VHS tape to tape duplication station
- Mini DV to VHS tape duplication station
- Color overheads
- Video, mini DV, and mini disc tape sales
- Construction paper, poster board sales

## **HOLIDAYS**

The following days are institutional holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Any other holidays are observed only if the institution is closed by a discretionary act of the President [OAR 580-022-0025](http://www.western.edu/regaffairs/580-022-0025)

## **HUMAN RESOURCES**

### **EMPLOYEE ASSISTANCE PROGRAM**

WOU faculty and staff have access to an Employee Assistance Program (EAP) contracted to Cascade Centers, Inc. ([www.cascadecenter.com](http://www.cascadecenter.com)) Confidential counseling is available to all faculty and staff free of charge for three sessions. Continued counseling would be arranged through the employee's insurance carrier.

The EAP can help with:

- Alcohol or substance abuse
- Marital discord
- Relationships at home and work
- Family and parenting problems
- Divorce adjustments
- Financial and legal concerns
- Stress and tension
- Job-related problems
- Chronic time loss
- Depression or anxiety
- Elder care
- Grief and loss

Sick leave may be used to keep appointments. Phone 503-588-0777 for Portland or 1-800-433-2320 outside the Portland area. Emergency service is available at the above numbers day or night. A brochure describing the EAP services is available through the Office of Human Resources.

### **IDENTIFICATION CARDS**

Faculty will receive WOU identification cards, issued by the Human Resources office, at the time of hire without charge. The cards are used for identification by various offices on campus including the Library, Business Services and Payroll. All members of the WOU community are given a V# for identification purposes and your specific number will be printed on this card.

### **INSURANCE PROGRAMS**

**Health Insurance** Faculty hired in excess of 90 days at an FTE of .50 or greater have available to them several health insurance options within the Public Employees Benefit Board benefits program. Information about the plans as well as the current contribution is available from the Office of Human Resources.

**Other Insurance** Also available through the University at moderate rates are several life insurance and income protection programs. Again, for more information contact Human Resources.

**Liability Insurance** Faculty is covered by the Oregon University System against any liability arising from the carrying out of their assigned duties. This protection includes any necessary legal representation and costs.

### **LEAVES OF ABSENCE**

Leaves of absence are those leaves taken by faculty for personal or professional reasons either with the formal permission of the University or with permission implied, although in some cases the University may also benefit by the leave. These leaves should not be confused with the sabbatical.

**Leave with Pay** In some specific instances when the University would be especially benefited by the activities of a member of the faculty while absent on leave, it may continue to pay part or all of his or her salary. Rights based on continuous service may or may not accrue during the period of absence depending on the agreement made between the faculty member and the University. Such arrangements can be made only with the approval of the President and should in no way be considered a faculty right.

**Leave Without Pay** Leave without pay is available to faculty when, for personal or professional reasons, a faculty member may find it advantageous to be relieved of teaching and/or administrative responsibilities for a specified period of time. Such leaves are to be arranged for in advance and no credit based on length of service is accrued during the period of the leave. Any leave without pay granted during the academic year is to be reported by the supervisor to the budget director by the 15th of the month affected.

**Faculty Exchanges** The exchange of teaching positions by WOU faculty with faculty from other institutions, with each college continuing to pick up the salary and other benefits of its own faculty member, is a type of leave. Such leaves are encouraged as a means of faculty renewal or development and no service penalty accrues because of absence from the campus.

**Sick Leave** Full-time faculty will be credited with eight hours (1 day) of sick leave for each full month of service or two hours for each full week of service less than one month. Part-time faculty employed .50 FTE or more will be credited a prorated amount. Sick leave is to be used at the same rate accrued. No credit is allowed, however, during periods of sabbatical leave or other leaves of absence. There is no limit on the amount of sick leave that can be accrued.

Faculty members with less than 520 hours of sick leave may "borrow" the difference between earned unused sick leave and 520 hours for qualified sick leave use. This provision is available once every seven years. OAR 580-021-0040

Sick leave records depend on a report form to be filled out at the end of each term by eligible faculty members. For each sick leave day eight hours must be reported or pro-rated if less than 1.00 FTE. The forms are distributed regularly to the faculty in time to make the report. If sick leave reports are not submitted in a timely manner, all accrued sick leave for the reporting period will be recorded as taken.

Faculty members may apply for enrollment for membership in the WOU donated leave bank which allows a member to donate eight (8) hours of sick leave annually from their accrual account to the leave bank within the terms and conditions of the current CBA.

[Reference the current Collective Bargaining Agreement](#)

## **LEAVE LAWS**

The University is covered by several different types of leave laws for eligible employees: Oregon Family Medical Leave and the Federal Family and Medical Leave Act of 1993, which are both administered by the University. For further information contact the Office of Human Resources.

**Family Medical Leave Act (FMLA)** FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons.

<http://www.dol.gov/esa/whd/fmla/finalrule/FMLAposter.pdf>

**Oregon Family Medical Leave** Sick leave may be used as pregnancy leave and may also be used for the care of immediate family members who may become ill or require medical or dental services. [OAR 580-021-0040](#)

## **NOTARY PUBLIC**

The services of a notary public are provided at no charge to faculty through the Office of Human Resources. Call the office to make an appointment.

## **NOTICES OF APPOINTMENT**

[\*Reference the current Collective Bargaining Agreement\*](#)

## **RETIREMENT PROGRAMS**

[\*Reference the current Collective Bargaining Agreement\*](#)

## **STAFF FEES FOR ACADEMIC STUDY**

Staff members appointed at half time or more (not including temporary, classified employees, graduate assistants, or other student employees) may register for class work at special rates. An eligible employee, upon approval by the university President or designee, may register for a maximum of 12 credit hours per term at staff fee rates. The fee reduction for classes taken at the graduate level is subject to taxes based on federal law.

Eligible employees may transfer their staff fee privileges to family members or domestic partners upon verification that the transferee is a qualified recipient of transferred staff fee privileges. (See OAR 580-022-0030, 580-022-0031 and Academic Year Fee Book.)

## **LIBRARY SERVICES**

All WOU faculty members are invited to use the resources and services of Library and Media Services under the latest published rules and regulations. The main source of information about use of library collections and services is the library home page: [www.wou.edu/library](http://www.wou.edu/library).

Library and Media Services has an open stack collection of 270,000 books, media, and documents, and access to more than twenty thousand periodical titles either online or in print. The library is an official partial depository for U.S. government documents, and a full depository for Oregon state documents. The majority of the library's holdings are organized and shelved according to the Library of Congress classification system.

### **Library Hours**

Fall, Winter, and Spring terms:

Monday - Thursday . . . 7:30 a.m. to 12:00 midnight

Friday. . . . . 7:30 a.m. to 6:00 p.m.

Saturday. . . . . 10:00 a.m. to 6:00 p.m.

Sunday. . . . . Noon to Midnight

Summer term hours are abbreviated. Intersession hours are usually 8:00 a.m. to 5:00 p.m., Monday through Friday. Exceptions to regular hours are posted at the library entrances and on the library's Web site.

### **Faculty Loan Privileges**

All patrons, including faculty, must present valid WOU I.D. cards when checking out books. Books are

loaned to faculty for six months; media and print periodicals are available to faculty for a three-day loan. Books may be renewed for two additional six month periods unless a hold has been placed on the item for another library user. Books are also subject to being recalled from faculty after three weeks, but the faculty member may place a hold on the book. All library users may request holds be placed on books that are checked out to other patrons; the checkout desk staff notifies the patron by email when a held item is available. The item is held for one week from notification before being reshelved.

### **Inter-Library Loan and Cooperative Circulation Agreements**

The Orbis Cascade Alliance collection serves as the first option for interlibrary loan of books and media for Library patrons. The Summit catalog at <http://summit.orbiscascade.org> allows requests directly from library users, and delivery by courier is generally in 2-3 business days. For items that are not available in the Orbis Cascade collection and for all articles, traditional interlibrary loans are available. Library users can request many items directly through online databases; look for "Interlibrary Loan" or "ILL" links within the databases. Otherwise, patrons can order materials through forms on the library's Web site.

In addition to ordering books to be delivered from the Orbis Cascade system, faculty may visit and borrow materials directly from all Orbis Cascade libraries by presenting their WOU I.D. card. Returns can be made directly or via the Orbis Cascade courier by returning the books to Hamersly Library. Note that the local area public library network, the Chemeketa Cooperative Regional Library Service (CCRLS), works on a different system and requires a separate library card.

### **Library Instruction and Library Tours**

[www.wou.edu/provost/library/instruct/faculty\\_index.php](http://www.wou.edu/provost/library/instruct/faculty_index.php)

We offer live instruction sessions on finding information, research fundamentals, and library resources. In addition, we collaborate with you (WOU faculty) to offer live instruction sessions on library resources tailored to your specific course content.

Can't fit a live library session into your busy course schedule? We can create online class research guides customized to fit your specific class assignments and research projects.

Class Research Guides are housed on the library webpage and can be linked into your WOU Online (Moodle) course pages.

Would you like your students to be more familiar with a specific article database or other research tool? Want them learn how to use a new Web 2.0 technology? We can create custom online tutorials to meet your needs.

Tutorials are housed on the library webpage and can be linked into your Class Guide or WOU Online (Moodle) course pages.

Want to schedule a live library session, have a Class Research Guide created for your course, or need a custom research tutorial? Contact Robert Monge—Instruction and Outreach Librarian via 503-838-8887 or E-mail [monger@wou.edu](mailto:monger@wou.edu) for further information.

### **Reference and Information Service**

Reference librarians offer in-person, email, instant message, and telephone assistance. Appointments can be arranged for in-depth research help. The library holds a strong reference collection of current, general and specialized reference resources and indexes, both in print and in electronic format, to assist faculty

with research and instruction needs. For telephone reference assistance, contact the reference librarian on duty (503-838-8899). For email reference assistance, send requests to [refdesk@wou.edu](mailto:refdesk@wou.edu). See the library homepage for IM information.

### **Reserve Policies**

The library places required class readings on reserve at the checkout desk or online through eReserves. These items may include library materials, personal materials of faculty members, and copyright-cleared articles. Both print and electronic materials are searchable via WOLF (the online catalog) by faculty name or by course number. Reserve Request forms are available at the checkout desk; printable forms are available on the library's Web site, along with more information about reserves. The Reserves Coordinator can be reached at [reserves@wou.edu](mailto:reserves@wou.edu).

## **OFFICE OF INSTITUTIONAL RESEARCH AND SPONSORED PROJECTS**

The Office of Institutional Research and Sponsored Projects (OIRSP), housed within the Teaching Research Institute in Todd Hall, supports Western Oregon University's efforts to provide timely and accurate institutional data and information, as well as support for the advancement of academic initiatives, faculty research, institutional collaborations and community partnerships by assisting faculty, staff and administrators in their endeavors to obtain extramural funding.

### **INSTITUTIONAL RESEARCH**

As a repository of information, the primary role of institutional research is to collect, summarize, analyze and report institutional data on students and faculty, educational programs, and administrative and support services. These activities provide accurate and timely information to support the planning and decision-making activities of the President, Vice Presidents, Provost and Deans of WOU. Institutional Research also responds to a variety of private, state and federal reporting demands by gathering and reporting official information to the University community, and when appropriate to external agencies and the Oregon University System [http://www.wou.edu/provost/oirsp/ir\\_home.php](http://www.wou.edu/provost/oirsp/ir_home.php)

### **SPONSORED PROJECTS**

The primary role of Sponsored Projects is to provide WOU administrators, faculty and staff with technical assistance and professional development to expand current institutional and faculty research, contract and grant activities. This includes identifying new funding sources; conducting grant and foundation searches; assisting faculty, staff and administrators in conceptualizing, developing and submitting proposals to a variety of funders; budget planning and management; providing technical assistance and/or direct assistance in research and evaluation design; and managing the multitude of local, state and federal legal and fiscal requirements for post-award grants administration. All extramural grants and contracts are to be coordinated through the Sponsored Projects' office. Institutional procedures for applying for a grant are located on the Sponsored Projects' website. <http://www.wou.edu/provost/oirsp/sponsored.php>

### **INSTITUTIONAL RESEARCH BOARD (IRB)**

The purpose of IRB oversight of research is to assure the protection of both the research participants and the researcher. The research community has a responsibility to ensure that the treatment of human participants in research meets the highest ethical standard. If the proposed research activity involves human participants and may contribute (e.g., through publication, presentation, or dissemination outside the WOU community) to "generalizable knowledge", then the activity will require review and approval by the WOU Institutional Review Board (IRB) before any recruitment or research involving human participants may begin. IRB review and approval is required for all research projects involving human participants, regardless of the source of funding, for the project or the level of risk posed to participants. Additionally, if an institution, such as WOU, receives federal funding for research, it must commit itself

in writing to protect those subjects. Failure to do so could lead to the institution losing its federal funding. The IRB procedures and application are located at <http://www.wou.edu/irb>.

## **PHYSICAL PLANT SERVICES**

### **KEYS**

Each faculty member receives minimally a key to his/her office and, at the discretion of the authorizing official, a key or door fob to the building in which the office is located. Requests for keys are made

through the building authorizing official. Keys are checked out at no charge through the Campus Key and Lock Services Shop located at the Physical Plant.

Keys are not to be duplicated and are to be returned to the Campus Key and Lock Shop when they are no longer needed due to an office move or an employee leaving employment with WOU. Keys are numbered and tracked to each individual and an annual inventory of all keys is made each spring. In case a key or keys are lost, Campus Public Safety should be notified immediately. Any key-holder who loses a key will be charged a key loss penalty in relation to the key type.

### **OCCUPATIONAL / ENVIRONMENTAL SAFETY**

It is particularly important that all University faculty, staff and students comply with the following rules that are part of the State of Oregon fire codes, OR-OSHA and DEQ regulations:

1. Smoking is prohibited in all campus buildings, including a minimum of 10-feet or otherwise posted distance outside all building entrances/exits, windows that are designed to open and ventilation air intake vents as described under ORS 433 835-870 "Oregon's Smoke free Workplace".
2. All employees are required to receive OSHA's "Hazard Communication Training" for knowledge of chemicals in their work environment and their hazards.
3. Any employee needing the use of a respirator must complete the required OSHA Respirator Protection Program and fit testing.
4. All employees whose job may place them in contact with human body fluids are required to complete OSHA's Blood Borne Pathogens training.
5. No employee shall dispose or release any hazardous chemicals through the sewer system, storm drains and/or air. Contact Occupational / Environmental Safety for proper disposal.
6. All department chemicals must be labeled and have the appropriate Material Safety Data Sheet (MSDS) logged in their departments MSDS book. Send a copy of the MSDS to Campus Public Safety for their recordkeeping and which allows accessibility 24/7 in the event of an emergency.
7. All departments who purchase chemicals are encouraged to purchase non-hazardous chemicals whenever possible.
8. All chemicals are to be stored and disposed of as required of OSHA and DEQ regulations.

### **SURPLUS EQUIPMENT, FURNISHINGS, AND SUPPLIES**

Both University policy and state law provide that the sale or disposal of any University property must be processed according to the procedures developed by the state for such purposes. Authorization for disposal either by sale or by gift, rests with the Director of Business Services. Any person who makes an unauthorized disposal is committing an unlawful act and may be subject to prosecution and disciplinary action. For additional information, contact the Stores Office at the Physical Plant.

## **SERVICE LEARNING AND CAREER DEVELOPMENT**

The Office of Service Learning and Career Development is located in the Werner University Center.

Services include:

- Current on-campus, off campus, fulltime, part-time, work-study and non work-study job postings
- Internship opportunities and information
- Alternative break trips
- Short-term and long-term volunteer opportunities
- Mock interview sessions
- Job search coaching
- Career and internship fairs
- Choosing a major or career-field consultations and assessments
- Job shadow and informational interviewing resources
- Resume critiques
- Graduate school admissions preparation programs
- Connections to recruiters
- Many more experiential learning opportunities

Students are encouraged to take advantage of the following services:

- Career advising: qualified personnel to help in decision-making and planning; aids for self-assessment of skills, interests and values.
- Career programming: scheduled events throughout the year designed to raise the awareness and knowledge of career-related issues and occupational opportunities.
- Job search skills development: seminars on job search topics, mock interview opportunities and a convenient resume critique service.
- Career exploration opportunities: centralized location for job shadow, internship and summer jobs resources and opportunities.
- Career resource library: books, periodicals, directories and other references on career development topics; occupations; job search topics; employer information; and full-time, summer job and internship clearinghouse.
- Annual job and career fairs: opportunity to learn of full-time, summer and internship career opportunities and interview with employers at the annual OLAPC Jobs Fair
- Employer recruiting: centralized location for career-related full-time, part-time, summer and internship openings; interview opportunities with campus recruiters; electronic job listing access through Woflink ([www.wou.edu/woflink](http://www.wou.edu/woflink))

## **UNIVERSITY ADVANCEMENT**

### **GIFTS AND BEQUESTS**

The University from time to time, particularly through the WOU Foundation, receives gifts and bequests. As a protection to the donor, the faculty or staff member receiving the gift, and the University, it is WOU's policy that all such funds, or other items of value, are to be handled through the WOU Foundation. The foundation, when designated, will act as the trustee of those funds designated for specific purposes and disburse them as specified by the donor.

No funds belonging to any element of the University are to be kept in non-university bank accounts or in cash, and no employee of the University is to solicit or accept funds intended to be handled in this manner. It should be noted that the foundation, not the University, has 501(C)(3) tax exempt status, and that problems could arise for donors who give directly to an unauthorized fund and then attempt to use those gifts as income tax deductions.

Solicitation of gifts and bequests are to be coordinated through the Vice President for University

*Revised: 21 Feb 2010*

Advancement so that potential donors to the University will not be inundated by conflicting and competing requests.

The above requirements are not intended to discourage faculty who may have, or believe they may have, an opportunity to secure financial aid for some aspect of the University or its program. Rather, it is in response to the realities and complexities of federal and state tax laws, directives, and policies; the fiduciary responsibilities of those controlling assets that do not belong to them; and the need for the most effective and efficient approaches to those who are potential donors. The foundation office is most willing to work with faculty to assure that all interests are cared for properly.

## **PUBLIC RELATIONS AND COMMUNICATIONS**

The Office of Public Relations and Communications has responsibility for approving all University publications intended for external audiences. Departments may develop their own publications, but will need approval from this office prior to printing and distribution. This includes newsletters, brochures, posters, and flyers.

This office also distributes news, cultivates opportunities for press coverage, arranges interviews and photography, and serves as the University's liaison for the local, regional, and national media. The office is the central clearinghouse for all news bulletins and official statements about the University. All official releases of news and information are to be channeled through this office.

### **Official Spokesperson in the Event of an Emergency**

The director of public relations and communications, in close coordination with the President, acts as the official spokesperson to the press. In the event of an emergency or crisis, the President, or the President's chosen representative, through the Office of Public Relations, will be the official spokesperson. **Extension-+: 8-8349**

In the event of an emergency or crisis, the Office of Public Relations will see that the media get the facts quickly and accurately. It is wise and in the best interest of the students, faculty, staff, and university to coordinate consistent and accurate communications. It also allows the area involved to deal with the emergency at hand and channel all media contact through a central location.

Faculty and staff are asked to keep the Office of Public Relations fully informed of information pertaining to, or leading up to, an emergency or crisis situation. When an emergency occurs, contacts should be made immediately with: a) Campus Public Safety when appropriate, b) the individual's supervisor, and c) the public relations officer. Public Relations personnel will then be able to advise as to the best procedures for good coverage and the timely and appropriate release of news.

### **Faculty Experts**

The Office of Public Relations receives requests from reporters seeking information for stories and experts to interview. Public Relations may call on you to be a source for a reporter. The office maintains a list of faculty by area of expertise. Participation is optional. If the media contacts you directly, please call this office before responding; if appropriate, provide background, and look for clips when stories appear.

## **UNIVERSITY COMPUTING SERVICES**

The mission of the department is to support the strategic mission of Western Oregon University. UCS maintains a commitment to service with a focus on supporting the effective integration of technology into the academic and administrative life of the institution while keeping campus user technology current and

easy to use.

## COMPUTING SERVICES

University Computing Services (UCS) is responsible for a variety of areas:

- Computer labs and classrooms – Computer labs, classrooms and offices are located throughout campus. The main computer lab (located in APSC) is generally open from 7 a.m. until 1 a.m. Monday through Thursday with reduced hours on weekends and at the beginning of the term. The computer classrooms are equipped with instructor stations, overhead projection units and other up-to-date instructional technologies. These classrooms are scheduled through the lab manager. Software applications for classes are made available throughout campus. UCS works with campus to set goals to add smart classrooms, which entails planning room layouts and equipment needed for each room. *Classroom Services* schedules and delivers classroom equipment such as projectors, DVD players, and other audio visual equipment to classrooms for instructional use.
- Campus network services – UCS promotes the Acceptable Use Policy for all network users and monitors fraudulent activity. *Residential Computing* provides services and support for all residence hall networking, assisting students with computer issues.
- BANNER Systems (SIS/FIS/HRIS) – The BANNER Systems process student data, financial data and Human Resources data. It is from this system that most of the data is captured for reporting on various functional units across campus.
- Purchasing and maintenance of campus computing hardware and software – Common software is made available to faculty, students, and staff via the network. Software support for most applications used in classes and offices is available. Computers, related equipment and software *must* be ordered through UCS to ensure university-wide compatibility, compliance, effectiveness and efficiency.
- Programming Support – Programmers are available to work with departments across campus to provide programs and processes for integrating IT applications, processes and hardware that will increase efficiency and effectiveness.
- Service Request Desk – UCS provides 24/7/365 support via the *Service Request Desk*. The SRD, which can be reached at (503) 838-8925, coordinates with UCS technicians who assist in problem resolution with both hardware and software.
- Network Services and Fees – Faculty members will submit a request for wired, wireless and bundle services to their respective dean.

## TELECOMMUNICATIONS

Telecommunications provides telephone services and network data connections to the WOU campus. They are located in the ITC Building, Room 009 and are open Monday through Friday, 7:30 a.m. to 4:30 p.m. They install and maintain the hardware for the wireless system on campus.

Telecommunications maintains a database for tracking cable information for phone moves and changes. They are responsible for adding new telephone lines and network connections, moving lines (both phone and network) and disconnecting services – including any repairs that arise. Also provided are long distance services, voice mail services and assistance, telephone training, video conferencing to other OUS schools, speakerphones and an online directory service (in addition to an annual printed directory). Telecommunications monitors these systems and is responsible for billing for phone, network, wireless and long distance services.

## VIDEO PRODUCTION SERVICES

Video Production Services (VPS) provides a variety of video services. The Production Studio is located in ITC Room 005. VPS provides video conferencing, satellite down linking, duplication services (VHS, DVD and international format conversion), and captioning, video production and WIMPEG services. Captioning can be provided for campus clients providing advice to help coordinate with third parties. VPS

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tapes many campus lectures and events (including some athletic activities). WIMGPEG is a partnership with WOU and the cities of Monmouth and Independence and assists in providing technical operation and management of the community channel access.

## **WERNER UNIVERSITY CENTER**

The Werner University Center serves as the community center for the faculty, staff, students, alumni, and guests of the University. Services are available to faculty such as meeting rooms, catering, facility scheduling, stamps, ATM bank machines and a variety of student affairs offices. Food service areas feature specialty items such as espresso, and deli sandwiches. Many major departmental events are held within the Werner University Center including the Faculty Senate meetings.

### **SCHEDULING OF FACILITIES**

All non-class activities must be scheduled through the facilities coordinator who then contacts the responsible person. No commitments for space and services are to be made to anyone until approval has been received from the coordinator.

[http://madison.wou.edu:8080/astraweb/index.jsp?start\\_page=home.htm](http://madison.wou.edu:8080/astraweb/index.jsp?start_page=home.htm)

## **EMERGENCY CLOSURES OF THE UNIVERSITY**

Announcement of cancellation of classes throughout the University because of an emergency involving a hazard to the health or safety of students and staff will be made over local area radio and television stations; posted on the WOU website; and, through WOU Alert system. The decision to close will be made by the ranking administrative officer available to the campus after consultation with the appropriate public safety, physical plant, and faculty members.

It should be noted that the most likely cause of closure is hazardous weather conditions that make any travel dangerous. The University may close during the course of the day, if conditions warrant, allowing students and staff to return home safely. Should the University close, it will not reopen until the following day. If the campus remains open but faculty members are unable to hold classes due to their inability to travel to Monmouth, they are to notify their division chair.

[http://www.wou.edu/admin/hr/inclement\\_weather\\_guidelines.php](http://www.wou.edu/admin/hr/inclement_weather_guidelines.php)

Faculty with nine-month appointments will not be expected to make up time lost by closure unless the University extends the academic term to compensate.

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY AND PLAN**

WOU acknowledges its legal and moral responsibility to insure equal employment without regard to perceived race, creed, color, ethnicity, national origin, sexual orientation, gender identity, age, disability, marital status, religious affiliation, or inclusion in any group or class against which discrimination is prohibited by state or federal law.

Affirmative action will be utilized to insure the complete implementation of the above policy. These action policies are to be brought regularly to the attention of all personnel. This action includes, but is not limited to, the following:

- a. Utilization of all sources of applicants to insure equal consideration of qualified individuals for all

- segments of the community;
- b. equal consideration of all qualified employees in the areas of promotion, transfer, and training;
  - c. cooperation with authorized individuals responsible for administering federal and state laws and regulations in the areas of equal employment opportunity and fair employment practices, and so advertising on its employment opportunities notifications; and
  - d. within institutional resources, provision of maximum opportunity to employees to enhance their skills to enable them to reach their full potential.

By implementing the above policies, WOU intends to utilize more fully the skills and potential skills of well-qualified individuals to the mutual advantage of the University and its employees. In achieving the objectives of these policies, WOU will periodically review the administration of the policies and, where deemed necessary, will implement changes to eliminate any possibility of illegal or improper discrimination against employees or prospective employees.

### **AFFIRMATIVE ACTION**

The first comprehensive Affirmative Action Plan for WOU, known as Oregon College of Education at the time, was written in 1975. The University readopted a plan in 1976, placing the affirmative action goals and policies into that document. The Affirmative Action Plan for WOU has been developed over several years and has involved cooperative efforts of faculty, students, and administrators. The purpose of the plan is to insure that WOU has a program to facilitate equal employment opportunity as well as to review policies in terms of compliance with the various federal and state non-discrimination legislations.

### **Non-Discrimination Legislation and Orders**

1. Executive Order 11246, as amended by EO-11375, requires institutions accepting federal funds to take affirmative action to increase employment opportunities for minorities and women.
2. The Vietnam Veterans Readjustment Assistance Act of 1974 prohibits discrimination against disabled Vietnam-era veterans.
3. Section 503 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.
4. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination on the basis of race, color, religion, national origin, and sex.
5. Equal Pay Act of 1963, as amended by the Education Amendments of 1972, prohibits discrimination on the basis of sex.
6. Age Discrimination in Employment Act prohibits discrimination on the basis of age for those between 40 and 70 years of age.
7. ORS Chapter 659 prohibits discrimination on the basis of race, religion, color, sex, marital status, national origin, age, and handicap.
8. The Civil Rights Act (Title VI) prohibits discrimination based on race, color, and national origin in all federally-assisted programs.
9. The Equal Education Opportunities Act of 1974 prohibits state and local governments from denying equal education opportunity to an individual based on race, color, sex or national origin.

### **Policy Regarding Affirmative Action**

WOU emphasizes its commitment to the spirit of affirmative action and, by using the availability data, has set down goals to correct any under-utilization. The University intends to use the Affirmative Action Program, under the guidance of an affirmative action office, to provide equal opportunity in employment. A biennial update of availability and utilization serves to insure that the policies and practices of the University are resulting in progress toward meeting the ultimate goals of equal opportunity. The success of the affirmative action plan depends upon the understanding and support

of the University's affirmative action policy, both the intent and procedures involved in its implementation, by the campus community.

WOU's plan for affirmative action includes the following action steps:

1. A policy statement.
2. Procedures for the internal and external dissemination of information concerning the plan to all concerned individuals and bodies.
3. An assignment of responsibilities for implementation of the affirmative action plan.
4. A utilization analysis consisting of a workforce analysis, job group analysis, and an availability analysis.
5. The identification of problem areas, with the establishment of goals and time tables to overcome these problems.
6. The establishment of programs to achieve the goals and objectives of the plan.
7. Methods and frequency of monitoring and evaluation reports to identify successes and problems of goal achievement.
8. Procedures for handling equal opportunity and sexual harassment complaints.
9. Procedures for recruiting, hiring, insuring a harassment-free environment, and making reasonable accommodations for disabled employees.

### **Grievance Procedure for Discrimination Complaints**

The University has established a specific procedure to be used in resolving complaints alleging discrimination or harassment on the basis of perceived race, creed, color, national origin, ethnicity, sexual orientation, gender identity, age, disability, marital status, or religious preference. The grievance procedure is open to all employees, applicants, students, except as stated in collective bargaining agreements of the Service Employees International Union and the American Federation of Teachers or the Administrative Rules 580-15-090 ET SEQ.

### **Responsibilities for Implementation of the Plan**

The President of WOU has ultimate responsibility for the Affirmative Action Program of the University. By appointment of the President, the affirmative action officer (AAO) is responsible for the coordination of the implementation of the program. The Provost, after conferring with the AAO, has specific responsibility for the implementation of the Affirmative Action Program for unclassified personnel including, but not limited to, recruiting, hiring, promotion, and training. The Executive Vice President Finance and Administration, after conferring with the AAO, also has specific responsibility of advising all contractors providing goods/services to the University of the institution's Affirmative Action Program and the responsibility for insuring that such contractors, if not exempt, have appropriate affirmative action programs.

Copies of the complete Affirmative Action Plan, with appendices, are kept on file in the Human Resources Office and the Library. Employees can make use of these copies or they can access the document on the WOU website to inform themselves of the full details of the Affirmative Action Plan, the elements of which have only been outlined above.

[http://www.wou.edu/admin/hr/affirmative\\_action/](http://www.wou.edu/admin/hr/affirmative_action/)

## **ADHERENCE TO UNIVERSITY REGULATIONS**

The responsibility of faculty to adhere to university regulations is self-evident. An organization can operate effectively and consistently only if it has policies and rules to guide it and its members. This

Faculty Handbook is an attempt to summarize those regulations pertaining directly to the faculty and may not be specifically covered in the legal documents listed below. Each faculty member is responsible for knowing the regulations spoken of in the handbook and for making every reasonable effort to adhere to them.

[Reference the current Collective Bargaining Agreement](#)

*Reference: Oregon Administrative Rules – Oregon University System*

<http://arcweb.sos.state.or.us/banners/rules.htm>

*Reference: Oregon Revised Statutes [www.leg.state.or.us/ors/](http://www.leg.state.or.us/ors/)*