

OAKWOOD UNIVERSITY

ADMINISTRATIVE POLICY MANUAL

2010



TABLE OF CONTENTS

GENERAL ADMINISTRATION TABLE OF CONTENTS

ADMINISTRATIVE ORGANIZATION AND RESPONSIBILITIES

Mission Statement	GA-5
Board of Trustees	GA-7
The Presidency	GA-11
University Officers	GA-12
Directors/Leaders	GA-15
Philosophy Statement and Guidelines for University Committees	GA-16
Committee Organization	GA-22

ADMINISTRATION COMMITTEES

Admissions Committee	GA-24
Affirmative Action Committee.....	GA-25
Budget Review Committee.....	GA-26
Commencement Committee	GA-27
Institutional Effectiveness Committee	GA-28
Judiciary Committee.....	GA-30
President’s Council.....	GA-31
Public Safety Committee.....	GA-32
Registration Committee.....	GA-33
Spiritual Life Committee.....	GA-34
Strategic Planning Committee.....	GA-35
Student Financial Aid Appeal Committee.....	GA-37
Student Services Committee.....	GA-38

MAJOR FACULTY STANDING COMMITTEES

Academic Policies Committee	GA-39
Arts and Lectures Committee	GA-41
Bulletin Committee	GA-42
Citation and Recognition Committee	GA-43
Committee on Scientific Misconduct	GA-44
Faculty Development Committee.....	GA-45
Faculty Senate	GA-46
General Education Program Committee.....	GA-50
Hearing Committee	GA-51
Institutional Review Board for Human Subjects.....	GA-52
Library Services Committee.....	GA-53
Monitoring Student Academic Progress Committee	GA-55
Oakwood University Animal Care and Use Committee	GA-56
Program Review Committee	GA-58
Rank and Tenure Committee.....	GA-59
Research and Publications Committee	GA-61
Student Honors Committee	GA-62
Teacher Education Committee	GA-63

OTHER MAJOR STANDING COMMITTEES

Athletic Committee	GA-64
Dean's Council.....	GA-66
Development Council.....	GA-67
Facilities Committee.....	GA-68
Grants Screening Committee.....	GA-70
Honorary Doctorate Selection Committee	GA-72
Intellectual Property Committee.....	GA-74
Investment Committee	GA-75
Land Development Committee.....	GA-77
Property Assessment Committee.....	GA-78
Retention Committee.....	GA-80
Special Events Coordinative Committee.....	GA-82
Staff Advisory Council.....	GA-83
Student Enrollment Services Committee.....	GA-85
Technology Advisory Committee	GA-86
Trusts Committee	GA-87

GENERAL ADMINISTRATIVE POLICIES

Aids Policy	GA-91
Accidental Exposure to Body Fluids/Blood: Nursing Program	GA-94
Building/Faculty Authority	GA-95
Civil Disturbance.....	GA-97
Contractual Agreements	GA-99
Convicted Offenders Policy	GA-102
Disaster Preparedness Plan.....	GA-103
Diversity	GA-109
Emergency Alert Notification	GA-110
Facility Naming Policy.....	GA-112
Fire	GA-114
Flag Display and Etiquette	GA-115
Handling Allegations of Scientific Misconduct	GA-116
Honorary Doctoral Degree	GA-121
Identification of Buildings and Other Facilities	GA-123
Institutional Review Board for Human Subjects.....	GA-124
Intellectual Property	GA-144
Intercollegiate Athletic Program	GA-151
Mailings: External Constituencies, Coordinating Requirements and Procedures.....	GA-152
Mission Statement Development.....	GA-153
Music Protocol	GA-155
Music Travel.....	GA-157
Oakwood University Animal Care and Use Policy	GA-159
Posters; Displays: Approval and Authorization for.....	GA-161
Programs and Operating Bulletins: Reductions in	GA-162
Smoking.....	GA-163
Strategic Planning.....	GA-164
Surveys and Reports: Requests from External Sources.....	GA-166
University Stationary.....	GA-167
Volunteer Groups: Approval, Staffing and Solicitation Policies.....	GA-168

Literature Evangelist Training Center (LETC)

LETC	GA-169
Student Literature Evangelists.....	GA-171
Preparation for Literature Evangelist Campaigns	GA-174
HANDBOOK AND MANUALS	
University Handbook Organization.....	GA-177
Standard for the Policy Manual.....	GA-178
Administrative Policy and Procedures Development Protocol.....	GA-180
Regulatory Documents	GA-182
Document Identification System	GA-184
ACCREDITATION POLICY	
Accreditation Notification	GA-185
GLOSSARY	
Glossary.....	GA-186

ACADEMIC AFFAIRS TABLE OF CONTENTS

ACADEMIC ORGANIZATION AND ADMINISTRATION

University Academic Organization	AA-4
Faculty of the Academic Division	AA-5
Faculty of Departments	AA-6
Appointment to the Faculty	AA-8
Department Chairperson.....	AA-10
Academic Administrative Appointments	AA-12
Review and Evaluation of Educational Units.....	AA-14
Sponsored Research Stipends.....	AA-17

FACULTY ACADEMIC AFFAIRS

Definition and Classification of Faculty.....	AA-18
Academic Rank	AA-20
Faculty Appointment/Reappointment Processes	AA-24
New Faculty Orientation	AA-32
Faculty Evaluation.....	AA-33
Grievance Procedures.....	AA-38
Professional Development.....	AA-39
Recognition of Faculty	AA-45
Responsibilities and Duties of Teaching Faculty	AA-46
Responsibilities of Field Supervisors	AA-48
Faculty Load	AA-50
Outside Employment	AA-52
Load Reduction Criteria.....	AA-53
Faculty Absences/Leaves/Trips	AA-55
Dismissal and Suspension	AA-56
Bylaws: Faculty Assembly.....	AA-59
The Faculty Senate	AA-61
Academic Freedom and Responsibility.....	AA-62
Course Rosters.....	AA-65
Syllabi.....	AA-66
Class Schedules	AA-67
Textbooks	AA-68
Academic Integrity	AA-69
Library.....	AA-70

STUDENT ACADEMIC AFFAIRS

Student Grievances.....	AA-74
Plagiarism and Cheating.....	AA-76
Institutionally Administered Testing.....	AA-78
Academic Credit and Challenge Exams	AA-80

PLANNING AND ASSESSMENT

Assessment and Evaluation of Student Learning	AA-87
Institutional Assessment and Evaluation	AA-92
Planning and Evaluation.....	AA-94
Student Development and Outcomes Surveys.....	AA-96
Assessment of Faculty Research and Scholarly Activities.....	AA-99

MISCELLANEOUS

Archival Materials AA-100
Continuing Education Unit Guidelines AA-103
Endowed Professorial Chair AA-105
History Museum: Security Controls and Responsibilities for Authorized Events AA-106
Library Collection Development – Weeding Policy and Procedures AA-108
Library Gift Policy AA-111
Distance and Correspondence Education Policy AA-114

ADVANCEMENT AND DEVELOPMENT TABLE OF CONTENTS

ADVANCEMENT AND DEVELOPMENT

Code of Ethics and Conduct: Donor and Prospect Information	AD-3
Gifts	AD-5
Endowment Statement.....	AD-8
Establishing Endowed Chairs and Funds	AD-9
Facility Naming Policy.....	AD-12
Oakwood University Presidential Honors Scholarship	AD-14
Standards of Professional Practice	AD-15
UNCF/OU – National and Local.....	AD-17

ALUMNI RELATIONS

Alumni Association.....	AD-18
-------------------------	-------

INFORMATION TECHNOLOGY

Overview of Computer User	AD-19
Copyright and Compliance.....	AD-20
Individual Rights	AD-21
Individual Responsibilities	AD-22
Sanctions	AD-24
Local Area Network & Wireless Access.....	AD-25
Social Network On The Internet.....	AD-28
Authorized Use of Administrative Systems	AD-30
Password.....	AD-31
Website.....	AD-32
Electronic Mail.....	AD-34
Technical Service & Support.....	AD-35
Computer Purchase & Replacement.....	AD-36
Telephone Services	AD-39
Voice Mail System	AD-40
Telephone Repairs	AD-42
Procedure for Changing Telephone Services	AD-43
Telephone Wiring.....	AD-44
Long Distance.....	AD-45
Training for Telephone Services	AD-46
Technology Training	AD-47
Media Services	AD-48
CATV Services.....	AD-49
Surplus Properties.....	AD-50
Help Desk.....	AD-51
Acquisition of Donated/Surplus Equipment.....	AD-52

PUBLIC RELATIONS

Advertising.....	AD-53
Business Cards	AD-54
Operation.....	AD-55
Media Relations.....	AD-56

Proactive Public Relations in Tragedy, Death, or Controversy AD-57

FINANCIAL AFFAIRS TABLE OF CONTENTS

ACCOUNTING

Accounting Office Requisition Processing.....	FA-5
Accounting for Grants and Contracts	FA-7
Bank Reconciliation	FA-8
Cellular Phones.....	FA-9
Fixed Assets	FA-12
Money Collection	FA-14
Petty Cash.....	FA-17
Travel Policy	FA-18
Travel Reports	FA-22

BUDGET

Budgeting Process	FA-23
Budget Reports and Control	FA-25

DEPARTMENTS

Public Safety.....	FA-26
Mailroom Internal	FA-30
Physical Plant Gasoline Allowance	FA-32
Physical Plant Tool Maintenance	FA-33
Physical Plant Work Hours	FA-34
Physical Plant Conflict of Interest	FA-35
Transportation	FA-36
Warehouse Operating	FA-37

FAMILY HOUSING

Mission of Oakwood University Family Housing.....	FA-39
Rent	FA-44

FINANCIAL AFFAIRS

Fraudulent Financial Activities	FA-45
Medical Transportation Policy & Procedure	FA-47

FINANCIAL AID

Financial Aid	FA-49
Available Funds.....	FA-56
Coordination of Institutional Sources of Student Aid	FA-57
Credit Balances.....	FA-58
Federal Family Educational Loan Program—For Loan Cancellation Opportunity	FA-59
Handling of Overpayment of Awards	FA-60
Management of Data	FA-61
Program Audits and Program Reviews	FA-62
Refund	FA-63
Refund Allocation	FA-64
Repayment.....	FA-65
Satisfactory Academic Progress	FA-66
Student Appeals Process to the Financial Aid Committee	FA-68

Student Consumer Information Requirements	FA-69
Use of Professional Judgment	FA-70
Verification of Data	FA-71
INVESTMENTS	
Investment Policy Statement	FA-72
PAYROLL	
Schedule: Work Periods, Definition for Payroll, and Overtime Compensation	FA-86
PURCHASING	
University Purchasing System	FA-88
Vendor Payments	FA-90
MISCELLANEOUS	
Endowment Internal Funding	FA-91
IRS Identity Number: Restrictions	FA-92
Preservation of Financial Records	FA-93
Vehicles	FA-94
STUDENT ACCOUNTS	
Refunds	FA-96
Student Accounts Fee	FA-97
Transcripts	FA-100
HUMAN RESOURCES	
General Administrative Information	
Americans with Disabilities Act (ADA)	FA-101
Drug-Free Workplace	FA-102
Equal Employment Opportunity	FA-106
Nondiscrimination and Affirmative Action	FA-107
Workplace Free of Harassment	FA-114
General Staff Information	
Authority for the Release of Employee Information	FA-116
Authorization to Hire	FA-117
Authorization to Terminate	FA-118
Conflict of Interest	FA-119
Faculty/Staff- Student Non-Fraternization Policy	FA-121
Hiring Procedure	FA-123
Internal Dispute Resolution	FA-126
Lifestyle	FA-128
Nepotism: Employment of Relatives	FA-130
Personnel Documents	FA-131
Financial Policies and Benefits	
Child/Elder Care	FA-132
Employee Clearance Procedure	FA-133
Family and Medical Leave Act	FA-134
Farewell Gifts	FA-137
Free Course: For Employees/Spouses	FA-138

Funeral Leave	FA-139
Holiday Pay for Personnel Whose Workday Falls on an Official Holiday	FA-140
Meal Plan.....	FA-141
Moving and Travel	FA-142
Official Holiday Schedule	FA-144
Performance Evaluations.....	FA-145
Personal Leave	FA-147
Sick Leave	FA-148
Vacation Accrual for Employees with Prior Denominational Experience.....	FA-149
Vacation Leave.....	FA-150
Workers' Compensation.....	FA-152

GOLF CARTS

Golf Carts	FA-154
------------------	--------

PROVOST TABLE OF CONTENTS

PROVOST

Quality Assurance..... PV-3
School Closure/Severe Weather Procedure..... PV-4
Suggestion Box..... PV-6
Customer Care and Complaint Resolution..... PV-7

STUDENT ENROLLMENT SERVICES TABLE OF CONTENTS

STUDENT ENROLLMENT SERVICES

Student Enrollment Services	SE-3
-----------------------------------	------

CENTER FOR ACADEMIC SUCCESS

Center for Academic Success	SE-4
Academic Probation	SE-7
Suspension.....	SE-8
Dismissal	SE-9

ENROLLMENT

Academic Scholarship Program	SE-10
Academic Status	SE-13

RECORDS

Course Numbering	SE-15
Degrees and Certificates.....	SE-16
Enrollment Verification and Entrance.....	SE-18
Family Educational Rights and Privacy Act Student Records	SE-21
Grades/Instructional Reports	SE-26
New Courses and Course Changes.....	SE-28
Publication of Course Descriptions	SE-29
Student Records.....	SE-30
Determination of Credit Hours.....	SE-32

STUDENT SERVICES TABLE OF CONTENTS

CODE OF STUDENT CONDUCT

The Oakwood Man/Woman SS-4
Code of Student Conduct..... SS-8

DISCIPLINARY POLICIES

Philosophy of Redemptive Discipline SS-12
Disciplinary Sanctions..... SS-14
Students’ Right to Appeal SS-17
Rules of Departure..... SS-19

STUDENT LIFE

Attendance at Chapels and Assemblies SS-20
Citizenship Review..... SS-22
Students with Disabilities..... SS-23
Student Health Rights and Responsibilities SS-24
Medical Insurance SS-25
Medical Housing Requests SS-26
Motor Vehicles..... SS-27
Public Notices..... SS-29
Right to Discussion SS-30
Selling/Soliciting on Campus SS-31
Student Identification Card..... SS-32
Student Records..... SS-33
Withdrawal Procedures SS-34

RESIDENTIAL LIFE

Housing Policy SS-35
Residential Philosophy and Rights of Students SS-37
Campus Housing for Winter/Summer Breaks SS-38
Campus Leaves..... SS-39
Residential Life SS-41

STUDENT ORGANIZATIONS

Student Organizations SS-44
United Student Movement (USM) SS-46

CAREER DEVELOPMENT AND TESTING

Career Development and Testing SS-48
Examination Policies SS-49

HEALTH AND COUNSELING SERVICES	
Immunization Requirements	SS-50
SPIRITUAL LIFE	
Office of Spiritual Life	SS-52
Student Missions	SS-53
STUDENT EMPLOYMENT	
Office of Student Employment Program (OSE).....	SS-55
LEGAL ISSUES	
Harassment-Free Policy.....	SS-58
Oakwood University Counseling Center Mandatory Alcohol or Other Drug Referral.....	SS-62
Statement On A Drug-Free Campus.....	SS-65
MISCELLANEOUS	
Oakwood University Student Memorial.....	SS-66