

OAKWOOD UNIVERSITY

ADMINISTRATIVE POLICY MANUAL

2010



GENERAL ADMINISTRATION SECTION

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	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	GA-102
Disaster Preparedness Plan	GA-103
Diversity	GA-109
Emergency Alert Notification.....	GA-110
Facility Naming	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	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

Document Title: MISSION STATEMENT
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2009][] [] [] **Revision Dates** [] **Replacement** [] **Addition**

OAKWOOD UNIVERSITY MISSION

Oakwood University, a historically Black Seventh-day Adventist institution of higher learning, provides quality Christian education that emphasizes academic excellence; promotes harmonious development of mind, body, and spirit; and prepares leaders in service for God and humanity.

GOALS:

1. **Spiritual Vitality:** Promote a Christ-centered, Seventh-day Adventist worldview.
2. **Educational Excellence:** Demonstrate academic excellence in teaching and learning.
3. **Nurturing Environment:** Facilitate a supportive environment that is sensitive to the needs of students and all other constituents.
4. **Operational Efficiency:** Ensure efficient service and resource management.
5. **Resource Development:** Provide sufficient financial resources to support all aspects of the institution.
6. **Institutional Relations:** Enhance the reputation and relationships of the institution.
7. **Technology Leadership:** Maintain a technologically progressive campus.

VISION:

Oakwood University graduates are leaders in service to God and humanity.

AIM:

Education, Excellence, Eternity

MOTTO:

Enter to Learn; Depart to Serve

ACHIEVING OUR MISSION AND GOALS

The achievement of our mission and goals requires the commitment of our faculty, staff, administration, students, alumni and Church.

1. Our Faculty, Staff, and Administration

Our faculty, staff, and administration, through education, research, and service, create a stimulating environment for our students. They contribute to the development of new understandings in their chosen fields. They demonstrate both Christian values and competence in their service, scholarship and instruction, nurturing the intellectual curiosity of students, facilitating their development into active, independent, life-long learners, and encouraging the development of a personal Christian faith that directs decision-making and relationships.

2. Our Students

Our students, in the pursuit of higher education at this institution, demonstrate their desire to learn in a Christian environment and their determination to succeed in the career of their choice. They are the primary recipients of an educational process that facilitates the integration of faith and learning, and enables them to acquire the foundation knowledge, skills, values, and attitudes appropriate for their chosen professions and their personal commitments.

3. Our Constituents

The university has a specific collaborative relationship with the Board of Trustees, alumni, and other supporters in promotion of the goals, aims, and mission of the institution to provide higher education that combines excellent quality and spiritual vitality.

4. Our God and Our Church

We believe that all persons are children of God and called into friendship with Him. The university supports the global mission of the Seventh-day Adventist Church by responding to its need for skilled professionals and scholars. We strive to honor God and uphold the values of the Church and its commitment to awakening inquiry, promoting healthful living, and spreading the good news of a loving God contained in the gospel of Jesus Christ. The Church demonstrates its commitment to the success of the institution and its students through its service on the Board and through its financial support.

Document Title: BOARD OF TRUSTEES
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010][][] Revision Dates [] Replacement [] Addition

The Board of Trustees is elected by the membership of the constituency of the Oakwood University Corporation and has ultimate authority for governance of the University. The board bears the legal responsibility and exercises the authority.

MEMBERSHIP OF THE BOARD OF TRUSTEES

The membership of the Board of Trustees consists of thirty-seven (37) members who shall have full voting rights.

1. The following are Ex-officio members:

- The President, Secretary, and Treasurer, of the General Conference of Seventh-day Adventists [3].
- A Vice President of the General Conference designated by the General Conference President [1].
- The President of the North American Division of Seventh-day Adventists and one other officer [2].
- The President of Oakwood University [1].
- The President of the Southern Union Conference [1].
- Nine Regional Conference Presidents [9].
- The Regional Affairs Directors of the Pacific Union Conference and the North Pacific Union Conference [2].
- The President of the Adventist Healthcare System Sunbelt [1].
- The President of the National Alumni Association [1].

2. Additional members include:

- Eleven lay representatives shall be elected with representatives from the union territories of the North American Division, and may include a member of the Committee of 100 or similar organizations [11].
- One Pastor who is actively pastoring a congregation [1].
- Two additional Union Presidents from the North American Division of the General Conference of the Seventh-day Adventist Church [2].
- One additional at-large person shall be elected who may not be a member of the constituency [1].
- One young alumnus [1].

POWER AND RESPONSIBILITY OF THE BOARD OF TRUSTEES

In practice, the Board employs administrators to carry out the policies that it authorizes. It defines the areas of

responsibility which it retains to itself and the responsibilities and authorizations which it delegates either to University administrators or to the committees of the Board. Authority and responsibility are vested in the Board as a whole (not in individual trustees or groups of trustees) and are expressed in those actions that represent the majority opinion of the Board. The representative of the Board of Trustees to the University in its daily operations is the President of the University.

The general powers and duties of the Board of Trustees are as follows:

1. To maintain the University as a distinctively Seventh-day Adventist institution of higher learning and as an integral part of the Seventh-day Adventist Church in fulfillment of its teaching ministry.
2. To formulate and establish policies for the smooth running of the University and all its departments, functions, and operations.
3. To develop adequate financial support for the operation and development of the University and to oversee the financial stability of the institution, including the setting of salaries and other financial policies.
4. To select a president and officers of the University, and on the recommendation of the President and officers, other administrators, faculty, and staff.
5. To appoint an executive committee to be chosen from its own number to exercise powers and responsibilities in the interim between meetings of the Board.

The President and his/her staff are accountable to the Board of Trustees for administrative competence and for recommendation in governance and all areas of institutional policy and planning. However, the Board reserves to itself final authority for certain approvals, authorization, and controls as per the Oakwood University Bylaws.

EXECUTIVE COMMITTEE OF THE BOARD

The Board of Trustees appoints from among its members an executive committee, exercising all the authority of the full Board, assisting the President and officers of the University in their duties in the interim between meetings of the full Board of Trustees. Generally, its duties and responsibilities include the following:

1. Establishment or dissolution of departments and curricula.
2. Handling employment concerns/problems of faculty and staff.
3. Amending the Articles of Incorporation or Bylaws.
4. Authorizing the borrowing of money.
5. Performing other such duties and responsibilities as delegated to by the Board.

RESERVED AUTHORITY

The Board of Trustees reserves to itself final corporate authority in the following matters:

1. Establishing goals, philosophies, and objectives of the University.

2. Approving and providing finance for the long-range development of the University.
3. Authorizing the borrowing of funds or authorizing the Executive Committee to borrow within the guidelines established by the Board.
4. Selling or otherwise disposing of University-owned land and property which is used or occupied for its primary purpose.
5. Approving departments and curricula.
6. Appointing administrative and academic personnel.
7. Approving the audited annual financial statements.
8. Approving of the annual budgets.
9. Approving the institutional strategic planning document.
10. Other governance and legal related responsibilities for the institution.

OTHER COMMITTEES OF THE BOARD

The following are the committees of the Board (some committees may serve in an Ad Hoc capacity):

- Academic Affairs Committee
- Board/Trustee Development Committee
- Constitution and Bylaws Committee
- Development Committee
- Executive Committee
- Finance Committee
- Fundraising Committee
- Human Resources Committee
- Spiritual Life Committee
- Strategic Planning Committee
- Student Services Committee
- Technology Committee
- Other committees may be appointed as deemed appropriate

ADVISORS TO THE BOARD

The Board of Trustees shall appoint the following to serve as advisors to the Board of Trustees who shall be regularly invited to attend Board of Trustees meetings in an advisory capacity, and shall provide input and support to advance the mission of the University. The advisors are full participants with the Board of Trustees in regular session, but they do not have voting rights.

- The Director of Education of The General Conference of Seventh-day Adventists, or his/her designee.
- The Vice President responsible for education for the North American Division of the General

- Conference or his/her designee.
- The Union Presidents from the North American Division of the General Conference who are not members of the Board of Trustees.
- The President of the Bermuda Conference.
- The Editor of Message Magazine.
- Two faculty members
- One staff member

INVITEES TO MEETINGS OF THE BOARD OF TRUSTEES

Standing invitees to meetings of the Board of Trustees include only the vice presidents of the University. When appropriate, others are invited by the President in consultation with the Board Chairperson to be present or discuss items of particular interest or concern having to do with their areas of responsibility. Invitees are usually excluded from meetings of the trustees in executive session.

Document Title: THE PRESIDENCY
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010][] [] [] Revision Dates [] Replacement [] Addition

APPOINTMENT OF THE PRESIDENT

The President of Oakwood University reports to the Board of Trustees and serves at its pleasure. In making the appointment of the President, the Board shall exercise its statutory discretion in accordance with the Mission and Bylaws of Oakwood University and with the laws of the Commonwealth of Alabama.

POWERS AND DUTIES OF THE PRESIDENT

The President shall be the chief executive officer of the institution and shall provide the spiritual, academic, and administrative leadership for the University. He/she has primary responsibility for personnel, programs, budgets, and fundraising. The President represents and speaks for the University before the Board of Trustees and to all other public and private agencies. His/her functions shall include but not be limited to

1. Directing the implementation of the policies and the fulfillment of the directives of the Board of Trustees.
2. Rendering an annual comprehensive report that includes the annual audited financial statement.
3. Presenting the annual budget of the institution.
4. Recommending to the Board the appointment of the administrative officers of the University.
5. Appointing senior administrators below the rank of vice president.
6. Appointing, disciplining, promoting, reassigning, or terminating other administrators and non-academic staff within the guidelines of the *North American Division of the General Conference Working Policy*, the *Administrative Staff Handbook*, and the *Faculty Handbook*.
7. The President shall exercise such specific powers as are assigned to him/her by the Board of Trustees. In the exercise of these functions, he/she shall be assisted by vice president administrators in respective areas of responsibility, each of which is an extension of his/her office. In the event the President shall for reason of absence, health, or any other reason be or become unable to serve as chief administrative officer of the institution, then in that event, during such interim, the Provost/Senior Vice President or Vice President for Academic Affairs shall become the acting chief administrative officer of the institution until such time as the President actually takes up such responsibilities or the Board of Trustees shall otherwise provide. In the event the Provost/Senior Vice President or Vice President for Academic Affairs should for any reason be unable, then in that event, one of the following-named officers shall assume the responsibility of the acting chief administrator of the institution in the following sequential order, to wit: the Vice President of Financial Affairs, thereafter the Vice President for Student Services, thereafter the Vice President for Advancement and Development.

Document Title: UNIVERSITY OFFICERS
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition
Replaced: College Administrators

PRESIDENT

“The President shall be the chief executive officer of the institution and shall provide the spiritual, academic, and administrative leadership for the University. He/she has primary responsibility for personnel, programs, budgets, and fundraising. The President represents and speaks for the University before the Board of Trustees and to all other public and private agencies.” Oakwood University Articles of Incorporation, Article V, Section 2.

The President is responsible to the University Board of Trustees. The following officers are responsible to the President (the President may assign positions below the Vice President level to other administrators as it may be deemed appropriate):

- Provost/Senior Vice President
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Student Services
- Vice President for Advancement and Development
- Executive Director, Student Enrollment Services (SES)

PROVOST AND SENIOR VICE PRESIDENT

The Provost and Senior Vice President is the ranking administrative officer among the Vice Presidents and answers to the President. The following areas are answerable to the Provost and Senior Vice President:

- Department of Campus Communication
- Information Technology Unit
- Lyceum Services
- Office of Human Resources
- Office of Spiritual Life (and LETC)

The Provost and Senior Vice President also assists the President in coordinating and assisting the other administrators in the fulfilling of their administrative responsibilities.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs is responsible to the President of the University. The following are responsible to the Vice President for Academic Affairs:

- The chairs of the University’s academic departments:

- Biological Sciences
 - Business and Information Systems
 - Chemistry
 - Communication
 - Education
 - English and Foreign Languages
 - Family and Consumer Sciences
 - Health and Physical Education
 - History and Political Science
 - Mathematics and Computer Science
 - Music
 - Nursing
 - Psychology
 - Religion and Theology
 - Social Work
- The Directors of the following departments:
 - Adult and Continuing Education
 - Institutional Effectiveness
 - Library
 - Records
 - Research

VICE PRESIDENT FOR FINANCIAL AFFAIRS

The Vice President for Financial Affairs is responsible to the President of the University. The directors of the following departments are responsible to the Vice President for Financial Affairs:

- Accounting
- Bookstore and Market
- Family Housing
- Grounds
- Insurance
- Physical Plant
- Post Office
- Public Safety (Transportation)
- Purchasing/Copy Center
- Warehouse

VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services is the chief officer responsible for providing direction for the University-wide programs or student personnel services not available within the departments of the University, for coordinating University-wide policies in student affairs between all the departments of the University and for assisting in the United Student Movement of the University.

The formulating of new University-wide policies in student affairs beyond established policy are normally reviewed by the Student Services Committee, chaired by the director of Student Affairs, prior to consideration

by the University Policy Committee and the Dean's Council. Such policies are referred to the President's Council for adoption or further referral to the Board of Trustees for authorization.

The Vice President for Student Services is responsible to the President of the University. The directors of the following departments are responsible to the Vice President for Student Services:

- Campus Food Services
- Career Services & Testing
- Health and Counseling Services
- Residential Life (Residential Living Areas)
- Student Activities
- Student Employment Services
- United Student Movement Association (USM)

VICE PRESIDENT FOR ADVANCEMENT AND DEVELOPMENT

The Vice President for Advancement and Development answers to the President. He/she is responsible for institutional advancement and fund raising in collaboration with the President and is to initiate, advance and promote resource development and public relations aspects of the institution. The following areas are answerable to the Vice President for Advancement and Development:

- Oakwood Memorial Gardens
- Office of Alumni Affairs
- Office of Development
- Office of Public Relations
- Office of Sponsored Programs
- Office of Trust Services

Document Title: DIRECTORS/LEADERS
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition
Replaced: Other Administrators

The following institutional areas structurally reside in the area of the President but may be assigned to other administrative areas as deemed appropriate.

EXECUTIVE DIRECTOR, STUDENT ENROLLMENT SERVICES

The Executive Director of Student Enrollment Services (SES) is responsible for the growth, progress and smooth facilitation of all student related enrollment services. The Executive Director answers to the President and coordinates operations with a SES Coordinating Committee comprised of the Vice Presidents of Academic Affairs, Financial Affairs, Student Services and the Provost and Senior Vice President. The following departments are answerable to the Executive Director of SES:

- Center for Academic Success (CAS)
- Office of Enrollment Management
- Office of Financial Aid
- Office of Financial Resolution
- Office of Student Accounts

DIRECTOR, OFFICE OF TITLE III AND CONFERENCE COORDINATOR

The Director of the Office of Title III and Conference Coordinator is responsible to oversee that the policies, procedures and regulations accompanying federal funds received by the institution are rigorously and consistently adhered to. Further the Director serves as the Conference Coordinator for the institution and facilitates the respective events, conferences and programs held on campus that require coordination outside of regular institution business. The Director also assists with the institutional hospitality responsibilities as assigned by the Office of the President. The Director of the Office of Title III and Conference Coordinator answers to the Vice President for Advancement and Development.

Document Title: PHILOSOPHY STATEMENT AND GUIDELINES FOR UNIVERSITY COMMITTEES
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010][] [] [] Revision Dates [] Replacement [] Addition

PHILOSOPHY OF COMMITTEE STRUCTURE

The faculty, staff, administrators, and students of Oakwood University support a collegial system of University governance that assures and promotes University-wide representation and joint deliberation within the institution. A collegial system of University governance is defined as a communication process which encourages responsible participation and open discussion, and provides opportunities to present diverse points of view, resulting in increased communication with the University administration for enhanced quality in decisions.

A representative and functional University committee structure serves to provide the clearest expression of thought of the various constituent groups at the University, and this committee structure shall function as a primary mechanism for representative participation in University governance.

A collegial system requires two-way communication. Therefore, administrators and councils that receive recommendations from committees that report to them are to report back within thirty days concerning what action has been or is being taken in response to the recommendations.

PURPOSE OF COMMITTEE STRUCTURE

University standing and ad hoc committees shall be coordinated by the divisions of the University and the Faculty Senate under the direction of the President or his designee. The divisions—Academic Affairs, Fiscal Affairs, Student Services, and the President’s Office—and the Faculty Senate shall work cooperatively to ensure (1) appropriate and broad-based representation on committees, (2) equitable distribution of committee assignments among faculty and staff, and (3) timely completion of committee tasks.

DEFINITION OF UNIVERSITY COMMITTEES

There are two types of University committees: standing committees and ad hoc committees. In the following sections, each is defined.

University Standing Committees

1. Are committees which have no stated termination date. Each committee is expected to function on an ongoing basis to fulfill its stated purpose.
2. Are committees whose members are either appointed by the President or specified in University policy for the purpose of facilitating University governance, operations, and administration.

University Ad Hoc Committees

1. Are task forces, etc., which have a stated termination date.
2. Do not duplicate the function, duties, or responsibilities of University standing committees.
3. Function on a short-term basis (normally defined as less than one year).
4. Are appointed by the President with the advice of the University Committee Council.
5. Have a chair designated by the President.
6. Adhere to the guidelines in the following section “General Principles Regarding the Functioning of University Committees.”

GENERAL PRINCIPLES REGARDING THE FUNCTIONING OF UNIVERSITY COMMITTEES

The following principles, policies, and procedures regarding University committees shall apply to all University committees regardless of their particular title, whether ad hoc or standing.

All University committees shall:

1. Be established with the approval of the President, in accordance with University policy or as mandated by statute.
2. Be terminated with the approval of the President, in accordance with University policy or as mandated by statute.
3. Have a clearly defined and stated purpose.
4. Have clearly defined and stated responsibilities.
5. Have a clearly defined and stated composition.
6. Have a stated administrative official/office at the vice presidential level or higher to whom the committee makes recommendations and who coordinates appropriate fiscal and clerical support.
7. Elect a chair, vice chair and secretary at its first meeting (unless otherwise designated). Committees have the option of rotating secretarial duties among members.
8. Have the vice chair serve as the committee representative on the appropriate committee council.
9. Use all possible sources of information input from appropriate constituent groups, other committees, individuals, and University administrative offices in carrying out its purpose.
10. Be responsible for making recommendations on issues, problems, and concerns that have been referred to it. All committee recommendations are to be submitted to the appropriate committee council and Vice President, and the President.

11. Be governed by *Robert's Rules of Order or GC Committee Rules* in its most recent revision.
12. Have a clearly identifiable system for the taking and filing of committee actions.

Committee Authority

All committees are recommending bodies only and final decisions on their recommendations, except when delegated, rest with the President and the Board of Trustees.

Membership

1. Any University employee may be required to serve on University committees as a part of his/her normal responsibilities. Individuals may volunteer or agree to serve on more than one University committee.
2. All faculty and staff appointments are for two to three years, unless otherwise specified.
3. All student appointments are for one year.
4. Replacement of members of University committees shall be made in accordance with the appointment procedures for that committee.

Minutes and Records

The committee shall

1. Take minutes of each meeting (including attendance) and submit them to the committee chair within two weeks following the meeting.
2. Maintain an up-to-date record of approved minutes, committee actions, proposals, and recommendations. These activities become the responsibility of the committee chair if the committee chooses to rotate secretarial tasks among its members.

The committee chair shall submit at the end of each month copies of approved minutes, committee actions, proposals, and recommendations to its coordinating committee council, the appropriate Vice President, and Vice President for Academic Affairs.

Attendance and Designees

1. Committee appointments are an integral part of the employee's duties. Persons appointed or elected to University committee are expected to participate in committee activities. If a committee member cannot attend a meeting, he/she may send a representative. The representative may participate in the committee's deliberations, but he/she may not vote.
2. Recommendations for the removal of inactive members are made by the chair of the committee to the President or appropriate vice president.
3. When the term "designee" appears after a job title listed under "Committee Composition," the official holding that title has the option to appoint someone else to be the official member of the

committee. In such a case, the designee is appointed at the beginning of the academic year and is expected to attend each committee meeting throughout the year. The designee will have the official voting right for the duration of the appointment.

Evaluation of Committees

The appropriate division vice president (see Organizational Chart, Figure 1) and the Faculty Senate will monitor and evaluate the effectiveness of the operation of each University committee within their respective departments.

Evaluation of Committee Members

1. The chairs of committees shall annually evaluate each member of their committees. Committee members shall be provided with a copy of their evaluation.
2. The President or his/her designee is an ex-officio member of all University committees.
3. No person responsible for carrying out an activity shall serve as chair or vice chair of the committee overseeing that activity.
4. Year of service spans from the beginning of the school year to the beginning of the next school year (e.g., mid-August to mid-August of the following year). However, in most instances, committee assignments are to be completed by mid-May.
5. Where appointments are not made, the existing committee shall continue until new appointments are made.

PROCEDURES FOR REQUESTING THE ESTABLISHMENT OF UNIVERSITY STANDING AND AD HOC COMMITTEES

Procedures for requesting the establishment of University standing and ad hoc committees are as follows:

Requests for the establishment of a University ad hoc or standing committee shall be submitted by the appropriate committee council to the appropriate division vice president. University ad hoc or standing committees shall be appointed by the appropriate vice president or President stating,

- General purposes
- Responsibilities
- Composition
- List of recommended individuals to fill the position
- Time constraints

RELATIONSHIP OF UNIVERSITY STANDING AND AD HOC COMMITTEES TO OTHER REPRESENTATIVE BODIES

1. Recommendations for new or revised policies and procedures proposed by a University committee should be transmitted to appropriate representative bodies for review and comment prior to implementation under any one of the following circumstances:

- Committee recommendations fall within the stated purposes or jurisdiction of a representative body.
 - Committee responsibilities enumerate which representative body or bodies should receive committee reports and recommendations.
 - Review by one or more representative bodies is desired by the University administration.
2. It is the responsibility of the President or the appropriate vice president to transmit to the Faculty Senate, Faculty Assembly or the United Student Movement, any committee reports and recommendations which should be reviewed by these bodies.
 3. The Faculty Assembly, Faculty Senate, and United Student Movement may respond to proposed policies and procedures or reports issued by the University committees through the appropriate administrative official.
 4. The Faculty Assembly, Faculty Senate, and United Student Movement may refer matters for a committee's consideration to the committee's chair, with notification to the President or appropriate vice president to whom the committee reports.

ACADEMIC DEPARTMENT COMMITTEES

Policy-required committees are committees required by University policy (e.g., the unit tenure and promotion committee and the search committees for chairs).

Department standing committees are committees with no termination date and which deal with ongoing department business. Once established, standing committees continue to function until the faculty of the department votes to terminate the committee.

Department ad hoc committees have stated termination dates and cease to exist on the stated dates unless reestablished by the vote of the department faculty.

ESTABLISHING AND TERMINATING ACADEMIC DEPARTMENT COMMITTEES

1. Policy-required committees are established as specified in applicable University policies.
2. Other department standing and ad hoc committees may be established at any time by majority vote of the academic department faculty. Any member of the department (faculty, faculty with administrative functions, or staff) may propose that a department committee be established.
3. Department committees may be terminated by a two-thirds vote of the department faculty or in accordance with University policy.

Membership

1. Service on department committees is an expected part of each faculty member's normal responsibilities. The minimum number of department committee assignments expected as part of normal responsibilities will vary from department to department depending on the committee structure established by the department faculty. A department faculty member may volunteer or agree to serve on more committees than the minimum normally expected in that department, but such service must be reflected accurately in the faculty member's distribution or effort agreement.
2. Members of policy-required department committees are elected or appointed as specified in applicable University policies.
3. Members of department standing and ad hoc committees are selected according to procedures established by majority vote of the department faculty. The membership selection procedures must include provisions for the following:
 - Department faculty should be given the opportunity to express preference for department committee service, and such preferences should be honored whenever possible.
 - Within the department, committee assignments should be distributed equitably or in accordance with the faculty member's distribution or effort agreement with the University.
 - Selection of faculty for department committees should take into consideration the faculty member's entire workload, including University committee assignments, other department committee assignments, teaching load, advising/mentoring, and release time.

DEPARTMENT COMMITTEE OPERATING PROCEDURES

1. Operating procedures for policy-required department committees are established as specified in applicable policies.
2. Operating procedures for standing and ad hoc committees are established by the department. The operating procedures must be consistent with University policies and must include provisions for the following:
 - A chair or convener of the committee
 - A method for writing committee minutes
 - Procedures for reporting committee recommendations to the department and department administrator

Document Title: COMMITTEE ORGANIZATION
Category: Administrative Organization and Responsibilities
Number:
Effective Date: April 5, 1999
Authority: Office of the President or the appropriate Vice President
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition
Replaced: Organization of Major Committees

MAJOR COMMITTEES

The following are major institution and administrative committees:

- Admissions Committee
- Affirmative Action Committee
- Athletic Committee
- Budget Review Committee
- Commencement Committee
- Dean's council
- Development Council
- Facilities Committee
- Enrollment Management
- Financial Aid
- Grants Screening Committee
- Honorary Doctorate Selection
- Institutional Effectiveness Committee
- Intellectual Property
- Investment Committee
- Judiciary Committee
- Land Development
- President's Council
- Property Assessment Committee
- Public Safety Committee
- Registration Committee
- Retention Committee
- Special Events Coordinative Committee
- Spiritual Life Committee
- Staff Advisory Council
- Strategic Planning Committee
- Student Enrollment Services Committee
- Student Financial Aid Appeal Committee
- Student Services Committee
- Technology Advisory Council
- Trusts Committee

MAJOR FACULTY COMMITTEES

The following are major faculty committees:

- Academic Policies Committee
- Arts and Lectures Committee
- Citation and Recognition Committee
- Committee on Scientific Misconduct
- Faculty Development Committee
- Faculty Senate
- General Education Program Committee
- Hearing Committee
- Institutional Review Board for Human Subjects
- Library Services Committee
- Monitoring Student Academic Progress Committee
- Oakwood University Animal Care and Use Committee
- Program Review Committee
- Rank and Tenure Committee
- Student Honors Committee
- Teacher Education Committee

Document Title: ADMISSIONS COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Student Services
Document Status: [2/2001][][][] Revision Dates [] Replacement [] Addition

PURPOSE

The purpose of the Admissions Committee is to serve in an advisory and judicial capacity for matters relating to the University's Office of Enrollment Management.

RESPONSIBILITIES

The responsibilities of the Admissions Committee include the following:

1. Review and make recommendations, as necessary, concerning standards for admission of students.
2. Make decisions on student applicants who do not clearly meet the set standards for admission.
3. Assist in the refinement of the University's recruitment plan.
4. Evaluate the admissions process bi-yearly, on a schedule to coincide with the publication of the University bulletin, for the purpose of improving services offered by the Office of Enrollment Management/Admissions.

COMPOSITION

The Admissions Committee is composed of the following:

- Directors of the following offices:
 - Enrollment Management, chairperson
 - Center for Academic Success (CAS)
 - Computer Center
 - Counseling and Testing
 - Financial Aid
 - Financial Resolution
 - Health and Counseling Services
 - Records
- Vice President for Student Services
- Assistant Vice President for Academic Affairs
- Assistant Director of CAS
- Associate Director of Enrollment Management
- Housing Coordinator
- Controller
- One faculty member from each of the following departments:
 - English and Foreign Languages
 - Mathematics and Computer Science

The chairperson is appointed by the President

The Admissions Committee reports to the Vice President for Student Services.

Document Title: AFFIRMATIVE ACTION COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Affirmation Action Committee is to ensure the University's compliance with local, state, and federal Affirmative Action and Equal Employment Opportunity policies.

RESPONSIBILITIES

The responsibilities of the Affirmation Action Committee include the following:

1. To review and make recommendation on matters, issues, and concerns regarding affirmative action.
2. To assist with the development and implementation of Equal Employment Opportunity efforts.
3. To serve as an advisory and sounding board for the Affirmative Action coordinator.

COMPOSITION

The Affirmation Action Committee is composed of the following:

- Vice President for Academic Affairs
- Vice President for Student Services or designee
- President of Faculty Senate or designee
- University General Counsel
- Director of Human Resources
- One student

Document Title: BUDGET REVIEW COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition
Replaced: Budget Advisory Committee

PURPOSE

The purpose of the Budget Review Committee is to review the proposed budget for the upcoming fiscal year and provide feedback to the Administration prior to the board meeting at which the proposed budget will be considered and voted upon.

MEMBERSHIP

The members of the Budget Review Committee include:

- President, Chair
- Provost
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Advancement and Development
- Vice President for Student Services
- Chief Accountant
- Controller
- Director, Institutional Effectiveness
- Chair, Faculty Senate
- 2 Faculty Representatives
- 1 Faculty Representative, Business and Information Systems Department
- 1 Staff Representative
- 1 Residential Life Representative
- USM President
- 2 USM Treasury Representatives

The Budget Review Committee reports to the President's Council.

Document Title: COMMENCEMENT COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [4/2010][] [] [] Revision Dates [] Replacement [] Addition

PURPOSE

The purpose of the Commencement Committee is to plan and coordinate University commencement.

REQUIREMENTS

The responsibilities of the Commencement Committee include the following:

1. To identify speakers for commencement for presidential approval.
2. To plan and make arrangements for all commencement exercises (i.e., identification of participants and supervision of platform or stage set-up).
3. To submit an annual budget request for commencement exercises.
4. To administer allocated budgets according to University policies and procedures

COMPOSITION

The Commencement Committee is composed of the following:

- Assistant Vice President for Academic Affairs (Chair)
- Assistant to the Vice President for Student Services or designee
- Director of Physical Plant
- Executive Director of Public Relations
- Chair of the Music Department
- Two faculty members
- Senior class sponsor
- Senior class president
- President and Vice President for Academic Affairs are Ex Officio members

The Commencement Committee reports to the Vice President for Academic Affairs.

Document Title: INSTITUTIONAL EFFECTIVENESS COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [4/2010] [] [] [] Revision Dates [] Replacement [] Addition

PURPOSE

The purpose of the Institutional Effectiveness Committee is to help ensure that evaluation is systematic, broad-based, interrelated, and appropriate to the institution. The committee's functions, related to its purpose, are to help define expected educational results, develop methods for analyzing results, develop guidelines and procedures to evaluate institution-wide effectiveness, and recommend means of improving institutional effectiveness and accountability.

RESPONSIBILITIES

The responsibilities of the Institutional Effectiveness Committee include:

1. To provide institution-wide coordination of assessment and evaluation activities.
2. To monitor the overall implementation of Oakwood University's comprehensive assessment process.
3. To ensure that assessment and evaluation activities are consistent with the principles and criteria stipulated in the University's *Planning and Assessment Handbook*.
4. To recommend changes in the assessment process.
5. To ensure that the University is in compliance with the *Principles of Accreditation*, Southern Association of Colleges and Schools.
6. To assist, when requested, in the preparation of official reports pertaining to institutional assessment and effectiveness.
7. To recommend means of increasing institutional effectiveness and accountability to the appropriate administrators.
8. To keep the University administrators informed of campus-wide assessment activities, priorities, issues, deadlines, and needs.

COMMITTEE COMPOSITION

The membership of the Institutional Effectiveness Committee is broad-based and is composed of the following:

- Institutional Effectiveness Director, *Chair*
- Coordinator of institutional research
- Provost

- Vice President for Academic Affairs
- Vice President for Advancement and Development
- Vice President for Financial Affairs
- Vice President for Information Technology
- Vice President for Student Services
- Information Technology Division representative
- Student Services representatives (two)
- Human Resources representative
- Advancement and Development Division representative
- Finance Division representatives (two)
- Faculty representatives (five)
- Accreditation Specialist
- President, *ex-officio*

The Institutional Effectiveness Committee reports to the Vice President for Academic Affairs.

Document Title: JUDICIARY COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Student Services
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition

PURPOSE

The purpose of the Judiciary Committee is to serve as reviewers for the University in compliance with policies and procedures stipulated in the *Oakwood University Student Handbook*.

JURISDICTION

1. The Judiciary Committee has original jurisdiction and decision making recommendation over all
 - Unacceptable acts of conduct and practice as identified by the Board of Trustees
 - Cases involving the alleged violations specified in the *Student Handbook*
 - Hearings involving students
 - Emergency administrative actions referred student discipline or consequences
2. The Judiciary Committee has the power to investigate alleged student infringements of the University policy.
3. To implement judicial decisions consistent with Redemptive Student Discipline Guidelines and the *Oakwood University Student Handbook* (See Guidelines).

RESPONSIBILITIES

The responsibilities of the Judiciary Committee include the following:

1. To follow the judicial review process as stipulated in the current *Oakwood University Student Handbook*.
2. To make decisions regarding sanctions, penalties and/or consequences to the Vice President for Student Services who reports all decisions to the President of the institution after each student hearing.
3. Meeting Minutes are filed in the Office of Student Services.

COMPOSITION

The Judiciary Committee is composed of the following:

- Two students, to be appointed in consultation with the President of the United Student Movement
- Two faculty members, to be selected by the President
- Two staff members, to be selected by the President of the University or in the manner in which he/she chooses
- The Assistant Vice President for Student Services sits as a counselor and as a non-voting resource person for the committee
- A quorum shall consist of four members (one must be a student)

The Judiciary Committee reports to the Assistant Vice President for Student Services.

Document Title: PRESIDENT'S COUNCIL
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010][][] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the President's Council is to review information and advise the President on matters related to the University's operations.

RESPONSIBILITIES

The responsibilities of the President's Council include the following:

1. To advise the President in the administration of University programs.
2. To review, revise, and recommend administrative policies and procedures of the University.
3. To review and recommend changes in the University's organizational structure.
4. To provide a forum for the development of strategies and programs to improve and enhance the University facilities, programs and overall mission of the institution.
5. To serve as a body for voicing employee interest and concerns.
6. To solicit suggestions from employees on how to enhance the University's efficiency.
7. To review and make recommendations regarding the budget, financial statements and other financial business matters of the institution.
8. To review and recommend operational procedures, personnel policies and make recommendations for improvements.
9. To coordinate and facilitate employee recognition, awards and other constituency and community citations and awards.
10. To review and advise concerning avenues to enhance the generation of revenue.
11. To facilitate ways and means to strengthen and advance the overall standards, values and spiritual objectives of the institution.
12. To assume other responsibilities as deemed necessary by the University President.

COMPOSITION

The President's Cabinet is composed of the following:

- University President
- Provost and Senior Vice President
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Student Services
- Vice President for Advancement and Development

The President's Council reports to the University President.

Document Title: PUBLIC SAFETY COMMITTEE
Category: Administration Committees
Number:
Effective Date: February 12, 2001
Authority: Vice President for Financial Affairs
Document Status: [4/2002] [04/2010] [] [] Revision Dates [] Replacement [] Addition

PURPOSE

The purpose of the Public Safety Committee is to provide review of Public Safety and recommend policy and procedural changes necessary to maintain a secure environment.

RESPONSIBILITIES

The responsibilities of the Public Safety Committee are to:

- Provide council to the Public Safety Department on campus-wide safety issues
- Evaluate the effectiveness of safety policies annually

COMPOSITION

The Public Safety Committee is composed of the following:

- Director, Public Safety
- Vice President, Financial Affairs or designee
- Vice President, Student Services or designee
- Vice President, Academic Affairs or designee
- Dean of Men
- Dean of Women
- Faculty representatives (2)
- Staff representative (1)
- USM representatives (2)

The Public Safety Committee reports to the Vice President for Financial Affairs.

Document Title: REGISTRATION COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Registration Committee is to review and revise as necessary procedures for input and retrieval of data into the student information system (SIS).

RESPONSIBILITIES

The responsibilities of the Registration Committee include the following:

1. To recommend registration policies and procedures.
2. To study new computer software and hardware in order to make recommendations for upgrading the electronic registration and information storage/retrieval system.
3. To collaborate on the functions of those offices involved in the registration and financial operations of students.

COMPOSITION

The Registration Committee is composed of the Vice President for Academic Affairs and the director or designee of the following departments:

- Admissions
- Adult and Continuing Education
- Biology
- Business and Information Systems
- Campus Communications
- CAS
- Career Services and Testing
- Computer Center
- Custodial Services
- Enrollment Management
- Finance
- Financial Aid
- Financial Resolution
- Health and Counseling Services
- Institutional Effectiveness
- Public Safety/Transportation
- Records
- Student Employment
- Student Services
- Warehouse

The Registration Committee reports to the Vice President for Academic Affairs.

Document Title: SPIRITUAL LIFE COMMITTEE
Category: Administration Committees
Number:
Effective Date: January 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] Revision Dates [] Replacement [] Addition
Replaced: Spiritual Master Plan Committee

PURPOSE

The purpose of the Spiritual Life Committee is to provide leadership and coordination to the ongoing process of spiritual growth assessment, needs identification, and spiritual program and activity planning.

RESPONSIBILITIES

- Determine what Oakwood University should do to address the spiritual needs of students.
- Assist campus planners in preparing long-range goals and decide what specific activities will be carried out during each school year.
- Assist the University in moving toward its goals for supporting spiritual development.
- Ensure and support the analysis of the University's efforts for promoting faith development and spiritual maturation among students.
- Delineate how, when, and in what venues spiritual program changes will occur.

COMPOSITION

The Spiritual Life Committee is composed of the following:

Provost, Committee Chairperson

Chaplain

University Church Pastor

Chairperson of the Religion & Theology Department

Two faculty members with specific expertise, one serving as Secretary

President of the United Student Movement

Religious Vice President of the United Student Movement

Ex-officio Members:

President

Vice President for Academic Affairs

Vice President for Student Services

Director of Institutional Effectiveness

The Spiritual Life Committee reports to the University President.

Document Title: STRATEGIC PLANNING COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The Strategic Planning Committee is charged with the responsibility of managing the planning process at Oakwood University. Specifically, the planning committee's purpose is to help ensure that planning is systematic, broad-based, interrelated, and appropriate to the institution. Its function is to assist the institution in defining its expected educational results and in developing methods for analyzing the results.

RESPONSIBILITIES

The responsibilities of the Strategic Planning Committee include:

1. To develop and guide in the implementation of a five-year written, comprehensive strategic plan.
2. To develop and maintain the University mission and vision statements, goals, strategic initiatives, and outcome measures.
3. To protect the planning process by soliciting input from the entire University community.
4. To conduct the University's environmental scan and SWOT analysis.
5. To recommend to the Board of Trustees for approval:
 - a. The University mission, vision, and goals
 - b. The University Strategic Plan
6. To meet at least twice yearly to review the status of the University Strategic plan and to make recommendations on appropriate changes, updates, and revisions to the plan, mission statement and goals.
7. To develop from the Strategic Plan annual action plans that identify annual priorities for the accomplishment of strategic initiatives and outcomes.
8. To identify priorities among strategic initiatives and outcomes for budget allocations.
9. To receive and act on the annual Institutional Effectiveness Report from the Institutional Effectiveness Committee.

COMMITTEE COMPOSITION

To ensure that the planning process is broad-based, the University Strategic Planning Committee is composed of responsible parties from across the campus, including:

- University President, Chair

- Provost and Senior Vice President
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Student Services
- Vice President for Advancement and Development
- Assistant Vice President for Information Technology
- Director, Institutional Effectiveness (facilitator)
- Director, Physical Plant
- Director, Human Resources
- Director, Public Relations
- CAS representative
- Community representative
- Faculty representatives (2)
- Faculty Senate representative
- Finance Division representative
- Library representative
- Student representatives (2)
- Student Services representative

The Strategic Planning Committee reports to the University President.

Document Title: STUDENT FINANCIAL AID APPEAL COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Financial Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

PURPOSE

The purpose of the Student Financial Aid Committee is to review federal, state, and institutional policies and regulations for awarding financial assistance.

RESPONSIBILITIES

The responsibilities of the Student Financial Aid Committee includes the following:

1. To monitor compliance with regulations regarding satisfactory academic progress for recipients of financial aid.
2. To respond to appeal letters.
3. To recommend and review institutional policies for awarding financial assistance.
4. To review appeal requests and procedures for approval/denial of federal financial assistance.
5. To review deadlines for submitting appeals applications.
6. To recommend changes where deemed necessary.
7. To determine compliance with criteria for awarding financial assistance.

COMPOSITION

The Student Financial Aid Committee is composed of the following:

- Assistant Vice President for Academic Affairs, chair
- Director of Financial Aid
- Vice President for Student Services or designee
- Director of CAS or designee
- Director of Enrollment Management
- Director of Records
- One staff member
- Two faculty members

The Student Financial Aid Appeal Committee reports to the Vice President for Financial Affairs.

Document Title: STUDENT SERVICES COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Student Services
Document Status: [] [] [] [] Revision Dates [] Replacement [] Addition

PURPOSE

The purpose of the Student Services Committee is to ensure the appropriate representation on committees related to Student Services, the equitable distribution of said committee assignments, and the timely completion of each committee's tasks.

RESPONSIBILITIES

The responsibilities of the Student Services Committee includes the following:

1. Suggest rules and policies for the residence halls.
2. Assist the Vice President for Student Services in coordinating a uniform program.
3. Study the program of worship and counseling in the residence halls.
4. Prepare and submit a budget for residence hall expenses and equipment.
5. Aid in selecting student assistant personnel and providing for maintenance and janitorial services.

COMPOSITION

The Student Services Committee is composed of the following:

- Vice President for Student Services (chairperson)
- Residence Hall deans
- Chaplain
- Directors of each of the following departments: counseling and testing, health services, student activities, student employment, career services, food services, and enrollment management/admissions/international student services.

The Student Services Committee reports to the Vice President for Student Services.

Document Title: ACADEMIC POLICIES COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [4/2010] [] [] [] Revision Dates [] Replacement [] Addition

PURPOSE

The purpose of the Academic Policies Committee is to ensure the appropriate representation on committees related to academic affairs, the equitable distribution of said committee assignments, and the timely completion of each committee's tasks. The committee annually reviews the academic policies and regulations of the University, making recommendations to the Faculty Senate and, through the Senate, to the President.

RESPONSIBILITIES

The responsibilities of the Academic Policies Committee include the following

1. To refer academic matters for study to appropriate committees.
2. To report to the appropriate committee or council on the action that has been taken or is being taken on the recommendations(s) received from them.
3. To decide on all other student appeals which relate to the student's academic performance and/or academic standing.
4. To provide written records of the committee's decisions to the student, the Office of Records.
5. To recommend changes in academic policies and regulations to the Academic Policies Committee of the Faculty Senate.
6. To maintain confidentiality of proceedings.
7. To develop and recommend academic calendar policies and the annual academic calendar for approval by the Faculty Senate.
8. To recommend grading policy.
9. To recommend class attendance policy.
10. To recommend other policies and procedures affecting the academic mission of the University.
11. To periodically review the strategic plans for the Academic Division.

COMPOSITION

The Academic Policies Committee is composed of the following:

- Vice President for Academic Affairs
- Assistant Vice President for Academic Affairs
- All department chairs
- Director of the Library
- Director of Counseling and Testing
- Director of Records
- Academic Vice, United Student Movement

The Academic Policies Committee reports to the Vice President for Academic Affairs.

Document Title: ARTS AND LECTURES COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

PURPOSE

The purpose of the Arts and Lectures Committee is to develop respect and appreciation for artistic and creative art, music, and humanities.

RESPONSIBILITIES

The responsibilities of the Arts and Lectures Committee include the following:

1. To review and recommend an annual budget.
2. To recommend performers and performing groups for the year.
3. To plan and supervise each program.

COMPOSITION

The Arts and Lectures Committee is composed of the following:

- The Vice President for Student Affairs
- Five teaching faculty members, including one each from the Music and Art departments
- One student.

The chairperson is elected from the faculty members.

Document Title: BULLETIN COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [4/2010] [] [] [] Revision Dates [] Replacement [] Addition

PURPOSE

To purpose of the Bulletin Committee is to review and update the University bulletin in a two-year cycle.

RESPONSIBILITIES

The Bulletin Committee, appointed by the Vice President for Academic Affairs, is charged with the responsibility of preparing the bulletin for publication every two years. As such, the committee collects any changes for the bulletin from every department included therein.

COMPOSITION

The Bulleting Committee consists of:

Assistant Vice President for Academic Affairs or
Person designated by the Vice President for Academic Affairs to chair the committee
Faculty representatives (3)
Staff representative

The Bulletin Committee reports to the Vice President for Academic Affairs.

Document Title: CITATION AND RECOGNITION COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Citation and Recognition Committee is to recommend faculty awards and to select faculty to receive awards.

RESPONSIBILITIES

The responsibilities of the Citation and Recognition Committee include the following:

1. To review letters of nomination and supporting documentation for faculty awards, including the Distinguished Professor Award, and based upon that review and the criteria for the particular award, to select the person or persons to receive the award, subject to approval by the President.
2. To review proposals for new faculty awards, including the criteria for the particular award and the selection process, and make recommendations to the Faculty Senate, the Vice President for Academic Affairs, and the President for their adoption and implementation.
3. To review existing faculty awards, including the criteria and selection process, and make recommendations to the Faculty Senate, the Vice President for Academic Affairs, and the President for changes in those awards.
4. Arrange for an annual awards ceremony for faculty members who have distinguished themselves in teaching, research, or community service.
5. Recommend faculty members for local or national awards.
6. Honor faculty members who are retiring or have completed many years of service.
7. Review faculty members' requests for study leave, sabbaticals, and exchange programs.
8. Establish and review the criteria and qualifications for the above awards and honors.

COMPOSITION

The Citation and Recognition Committee is composed of the following:

- Five teaching faculty members
- Two administrators

Document Title: COMMITTEE ON SCIENTIFIC MISCONDUCT
Category: Major Faculty Standing Committees
Number:
Effective Date: April 22, 2007
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE:

The purpose of the Oakwood University Committee on Scientific Misconduct (CSM) is to act as the review committee for any alleged cases of scientific misconduct, including any cases in which researchers—personnel or students—commit intentional misconduct in the pursuit of basic, clinical, or applied research at Oakwood University.

RESPONSIBILITIES:

- In each case of alleged scientific misconduct, the CSM will determine whether there is sufficient information to warrant an inquiry.
- If the allegations are found to have merit, the Chair of the CSM shall, within three working days of the referral, appoint an Inquiry Board consisting of three members from the CSM to conduct the inquiry. No member of the Board of Inquiry (BOI) shall have a primary appointment in the department of the responder of the complainant. The BOI shall make a formal report consisting of the allegation, the BOI findings, and a recommendation on future actions.
- If an investigation is warranted, the CSM shall notify the funding agency, if any, that an investigation is underway to determine if scientific misconduct has occurred.
- The CSM also reviews any petitions from the respondent for reconsideration when the investigative report is unfavorable.

APPOINTMENT AND MEMBERSHIP:

The President of Oakwood University will appoint a Committee of Scientific Misconduct consisting of seven members. The committee shall be comprised of:

- Faculty members and/or senior administrators
- One at-large student/trainee or staff member
- One off campus person

The President shall appoint one member as chair. The chair shall also serve as Misconduct Policy Officer (MPO) and be responsible for:

- Working with any individual who wishes to pursue an allegation of scientific misconduct to develop a specific, formal, written complaint;
- Providing staff and other support assistance for inquiries and investigations;
- Maintaining records of all allegations and institutional responses; and
- Serving as ex officio (without vote) on any inquiry board or investigative group considering allegations of misconduct.

The President shall provide the MPO with sufficient resources to carry out the functions of the office.

The Committee on Scientific Misconduct reports to the President.

Document Title: FACULTY DEVELOPMENT COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [4/2010] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Faculty Development Committee is to promote:

- Effective and innovative teaching and advisement
- Integration of faith and classroom content
- Professional growth in the academic disciplines
- Technology development and usage in teaching and learning processes
- Scholarly activity- Research, publication and professional presentation
- Professional and community service and service learning as growth opportunities
- Induction of new faculty

RESPONSIBILITIES

- Develop a faculty development program congruent with the institutional mission
- Gain and nurture administrative support for our faculty development system
- Cultivate faculty trust and participation
- Design the program to embrace all faculty (full-time, part-time, emeriti)
- Establish a faculty development resource center
- Assess faculty needs and strengths regularly and articulate needs to administration
- Promote general communication through guidance and contributions to University publications
- Promote scholarly pursuits in research presentations and publications
- Create and implement formal and informal growth opportunities for faculty
- Contribute to faculty development on campus through the provision of expert lectures and seminars, peer exchanges, etc.

COMPOSITION

The Faculty Development Committee consists of:

Director of Faculty Development (chairperson)

Four faculty members

Document Title: FACULTY SENATE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1909
Authority: Vice President for Academic Affairs
Document Status: [4/2009] [] [] [] Revision Dates [X] Replacement [] Addition

AUTHORITY

The Faculty Senate is a legislative body established for the purpose of formation and review of all policy delegated to the Faculty Assembly. Its actions are subject to ratification by the Faculty Assembly, approval by the Vice President for Academic Affairs and the President of the University, and ultimately by the Board of Trustees. Its legislative authority can be delegated to any committee of the senate, with the stipulation that a report be made at the senate session following a decision. Its authority does not extend over the internal affairs of departments except where these affairs affect another department or the University as a whole.

PURPOSE

The Faculty Senate, with its committees, is designed to bring into close working relationship spokespersons representing the major interest segments of the Faculty Assembly and students; to facilitate their participation in fulfilling the mission and carrying out the institutional objectives; to promote and encourage an intelligent understanding of the problems of the University; to foster a spirit of mutual esteem and cooperation among administration, faculty, and students; and to make the University a competent, progressive, and vital force in the development of mature Christian men and women.

FUNCTIONS

The Faculty Senate is empowered to establish policy relating to those functions specifically delegated to the Faculty Assembly. To carry out this responsibility, the senate (a) reviews the overall functioning of the academic life of the University; (b) identifies and assigns priority to questions, concerns, and requests which it is to address or to delegate to faculty committees for consideration and action; (c) recommends appointments to senate committees and coordinates their work; (d) studies and prepares recommendations to the Vice President for Academic Affairs of Oakwood University concerning the welfare of the students and faculty, departmental responsibilities, educational standards, curricula, and academic budget.

MEMBERSHIP

The Faculty Senate shall be composed of twenty-one faculty members. The President of the University and the Vice President for Academic Affairs are ex-officio members of the senate.

A. Faculty

The twenty-one faculty members shall be composed of regular, full-time teaching faculty. Each academic department, including the library and the Center for Academic Success, should select a first choice and may select a second choice from volunteers or nominations during a departmental meeting. The first choice will automatically be the representative of the department, and the second choice as well if the department has ten or more members. The remaining senators shall be selected by the Faculty Assembly from the second choices of the departments.

B. Officers

The three officers of the Faculty Senate are the president, the vice president, and the secretary. They shall be chosen by secret ballot at the organizational meeting of the senate every two years, providing they are faculty senators and the president and vice president have the rank of assistant professor or above and have been at Oakwood at least three years.

THE FACULTY ASSEMBLY

Minutes of the Faculty Senate will be distributed to faculty members the week before the monthly Faculty Assembly meeting. All voted actions of the senate will be reviewed by the Faculty Assembly in session, and any action not readily acceptable will be decided by majority vote of the Faculty Assembly.

DEPARTMENTS

In the event of a dispute between the senate and a department as to whether a proposed senate action would improperly affect a department's jurisdiction, the Vice President for Academic Affairs and the President of the University shall make a ruling on the disputed issue after consulting with the department head and the Executive Committee of the Senate.

THE UNIVERSITY BOARD

The University Board may review the actions of the Faculty Senate. It may also refer matters to the senate for restudy through the Secretary of the Board.

COMMITTEES

The four standing committees of the Faculty Senate, with their membership requirements and purpose, are listed below. Members of each of these committees must be senators and are elected for two-year terms which may be renewable. The President of the University, the Vice President for Academic Affairs, and the President of the Faculty Senate are ex-officio members of all senate committees. Each committee will meet and make a report to the senate at least once each semester.

I. Executive Committee

A. Membership

The Executive Committee shall consist of the three senate officers and the three other standing committee chairpersons. The president and the secretary of the Faculty Senate will serve as the chairperson and secretary of the Executive Committee, respectively.

B. Purpose

1. To plan the agenda for Faculty Senate meetings at least one week in advance.
2. To handle routine senate business during the summer months.
3. To handle urgent senate business between senate meetings.
4. To assist in the election of senators and the appointment of senators to the other senate committees and any ad hoc committees.
5. To review the policy recommendations of the subcommittees of the senate.

II. Budget and Efficiency Committee

A. Membership

The Budget and Efficiency Committee shall consist of six members, one of whom will serve as the chairperson.

B. Purpose

1. To make a continuous study of the academic and financial efficiency of the total academic program and each academic department, considering such items as:
 - a. Academic efficiency, teacher load, productivity, student/teacher ratio, class size/sections, and classroom space allocation.
 - b. Financial efficiency, cost per student hour generated, class size break-even point, and equipment needs.
2. To assist the vice president for Academic Affairs in reviewing the budget requests of academic departments and recommend allocation of financial resources for both operations and equipment.

III. Curriculum Committee

A. Membership

The Curriculum Committee shall consist of eight members, one of whom will serve as the chairperson, and the president of the United Student Movement.

B. Purpose

1. To review the academic programs of the university in light of our Adventist philosophy as well as current educational models.
2. To conduct a continuous study of the university's educational program in general, including long-range considerations and specific plans for improvement.
3. To conduct a continuous study of the degree requirements, majors, courses, and other academic programs offered.
4. To study and recommend desirable additions or deletions, using qualitative as well as quantitative approaches to determine the need for certain courses and majors.
5. Review the policy recommendations of the Academic Policies and Teacher Education Committees of the Faculty Assembly upon the request of the vice president for Academic Affairs.

IV. Faculty Affairs Committee

A. Membership

The Faculty Affairs Committee shall consist of six members, one of whom will serve as the chairperson.

B. Purpose

1. Study matters dealing with faculty welfare.

2. Review and suggest changes to the *Faculty Handbook*.
3. Serve as a grievance committee for faculty complaints.

AMENDMENTS

This constitution may be amended as follows:

Proposed amendments must be approved by a two-thirds majority of the membership of the Faculty Senate.

1. Proposed amendments approved by the senate must be ratified by a two-thirds majority vote of the Faculty Assembly.
2. Proposed amendments approved by the senate and ratified by the faculty must then be approved by the Vice President for Academic Affairs and the President of the University, who may request approval by the Board of Trustees of the University.

BYLAWS

The Faculty Senate shall adopt bylaws as necessary. They may be adopted or amended by a two-thirds majority vote at any regular senate meeting, provided that the proposed bylaws or amendments have been submitted in writing to the senate at the previous meeting or appear on the previously-circulated written agenda for the present meeting.

Document Title: GENERAL EDUCATION PROGRAM COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition

PURPOSE

To ensure that all aspects of the general education program are clearly relevant to and support the University mission and form an appropriate base for its courses of study.

RESPONSIBILITIES

- Analyze our current requirements in the general education component.
- Analyze the evolution of the general education requirement.
- Complete a collection of the current, best practices in general education from the literature.
- Outline the expectations for general education from a Seventh-day Adventist perspective.
- Develop recommendations for the University for general education decisions that should be made during the current year.

COMPOSITION

One member of the faculty representing each of the major academic disciplines and professional studies area: humanities and fine arts, social and behavioral sciences, mathematics and natural sciences, education, family and consumer sciences (early childhood education), and the Vice President for Academic Affairs

The General Education Committee reports to the Vice President for Academic Affairs

SUB-COMMITTEE FOR ADMINISTRATION: General Education Administrative Committee

PURPOSE

To ensure effective implementation of the general education program.

RESPONSIBILITIES

- Oversee general education implementation
- Plan, assess and evaluate general education effectiveness
- Make reports/recommendations to the General Education Program Committee

COMPOSITION

One faculty each from humanities, math/science, religion & theology, social sciences, business and education, and health & physical education. The chair of the committee shall be named by the Vice President for Academic Affairs.

Document Title: HEARING COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

The Hearing Committee of the University Assembly serves as the hearing body in cases involving charges of sexual harassment as governed by the University's Sexual Harassment Policy and dismissal of faculty as governed by the Faculty Dismissal Procedures Policy. The committee is elected by the University Assembly and every effort must be made to ensure that those elected are able to deliver fair and unbiased judgments and maintain absolute confidentiality regarding matters before the committee. Membership consists of four faculty, three staff and four alternate members. Two of the alternate members are chosen from the ranks of faculty and two from the staff. The chair is elected by the regular members of the committee from among the faculty and only a faculty member may serve as chair. All members and alternates must be full-time employees and must have served the University in that capacity for at least four years. Members and alternates are elected for three year terms and may serve no more than two consecutive terms.

In cases involving sexual harassment the entire seven member panel meets to hear evidence and recommend appropriate action. Should a member be unable to serve for any reason, the Chair shall appoint an alternate of the same employment designation if possible. Procedures for hearing and deciding upon evidence presented is governed by the University's Sexual Harassment Policy. In cases involving dismissal of faculty, all faculty (regular members and alternates) shall meet to hear the case. No staff members will hear cases involving faculty dismissal. The committee may meet so long as a minimum of five members are present. Should an additional member or alternate be needed to meet this minimum number, the chair may appoint a temporary member from the ranks of the faculty so long as the person meets the conditions set forth in the above paragraph. Procedures for hearing and deciding upon evidence presented in these instances is governed by the University's Policy on Dismissal of Faculty.

Document Title: INSTITUTIONAL REVIEW BOARD FOR HUMAN SUBJECTS
Category: Major Faculty Standing Committees
Number:
Effective Date: April 22, 2007
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

PURPOSE

The Institutional Review Board for Human Subjects at Oakwood University has been established in compliance with Federal Regulations concerning research involving human subjects (45 CFR, Part 46, Protection of Human Subjects- www.hhs.gov/ohrp/humants/guidance). The purpose of this board is to provide review of all research conducted by faculty, staff, and students to insure protection of human subjects and compliance with the federal regulations.

All research conducted by either faculty, staff or students under the direction of faculty and involving human subjects must receive approval from the Institutional Review Board of Oakwood University. When a member of Oakwood University faculty is involved with cooperative research, that faculty member is responsible for obtaining approval through the Oakwood University IRB. Any research involving vulnerable populations may require additional safeguards. (CFR, Part 46, Protection of Human Subjects- www.hhs.gov/ohrp/humants/guidance).

The Oakwood University IRB is guided by the ethical principles regarding all research involving humans as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 1979 often referred to as the "[Belmont Report](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.htm)". (<http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.htm>).

RESPONSIBILITIES

Oakwood University (OU) maintains an Institutional Review Board (IRB) to protect the rights and welfare of humans recruited to participate in research activities conducted under the auspices of this institution. The OU IRB has the authority to approve, require modifications in, or disapprove ALL research involving human subjects conducted at OU, as well as research conducted elsewhere by OU's faculty, staff, and students.

The OU IRB makes its independent determination whether to approve or disapprove a protocol based upon whether or not human subjects are adequately protected. The Vice President of Academic Affairs will address any questions about the appropriateness of proposed research topics.

The OU IRB's decisions and actions are guided by the "Belmont Report", the Department of Health and Human Services (DHHS) policy, Title 45 Code of Federal Regulations (CFR), Part 46 (also known as the "Common Rule"), and by the Food and Drug Administration (FDA) policy, Title 21 CFR Part 50 and Title 21 CFR Part 56.

Document Title: LIBRARY SERVICES COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Library Services Committee is to increase communication and input from faculty and student in relationship to the library and its resources and services and promote the use of the University library.

RESPONSIBILITIES

The responsibilities of the Library Services Committee include the following:

1. To assist the director of the library with promoting the use of the library.
2. To recommend services that the library can provide for its users.
3. To assist the director when necessary in resolving major complaints against library service.
3. To review and recommend the general library budget.
4. To assist the librarian in developing the facility as a quality instructional institution.
5. To study the effectiveness of library administration policies and advise the librarian concerning needed improvements.
6. To serve as an advisory group to the librarian concerning matters of general operation, services and improvements.
7. To advise the librarian and develop students and plans for fostering a love of reading among students and faculty members.
8. To serve as a liaison between the library and its users by helping to interpret to students the program procedures of the library.

COMPOSITION

The Library Services Committee is composed of the following:

- Director of library
- A selected professional librarian staff member

- Four faculty members
- One staff members
- Two students

The Library Services Committee reports to the Vice President for Academic Affairs.

Document Title: MONITORING STUDENT ACADEMIC PROGRESS COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Executive Director, Student Enrollment Services
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Monitoring Student Academic Progress Committee (MSAP) is to monitor closely the academic progress of students, with special attention given to those who are currently on academic probation. As a result of each semester's grades, recommendation of academic probation and/or suspension is given to the Executive Director of Student Enrollment Services.

The MSAP Committee functions in collaboration with the Center for Academic Success (CAS).

RESPONSIBILITIES

1. Review the academic records of students who are on academic probation
2. Make recommendations for suspension and probation for students who fail to acquire or maintain minimum GPA.

COMPOSITION

Director of CAS
CAS Counselors
Assistant Vice President for Student Services
Assistant Vice President for Academic Affairs
Director, Enrollment Management
Director, Financial Aid
Director, Records
Director, Student Accounts

The MSAP Committee reports to the Executive Director of Student Enrollment Services.

Document Title: OAKWOOD UNIVERSITY ANIMAL CARE AND USE COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 22, 2007
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [X] **Addition**

OAKWOOD UNIVERSITY ANIMAL CARE AND USE POLICY

The use of laboratory animals in research is an integral part of a scientific study. The results generated from animal studies are often extrapolated to humans, and help researchers to better understand human responses to specific procedures and treatments. Based on animal trials, researchers are able to develop therapeutic agents that are used in treating certain diseases and abnormalities.

Laboratory animals that are used for research, teaching, and demonstration purposes must be properly cared for and humanely treated. As a Christian institution, Oakwood University is against all forms of inhumane and cruel treatment of animals within its facilities.

Oakwood University complies with the Public Health Service (PHS) Policy on humane care and use of laboratory animals, the regulations of the Office of Laboratory Animal Welfare as Amended in August, 2002, (<http://grants.nih.gov/grants/olaw/references/phspol.htm>) and the IACUC Guidebook, 2nd edition 2002 (<http://www.nap.edu/readingroom/books/labrats/>). Methods of euthanasia will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

SUMMARY OF ANIMAL CARE AND USE POLICY

Oakwood University Animal Care and Use Committee (OCACUC) shall determine that the research projects meet the following requirements:

- Procedures with animals will avoid or minimize discomfort, distress, and pain to the animals, consistent with sound research design.
- Procedures that may cause more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
- Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly killed at the end of the procedure or, if appropriate, during the procedure.
- The living conditions of animals will be appropriate for their species and contribute to their health and comfort. Personnel who are experienced in proper care, handling, and use of the species being maintained or studied will direct the housing, feeding, and nonmedical care of the animals.
- Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
- Methods of euthanasia will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

The Committee Appointment and Composition:

The Vice President for Academic Affairs appoints Oakwood University Animal Care and Use Committee members. The committee membership shall be a minimum of five individuals from various disciplines, a board-certified veterinarian and a community member not directly affiliated with the University as recommended by the PHS policy.

- A biologist/physiologist
- A chemist
- A faculty member from Mathematics/Physics Department
- A faculty member from Business or Psychology Department
- Director of Research and Faculty Development
- A Scientist who is experienced in research involving animals
- A Board-certified veterinarian who is not affiliated with the institution
- A community member who is not affiliated with the institution

Responsibilities of the Animal Care and Use Committee:

The Oakwood University Animal Care and Use Committee meets at least every six months (in April & October), and is responsible for:

- Oversight and evaluation of the animal care and use program on the University campus
- Reviewing and approving animal use protocols
- Conducting biannual evaluation of animal facilities
- Reviewing concerns involving the care and use of animals at the institution
- Making recommendations to the Institutional Official (Vice President for Academic Affairs) regarding any aspect of the institution's animal program, facilities, or personnel training
- Suspending any activity involving animal care and use policy violations

Review of Animal Care and Use Protocols:

The following topics are considered in the preparation and review of animal care and use protocols:

- Rationale and purpose of the proposed use of animals
- Justification of the species and number of animals requested
- Availability or appropriateness of the use of less-invasive procedures
- Adequacy of training and experience of personnel in the procedures used
- Public Health Service (PHS) Policy on humane care and use of laboratory animals is made available to the animal care personnel and investigators
- Housing and husbandry requirements
- Appropriate sedation, analgesia, and anesthesia
- Post-procedure care, if any
- Method of euthanasia or disposition of animal
- Safety of working environment for personnel

Document Title: PROGRAM REVIEW COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 19, 2010
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] [] Revision Dates [X] Replacement [] Addition

PURPOSE

The Program Review Committee is charged with the responsibility of managing the academic program review process of the institution. The purpose of academic program review is to provide constructive evaluation directed toward the continuous enhancement of program effectiveness, academic credibility, and efficient use of resources.

RESPONSIBILITIES

1. Review each academic program and selected academic support units on a five-year rotational cycle.
2. Maintain the integrity of the process.
3. Provide a written report on the results of each review and make recommendations to enhance institutional commitment to a given program or to reduce institutional commitment to a program.
4. Submit final recommendations through the Vice President for Academic Affairs to the President for a decision which will then be submitted to the Board of Trustees for approval.
5. Complete annual program reviews by the end of the Spring Semester.
6. Identify follow-up reports and the schedule on which they should be submitted.

COMMITTEE COMPOSITION

The Program Review Committee will be composed of faculty representatives from different departments and other relevant persons, including the Vice President for Academic Affairs and the Director of Institutional Effectiveness. The chair of the committee shall be a faculty member appointed by the Vice President of Academic Affairs.

The Program Review Committee reports to the Vice President for Academic Affairs.

Document Title: RANK AND TENURE COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

PURPOSE

The purpose of the Rank and Tenure Committee is to review the dossiers of candidates for tenure and/or promotion submitted according to the policies, standards, and procedures specified in the University Policy on appointment, rank, tenure, and promotion and to hear appeals from individuals with faculty status who have been denied tenure and/or promotion, as specified in the Policy on Appointment, Rank, Tenure, and Promotion.

RESPONSIBILITIES

The responsibilities of the Rank and Tenure Committee include the following:

1. To establish and review the criteria for tenure and promotion in rank.
2. To examine the qualifications of members of the teaching faculty who are eligible for higher rank or continuous appointment status and, when desirable, to consider the qualifications of prospective faculty members, and make appropriate confidential recommendations to the Vice President for Academic Affairs and assistant vice president for Academic Affairs.
3. To assist the Vice President for Academic Affairs in making recommendations for rotation or renewal of department chairpersons.
4. To review all dossiers and recommendations regarding tenure and/or promotion.
5. To request additional information and/or interviews as needed to reach its recommendations regarding a candidate.
6. To submit the committee's recommendation for each applicant as a statement of rationale for each recommendation to the Vice President for Academic Affairs by the deadline dates in the calendar established for the academic year.
7. To maintain confidentiality regarding individual applicants, including materials reviewed by the committee, the committee's deliberations, and recommendations made by the committee.
8. To forward any suggestions or recommendations for changes in tenure and promotion policies, standards, and procedures to the Vice President for Academic Affairs.
9. To conduct appeals hearings as specified in the Policy on Appointment, Rank, Tenure and Promotion to determine whether the committee supports the original denial of tenure or promotion

or recommends that the granting of tenure or promotion be reconsidered.

10. To notify the faculty initiating the appeal and the Vice President for Academic Affairs of the decision of the committee.
11. To maintain confidentiality regarding individual appellants, including materials reviewed by the committee, the committee's deliberations, and recommendations made by the committee.
12. To forward any suggestions or recommendations for changes in tenure and promotion policies, standards, and procedures to the Vice President for Academic Affairs.

COMPOSITION

The Rank and Tenure Committee is composed of the following:

- Vice President for Academic Affairs
- Six teaching faculty on continuous appointment (four of whom must hold the rank of full professor)

The chairperson is appointed by the President of the University from among the elected members.

The Rank and Tenure Committee reports to the Vice President for Academic Affairs.

Document Title: RESEARCH AND PUBLICATIONS COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Research and Publication Committee is to develop faculty journals and publications.

REPOSIBILITIES

The responsibilities of the Research and Publication Committee include the following:

1. To formulate study groups and forums.
2. To bring to the campus for appropriate appearances, lecturers and other individuals who are able to offer intellectual stimulation to the faculty.
3. To create various formal reports that will inform the faculty on intellectual issues of mutual concern.

COMPOSITION

The Research and Publication Committee is composed of the following:

- Five teaching faculty members
- Two administrators

One of the teaching faculty serves as the chairman.

The Research and Publication Committee reports to the Vice President for Academic Affairs.

Document Title: STUDENT HONORS COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

PURPOSE

The purpose of the Student Honors Committee is to recognize high scholastic achievement among students.

RESPONSIBILITIES

The responsibilities of the Student Honors Committee include the following:

1. To provide awards at a special ceremony each semester.
2. To arrange for an annual Honors Day Convocation.
3. To establish and review the criteria and qualifications for participation in the awards ceremonies and Honors Day Convocation.
4. To recommend those students who shall be nominated for *Who's Who Among Students* and other local and national awards scholarships.

COMPOSITION

The Student Honors Committee consists of the following:

- Five teaching faculty members (one of whom serves as chairman)
- Director of Records
- One student

Document Title: TEACHER EDUCATION COMMITTEE
Category: Major Faculty Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Teacher Education Committee is to develop and implement guidelines for the teacher education program.

RESPONSIBILITIES

The responsibilities of the Teacher Education Committee include the following:

1. To initiate policies governing teacher education.
2. To make recommendations for curriculum changes to the Curriculum Committee.
3. To prepare policies governing the admission of students to candidacy in the teacher-education curriculum.
4. To institute procedures by which applicants for admission to the teacher-education curriculum are identified, screened, and approved
5. To propose standards for continuance in the programs and completion of the graduation and professional requirements.
6. To review periodically the progress of students in these professional programs.

COMPOSITION

The Teacher Education Committee is composed of the following:

- Chairperson of the Department of Education
- Coordinator of student teaching
- Coordinator of secondary teacher-education curriculum
- Coordinator of elementary teacher-education curriculum
- Principal of Oakwood Academy
- Senior check-sheet adviser
- Representative from each department offering majors in teaching areas

The Chairperson of the Department of Education serves as chairperson.

Document Title: ATHLETIC COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Athletic Committee is to maintain the institutional integrity of Oakwood University, in keeping with the educational goals of the University and in harmony with National Association of Intercollegiate Athletics (NAIA) policy, unless superseded by Oakwood University student policy.

RESPONSIBILITIES

The responsibilities of the Athletic Committee include the following:

1. To establish, implement, and supervise the athletic policies and regulations of Oakwood University, including the following:
 - Seasonal sports schedules
 - Personal conduct of coaches and athletes
 - Addition or deletion of sports
 - Institution conduct during athletic meets
2. To review and make recommendations on the athletic program budget.
3. To review periodically the student-athletic program budget.
4. To review periodically the athletic policies and practices with the athletic staff and the teaching faculty.
5. To review and render decisions on all Oakwood University intercollegiate athletic sports rosters in light of eligibility requirements of the University.
6. To review and make recommendations on all Oakwood University intercollegiate athletic sports schedules in light of policies and regulations of the University.
7. To review and make recommendations on all Oakwood University intercollegiate athletic sports contracts in light of policies and regulations of the University.
8. To administer the University's advising and study policy relating to student athletes.
9. To evaluate annually all coaches and the athletic director and transmit the evaluation to the Vice President of Student Services. The athletic director, who is a member of the committee, will not participate in his/her own evaluations.

COMPOSITION

The Athletic Committee is composed of the following:

- One faculty member appointed by the President
- Vice President for Academic Affairs or designee
- Vice President for Student Services or designee (chair)
- Athletic Director
- Director of Public Safety
- Director of Health and Counseling Services or designee
- Director of the Office of Records
- Two faculty members (appointed by the President)
- Two staff members (non-administrative, appointed by the President)
- One student (appointed for a one-year term by the USM President)
- One head coach

The Athletic Committee reports to the President's Council.

Document Title: DEAN'S COUNCIL
Category: Other Major Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Vice President for Student Services
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Dean's Council is to ensure the appropriate representation on committees related to student services, the equitable distribution of said committee assignments, and the timely completion of each committee's tasks.

RESPONSIBILITIES

The responsibilities of the Dean's Council include the following:

1. To suggest rules and policies for the residence halls.
2. To assist the Vice President for Student Services in coordinating a uniform program.
3. To study the program of worship and counseling in the residence halls.
4. To prepare and submit to the manager a budget for residence hall expenses and equipment.
5. To aid in selecting student assistant personnel and in providing for maintenance and janitorial services.

COMPOSITION

The Dean's Council is composed of the following:

- Residence Hall Deans
- Chaplain
- Directors of the following departments
 - Career Services and Testing
 - Food Services
 - Enrollment Management
 - Health and Counseling Services
 - Student Activities

The Dean's Council reports to the Vice President for Student Services.

Document Title: DEVELOPMENT COUNCIL
Category: Administration Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010][] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Development Council at Oakwood University is to monitor and review the University's overall Advancement and Development program including: ongoing charitable relationships with foundations, corporations, alumni, private donors, governmental entities, and philanthropic leaders.

The Council will work with the Advancement and Development Division to plan, coordinate, and implement a systematic and comprehensive fund-raising program focusing on the public and private sector, and leading to the receipt of significant funds which the University may use for scholarships, endowments, capital projects, and operating capital. The private sector includes alumni, corporations, foundations, associations, churches, UNCF sources, OU faculty and staff, and friends of the University.

RESPONSIBILITIES

1. Keep the Administration and Board of Trustees informed about the plan for the Capital Campaign in an effort to secure their personal commitment.
2. Assist in setting up or revitalizing alumni chapters in selected cities throughout the U.S.
3. Increase show of support for annual giving by conducting an expanded annual Phonathon, by developing a direct-mail approach, and by increasing appeals for the Oakwood University offering.
4. Seek funds from foundations and corporations through proposal writing and visitation efforts, contact industries and target foundations.
5. Help to strengthen the database leading to elimination of errors and duplicates, and by adding occupations, titles, correct phone numbers, email address, and preferred years of attendance or graduation. Also, include donor profile information in the database.
6. Help to increase the number of planned giving documents.
7. Assist staff to make strategic efforts to cultivate old money sources, identifying philanthropic families.
8. Assist in cultivating Adventist wealth sources-nationally and internationally.
9. Assist in implementing a grass-roots phase of the Capital Campaign.

COMPOSITION

- President (chairperson)
- Vice President of Advancement and Development
- Director of Development
- Grants and Contracts Specialists

The Development Council reports to the President.

Document Title: FACILITIES COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 19, 2010
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [X] **Addition**

BACKGROUND

Oakwood University currently has over 40 buildings encompassing an estimated 1,000,000 square feet, and estimated unused space of 100,000 square feet.

RESOLUTION

The Facilities Committee (FC) is established by the President and reports to the Property Assessment Committee (PAC). Under the leadership of the PAC, the FC has the responsibility of advising the President and administration in the area of space utilization for the University as a whole.

The following principles of space provision apply:

- Space is an expensive University owned resource requiring sound management like any other resource. All space will be deemed to be centrally controlled and subject to review and audit.
- The allocation of space to any organizational unit will not be regarded as permanent. All allocations will be subject to annual audit and justification.
- Space allocation, where possible, will be measured against relevant performance indicators. A major criterion used in determining allocations will be the effectiveness and efficiency of space usage.
- Periodic reallocations of space will be necessary to meet changing University priorities and variations in user demand.

Functions

The FC reports to the PAC, and is responsible for developing recommendations regarding the long and short-range space allocation/reallocation needs of the University. The FC works to develop recommendations for allocation of space through collaboration to find the most strategic space to meet the needs of the campus. The FC will engage in programming, planning, pre-design and capital planning to develop recommendations to make to the PC.

The FC coordinates and manages architectural planning studies and programming for allocation of unused space on campus. The FC will work with academic and administrative units to understand their space needs; setting the ground work for future implementation, and work with consultants to plan for the needs of those units as it relates to the mission of the University. In addition to planning studies, programming, pre-design and preparation for campus moves:

	Terms of Reference	Responsibility/Authority
1.	Develops space allocation recommendations.	Recommend to PAC
2.	Conducts room to room physical surveys of University space.	Power to act

3.	Updates floor plans and data of facilities to reflect changes in space use and configuration and is also responsible for maintaining these files.	Power to act
4.	Conducts space utilization studies (e.g. identifies classrooms and offices not in use; discusses possible utilization of space with schools and administration; and also prepares reports regarding space utilization).	Power to act
5.	Drafts a variety of architectural floor plans, depending upon the request from the schools and University administration.	Power to act
6.	Deals with space matters either referred to the FC for resolution or as part of a regular review of space usage.	Recommend to PAC
7.	Considers reports from decision-making groups and administrative operatives with which the FC has a concurrent interest.	Power to act
8.	Plans strategically, recognizing budgetary restrictions, for the maintenance of space through refurbishment and rehabilitation proposals.	Recommend to PAC.
9.	Develops and recommends to the President and PAC, policy on the management of space.	Power to act

Meetings

Generally, the FC shall meet once a month on the 4th Thursday, and at other times as may be deemed necessary or appropriate in its judgment or that of the President, either in person, telephonically, or electronically. The majority of the FC shall constitute a quorum.

Membership

Vice President for Financial Affairs, Chair
 Director, Sponsored Programs
 Assistant Vice President for Information Technology
 Chief, Public Safety
 Director, Physical Plant
 Chair of Faculty Senate
 Student Services Representative
 Staff Representatives (3)
 External Consultant

Administrative Representatives

President
 Provost and Senior Vice President
 Vice President for Academic Affairs
 Vice President for Financial Affairs
 Vice President for Student Services
 Vice President for Advancement and Development

Document Title: GRANTS SCREENING COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition
Replaced: Grant Proposal Screening

PURPOSE

All proposals for external funding are submitted to the Office of Sponsored Programs for an internal review to ensure that the proposals relate to the mission of the University, and are in compliance with institutional policies and funding agency guidelines.

MISSION

To provide advice and recommendations on policy issues and concerns, encourage research activities by recommending policies for faculty incentives and intellectual property.

RESPONSIBILITIES

The Internal Review Committee first screens pre-proposal routing forms and proposal abstracts for the following:

Project Description: Relationship to the mission of the University; need/benefit to Oakwood University

Funding: Request from agency, Oakwood University matching, indirect cost

Project Period: Number of years; start and ending dates

Special Requirements: Approval by appropriate committee for research involving animal or human subjects.

Other University Resources Required: Personnel, equipment, facilities/space, supplies

Approval: Department head

Based on the above, the committee makes a decision to approve or disapprove the proposal. The decision is indicated on the pre-proposal routing form and returned to the individual who signed as project director/principal investigator.

If approved, the Office of Sponsored Programs' staff (1) reviews the proposal narrative and budget for accuracy, and to ensure compliance with guidelines established by the funding agency; (2) identifies which University officials, according to agency guidelines, must sign final proposal; and (3) completes all forms for certification, representation and assurance.

MEMBERSHIP

Director of Sponsored Programs, Chair
Vice President, Advancement and Development
Vice President, Academic Affairs
Grants Coordinator
Director, Faculty Development
Federal Accountant
Relevant Principal Investigators (faculty)

FEDERALLY MANDATED COMMITTEES

1. Institutional Review Board (IRB) for Human Subjects
2. Institutional Animal Care and Use Committee (IACUC)
3. Scientific Misconduct Committee
4. Intellectual Property Committee

For detailed description of federally mandated committees, refer to sections on a) Administration Committees and b) General Administrative Policies.

Document Title: HONORARY DOCTORATE SELECTION COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 20, 2009
Authority: Office of the President
Document Status: ☐ ☐ ☐ ☐ ☐ **Revision Dates** ☐ **Replacement** ☒ **Addition**

POLICY STATEMENT

Oakwood University awards honorary doctoral degrees to recognize individuals of outstanding accomplishment in scholarship, creativity, public service, education, or contributions to human welfare. The recipient of an honorary doctoral degree must exhibit a career of extraordinary and lasting distinction that serves as an inspiration to students and an indication of values that are esteemed by the University. An honorary doctoral degree is unrelated to the academic instructional programs of the University and must therefore be distinguishable in title from all degrees earned in those programs.

HONORARY DOCTORAL DEGREE

Doctor of Laws (LL.D.): awarded for outstanding contributions to the church, government, public service, or society in general.

SELECTION PROCEDURE

1. Candidates for the honorary Doctor of Laws are nominated by any employee of the University or members of the Board of Trustees. The Honorary Doctorate Selection Committee, appointed by the President of the University, reviews dossiers of nominees and makes recommendation to the President for final action.
2. The University can award up to two honorary doctorates a year.
3. The nomination, selection, and acceptance process begins in January of each year and concludes by the end of the third week of April.
4. All aspects of the selection procedure are conducted with a level of confidentiality appropriate to personnel matters.

GUIDELINES FOR DOSSIERS

It is not possible to strictly define content requirements for dossiers because the information available for nominees is highly variable. However, to the extent possible, each dossier should include the following two elements:

1. A resume summarizing the nominee's education, career, honors, and awards, with the items in each major section listed in chronological order.
2. A brief discussion of the nominee's accomplishments, the impact of those accomplishments, and the relationship of the nominee to the University.

SELECTION GUIDELINES

1. The nominee must be distinguished, and the person's achievements must be both relevant and appropriate to the campus.
2. Nominees who have made extraordinary contributions to the campus can be considered, but must have made significant contributions beyond the institution and the local region.
3. The nominee must not be a current student or current employee of the university.
4. An honorary doctoral degree is not given for monetary or material contributions to the university or for service to the university. However, a donor to the university is not precluded from consideration as long as his or her accomplishments and career fit the degree descriptions as described in this policy.

COMMITTEE MEMBERSHIP

President

Provost and Senior Vice President

Vice President for Academic Affairs

Vice President for Financial Affairs

Vice President for Student Services

Vice President for Advancement and Development

Chair of Faculty Senate

Staff representatives (3)

United Student Movement, President

United Student Movement, Academic Vice President

Document Title: INTELLECTUAL PROPERTY COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 19, 2010
Authority: Office of the President
Document Status: ☐ ☐ ☐ ☐ **Revision Dates** ☐ **Replacement** ☒ **Addition**

PURPOSE

This committee may consider appeals, interpret the policy and make recommendations to the President or the Provost regarding Intellectual Property. All appeals must be in writing and should clearly state the basis for the grievance and should be made within 30 days of knowledge of an existing conflict. Appeals of committee recommendations should be made in writing to the President or Provost within 30 days of notice of the recommendations and written decisions.

COMPOSITION

The Intellectual Property Committee is appointed by the President or the Provost. It shall consist of five to seven members, of which the majority shall be from the teaching faculty. In order to allow for continuity, the members of this committee may serve initial terms of one to three years (as designated by the President or Provost). Succeeding members may serve rotating terms of three years, and may be reappointed.

EX-OFFICIO MEMBERS

Vice President for Academic Affairs

Director of Faculty Development and Research

Document Title: INVESTMENT COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: May 1, 2000
Authority: Vice President for Financial Affairs
Document Status: [4/2010][] [] [] Revision Dates [] Replacement [] Addition

Purpose

In general, the purpose of this policy is to outline the goals and investment objectives for Oakwood University's investment portfolio. This policy provides the philosophy and attitude that will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific, to be meaningful, yet flexible enough to be practical.

The Investment Committee shall consist of:

- The President
- One appointee from the Office of Development
- Two faculty members in business/finance as recommended by the Vice President for Academic Affairs
- One non-Oakwood College person appointed by the Finance Committee
- Two appointees from the Office of Financial Affairs, one whom shall be the Vice President who shall chair the committee

Responsibility of Investment Committee

Oakwood University's Investment Committee, under the direction of the Board of Trustees Finance Committee, is a fiduciary and is responsible for directing and monitoring the investment management of Fund assets and is:

- Responsible for defining and implementing the investment objectives and the policies for the Funds assets.
- Authorized to secure or terminate the services of the investment advisor, managers, custodian, specialist, attorneys, and auditors to assist in meeting its responsibilities and obligations in investing the institution's assets.
- "Approve" a recommended asset allocation target that is developed to provide a specific risk/return objective for the investment funds. The committee should allow sufficient flexibility to accommodate short-term market fluctuations and opportunities and therefore be mindful of:
 - Liquidity. Be sufficiently liquid to meet operating requirements that may be reasonably anticipated.
 - Diversification. Be sufficiently diversified among classes of investments to avoid undue exposure to any single economic sector, industry group, or individual security

- Review and modify from time to time, but at least once every fiscal year, the goals and objectives as well as the investment guidelines and strategies.
- Provide periodic reports to the Board of Trustees Finance Committee reporting on the investment activities of the institution and perform other duties as may be prescribed by the Board of Trustees

The Board of Trustees, while ultimately responsible for investment decisions, has delegated authority over investment decisions to the Investment Committee through the Finance Committee, with the exception of specific limitations described in the Investment Policy Statement. Managers will be held responsible and accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications that they deem appropriate.

If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the Fund as deemed appropriate and necessary.

The Vice President for Financial Affairs shall:

- Oversee the day-to-day operational investment activities of the Funds subject to policies established by the investment policy.
- Receive, review, analyze and distribute reports from outside professionals regarding the status of the Funds.
- Issue annual status reports to the Board of Trustees Finance Committee and the Administrative Council.
- Issue annual status reports to certain donors who require such reports.

Document Title: LAND DEVELOPMENT COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 19, 2009
Authority: Office of the President
Document Status: ☐ ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

PURPOSE

To develop concepts and ideas for maximizing investment and business opportunities through land usage, including developing new income streams, setting up buffering mechanisms for insuring the beauty of the land, improved parking and road areas, walkways, and better utilization of under-utilized areas of the campus.

GUIDING PRINCIPLES

- Projects must be consistent with the mission and purpose of the University
- Projects must provide for appropriate buffers for beautification and separation
- Projects must have potential for revenue generation
- Projects must draw visitors to the campus

MEMBERSHIP

The members of the Land Development Committee include:

- Vice President for Advance and Development, Chair
- 7-10 persons selected by the Vice President for Advance and Development and approved by the Property Assessment Committee

The Land Development Committee reports to the Property Assessment Committee.

Document Title: PROPERTY ASSESSMENT COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 19, 2009
Authority: Office of the President
Document Status: [] [] [] [] Revision Dates [] Replacement [X] Addition

PURPOSE

The purpose of the Property Assessment Committee (PAC) is to evaluate the needs of campus properties and determine priorities for renovation, accommodation, and land development.

RESPONSIBILITIES

- Review and make decisions about the options for properties needing renovation.
- Determine the proper accommodation for units needing relocation.
- Review campus layout to determine how to generate revenue from current property assets.
- Make decisions about the best use of vacant buildings for maximum benefit to the institution.

DIVISION OF RESPONSIBILITIES

The responsibilities of the Property Assessment Committee shall be divided between two sub-committees:

- Facilities Committee, chaired by the Vice President for Financial Affairs
- Land Development Committee, chaired by the Vice President for Advancement and Development

The subcommittees report to the Property Assessment Committee at least twice annually. A description of each subcommittee is included under the appropriate heading below.

FACILITIES COMMITTEE

The members of the Facilities subcommittee include:

- Vice President for Financial Affairs, Chair
- 7-10 persons selected by the Vice President for Financial Affairs and approved by the Property Assessment Committee

The Facilities Committee reports to the Property Assessment Committee.

LAND DEVELOPMENT COMMITTEE

The members of the Land Development subcommittee include:

- Vice President for Advance and Development, Chair
- 7-10 persons selected by the Vice President for Advance and Development and approved by the Property Assessment Committee

The Land Development Committee reports to the Property Assessment Committee.

MEMBERSHIP

The members of the Property Assessment Committee include:

- President, Chair
- Provost
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Advancement and Development
- Vice President for Student Services

The Property Assessment Committee reports to the President's Council.

Document Title: RETENTION COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

Since it is becoming increasingly difficult and expensive to access, inform, interest and persuade prospective students to enroll, the prudent alternative is to devote time and resources to retaining the existing students. Experience convinces that it is easier to keep students who are currently enrolled than it is to find others to take their place due to attrition. Therefore, a standing committee is formed to address this major concern.

RESPONSIBILITIES

PLANNING is essential to the success of this initiative. This includes researching literature available on the subject, surveying other institutions of like size and philosophy to glean from their successes in the area of retention, and formulating systematic strategies for Oakwood to address its particular challenge.

DISSEMINATION of the retention program to appropriate entities is essential to the success of the program. All aspects of the University must be brought onboard and motivated to do their individual parts to make the retention program work. The committee will serve as a conduit to foster essential two-way communication between all persons involved in the process.

IMPLEMENTATION is the capstone of the whole process. It is the primary responsibility of the committee to ensure that all aspects of the retention program are functioning at optimum capacity. It is the committee's duty to obtain the necessary authority and resources for the operation of the program.

MONITORING the effectiveness and efficiency of the program is another essential. This affords the committee the opportunity to make necessary adjustments in the program to achieve the objectives desired. This measure conserves the wasteful expenditure of resources, both energy and assets.

EVALUATION of the operation postures the committee to recognize programs that provide the biggest bang for the bucks and time invested. It documents the activity generated and provides essential feedback for the University's institutional research effort.

COMPOSITION

The general committee is composed of the following positions:

Academic Administration
Public Relations
Center for Academic Success
Student Services (2) residential life and administration
Department Heads (selected by Academic Affairs)
Admissions (2)
Academic Vice President, United Student Movement

Social Vice President, United Student Movement
Sophomore, junior and senior students (3)
Alumni Leader
Parent of an Oakwood University student

The Retention Committee Reports to the President.

Document Title: SPECIAL EVENTS COORDINATIVE COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Special Events Coordinative Committee is to plan and implement special events for the University, as necessary

RESPONSIBILITIES

Events include, but are not limited to the following:

- Annual Board/Faculty Dinner honoring retirees and years of service awards
- Employee Picnic
- Staff Colloquium
- Employee Christmas Party

COMPOSITION

The Special Events Coordinative Committee is composed of faculty and staff, as designated by the President.

The Special Events Coordinative Committee reports to the President.

Document Title: STAFF ADVISORY COUNCIL
Category: Other Major Standing Committees
Number:
Effective Date: October 2005
Authority: Office of the President
Document Status: [] [] [] [] Revision Dates [X] Replacement [] Addition

PURPOSE

The purpose of the Staff Advisory Council is to provide an official forum with which campus staff (non-faculty) may lodge questions, concerns, suggestions, and provide feedback relative to institutional employment, policies, procedures, programs and issues.

Terms of Reference

I. Protocol

The Staff Advisory Council is a recommendatory body with recommendations referred to administration via the President/President's Council via the Director of Human Resources/Provost and Senior Vice President.

A. Membership

1. Members will reflect the divisional composition of the institutional staff with representatives from the staffs of the following areas: Academic, Administration, Advancement and Development, Finance, Technology and Student Services entities.
2. Membership for the council will be voted at a Staff Business Session and processed through the Office of the President.
3. The Staff Representative to the Board of Trustees will automatically be a member of the council by virtue of his/her selection during his/her one-year tenure on the Board of Trustees.
4. The Provost and Senior vice President is an ex-officio member of the council.

B. Tenure

1. Staff representative should serve on a two-year rotating basis.
2. If a council member moves or is transferred from a particular department in the institution, his/her position will be relinquished and the respective department will select another representative to serve.

II. Process

1. The Council should meet at least quarterly or more as necessary.
2. The Director of Human Resources will be the Chairperson of the Council for a three year renewable basis.

3. The Vice Chairperson and Secretary of the Council will be selected by the Council.
4. Regular meetings of the council should be scheduled so that periodic reports can be made to the Staff Business Session.

III. Procedure

1. Personal concerns indigenous to a particular work-place department should be discussed and deliberated with a staff's immediate supervisor or vice president.
2. The business of the Council should deal with matters affecting staff members in general rather than particular employees.
3. This council is not to take the place of regular procedures and committees that deal with conflict resolution, grievance appeals, and items that are routinely dealt with via supervisors, directors and vice presidents.

Document Title: STUDENT ENROLLMENT SERVICES COMMITTEE
Category: Administration Committees
Number:
Effective Date: April 19, 2010
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [X] **Addition**

PURPOSE

The purpose of the Student Enrollment Services Committee is to provide administrative assistance to the Student Enrollment Services Unit. The Student Enrollment Services Unit aspires to provide seamless transactions for all students, from the beginning of their college experience to graduation. The Committee provides counsel to assist the unit in attaining its objectives.

RESPONSIBILITIES

- Review and make recommendations about student enrollment.
- Guide the Student Enrollment Services Unit in providing quality service to students, including:
 1. improving operations and procedures
 2. addressing and eliminating customer complaints
 3. improving the student's experiences in the admissions and registration processes

MEMBERSHIP

The members of the Student Enrollment Services Committee include:

- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Student Services
- Director of Student Enrollment Services
- Administrative Assistant, Student Enrollment Services
- Provost

The Student Enrollment Services Committee reports to the President's Council.

Document Title: TECHNOLOGY ADVISORY COUNCIL
Category: Other Major Standing Committees
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [2/2001] [4/2010] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of the Technology Advisory Council is to provide a coordinated effort for the development and use of University-wide electronic communication and information systems.

RESPONSIBILITIES

The responsibilities of the Technology Advisory Council includes the following:

1. Conduct regular assessment of electronic communications and information systems at Oakwood University.
2. Develop and maintain a three to five year strategic plan to address current and future communications and information systems needs.
3. Develop recommendations and priorities for an annual electronic communications and information systems action plan.
4. Develop and review policy relating to the purpose of electronic communication and information systems.
5. Receive, study, and act on hardware and software requests from faculty and staff.
6. Annually evaluates the policies for the allocation and use of information technology to ensure that academic and administrative needs are adequately addressed.

COMPOSITION

- Provost and Senior Vice President (chairperson)
- Assistant Vice President for Information Technology (secretary)
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Student Services
- Director, Computer Center
- Director of the Computer Center
- Computer Center staff representatives (2)
- One staff member from each of the following departments: business, technology center, and media library

The Technology Advisory Council reports to the President.

Document Title: TRUSTS COMMITTEE
Category: Other Major Standing Committees
Number:
Effective Date: April 19, 2010
Authority: Office of the President
Document Status: ☐ ☐ ☐ ☐ **Revision Dates** ☐ **Replacement** ☒ **Addition**

PURPOSE

As delegated by the Oakwood University Board of Trustees, the Oakwood University Trust Committee shall be responsible for the governance of the Oakwood University's program of Planned Giving and Trust Services and the development of appropriate policies, guidelines and procedures for the successful operation of the same in harmony with University and Seventh-day Adventist church policy as well as state and federal laws. As an agent of the Oakwood University Board of Trustees, its function shall be to take action on items of business described below which are normally carried out by the Oakwood University Board of Trustees.

POWERS AND RESPONSIBILITIES

The Powers and Responsibilities of the Trust Committee shall be as follows:

1. To serve as the board of Trustees' appointed administrators of the Oakwood University Office of Planned Giving and Trust Services, with group advice and governance responsibilities as provided for in this document and to assist the Office of Planned Giving and Trust Services to achieve and maintain a "Level A Trust Services Accreditation" with the North American Division of Seventh-day Adventist Trust Services Certification and Accreditation Committee.
2. To appoint ad hoc and standing sub-committees as deemed necessary and appropriate such as "Trust Acceptance" and "Investment" sub-committees.
3. To accept fiduciary responsibilities on behalf of Oakwood University where it has been appointed as Corporate Trustee under Trust Agreements which name the University as Trustee.
4. To authorize a specific employee of Oakwood University who is "Certified Trust Officer" to act in the following capacities as an individual while in the employ of Oakwood University:
 - a. Attorney-in Fact
 - b. Personal Representative or Executor of a probate estate
 - c. Guardian of a person
 - d. Conservator of an Estate
 - e. Other Fiduciary

Such an employee shall bring all significant acts (such as the deposition of major assets) relating to the exercise of the said fiduciary authority to the Trust Committee for recommendations.

NOTE: The acceptance and authorization of the said corporate ((see #3 above) and individual (see #4 above) fiduciary responsibilities named above shall be in harmony with the University's "... Guidelines and Procedures for Estate Planning Assistance by Planned Giving and Trust Services."

5. To make all decisions in the management of Trusts for which Oakwood University serves as corporate Trustee, including but not limited to, decisions with respect to the sale, lease, exchange, transfer, conveyance, investment, disposition of or other dealings regarding Trust assets.
6. To distribute principal or income to beneficiaries according to the provisions of the pertinent estate plan documents, such as Trusts, Wills, Gift Annuities, Life Estate Gifts of Property, and Special Gifts.
7. To accept gifts and grant Annuities on behalf of Oakwood University.
8. To accept gifts of real property to Oakwood University with life estate reservation by the donor.
9. To sell, lease, exchange, transfer, convey, invest, re-invest, dispose of, mortgage, encumber, pledge or hypothecate, or otherwise deal with all property of whatsoever kind and nature owned or controlled by Oakwood University as fiduciary, and to enter into contracts for any of the foregoing, on such terms and conditions as the Trust Committee may deem appropriate.
10. To execute such other powers and/or responsibilities as may lawfully be delegated to it by the Oakwood University Board of Trustees.

AUTHORITY TO ENTER INTO AND EXECUTE INSTRUMENTS

Officers of the Oakwood University Corporation are authorized to enter into, execute and deliver all documents as needed to carry out the above powers and responsibilities of the Trust Committee upon the signature of at least two (2) corporation officers.

MEMBERSHIP OF THE TRUST COMMITTEE

The membership of the Trust Committee shall be comprised of at least seven (7) individuals. The Committee membership shall include:

- The Oakwood University President
- The Oakwood University Vice President for Advancement and Development
- The Oakwood University Vice President for Financial Affairs
- The Oakwood University Chief Accountant
- The Oakwood University Director of Planned Giving and Trust Services
- The Accountant/Trust Administration Officer for the Oakwood University Planned Giving and Trust Services
- Other individuals as may be appointed by the Oakwood University President

The officers of the Trust Committee shall be as follows:

- Vice President for Advancement, Chair
- Vice President for Financial Affairs, Vice Chair
- Director of Planned Giving and Trust Services, Secretary

The duties of the officers of the Trust Committee shall be as follows:

Chair

- Prepares the agenda with the help of the Vice Chair and the Secretary
- Calls meeting of the Trust Committee and chairs the same

- Fulfills specific responsibilities assigned by the Trust Committee

Vice Chair

- Fulfills the role of the Chair in his/her absence
- Calls meetings of the Trust Committee after consultation with the Chair and the Secretary with respect to the agenda
- Fulfills specific responsibilities assigned by the Trust Committee

Secretary

- Assists the Chair and Vice Chair in the preparation of the agenda
- Conducts all official correspondence on behalf of the Trust Committee
- Keeps Minutes of all meetings of the Trust Committee

METINGS

- A quorum to do business for the Trust Committee shall be five (5) by presence in person or by communications equipment where all persons participating can hear each other. The majority of members present may vote to adjourn a meeting where a quorum cannot be obtained.
- Regular meetings of the Trust Committee shall be scheduled as determined by the Committee
- The Chair or Vice Chair may call a special meeting of the Trust Committee when requested to do so by the President of Oakwood University, the Oakwood University Vice President for Advancement or when any two members of the Oakwood University Trust Committee present a written request for a special meeting of the Chair or Vice Chair.
- Written notice of regular meetings must reach the Committee member at least two days before the meeting and a written agenda shall not be required. Written notice of meetings of the Trust Committee shall be made at least five working days before a special meeting of the Trust Committee and a written agenda need not accompany the notification.

**MISSION, GOALS, PRIORITIES, GUIDELINES AND PROCEDURES FOR ESTATE
PLANNING ASSISTANCE BY PLANNED GIVING AND TRUST SERVICES
OF
OAKWOOD UNIVERSITY**

I. STATEMENT OF MISSION FOR PLANNED GIVING AND TRUST SERVICES

Oakwood University Planned Giving and Trust Services operates on the biblical premises that Christians are stewards of God's blessings of time, talents, and possessions; also that they are privileged to use these blessings to benefit His earthly work and to lead others to Christ. Its mission is as follows:

- A. To provide an educational and facilitative ministry to alumni and friends of the University that assists these constituents in maximizing their estate planning and gifts to advance the work of Oakwood University preparing leaders in service for God and humanity.
- B. To facilitate the conservation of assets for needy beneficiaries and the support of the work of Christian education at the University by serving as Corporate Trustee; also to this end, a Certified Trust Officer of the Planned Giving and Trust Services of the University, in his or her individual capacity, may serve as Power of Attorney agent for individuals, and Personal Representative or Executor of a probate estate.

II. GOALS OF PLANNED GIVING SERVICES

- A. To facilitate the education of University alumni and special friends in the spiritual and secular principles of estate planning.
- B. To facilitate estate counseling to University alumni and special friends.
- C. To provide assistance for University alumni and special friends in utilizing lawful means of minimizing income-tax, gift-tax and estate-tax consequences of planning in order to increase the benefits of their current or deferred gifts to the cause of God at the University.
- D. To provide the high quality of Planned Giving and Trust Services required for Trust Services accreditation, employing workers who are certified by the Certification and Accreditation Committee of the North American Division of Seventh-day Adventist.

Document Title: AIDS
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Student Services
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

The purpose of this policy is to prescribe guidelines and procedures for responding to situations involving persons with AIDS (acquired immune deficiency syndrome), ARC (AIDS-related complex) and AIDS virus antibodies.

GENERAL

The consensus of authoritative medical opinion, as reflected by recent recommendations of the U.S. Public Health Service's Communicable Disease Center (CDC), is that AIDS is not a readily communicable disease. It appears not to spread through casual contact, but requires intimate sexual contact, direct exchange of body fluids, sharing of intravenous injection needles, or transfusions of blood products of an infected individual.

There is no basis for concluding at this time that the University should adopt mandatory testing of students or employees for AIDS antibodies.

LEGAL CONSIDERATIONS AND GUIDELINES

Individual determinations should be made in all cases involving AIDS or ARC. Legal medical counsel should be sought in questionable cases. In general, however, persons charged with making decisions and/or policies should be guided by the concepts and provisions of the following:

- **Rehabilitation Act of 1973:** Sections 503 and 504. For the purpose of this policy, persons with AIDS or ARC should be considered as handicapped persons, and decisions relative to admission, employment, accommodation, dismissal, and so forth, should take the provisions of this Act into consideration.
- **Tort Liability**

In general, the University is obliged to exercise "reasonable care" in protecting "invitees" (students, faculty, administrators, and so forth) on the premises from known or reasonably foreseeable danger. The school's duty is not that of an insurer; however, a duty to protect students and other invitees from unreasonable risks of contracting AIDS could be founded on the responsibility of the University as a proprietor.

POLICIES AND GUIDELINES

- Not to routinely exclude or dismiss students or employees simply because they have AIDS, ARC, or AIDS virus antibodies.
- Not to routinely segregate in or exclude AIDS victims from programs and activities.

- Not to permit general disclosure of their identity to faculty and staff, students, or other persons.
- To make individualized determinations regarding appropriate educational or work settings for each infected student or employee, based on consultation with medical and school personnel.
- To take immediate corrective/preventive actions if it becomes known that a student or employee is engaging in conduct that increases risk for the transmission of AIDS to others in the community.
- To take special precautions to protect the health of immunologically comprised individuals during periods of prevalence of contagious diseases such as chicken pox and measles.

PRECAUTIONARY MEASURES

- Students, personnel workers, and food service workers should not have contact with others or prepare or serve food if they have open, oozing lesions, weeping dermatitis, or injuries to their hands.
- Objects contaminated with blood or other body fluids of any worker, including those who test positive for the AIDS virus antibody, should be promptly cleaned with soap or detergent and then disinfected.
- Students and employees with AIDs should not be restricted from using telephones, office equipment, toilets, showers, eating facilities, and water fountains.
- Persons with AIDS or ARC should be counseled concerning hygiene and the importance of not engaging in acts that are known to be likely means of transmitting the virus.

REPORTING

It will be the responsibility of any student/employee diagnosed with AIDS, ARC, or AIDS virus antibodies to report this information to the Director of Health Services.

It will be the responsibility of any student/employee who has knowledge of a student/employee who has AIDS, ARC, or AIDS virus antibodies to report this information to the Director of health Services, if: 1) the student/employee has open, oozing lesions, “weeping dermatitis,” or 2) injuries which would allow direct contact with the victim’s body fluids, or 3) if the student/employee is engaging in conduct known likely to infect others.

SPECIAL REQUIREMENTS

Students/employees diagnosed with AIDS, ARC, or AIDS virus antibodies, as a condition for continued enrollment/employment, must agree:

- To regular monitoring of their medical condition
- To receive counseling on the nature of the condition
- Not to engage in conduct that could transmit the virus to others
- Where professional medical opinion considering the particular victim’s case so indicates, to be insulated from other members of the University community in their close contacts (e.g., sharing a room, serving food, participating in the same contact sports, and so forth).

REQUIREMENT FOR COMPLIANCE

Any student/employee, diagnosed with AIDS, ARC, or AIDS virus antibodies who fails or refuses to comply with the specific provisions or general intent of this policy will be subject to dismissal.

EDUCATIONAL PROGRAMS

The University will attempt to provide

1. Public health information programs about AIDS to educate the community about the disease, its symptoms, known means of transmission, and precautions for avoiding or reducing the risks of contracting it. Persons conducting such programs should make sure they stay abreast of the most current available knowledge about AIDS so that the information being disseminated is accurate and complete.
2. Ongoing health information programs aimed at providing up-to-date information about how AIDS is transmitted, including means of avoiding or minimizing the risks or contacting it, and legal issues.
3. Updated information relative to its policy toward AIDS to the academic community, the purpose of which is to foreclose any charge that potential risks had been unreasonably concealed.

Document Title: ACCIDENTAL EXPOSURE TO BODY FLUIDS/BLOOD: NURSING PROGRAM

Category: General Administrative Policies

Number:

Effective Date: April 5, 1999

Authority: Vice President for Academic Affairs

Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

Historically, the Department of Nursing has had a nondiscriminatory practice of clinical assignments for student learning. These assignments are based on learning objectives and student learning needs.

It is recognized, therefore, that on occasion and during a clinical practicum, a faculty member or student may accidentally become exposed to contaminated blood or body fluids. Primary emphasis remains on prevention of such incidents. To accomplish this, faculty and students are to adhere to the following measures:

1. Strict attention is to be paid to good hand washing practices before and after patient contact.
2. Gloves are to be worn at all times when the individual is likely to come into contact with blood or body fluids.
3. Eye shields are to be worn when performing any function in which blood or body fluids may be splashed in the eyes.
4. Faculty and students are to adhere to the standard policies and practices of isolation techniques adopted by the various clinical agencies.

In the event of accidental exposure to blood or body fluids, the faculty and/or student are to adhere to the following procedures:

1. Report the incident immediately to the employee health service at the clinical agency.
2. Students are to report the incident to their clinical faculty.
3. Faculty are to report the incident to the appropriate nurse manager immediately and to the chairperson of the Department of Nursing.
4. The chairperson of the department is to report the incident to the Vice President of Student Services and to Health Services.
5. A written account of the incident is to be completed on the form provided by the agency for such incidents. One copy is retained on the form provided by the agency and two copies are forwarded to the chairperson of the Department of Nursing. One copy is to be placed in the student/faculty file.
6. Faculty and students are to follow the agency policy pertaining to exposure to blood and/or body fluids.
7. Financial responsibility for laboratory testing and/or any follow-up treatment will be as follows: faculty will file under Worker's Compensation through the University within five days of the incident; students will file through the Student Nursing Professional Liability Insurance.

Document Title: BUILDING/FACULTY AUTHORITY
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

<u>Building</u>	<u>Name</u>
4920 University Square	Director, Sponsored Programs
Art Annex	Chair, Communications Department
Art/Photography Building	Chair, Communications Department
Ashby Auditorium	Chair, Health & Physical Education Department
Bradford Cleveland Brooks Leadership Center (BCBLC)	Executive Director, BCBLC
Blake Center	Vice President, Financial Affairs
Burrell Hall	Chair, Communication Department
Carter Hall	Residence Hall Dean
Cooper Science Complex	Chair, Nursing Department
Career Services & Testing	Director, Career Services & Testing
Cunningham Hall	Executive Director, Student Enrollment Services
East Hall	Vice President, Advancement & Development
Edwards Hall	Residence Hall Dean
Eva B. Dykes Library	Director, Library Services
Family Housing	Vice President, Financial Affairs
Ford Hall	Vice President, Student Services
Green Hall	Chair, Social Work Department
Holland Hall	Residence Hall Dean
Knight Hall	Chair, Education Department

LETC	Director, LETC
McKee B&T Complex	Chair, Business & Information Systems Department
Moran Hall	Chair, History & Political Science Department
Mosley Complex	Chair, Religion & Theology Department
Natatorium	Chair, Health & Physical Education Department
New Beginnings	Vice President, Student Services
Office of Spiritual Life	Chaplain
Peters Hall	Chair, Music Department
Physical Plant	Director, Physical Plant
Public Safety	Chief, Public Safety
Skating Rink	Director, Student Activities
Student Center	Vice President, Student Services
Student Employment Office	Director, Student Employment
Title III Office	Director, Title III
University Market/Bookstore	Vice President, Student Services
Wade Hall	Residence Hall Dean
West Oaks	Residence Hall Dean

AUTHORITY FOR MISCELLANEOUS SERVICES/ACTIVITY

Medical Infirmary	Director, Health & Counseling Services
Dining/Cafeteria	Director, Dining Services
Residence Halls	Vice President, Student Services
Special Activities:	Vice President, Student Services

Document Title: CIVIL DISTURBANCE
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

A civil disturbance is any set of circumstances that in the judgment of responsible school administrators would cause a disruption of normal University operations in that it potentially jeopardizes the safety of the student body and staff.

PREVENTIVE MEASURES

Preventive measures are much more effective than corrective measures. Preventive measures to be taken are as follows:

1. The administration and faculty will maintain a close working relationship with student leaders.
2. Appropriate signs will be posted by the University in strategic places on the school grounds directing that the buildings and grounds are for the use by Oakwood University faculty, staff, students, and invited guests.
3. Alcohol is not to be brought or consumed at school functions.
4. All school-related activities, including athletic events, will be adequately supervised by appropriate personnel including law enforcement personnel when necessary.

CORRECTIVE MEASURES

Corrective measures refer to the step-by-step procedures of correcting a disturbance that is already underway. These procedures must be different for the following:

Disturbances That Occur During the School Day

1. The President or his/her designee will assess the situation.
2. Key staff members will be alerted to the crisis by a prearranged code broadcast.
3. Students will be isolated into small groups (classroom) when possible.
4. Local law enforcement personnel will be notified of the situation by the President or appropriate vice president, but they will enter the campus only as a last resort.
5. Administrative personnel will meet with student personnel to air grievances and formulate plans for restoring order.

6. Persons responsible for the disturbance will be identified by school officials and dealt with accordingly.
7. Only one official spokesman will make all statements to students, staff, and media.

Disturbance At School-Related Events After School Hours

1. The President or his/her designee will assess the situation.
2. The persons causing the disturbance will be isolated when possible by person(s) supervising the event.
3. Law enforcement personnel will be brought into the area immediately by the President or his/her designee if deemed necessary.
4. Persons responsible for the disturbance will be reported by the President or his/her designee to the proper authorities for action if deemed necessary.

Document Title: CONTRACTUAL AGREEMENTS
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [2/2001][][] [] Revision Dates [] Replacement [] Addition

POLICY STATEMENT

Contractual agreements involving Oakwood University are reviewed and processed according to the following policies and procedures.

LEGAL REVIEW

In order to provide a measure of protection from unnecessary legal liability and other exposures which could arise out of such agreements or contracts, all contracts and agreements shall be submitted for review by the University attorney.

In addition to a review by the University attorney, some contracts and agreements must be reviewed by outside legal counsel. These agreements/contracts include:

- Affiliation Agreements
- Agreements to share facilities
- Construction Contracts
- Employment Contracts
- Partnerships
- Patent and License Agreements
- Government (all levels) contracts and agreements
- Contracts/agreements as determined by the legal counsel retained by the University

STANDARD AGREEMENTS AND CONTRACTS

Standard agreements and contracts need to be reviewed the first time the agreement or contract is used by the University and every two years thereafter or earlier if there have been changes in the law or business practices which affect the terms of the agreement. Academic program consortial agreements are to be evaluated as part of the cyclical program review of the department involved in the consortial agreement.

Standard agreements and contracts are defined as documents which are intended for multiple uses. The only changes which occur with each use are:

- Dates
- Funding levels
- Names and/or addresses of agreement/contract entities

Submission

All documents shall be submitted to the University attorney before being executed by anyone on behalf of the University.

Timing

Except in case of emergency, the University attorney should have not less than five business days to review and report back on any document being submitted. If the document requires outside counsel review, then ten business days should be allowed.

Scope of Counsel

Legal counsel retained by the University and outside counsel shall limit their review and evaluation to the legal aspects, issues, and effects of a proposed contract or agreement. In most cases, legal counsel retained by the University/outside counsel will be unable to advise as to

- Highly technical aspects of any agreement.
- Reasonableness of monetary consideration specified in any agreement.
- Ability of any supplier or contractor to perform as agreed.
- Availability of competing products or suppliers.
- Propriety, utility, cost-effectiveness or desirability of any proposed contract or agreement.

Response

In most cases, the response of the legal counsel/outside counsel will consist of a memorandum pointing out any recommended additions, deletions, or changes in the proposed document. As a general rule, the legal counsel retained by the University shall not be responsible for negotiating, renegotiating, drafting, or redrafting a proposed contract or agreement or any term or provision thereof. Except in unusual circumstances, legal counsel will not intervene in any negotiations; however, legal counsel shall be available by appointment during the negotiation process for consultation as to the legal aspects of a proposed transaction. The memorandum of the legal counsel retained by the University is advisory only to the authorized University representative who is negotiating the contract or agreement.

Purpose of Review

The purpose of the review of a proposed contract or agreement by the University attorney is to provide legal information and advice as to the proposed transaction. The legal counsel retained by the University does not have the responsibility or authority by its own initiative to approve or disapprove a proposed contract or agreement. The decision to accept, reject, or attempt to renegotiate a proposed contract or agreement shall be made by the University administrator, department, or authorized personnel involved in the proposed transaction, in accordance with their own policies and procedures. The legal counsel retained by the University shall not be responsible for monitoring the course or outcome of any negotiations or actions taken by the University office or personnel.

GRANTS MANAGEMENT REVIEW

Any agreement/contract/grant involving the government (all levels) are reviewed by the Office of Sponsored Programs.

RISK MANAGEMENT REVIEW

Any agreement/contract/grant involving malpractice exposure will be reviewed by the Office of Risk Management.

FORMAL EXECUTION

All agreements and contracts will have final approval as follows:

1. Affiliation Agreements - Vice President for Academic Affairs
2. Agreement to share facilities - Vice President for Academic Affairs
3. Construction Contracts - Vice President for Financial Affairs
4. Employment Contracts—President
As stated in *Oakwood University Administrative Policy* for non-faculty and stated in the *Faculty Handbook* for faculty.
5. Endowment and restrictive fund agreements -
As agreed upon, when fund is established
6. Equipment rentals or leases
As stated in *Oakwood University Purchasing Manual*
7. Gift Annuities -
As directed by the legal counsel retained by the University
8. Maintenance agreements -
As stated in *Oakwood University Purchasing Manual*.
9. Partnership, joint venture or association agreements -
As directed by the legal counsel retained by the University
10. Purchase contracts-
As stated in the *Oakwood University Purchasing Manual*
11. Real estate property -
As stated in the *Oakwood University Purchasing Manual*
12. Research grants/contracts -
As stated in the *Oakwood University Faculty Handbook*
13. Trust agreements -
As directed by the legal counsel retained by the University
14. Other Agreements -
As directed by the legal counsel retained by the University

Document Title: CONVICTED OFFENDERS POLICY
Category: General Administrative Policies
Number:
Effective Date: January 1, 2009
Authority: Vice President for Financial Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

Oakwood University recognizes that Alabama law, commonly known as the Community Notification Act or “Megan’s Law,” mandates that no adult criminal sex offender (1) shall establish a residence or any other living accommodation or accept employment within 2,000 feet of the property on which any school or child care facility is located, or (2) shall loiter on or within 500 feet of any property on which there is a school, child care facility, playground, park, athletic field or facility, or any other business or facility having a principal purpose of caring for, educating, or entertaining minors. See Ala. Code § 15-20-26 (1975). As part of Oakwood’s long-standing mission and its commitment to the education of its undergraduate and graduate students, as well as children of all ages, Oakwood has established and maintained various on-campus educational programs for minor children, including Oakwood’s Child Development Lab and New Beginnings Resource Center. Furthermore, an elementary school and academy attended by minor children is also situated on Oakwood’s campus.

In light of the configuration of Oakwood’s campus, the locations of educational facilities and/or programs utilized by minor children, the limited availability of security personnel and other security measures and Oakwood’s continuing commitment to the education and safety of the minor children present on Oakwood’s campus on a day-to-day basis, Oakwood’s policy is not to permit or continue the enrollment or employment of any individual convicted of any criminal sex offense which requires notification and/or restricts the activities of any such individual in a manner such as Alabama’s Community Notification Act or the state of conviction.

Document Title: DISASTER PREPAREDNESS PLAN
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Financial Affairs
Document Status: [4/2010] [] [] [] Revision Dates [] Replacement [] Addition

INTRODUCTION

This document provides response guidelines for responding to actual/potential emergencies/disasters of natural/human origin.

TORNADOES

Tornadoes are nature's most violent and erratic storms. A tornado can travel for miles along the ground, lift and suddenly change direction and strike again. There is little you can do to protect your home or workplace from the strength of tornado winds, but there are actions you can take to better protect yourself and others.

Basic Safety Rules

1. Keep alert to changing weather conditions.
2. Take shelter immediately when you hear a tornado warning or see a funnel cloud.
3. Know where your shelter is before you need it.

Tornadoes are formed by severe thunderstorms, most frequently in the spring and summer.

A TORNADO WATCH is issued when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a TORNADO WATCH, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

A TORNADO WARNING is issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

Although there is no guaranteed safe place during a tornado, some locations are better than others. By following suggested safety tips, you can increase your chances for survival.

In the event a tornado threatens any building on the Oakwood University campus, proceed according to the following plan:

A. *FOR A TORNADO WATCH STATING THAT TORNADOES ARE PROBABLE:*

1. The Office of Public Relations will notify the University fax machines. Weather alert radios are in each residence facility and should be monitored.
2. The appropriate personnel will turn on their battery-operated radios, if available, and listen for weather advisory information.
3. The appropriate vice president or designee will notify all personnel in his/her area of responsibility.
4. The appropriate vice president or his designee will send runners to notify teachers with classes outside the building.
5. Teachers will continue regular classroom activities.
6. Students will be informed of any possible danger(s) to their safety via the best means possible.
7. The building manager will designate persons to serve as lookout for tornado funnels. These individuals should be near a telephone in case of sighting.

B. *FOR A TORNADO WARNING STATING A TORNADO HAS ACTUALLY BEEN SIGHTED:*

1. The President or his designee will receive the warning by way of telephone, radio, or fax machine.
2. The President or his designee will sound the tornado alert immediately. The tornado alert consists of an audible tone with a voice message. This alert will be made known during training sessions and disseminated campus wide.
3. All students and staff will immediately proceed to “tornado safe” rooms/areas of each building.
4. The Physical Plant staff will turn off all utilities (electricity, water, and fuel) as deemed necessary.
5. The clerical staff will close all vaults, secure all records, power down all computer systems, remove latest backup, and secure premises.
6. All students and staff will assume a curled position so as to protect their eyes and heads once in the “tornado safe” room/area.
7. All teachers will take roll and notify the appropriate vice president if someone is missing.
8. The building manager or his designee will immediately organize a search if someone is missing.
9. All qualified personnel will render necessary first aid.
10. Students and staff will not return to their classrooms until the building manager or his designee declares it is safe to do so.

C. IF THERE IS NO WARNING, BUT TORNADO IS SIGHTED APPROACHING YOUR BUILDING, ALL PERSONS SHOULD PROCEED AS FOLLOWS:

1. If time permits, go to the interior hallway, bathroom area, closet, lowest floor, etc.
2. If time does not permit, get into the safest area of your room/classroom (the inside wall farthest away from doors and windows.)
3. Avoid windows, auditoriums, gymnasiums or other structures with wide, free-span roofs.
4. Get under any heavy furniture available.
5. Assume a curled position so as to protect your head and eyes.

Long Span Buildings

Long span buildings are especially dangerous because the entire room structure is usually supported solely by the outside walls. Inside walls are usually false or non-load bearing walls.

If you are caught in an open building like a gymnasium during a tornado, stay away from windows. Get into the restroom, if possible. In larger buildings, the restrooms are usually made from concrete block. Besides having the four walls and plumbing holding things together, the metal partitions help support any falling debris.

If there is not time to go anywhere, seek shelter right where you are. Try to get up against something that will support or deflect the debris in the gymnasium, such as under the seats/bleachers. Remember to protect your head from any debris.

Schools and Classrooms

Extra precautions are needed in these structures. Not only is there a large concentration of people in a small area, but these buildings usually have large amounts of glass in the outside walls.

1. Move into hallways/bath areas.
2. Get into the innermost portions on the lowest floor possible.
3. Avoid windows and glass doorways.
4. Do not use elevators; the power may go off and you could become trapped.
5. Protect your head and make yourself as small a target as possible by crouching down.

FLOOD

Except for the flashing, floods can usually be forecast sufficiently in advance for emergency action to be initiated before flood waters affect the University. It is not anticipated that flooding will affect any school

buildings, but routes to the campus may be affected. In such an event, proceed to the following plan:

Early Closing of School

1. The Madison County Communications Center will notify the University of flooding or possible flooding on roads used as routes for students.
2. The director of Public Safety will notify the appropriate personnel of conditions.
3. The President or his/her designee will decide whether or not to close the University early, and if so, he/she will in turn, notify other vice presidents.
4. The President or his/her designee will call radio station WJOU and TV stations channels 19, 31, and 48 to request that these stations notify listeners that the University is being closed early.

No School

1. The Madison County Communications Center will notify the University of overnight flooding or possible flooding on roads used as routes to the campus.
2. The Director of Public Safety will notify the appropriate personnel of conditions.
3. The President or his/her designee will decide whether there will be school on any given day by 6:00 a.m.
4. The President or his/her designee will notify the following radio and TV stations: WJOU, channels 19, 31, and 48.

SNOW AND ICE

Snow and ice conditions can usually be forecast sufficiently in advance for emergency action to be initiated before such conditions will affect the University. It is not anticipated that snow and ice conditions will affect any school buildings, but commuting students may travel routes known to fill quickly with snow drifts or bridges to ice quickly. In such event, proceed according to the following plan:

Early Closing of School

1. The President's Office will notify the University of potentially hazardous or hazardous road conditions due to snow and ice.
2. The President or his/her designee in conjunction with the appropriate vice president(s) will decide whether or not to close school early.
3. The President or his/her designee will call local radio station WJOU and TV stations channels 19, 31, and 48 and request that these stations announce instructions/information for students to follow.

No School

1. The Madison County Communication Center will notify the University of hazardous snow and ice conditions that have occurred overnight. University officials will check the area around their particular building/areas of responsibility.
2. The President or his/her designee will decide whether there will be no school on any given day by 6:00 a.m.
3. The President or his/her designee will notify the following radio and TV stations: WJOU, channels 19, 31, and 48.
4. If the President or his/her designee decide by 5:00 p.m. that there will be no classes the following day, he/she will notify nearby radio and television stations. In unusual conditions and where a decision can obviously be made to close schools the following day, all radio, television and other media will be given the information on/or before 10:00 p.m.
5. If there is any closing of school due to weather conditions, the University switchboard voice mail message will reflect such. Employees or students are encouraged to call the general campus number for information.

BOMB THREATS

In the event a bomb threat is received for the Oakwood University campus, proceed according to the following plan:

1. A bomb threat may be received by various means but usually by telephone.
2. The recipient of the call will attempt to obtain information from the caller relative to location of the bomb and time of possible detonation.
3. The recipient of the call will immediately notify the building manager or appropriate University officials (refer to the policy “”Building/Faculty Authority” in this section).
4. The building manager or his/her designee will immediately vacate the building (if deemed appropriate) and notify the appropriate University officials that such action has been taken.
5. 911 should be called.
6. The building manager and law enforcement officials will decide whether a search will be conducted.
7. In the event of evacuation:
 - a. The clerical staff will close all vaults and secure all records.
 - b. The building manager or his/her designee will see that everyone evacuates at least 500 feet from the building.

- c. Evacuees should proceed according to instructions given by the person in charge concerning shelter/accommodations in another building.
- d. All staff will take roll and notify the building manager if someone is missing.
- e. The building manager or his/her designer will immediately organize a search if someone is missing. Only under orders from rescue personnel should a search be conducted.
- f. Students and staff will not return to the building until it has been declared safe by the building manager or his/her designee.
- g. Roster for residence hall population should be taken outside and used for roll call.

NOTE: The Emergency Operations Plan (EOP) details the specifics regarding the policy, procedures, and organizational structure to plan for, respond to, and recover from emergency situations.

Document Title:	DIVERSITY POLICY
Category:	General Administrative Policies
Number:	
Effective Date:	July 1, 2005
Authority:	Vice President for Financial Affairs
Document Status:	[] [] [] [] Revision Dates [] Replacement [] Addition

Diversity is integral to the Oakwood University legacy. It is one of the University's greatest assets in its mission and role in the worldwide Seventh-day Adventist Church. Men and women from various countries, ethnic groups, racial backgrounds, and educational disciplines bring a wide range of cultural, professional and personal experience to the University community. Each person makes a contribution and helps to drive the model of *Education, Excellence, Eternity*. To use this diversity strength to best advantage, all faculty, staff and students will contribute to insuring that persons of all backgrounds and physical conditions are valued, respected, and affirmed.

The principles of Christian inclusion and diversity require that all employees of the University act with fairness, impartiality, and with the spirit of Christ. This opportunity is extended to all constituencies of the University-faculty, staff, students, vendors/suppliers, and community partners. Each person is challenged to strive to reach the highest possible levels in Christian diversity through integrity, courtesy, dignity, and respect.

Document Title: **EMERGENCY ALERT NOTIFICATION SYSTEM**
Category: **General Administrative Policies**
Number:
Effective Date: **April 5, 1999**
Authority: **Office of the President**
Document Status: **[2/2001] [] [] [] Revision Dates [] Replacement [] Addition**

PURPOSE

The purpose of the emergency alert system is to establish communications for the systematic notification and dissemination of information to the President's Council and division personnel. Disaster conditions occurring during class hours will require expeditious communication of instructions to faculty, staff and students. Uncertainty and confusion must be prevented or minimized, and the protection of lives must be paramount over all. All actions recommended are to be done in tandem with the President, Director of Public Safety, the Vice President for Academic Affairs and the Vice President of Financial Affairs.

NOTIFICATION SEQUENCE

1. All University officers simultaneously notified by pager of emergency situations on campus. President contacted and apprised of existing emergency and related conditions.
2. President or designee will determine the appropriate actions to be taken and advise Public Safety when to continue with the notification chart.
3. Notification will be through Public Safety or alternate.
4. Public Relations Officer has the responsibility of facilitating the collection and dissemination of information to the public via the media.

NOTIFICATION CHART

1. President
2. VP for Academic Affairs
3. VP for Financial Affairs
4. VP for Student Services
5. Public Relations Officer
6. All members of the President's Council

NO SCHOOL

1. The Emergency Management Agency will notify the University of hazardous snow/ice conditions that have occurred overnight.
2. The President or his designee will decide whether there will be no school on any given day by

6:00a.m

3. The Public Relations Officer will notify WJOU and TV Channels 19, 31, 48 and 54. In unusual conditions and where a decision can obviously be made to close school on the following day, all radio, television and other media will be given the information at/or before 10:00 p.m.
4. If there is any closing of school due to weather conditions, the Campus Communication's voice mail will reflect such. Employees or students are encouraged to call the general campus number for information.

Document Title: FACILITY NAMING POLICY
Category: General Administrative Policies
Number:
Effective Date: October 23, 2006
Authority: Office of the President in collaboration with the Office of Advancement/Development
Document Status: [] [] [] [] [] Revision Dates [] Replacement [] Addition

The rich history of Oakwood University testifies to benefactors who have contributed years of distinguished service and who have given significant contributions to help build and develop this institution. Oakwood University is known for its beauty and charm, and the legacy of pioneers and contributors are notably listed on the institution's buildings, donor boards, and other naming venues. Such naming opportunities are integral to the campus development process and exemplary benefactors. Further, naming opportunities provide a way to express appreciation and to set an example for future generations. This practice is based on the biblical principle found in Joshua 4:1-8 dealing with establishing memorials.

This policy outlines the features that facilitate naming guidelines for campus facilities.

A. FACILITY NAMING OPPORTUNITY

Due to its importance, longevity, and influence, the naming of campus facilities is deliberately methodical and thorough in its research, review, and execution. Naming opportunities at Oakwood University will be given on the basis of Distinguished Service and/or Significant Financial Contribution. The facility naming process should be in accordance with the following guidelines:

1. Distinguished Service

A person with a record of distinguished service or ministry to Oakwood University and the Seventh-day Adventist Church may be nominated for a facility naming opportunity. In this category a nominee may not have tendered a gift of cash, or other real property. However, his/her service should have materially and profoundly contributed to the overall advancement and spiritual progress of Oakwood University. The nominee should be a person who has a noted or upstanding reputation and should be known to be one who has supported the mission and goals of Oakwood University. The person making the nomination should supply the nominee's curricula vitae, letters of reference, and other relevant background information, as appropriate. The request for the facility naming opportunity should be made to the Office of Advancement and Development which will review the request, and in turn, refer it to the Office of the President to be appropriately processed according to the guidelines in Section B.

2. Significant Contribution

The national benchmark for a naming opportunity for a facility is typically one-half the cost of the project. At Oakwood University a documented, bonafide contribution or pledge of \$1 million or more may qualify such a person, family, entity, or designee to be nominated for the naming of an available campus facility. While a duly noted and documented bonafide pledge will obligate

or hold the desired naming opportunity, fifty (50) percent of the gift must be received by the institution before the physical installation of the name will be accomplished. The request for the facility naming opportunity should be made to the Office of Advancement and Development, which will review and research the request, and in turn, refer it to the Office of the President to be appropriately processed according to the guidelines in Section B.

B. NAMING OPPORTUNITY PROCESS

Following appropriate research of the nominee for a facility naming opportunity by the Office of Advancement and Development, request for consideration is made to the Oakwood University President with a documented receipt of the contribution of the facility-naming signed commitment pledge. In the case of Distinguished Service Nomination, the appropriate documents should be included as noted in Section A-1.

The following procedures should be followed:

1. The naming request with appropriate documentation is received by the President from the Office of Advancement and Development.
2. The President reviews the nomination, and if supported, presents the request for action to the President's Council and subsequently to the faculty business session and staff business session.
3. If the President's Council and faculty and staff business sessions support the nomination, the President's Council, in turn, will make the recommendation to the Board of Trustees.
4. Prior to final Board of Trustees action, the naming recommendation should be processed through the Board of Trustees Executive Committee, Finance Committee, and the Advancement and Development Committee. If approved, the respective committees will recommend the name to the full Board of Trustees for action.
5. A vote of two-thirds (2/3) of the Board of Trustees will verify acceptance of the naming opportunity.

C. NAMING OCCASION

If approved at the different respective institutional levels, a special service will be arranged by University Administration in honor of the selected individual, family, entity, or designee. At this time the unveiling of the physical placement of the facility naming will take place.

Document Title: FIRE
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

In the event a fire is detected within any area or building on the Oakwood University campus, proceed according to the following plan:

1. The person discovering the fire will notify the Public Safety Officer.
2. The person in charge of building or his/her designee will sound the fire alarm immediately.
3. The person in charge of building or his/her designee will notify Fire Department, telephone 911 and describe fire scope.
4. All students and staff will evacuate the building in accordance with the fire evacuation plan posted on each floor.
5. Staff will see that all windows and doors in their classroom/residence facility are closed and will turn off the lights when they leave the room.
6. The Physical Plant staff will be notified to turn off all utilities (both electricity and fuel) except emergency lights.
7. The clerical staff will close all vaults and secure all records/monies.
8. The person in charge of building or his/her designee will make sure the occupants are evacuated at least 500 feet from the structure and out of the fire department's way.
9. All faculty/residence hall staff will take roll and notify the fire department/security personnel if someone is missing.
10. The person in charge of a building or his/her designee will immediately organize a search if someone is missing with the assistance of fire/security personnel.
11. The person in charge of a building or his/her designee will make sure that access roads are kept open for emergency vehicles.
12. The staff/residence hall personnel trained in the use of fire extinguishers may fight small fires. Do not endanger your life.
13. The Director of the Physical Plant or his/her designee will notify utility companies of a break in lines which might present an additional hazard.
14. The person in charge of a building or his/her designee will notify the appropriate vice president(s).
15. Students and staff will not return to the building until fire department officials declare the area safe.

Document Title: FLAG DISPLAY AND ETIQUETTE
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Financial Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☐ Addition

PURPOSE

The purpose of this regulation is to prescribe practice and procedures for display of the United States Flag and others.

GENERAL

It shall be the practice of the University to display the united States Flag and others in a manner consistent with the United States Flag Code as stated in Title 36, Chapter 10, United States Code, paragraph 170-178 and interpretations of the Code by the American Legion's National Americanism Commission. A copy of the latter document is on file in the office of Public Safety. Any exceptions to these guidelines must be approved by the President of the University.

SPECIFIC

Responsibility for display of the United States Flag and others, on the three flag staffs at the Library rests with the Director of Public Safety.

Document Title: HANDLING ALLEGATIONS OF SCIENTIFIC MISCONDUCT
Category: General Administrative Policies
Number:
Effective Date: April 22, 2007
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

I. PREAMBLE

Oakwood University upholds the scientific method in the conduct of research and is unequivocally committed to the ethical conduct of research by its personnel and students. Individuals charged with supervision of research, as well as all individuals directly engaged in research, and collaborators of researchers outside their own laboratories bear obligations to pursue their studies in an ethical manner. All researchers bear responsibility for the quality of all data that they publish. A requirement of valid experimental observation is that the data and/or the conditions of obtaining the data can be verified, either by scrutiny of an accurate record made at the time of experimentation or by repetition of the experiments.

Willful misconduct in the pursuit of basic, clinical, or applied research at Oakwood University is intolerable behavior for faculty, staff and students. It is the direct responsibility of all University personnel to maintain the highest standards of ethics and professional integrity in the performance of and in the reporting of research activities. Infractions of this policy constitute grounds for disciplinary action such as removal from a particular project, letter of reprimand, monitoring of future work, probation, suspension, salary reduction, rank reduction, or termination of employment. Misconduct may also result in the suspensions or dismissal of a student or trainee from the University.

It is recognized that accusations of scientific misconduct are among the most serious charges that can be lodged against a researcher. Any person contemplating such accusations should fully consider the gravity of the accusation and its consequences, and should make every effort to avoid lodging charges that are devoid of a substantial element of truth. Frivolous or false accusations may also constitute grounds for disciplinary action.

Oakwood University recognizes and proposes that free and open scientific discourse must continue at this Institution. Accordingly, researchers are strongly encouraged to continue their scientific endeavors. This policy is developed in order to provide an orderly process for dealing with allegations of scientific misconduct and to comply with requirements of sponsoring organizations.

II. SCOPE

This policy applies to all faculty who conduct research or receive research training with (1) Federal funds, or who otherwise work on Federal-supported research projects even if the individual does not receive Federal support, (2) any other research done under the auspices of Oakwood University, funded or not funded.

"All faculty" includes principal investigators, co-principal investigators, senior investigators, institutional officials who approve grants, contracts or cooperative agreements, tenure-track investigators, students, postdoctoral fellows, technicians, adjunct faculty, staff scientists, data management staff, subcontractors, consultants, clinicians, research nurses, research assistants, and anyone else involved in conducting the research or who receives research training at the institution, or under the direction of the institution. The principle investigator (PI) shall be responsible for the proper conduct of research under him/her.

III. DEFINITIONS

Misconduct: is any deviation from acceptable ethical practices in proposing, implementing, or reporting research. It includes, but is not limited to, fabrication, falsification, plagiarism, misrepresentation of research data, or violation of Federal, State, or Institutional rules, regarding research subjects, drugs, or devices. It does not include honest error or honest differences in interpretations or judgments of data. (Refer to federal regulation)

Inquiry: is defined as an informal information-gathering and initial fact-finding process to determine whether an allegation of misconduct warrants an investigation.

Investigation: a formal examination and evaluation of all relevant facts to determine if an instance of misconduct has taken place. If misconduct is confirmed, the investigation should determine the seriousness of the offense and extent of any adverse effects resulting from the misconduct.

IV. PREVENTING OR AVOIDING SCIENTIFIC MISCONDUCT

Oakwood University recognizes that efforts to prevent or avoid scientific misconduct may also effectively impede or impair scientific pursuits. However, there are measures, set forth below, that researchers and/or administrators can take to create a climate of openness in research. They should not be construed as mandatory, but are mere suggestions, which in many instances are already regularly practiced by researchers.

- **Maintenance and Storage of Raw Data:** Maintain and store raw data upon which research conclusions are based in a safe environment. The raw data are the best protection against claims of fabricated or falsified research. Researchers are encouraged to consider backup systems for raw data.
- **Preview of Research Proposals and Manuscripts:** Preview research proposals and manuscripts with colleagues of equal or greater experience. This may serve to improve the technical/scientific quality of the proposal or manuscript, while also providing for collaboration of research ideas and timing.
- **Presentation of Research Finding:** Present research finding at departmental or other faculty meetings. This also provides for more open discourse among colleagues for the mutual protection of individual researchers, leading to an enhanced climate of integrity and objectivity.
- **Established Standards of Ethics:** Adhere to established standards of ethics regarding authorship of publications. All authors named on a collaborative study accept full responsibility for the work published or at least for that portion of the research for which they were responsible. Researchers should be familiar with established guidelines and should also adhere to requirements set by individual publishers.
- **Staff Meetings:** Consider the possibility of holding staff meetings for the purposes described above. Such a forum would be useful in enlisting the department's assistance in solving administrative and other problems involving research projects. Department heads might consider requesting a file copy of each research manuscript submitted for publication.
- **Incorporation of Formal Course Work:** Encourage the incorporation of formal course work, for example, seminars on bioethics, into the curriculum, making this subject an integral part of the research and educational experience.

V. APPOINTMENTS

- a. **Committee on Scientific Misconduct:** The President of Oakwood University will appoint a Committee on Scientific Misconduct (CSM) consisting of seven members. The Committee shall comprise of faculty members and/or senior administrators with one at-large student/trainee or staff member and one off campus person. The President shall appoint one member as chair.

- b. **Misconduct Policy Officer:** The chair of CSM shall serve as the Misconduct Policy Officer (MPO). This individual will be responsible for:
 - i. Working with any individual who wishes to pursue an allegation of scientific misconduct to
 - develop a specific, formal, written complaint;
 - ii. Providing staff and other support assistance for inquiries and investigations;
 - iii. Maintaining records of all allegations and institutional responses; and
 - iv. Serving as ex officio (without vote) on any inquiry or investigative group considering allegations of misconduct. The President shall provide the Misconduct Policy Officer with sufficient resources to carry out the functions of the office.

VI. GUIDELINES FOR HANDLING ALLEGATION OF SCIENTIFIC MISCONDUCT

Whenever an accusation of scientific misconduct is brought to the attention of Oakwood University, the University will notify the funding agency at any stage of the inquiry or investigation that any of the following conditions exist:

- I. There is an immediate health hazard involved.
- II. There is an immediate need to protect Federal funds or equipment.
- III. There is an immediate need to protect the interests of the person(s) making the allegations or the individual(s) who is the subject of the allegations or his/her co-investigators and associates, if any.
- IV. It is probable that the alleged incident is going to be reported publicly.
- V. There is reasonable indication of possible criminal violation, of which even Oakwood University will notify the funding agency within 24 hours of obtaining that information.

Whenever an accusation of scientific misconduct is brought to the attention of Oakwood University, the charges should be directed to the Misconduct Policy Officer. This Officer shall work with individuals who have a specific scientific misconduct allegation against a current or former Oakwood University personnel. The Misconduct Policy Officer will assist the complainant in the development of a signed formal complaint for referral to the Committee on Scientific Misconduct. This Misconduct Policy Officer will take steps to protect the privacy of individuals making reports in good faith.

In the case of anonymous allegations, the Misconduct Policy Officer will record the allegation and all preliminary information gathered in connection with the allegation. The Misconduct Policy Officer will consult with the Chair/Director of the department involved in the anonymous allegation and will convene a three-member team to determine whether the anonymous allegation should be referred to the Committee on Scientific Misconduct for initial inquiry.

The Misconduct Policy Officer will refer all allegations to the Committee on Scientific Misconduct within five working days of receipt of the allegation. The Committee on Scientific Misconduct will determine whether there is sufficient information to warrant an inquiry.

VII. INITIAL INQUIRY

Once the Committee determines that an initial inquiry is warranted, the Chair of CSM shall, within three working days of the referral, appoint an Inquiry Board consisting of three members from the Committee on Scientific Misconduct to conduct the inquiry. No member of the Board of Inquiry (BOI) shall have a primary appointment in the department of the responder or complainant. An inquiry consists of information gathering and initial fact-finding to determine whether an allegation of misconduct warrants a formal investigation. The inquiry Board shall immediately notify the respondent along with the Chair/Director of the relevant department that the allegation of scientific misconduct has been received. Private and separate sessions will be held to hear the accuser, if identified, the respondent and others as determined necessary by the Inquiry Board.

All relevant evidence that is produced shall be reviewed and secured. A representative of their choice may accompany all persons meeting with the Inquiry Board. Refusal on the part of the respondent to allow the Inquiry Board to review necessary documents shall be grounds for a formal investigation.

A formal investigation will be triggered when the inquiry phase uncovers information that tends to support the allegation(s) raising questions of possible misconduct that can only be resolved by formal investigation. The BOI shall take no more than 30 days, from the date the Misconduct Policy Officer was first notified of the allegation, to conduct its inquiry and determine whether a formal investigation is warranted. If the inquiry exceeds the 30-day period, the BOI shall document the reason(s) for the delay. The BOI shall make a formal report consisting of the allegation, the BOI findings, and a recommendation on future actions. The report can recommend that either:

1. Information collected during the inquiry does not substantiate the allegation and a formal investigation is not warranted; or
2. The allegations have sufficient substance to warrant further investigation.

A copy of the report and recommendations shall be sent to the complainant, respondent, Chair/Director of the Department, the CSM, Vice President of Academic Affairs and /or relevant division head (Vice President). The respondent may comment on the report, which will be made a part of the record. Records from the inquiry and any subsequent investigation will be maintained in a secure manner for a period of at least three years after the termination of the inquiry or investigation, and will be made available to authorized personnel of the funding agency upon request.

VIII. FORMAL INVESTIGATION

If the Vice President concurs with the BOI report, appropriate action will be taken. If an investigation is warranted, the CSM shall notify the funding agency, if any, that an investigation is underway to determine if scientific misconduct has occurred. Oakwood University shall keep the funding agency apprised of any developments during the course of the investigation, including the status of current funds designated for use by the respondent.

The Vice President shall appoint an Investigating Committee consisting of no more than five persons including at least one member of the committee on Scientific Misconduct and one individual who is not affiliated with Oakwood University. The Investigation Committee should contain individuals with sufficient expertise and dedication to conduct a thorough investigation. Precautions should be taken to avoid real or apparent conflicts of interests on the part of those involved in the inquiry or investigation. University Legal Counsel shall advise the Investigating Committee.

The respondent along with the complainant shall be notified immediately that a formal investigation will occur. Counsel may represent each: Oakwood University, the respondent, and the complainant during the investigation, if desired. The investigation must be timely and thorough and provide the respondent with an opportunity to respond fully to the allegations. Although interviews during the investigation shall be conducted in a non-adversarial manner, the interviews shall be fully recorded by tape recorder or court reporter unless legal counsel otherwise advises the Investigative Committee. Each participant shall have an opportunity to review the transcript from his/her interview. The record of the interview will become a part of the Investigating Committee's file.

Private and separate sessions will be conducted to hear the respondent, the accuser and others deemed necessary by the Investigating Committee. All relevant evidence that is produced shall be reviewed and secured. The Misconduct Policy Officer, who shall serve as an ex officio member (without vote) of the Investigation Committee will arrange for necessary support (e.g., clerical, gathering information, witness, organizational, security, record keeping, and confidentiality).

The formal investigation shall be completed within 120 days after the completion of the formal inquiry. This includes conducting the investigation, preparing the report of findings, making the report available for comments,

and submitting the report to the funding agency. The Investigation Committee will provide a written report of its findings, conclusions, and recommendation, together with all pertinent documentation and evidence to the Vice President along with a copy to the Committee on Scientific Misconduct. The investigation may result in various outcomes, including:

- A finding of misconduct
- A finding that no culpable conduct was committed, but serious scientific errors were discovered
- A finding that no fraud, misconduct of serious scientific error was committed

The Investigating Committee's report shall set forth the nature of any violation, the severity of the infraction, and the effect of the violation on the particular research project as well as any other research being conducted at Oakwood University. The final report must describe the policies and procedures of the investigation, the findings and basis for the findings, and include the actual text or any accurate summary of the views of any individual(s) found to have engaged in misconduct, as well as a recommendation as to whether corrective measures for information erroneously published or submitted for publication, such as letters of retraction or withdrawal of manuscripts from the publishers are warranted. Each member of the Investigation Committee shall sign the report or submit a signed dissenting report.

If the Investigating Committee determines that it will not be able to complete the investigation within 120 days, it must submit to the Vice President for Academic Affairs a written request for an extension and an explanation for the delay that includes an interim report on the progress to date and an estimate for the date of completion of the report and other necessary steps.

If misconduct is confirmed, the President, upon the recommendation of the Committee on Scientific Misconduct and the appropriate Vice President(s), shall impose appropriate sanctions against the respondent. THE POLICIES AND PROCEDURES SET FORTH IN THIS DOCUMENT SHALL SUPERSEDE SIMILAR POLICIES PROVIDED IN THE OAKWOOD UNIVERSITY FACULTY HANDBOOK AND EMPLOYEE HANDBOOK (NON-FACULTY) WITH REGARD TO ALLEGATIONS OF SCIENTIFIC MISCONDUCT AND/OR FRAUD. Upon receipt of an unfavorable report and recommendation from the Committee on Scientific Misconduct, but prior to a final determination by the President of Oakwood University, the respondent may petition the Committee for reconsideration of those findings and conclusions. The respondent must petition the Committee in writing no later than ten calendar days after receipt of the Committee's report. Upon the conclusions of the process, the Committee's report shall be forwarded to the President for reconsideration. The decision of the President shall be final.¹ The Committee's report and President's decision will be filed with the funding agency detailing Oakwood University's response to the allegation of scientific misconduct.

If misconduct is not substantiated, the committee's report shall so state and Oakwood University shall make diligent efforts to restore the reputation of the respondent. No disciplinary measures shall be taken against the complainant and every effort should be made to prevent retaliatory action against the complainant if the allegations, however incorrect, are found to have been made in good faith. If the allegations are found to have been maliciously motivated, disciplinary actions may be taken against those responsible.

1

¹ Continuous Appointment faculty members, however, retain the right to petition the Board of Trustees as provided in the Faculty Handbook

Document Title: HONORARY DOCTORAL DEGREE
Category: General Administrative Policies
Number:
Effective Date: April 20, 2009
Authority: Office of the President
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

PURPOSE

To establish policies and procedures for honorary doctoral degrees.

I. Policy Statement

Oakwood University awards honorary doctoral degrees to recognize individuals of outstanding accomplishment in scholarship, creativity, public service, education, or contributions to human welfare. The recipient of an honorary doctoral degree must exhibit a career of extraordinary and lasting distinction that serves as an inspiration to students and an indication of values that are esteemed by the University. An honorary doctoral degree is unrelated to the academic instructional programs of the University and must therefore be distinguishable in title from all degrees earned in those programs.

II. Honorary Doctoral Degree

Doctor of Laws (LL.D.): awarded for outstanding contributions to the church, government, public service, or society in general.

III. Selection Guidelines

- The nominee must be distinguished, and the person’s achievements must be both relevant and appropriate to the campus.
- Nominees who have made extraordinary contributions to the campus can be considered, but must have made significant contributions beyond the institution and the local region.
- The nominee must not be a current student or current employee of the university.
- An honorary doctoral degree is not given for monetary or material contributions to the university or for service to the university. However, a donor to the university is not precluded from consideration as long as his or her accomplishments and career fit the degree descriptions provided in section II.

IV. Selection Procedure

- Candidates for the honorary Doctor of Laws are nominated by any employee of the University or members of the Board of Trustees. A committee, appointed by the president of the University, reviews dossiers of nominees and make recommendation to the president for final action.
- The University can award up to two honorary doctorates a year.

- The nomination, selection, and acceptance process begins in January of each year and concludes by the end of the third week of April.
- All aspects of the selection procedure are conducted with a level of confidentiality appropriate to personnel matters.

V. Invitation and Award of the Degree

Only the University president can extend an invitation to an approved finalist who is eligible to receive an honorary doctoral degree. The awarding of the degree must occur during an official University commencement service. The president makes all necessary arrangements upon acceptance of the invitation, including all matters associated with the award ceremony. Except in the case of serious illness, an honorary doctoral degree cannot be awarded in absentia. An honorary doctoral degree can be awarded posthumously but only in those cases where the honoree dies after accepting the president's invitation.

VI. Guidelines for Dossiers

It is not possible to strictly define content requirements for dossiers because the information available for nominees is highly variable. However, to the extent possible, each dossier should include the following two elements:

- A resume summarizing the nominee's education, career, honors, and awards, with the items in each major section listed in chronological order.
- A brief discussion of the nominee's accomplishments, the impact of those accomplishments, and the relationship of the nominee to the University.

Document Title: IDENTIFICATION OF BUILDINGS AND OTHER FACILITIES
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] Revision Dates [] Replacement [] Addition

PROCESS AND AUTHORIZATION

1. The naming of buildings is a function of the Board of Trustees.
2. The naming of significant segments of buildings is a function of the President's Council and/or the Board of Trustees or its Executive Committee.
3. The naming of minor segments of buildings may be a function of a department or comparable entity and the President's Council.

GLOSSARY

1. *Hall*: A formally named building (often multipurpose). May be named for a person.
2. *Cafeteria, Chapel, Commons, Gymnasium, Library, Pavilion, Visitor Center*: A formally named, special-use building. May be named for a person.
3. *Amphitheater, Auditorium, Center, Chapel, Classroom, Clinic, Conference Room, Floor, Office, Seminar Room, Unit, Ward, Wing*: Part of a building. May be named for a person.

Document Title: INSTITUTIONAL REVIEW BOARD FOR HUMAN SUBJECTS
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [2/2005][10/2005][6/2006][4/2007]Revision Dates [] Replacement [] Addition

Institutional Review Board Policies and Procedures

Purpose

The Institutional Review Board for Human Subjects at Oakwood University has been established in compliance with Federal Regulations concerning research involving human subjects (45 CFR, Part 46, Protection of Human Subjects- www.hhs.gov/ohrp/humants/guidance). The purpose of this board is to provide review of all research conducted by faculty, staff, and students to insure protection of human subjects and compliance with the federal regulations.

All research conducted by either faculty, staff or students under the direction of faculty and involving human subjects must receive approval from the Institutional Review Board of Oakwood University. When a member of Oakwood University faculty is involved with cooperative research, that faculty member is responsible for obtaining approval through the Oakwood University IRB. Any research involving vulnerable populations may require additional safeguards. (CFR, Part 46, Protection of Human Subjects- www.hhs.gov/ohrp/humants/guidance).

The Oakwood University IRB is guided by the ethical principles regarding all research involving humans as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 1979 often referred to as the “Belmont Report”. (<http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.htm>).

Definitions

All faculty, staff, and students are referred to CFR 46.102 for critical definitions surrounding federal regulations and the conducting of research involving human subjects.

I. Guidelines for Ethical Human Subjects Research and Research with Vulnerable Populations

The faculty, staff and students are referred to CFR 46.117 or 21 CFR 50.2 with regards to guidelines for ethical human research and ethical standards surrounding research with vulnerable populations.

Acknowledgements

The Oakwood IRB would like to thank Concordia College for permission to use its website and IRB policies and procedures as a template for its revision efforts

WRITTEN PROCEDURES FOR FEDERAL WIDE ASSURANCE

PURPOSE:

The following written procedures have been developed as a response to the **Office of Human Research Protection (OHRP)** request. These written procedures should be established and become effective within 90 days of registering for Federal Wide Assurance (**FWA**) and will be stored among Oakwood University IRB documents. These written procedures must be accessible upon the request of the OHRP.

Written procedures will cover the following areas:

- Proposed activities qualifying for exemption from or waiver of IRB review (EXEMPTION/WAIVER FROM IRB REVIEW)
- The conduction of initial and continuing review, approving research and reporting of findings by Oakwood University IRB to investigator and Institution (CONDUCTION OR IRB REVIEWS)
- Determining which projects require IRB review more than annually and which projects need verification from sources other than the investigator that no material changes have occurred (RESEARCH PROJECTS REQUIRING MORE THAN ANNUAL REVIEWS AND RESEARCH PROJECTS NEEDING VERIFICATION FROM NON-INVESTIGATORS)
- Ensuring changes in research projects are reported immediately (ENSURING CHANGES IN APPROVED RESEARCH PROJECTS ARE PROMPTLY REPORTED)
- Ensuring changes involving unanticipated problems involving risks to subjects or others, serious noncompliance with Federal, Institutional or IRB requirements and/or suspension or termination of IRB approval are promptly reported to the IRB, Institutional Official, relevant Department Head and the OHRP (PROMPT REPORTING OF UNANTICIPATED PROBLEMS, SERIOUS NONCOMPLIANCE AND/OR SUSPENSION OR TERMINATION OF IRB APPROVAL)

II. EXEMPTION/WAIVER FROM IRB REVIEW

Research activities in which the only involvement of human subjects will be in one or more of the following categories are EXEMPT from IRB review.

- A. Research conducted in established or commonly accepted educational settings involving normal educational practices such as:
 - 1. Research on regular and special education instructional strategies
 - 2. Research on the effectiveness of/or the comparison among instructional techniques, curricular, or classroom management methods.
- B. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
 - 1. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects
 - 2. Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to

the subjects' financial standing, employability, or reputation.

- C. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under paragraph (b) 2 of this section, if:
 - 1. The human subjects are elected or appointed public officials or candidates for public office
 - 2. Federal statute (s) require (s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- D. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that the subjects cannot be identified, directly or through identifiers linked to the subjects.
- E. Research and demonstration projects that are conducted by/or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:
 - 1. Public benefit or service programs
 - 2. Procedures for obtaining benefits or services under those programs
 - 3. Possible changes in or alternatives to those programs or procedures.
 - 4. Possible changes in methods or levels of payment or levels of payment for benefits or services under those programs.
- F. Taste and food quality evaluation and consumer acceptance studies,
 - 1. If wholesome foods without additives are consumed
 - 2. If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural, chemical, or environmental contaminated at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the United States Department of Agriculture.

Conducting IRB Reviews

A. Initial Review. The process for the commencement of an initial review is as follows:

- 1. The Principal Investigators/IRB Agreement Form and the Application for Approval of a Research Project Involving Human Subjects must be completed by the Principal Investigator and submitted to the Chairperson of the IRB Review Committee.
- 2. The application must be accompanied with a (i) defined protocol explaining how human subjects will be used, (ii) three copies of the proposed research, (iii) Informed Consent Document, (iv) all recruitment materials (e.g. letter of invitation, recruitment script, advertisement flyer), (v) all surveys, questionnaires, instruments used in research project, (vi) letter(s) of permission from each site of performance (if applicable), (vii) a copy of grant application (if applicable) and (viii) HIPPA authorization, waiver of authorization or de-identification form (if applicable).

3. The Chairperson will give notice to the Members of the IRB Review Committee, via a Proposal Routing Form, that a proposal has been submitted and needs to be reviewed.
 4. The IRB Review Committee will assemble and review the proposed research project according to Federal and Institutional Policies on Research Involving Human Subjects.
 5. The Review Committee may then (i) approve the proposal (ii) request for further explanation, (iii) recommend augments to the proposed research, or (iv) deny the request on the grounds of the relative risks/noncompliance with Federal/Institutional policies or inadequate safeguards.
 6. Once the Review Committee comes to an agreement that the proposed research is compliant with Federal and Institutional policies on research involving human subjects, the Principle Investigator is granted permission to commence his/her research project.
 7. Approval of research is by a majority vote of a quorum (except where expedited review is appropriate), no vote of approval/disapproval will be taken unless the quorum is present.
- B. **Continuing Review.** All IRB approved research projects will undergo annual (from the date research commences) reviews by the Institutional IRB. The following steps will be taken for continuing reviews:
- I. The Principle Investigator is to submit to the IRB Chairperson, an annual report clearly identifying changes and/or problems that have occurred with the original approved project. If there have been no changes or problems, the annual report should reflect this. Included in the annual report there should be a progress report stating the development of the research project. The principle investigator must address the required information noted below in #4 and #5.
 - II. The Chairperson of the IRB Review Committee will give notice to the members of the IRB Review Committee, via a Proposal Routing Form that an approved research project is currently undergoing a “continuing review”. Members of the IRB Review Committee will receive a copy of the submitted annual report (from the chairperson).
1. All research protocols (except protocols determined by the IRB to qualify for administrative review) must be periodically reviewed, including research for which data analysis is the only on-going research activity.
 - a. Research Closed to Accrual of New Subjects. A research protocol for which no new subjects will be enrolled must be periodically reviewed until such time that:
 - i. analysis of the data has concluded that no new information needs to be provided to enrolled subjects; and/or
 - ii. there is no need to re-contact enrolled subjects to obtain additional research information.
 2. Based on its review, the IRB may require that the research be restricted, modified or halted altogether. Alternatively, special precautions or IRB imposed restrictions may be relaxed.

3. Type of Review. Review by the full IRB, with recorded vote, is required unless the research is otherwise appropriate for expedited review.
 - a. Full Board Review. The full IRB must conduct a continuing review of a protocol using standard review procedures when that protocol was originally reviewed using standard review procedures, unless the protocol has been modified such that it can be reclassified as eligible for expedited review. Alternatively, research activities that have previously been judged as exempt, or were qualified for expedited review, may change such that full board review would be required for the continuing review.
 - i. Primary Reviewer System. When conducting continuing review by full board (*i.e.*, when the protocol may not be reviewed using an expedited review procedure), the IRB may use a primary reviewer system for continuing review. Primary reviewers should receive and review a copy of the complete protocol including any modifications previously approved by the IRB. Even when using a primary reviewer system, the full, convened IRB must discuss the protocol and make a determination with recorded vote.
 - b. Expedited Review. A protocol that was originally reviewed using expedited review procedures may receive its continuing review on an expedited basis. Additionally, a Full Board reviewed protocol that had no subject accrual during the previous period, has not been awarded funding, or remains open only to data analysis may be reviewed using an expedited review.
 - i. When conducting continuing review under an expedited review procedure, the IRB Chair or designated IRB member conducts the review on behalf of the full IRB.
 - c. Exempt Research Activities. Once a research protocol has been determined by the IRB to qualify for review by the IRB Chair or designee, that protocol need not be periodically reviewed by the IRB.
4. Criteria. Continuing review must be substantive and meaningful. The criteria for continuing review are the same as those for initial review. Therefore, the IRB (or the reviewer for protocols reviewed under an expedited procedure) must determine:
 - a. that the risks to subjects continue to be minimized and reasonable in relation to the anticipated benefits;
 - b. that the selection of subjects continues to be reasonable in relation to anticipated benefits;
 - c. that informed consent continues to be appropriately documented;
 - d. that there are:
 - i. provisions for safety monitoring of the data,
 - ii. protections to ensure the privacy of subjects and confidentiality of data, and
 - iii. appropriate safeguards for vulnerable populations.
5. Materials to be Reviewed.
 - a. The full IRB should receive and review, at a minimum, the principle investigator's annual report and the current consent form being used.
 - b. Primary reviewers should also receive a copy of the complete protocol and supporting documentation including any modifications previously approved by the IRB.
6. Consent Document. Review of the currently approved consent document must ensure that the information is still accurate and complete. Any significant new findings that may relate to the

subject's willingness to continue participation should be provided to the subject in an updated consent document. Review of currently approved or proposed consent documents must occur during the scheduled continuing review of research by the IRB but may be done more frequently if new information becomes available.

7. **Modifications to Protocol.** Modifications and addenda to a research protocol may be submitted at the time of continuing review. A modification form describing the change and all appropriate documentation (approved consent form) must accompany the continuing review application. The amendments may not be implemented by an Investigator prior to review and approval by the IRB.
 8. **Review Must Occur Not Less Than Once Per Year.** The IRB must conduct continuing review of protocols at intervals appropriate to the degree of risk, but not less than once per year. "Not less than once per year" means that the research must be reviewed on or before the one-year anniversary date of the previous IRB review, even though the research activity may not begin until some time after the IRB has given approval." All human subjects research activities are subject to audit at anytime by the IRB.
 - a. **Grace Period.** There is a no grace period.
 9. **Timing of Continuing Review.** The IRB Office must make every effort to link as closely as possible:
 - a. the receipt by the IRB Office of continuing review materials;
 - b. the review of those materials by the convened IRB; and
 - c. the beginning of the subsequent approval
 10. **IRB Review in Emergency Situations:** 45 CFR 46.103 permits human subject research activities to be started even in an emergency without IRB review and approval, however the client may not be considered a research subject, the emergency care cannot be claimed as research or any data. If emergency care involves investigational drugs, devices or biologics U.S. Food and Drug Administration (FDA) requirements must be satisfied.
 11. IRB approval may be deferred when substantive clarification or modifications regarding protocol or informed consent documents that are directly relevant may occur according to 45 CFR 46.111.
 12. No IRB member may participate in the IRBs initial or continuing review of a project in which the member has conflicting interest except to provide information requested by the IRB.
- C. **Approval of Research.** The IRB Review Committee, with the guidance of OHRP and Oakwood University policies on research involving human subjects, will determine if a proposed research meets these requirements. The following criteria shall be used in determining whether to approve or disapprove a proposal:
1. **Risks to subjects are minimized:** (i) by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and (ii) whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes.

2. Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB should consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies subjects would receive even if not participating in the research). The IRB should not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the preview of its responsibility.
 3. Selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted and, should be particularly cognizant of the special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, mentally disable persons, or economically or educationally disadvantaged persons.
 4. Informed Consent will be sought from each prospective subject or subject's legally authorized representative.
 5. Informed Consent will be appropriately documented.
 6. When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
 7. When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.
- D. Reporting of IRB Findings.** The Chairperson of the IRB shall notify the Principal Investigator, in writing, of the committee's decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research proposal, it shall include in its written notification a statement of the reasons for its decision and give the Principal Investigator an opportunity to respond in writing.

IV. RESEARCH PROJECTS REQUIRING MORE THAN ANNUAL REVIEWS, AND RESEARCH PROJECTS NEEDING VERIFICATION FROM NON-INVESTIGATORS.

- A. Requirements of more than annual reviews.** reviews conducted by the IRB, which occur more frequently than annually are determined at the time of initial approval. This may occur in the following situations:
1. If it is determined that the proposed research project proposes a high risk or danger to the human subjects
 2. If the Review Committee is unsure with the possible risk factors which may occur during the duration of the research

B. Research projects needing verifications. the IRB Review Committee may determine at the time of initial approval, that a research project may need verification from sources other than the Principle Investigator. Outside verification may occur when:

1. The approved research project involves more than one site of work
2. The approved research project involves more than one Investigator
3. The IRB Committee has just reason to question the integrity of the primary source
4. The IRB randomly selects projects for review
5. The approved research project is complex and involves unusual levels or types of risk to subjects
6. The project is conducted by investigators who previously have failed to comply with the requirements of the HHS regulations or the requirements or determinants of the Oakwood IRB.
7. The project entails possible material changes which have occurred without IRB approval based upon information provided in continuing reviews or from other sources.

V. ENSURING CHANGES IN APPROVED RESEARCH PROJECTS ARE PROMPTLY REPORTED

It is the policy of Oakwood University IRB, that if there are any changes in approved research, all work involving that particular research project must immediately cease. It is the responsibility of the Principle Investigator to immediately contact the IRB Chairperson and notify him/her of the changes. This is crucial in eliminating apparent and non-apparent immediate hazards to human subjects and will be addressed through training and Specific directives included in application and approval documentation.

VI. PROMPT REPORTING OF UNANTICIPATED PROBLEMS, SERIOUS NONCOMPLIANCE AND/OR SUSPENSION OR TERMINATION OF IRB APPROVAL

Unanticipated problems involving risks to subjects or others in any covered research, serious or continuing noncompliance with Federal, Institutional or IRB requirements and suspension or termination of IRB approval for federally funded research.

Members of Oakwood University will follow the following chain of reporting if any of the cited situations should occur.

The Principle Investigator will immediately notify

- a.) The Chairperson of the IRB
- b.) The Investigator will also inform his/her Department Chair

The IRB Chair will without delay

- a.) Follow-up with the respective Department Chair
- b.) Notify the Human Research Protection Administrator (HRPA)(Director of Research)

The Human Research Protection Administrator will notify

- a) The Official Legally Authorized Individual to represent the Institution (Vice President

- Of Academic Affairs)
- b) Chairperson of the Research Council

The Vice President for Academic Affairs will notify the Office of Human Research Protection in a timely manner. Consultation with the Office of the Vice President for Academic Affairs will occur regarding response to reports of unanticipated problems involving risks to subjects or others or serious or continuing noncompliance.

Exempt Research

All research using human subjects must be reviewed and approved by the institution. Exempt research is exempt from continuing review. However, Exempt research is still subject to an initial review and a **must be approved** by an IRB chairperson (or committee member if the chairperson is not available) before data collection begins. Exempt research, once approved, is non-renewable. The principle investigator is responsible for submitting all required documentation noted in the Initial Review section of this document to the IRB chair or designee. The Chairperson of the IRB or designee will notify the investigator in writing of the decision surrounding whether their research qualifies as an exempt status and its non-renewable status.

Categories of Research Permissible for Exemption From Continuing Review

Research activities in which the only involvement of human subjects will be in one or more of the following categories can be exempt from continuing IRB review according to 45 CFR 46.101.

- 1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as
 - a) research on regular and special education instructional strategies, or
 - b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- 2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
 - a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
- 3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2), if:
 - a) the human subjects are elected or appointed public officials or candidates for public office; or
 - b) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

- 4) Research involving the collection or study of: data, existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- 5) Research and demonstration projects which are conducted by or subject to the approval of Federal Department or Agency heads, and which are designed to study, evaluate, or otherwise examine:
 - a) public benefit or service programs;
 - b) procedures for obtaining benefits or services under those programs;
 - c) possible changes in or alternatives to those programs or procedures; or
 - d) possible changes in methods or levels of payment for benefits or services under those programs
- 6) Taste and food quality evaluation and consumer acceptance studies,
 - a) if wholesome foods without additives are consumed; or
 - b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.
- 7) Research that uses only publicly available data or specimens that are existing (i.e., collected – “on the shelf” – prior to the beginning of this research project for a purpose other than the proposed research)

Research that Cannot Be Exempt from Continuing Review

Some research always requires IRB review, even if it falls under one of the 7 categories of research permissible for Exemption listed below. Research that cannot be exempt according to 45 CFR 46.01 (b) and 45 CFR 46.401 includes:

1. Research involving children—except for research involving observations of public behavior when the investigator does not participate in the activities being observed.
2. Research involving Prisoners, fetuses, pregnant women, persons who are cognitively impaired, human in vitro fertilization, or persons who are economically or educationally disadvantaged
3. Research in which information will be recorded by the investigator in such a way that it can, in any way, be linked to the subject.

Student research or Information Gathering Activities

It is understood that students may engage in research projects or information gathering activities as partial fulfillment for classroom requirements therefore it is considered appropriate for instructors to submit one letter to the IRB chair that covers several exempt research projects involving human subjects and is conducted by students in their course.

Please note that this pertains only to student research projects that:

1. Meet the criteria for exempt research, and
2. Do not involve sensitive topics such as drug habits or sexual behaviors, and
3. Are conducted under the close supervision of the instructor, who will review the project descriptions and consent procedures and ensure that students completed the OC IRB-required training on the

protection of Human subjects in research (see OC IRB-Required Education for Principal Investigators and Key Research Personnel).

Student projects that do not meet all three criteria listed above will need to be submitted individually for review by the department chair or the OC IRB.

Submission of and Deadline for Exempt Protocols

Protocols believed to meet the requirements for exempt status should be submitted to the appropriate department chair or to the OC IRB chair for review at least **two weeks** prior to the date on which investigators plan to start data collection and include requirements identified in previous section Initial Review. Human subjects may not be recruited or research initiated until final IRB approval has been received in writing.

Expedient Review

The OC IRB Chair and one member of the OC IRB review expedited research studies. The protocol and accompanying forms will be distributed to the additional reviewing member of the IRB. . In reviewing the research, the reviewer may exercise all of the authorities of the full Board except that the reviewer may not disapprove the research. Additionally, the reviewer may refer the application to the full Board for review as warranted. Once approved, they are continually reviewed by the IRB, usually on an annual basis. The principle investigator is responsible for submitting all required documentation noted in the Initial Review section of this document to the IRB Chair or designee. The OC IRB Chair or designee will notify the principle investigator in writing of the IRB review and if any modifications or clarifications are required by the IRB as a condition for IRB approval of proposed research, date for continuing review and action on investigator responses. All members of the Oakwood IRB , Director of Research and the Vice President of Academic Affairs will be notified of all IRB reviews, findings and activities in quarterly and annual reports.

Research approved for Expedient Review

Appropriate Use of Expedited Review Procedures. Federal regulations limit the use of expedited review procedures to specific research categories published in the Federal Register. Use of expedited review by the IRB must be restricted to those applications that fulfill one of the following nine categories. The categories on the list apply regardless of the age of subjects, except as noted.

- 1) Minimal Risk. Research activities that
 - a) present no more than minimal risk to human subjects, **and**
 - b) involve only procedures listed in one or more of the specific nine categories (see paragraph 4 below), may be reviewed by the IRB using the expedited review procedure.
 - i. Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.
 - ii. An example of minimal risk is the risk of drawing a small amount of blood from a healthy individual for research purposes (because the risk of doing so is no greater than the risk of doing so as part of a routine physical examination).

- iii. The nine categories should not be deemed to be of minimal risk simply because they are included on the list.
 - iv. Inclusion on the list merely means that the activity is eligible for review through the expedited review procedure when the specific circumstances of the proposed research involve no more than minimal risk to human subjects.
- 2) The expedited review procedure may not be used where identification of the subjects and/or their responses would reasonably place them at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, insurability, reputation, or be stigmatizing, unless reasonable and appropriate protections will be implemented so that risks related to invasion of privacy and breach of confidentiality are no greater than minimal. Additionally, the expedited review procedure may not be used for government classified research involving human subjects.

According to 63 FR 60364-60367, November 9, 1998 and 63 FR 60353-60356, November 9, 1998 the following categories of research are permitted to receive expedient review

- 1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.
 - a) Research on drugs for which an investigational new drug application [21 CFR Part 312] is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.)
 - b) Research on medical devices for which (i) an investigational device exemption application [21 CFR Part 812] is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.
- 2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows:
 - a) From healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or
 - b) From other adults and children, considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.
- 3) Prospective collection of biological specimens for research purposes by noninvasive means.
 Examples:
 - a) hair and nail clippings in a non-disfiguring manner;
 - b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction;
 - c) permanent teeth if routine patient care indicates a need for extraction;
 - d) excreta and external secretions (including sweat);
 - e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue;
 - f) placenta removed at delivery;
 - g) amniotic fluid obtained at the time of rupture of the membrane prior to or during labor;

- h) supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques;
 - i) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings;
 - j) sputum collected after saline mist nebulization.
- 4) Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) Examples:
- a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subject's privacy;
 - b) weighing or testing sensory acuity;
 - c) magnetic resonance imaging;
 - d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography;
 - e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.
- 5) Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for nonresearch purposes, such as medical treatment or diagnosis. (NOTE: Some research in this category may be exempt from the DHHS regulations for the protection of human subjects--see Exempt Research and 45 CFR 46 101(b)(4)--this listing refers only to research that is not exempt).
- 6) Collection of data from voice, video, digital, or image recordings made for research purposes.
- 7) Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: Some research in this category may be exempt from the DHHS regulations for the protection of human subjects--see Exempt Research and 45 CFR 46.101(b)(2) and (b)(3)--this listing refers only to research that is not exempt).
- 8) Continuing review of research that is greater than minimal risk and has been initially reviewed and approved by the convened full-board IRB as follows:
- a) where
 - i. the research is permanently closed to the enrollment of new subjects;
 - ii. all subjects have completed all research-related interventions; and
 - iii. the research remains active only for long-term follow-up of subjects;
 - b) where no subjects have been enrolled and no additional risks have been identified; or
 - c) where the remaining research activities are limited to data analysis.
- 9) Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories two (2) through eight (8) do not apply but the IRB

has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

Research that Cannot Be Expediently Reviewed

According to 45 CFR 4.110; 21 CFR 56.110 expedited review procedure may not be used for the following research protocols, even if the research falls under one of the 9 categories of research that may be reviewed through an Expedited review procedure 1

1. Research where identification of the subjects and/or their responses would reasonably place them at risk of criminal or civil liability or be damaging to the subjects financial standing, employability, insurability, reputation, or be stigmatizing, unless reasonable and appropriate protections will be implemented so that risks related to invasion of privacy and breach of confidentiality are no greater than minimal.
2. Classified research involving human subjects.
3. Research that involves more than minimal risk to human subjects (i.e. the probability and magnitude of harm or discomfort anticipated in the research are greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests).

Submission Deadlines

Expedited protocols must be submitted to the OC IRB for review at least **two weeks** prior to the date on which investigators plan to start data collection and include requirements identified in previous section Initial Review. Human subjects may not be recruited or research initiated until final IRB approval has been received in writing. If the investigators wish to begin collecting data during a long break (e.g. winter break or summer break), then the protocol should be submitted for review at least **two weeks** prior to the start of the break.

Expedited research is approved for a maximum period of one year. Renewal requests must be submitted at least **two weeks** prior to the approval expiration date. The approval expiration date is clearly noted on all OC IRB certifications sent to the principal investigator and must be strictly adhered to. If the approval expiration date occurs during a long break (e.g. winter break or summer break), then the request for continuing review should be submitted at least **two weeks** prior to the start of the break.

Continuing Review and Modification of Active Expedited And Full Board Reviews

Ongoing expedited research studies and Full Board approved research studies must be reviewed by the OC IRB at least annually, or more often, if the IRB finds that the degree of risk to subjects warrants more frequent review. This renewal must take place prior to the approval expiration date; otherwise, subject recruitment/enrollment must be suspended and, if the research is DHHS-sponsored, the agency must be notified. The continuation of research after expiration of IRB approval is a violation of the regulations. If the IRB has not reviewed and approved a research study by the study's current expiration date (i.e. IRB approval has expired), research activities should stop. Please see Continuing Review section of this document for specific requirements of the principle investigator and federal regulations governing this matter.

Modification of an Approved Expedited And Full Board Protocols

Investigators must seek OC IRB approval before making any modifications or amendments to approved research, even if the changes are planned for the period for which IRB approval has already been given, unless

making a prompt change is necessary to eliminate an immediate hazard to the subject (in which case the IRB must then be notified at once). Please note that IRB approved modifications or amendments to ongoing research do NOT extend the original approval expiration date. Modifications may be approved if they are within the scope of what the OC IRB originally authorized.

Required Reports of Approved Expedited and Full Board Protocols

Adverse Events Report

Submitting an Adverse Events Report within **10 working days** to the OC IRB chair is required when any unanticipated problem or serious adverse event involving risks to subjects or others occurs. This includes study-related injuries or events, including those that are previously unknown reactions that are more severe than mild, as well as expected or well-described reactions that are either life-threatening or fatal. If any aspect of the research involves FDA oversight, any adverse event or unexpected problem involving risks to human subjects or others must be reported to the FDA as well as the IRB.

Final Report

When a research project that required Expedited or Full Board review is completed, the investigator must promptly notify the IRB and file with the IRB a cumulative final report.

Full Board Protocol Review

The IRB has the authority to approve, require modification in, or disapprove, all research activities that fall within their jurisdiction. The decisions and requirements for modifications by the IRB will be promptly conveyed to investigators in writing by the IRB Chairperson. Written notification from the IRB Chairperson of decisions to disapprove a protocol will be accompanied by the IRB's reasons for the decision and an invitation for an opportunity for reply by the investigator, either in person or in writing. Copies of all correspondence of this type will be maintained in the IRB file for that project in the Chairperson of the Oakwood University IRB.

The full board review category is used for research that does not qualify for expedited or administrative review. The standard review of protocols may occur only at convened meetings of the IRB and will include the following:

- a. Substantive review of standard protocols must take place at convened meetings. Applications undergoing review must be individually presented and discussed at a convened meeting of the IRB Committee.
- b. Primary/Secondary Reviewer System. One primary reviewer and one secondary reviewer from among the Board members are assigned by the IRB Chair for each standard review protocol. Copies of all materials received and any relevant correspondence/notes will be copied and sent to the reviewers by the IRB Chair. The primary and secondary reviewers should conduct an in-depth review of all pertinent documentation and present the protocol to the full Board.
- c. All members will receive a meeting packet approximately one week prior to the meeting containing at a minimum the following:
 - Draft minutes from previous meeting
 - IRB Application(s) scheduled for review, relevant attachments, and relevant Correspondence
 - Monthly report detailing studies exempted and expedited during the previous

- month (will only be sent once a month if more than one meeting is held during a given month)
- Tentative agenda
- d. In order for the application to be approved, it must receive the approval of a majority of those members present at the meeting.

The IRB may only approve an application when its decision is based on consideration of the following:

- a. Risks to subjects are minimized:
 - i. by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and
 - ii. whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes.
- b. Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB should consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies subjects would receive even if not participating in the research). The IRB should not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the purview of its responsibility.
- c. Selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted and should be particularly cognizant of the special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons.
- d. Informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by federal regulation.
- e. Informed consent will be appropriately documented, in accordance with, and to the extent required by federal regulation.
- f. When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
- g. When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

Once approved, full-board protocols are continually reviewed by the IRB, usually on an annual basis. The Chair of the IRB or designee will notify the principle investigator in writing of the IRB decision and the continuing review date.

Submission Deadlines

Full Board protocols must be submitted to the OC IRB for review at least **three weeks** prior to the date on which investigators plan to start data collection and include requirements identified in previous section Initial Review. Human subjects may not be recruited or research initiated until final IRB approval has been received in writing. If the investigators wish to begin collecting data during a long break (e.g. winter break or summer break), then the protocol should be submitted for review at least **three weeks** prior to the start of the break.

Full Board research is approved for a maximum period of one year. Renewal requests must be submitted at least **three weeks** prior to the approval expiration date. The approval expiration date is clearly noted on all OC IRB certifications sent to the principal investigator and must be strictly adhered to. If the approval expiration date occurs during a long break (e.g. winter break or summer break), then the request for continuing review

should be submitted at least **three weeks** prior to the start of the break.

Informed Consent

Informed consent is one of the primary ethical requirements underlying all research with human subjects; its purpose addresses the basic principle of respect for persons (see Belmont Report found in the Appendices of the Oakwood University Institutional Review Board policy manual). Informed consent ensures that subjects understand the nature of the research and can knowledgeably and voluntarily decide whether or not to participate. Informed consent must be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117 or 21 CFR 50.27. The outline provided below incorporates those basic components references in the referenced federal regulations.

Informed Consent Outline

The proposed consent/assent/permission form or statement must include or address the following elements:

1. Title of study, identification of investigator(s), and (if applicable) sponsor(s) of the research;
2. A.) a statement of **research**, B.) **purposes** of the research C.) expected **duration** of the subject's participation, D.) **procedures** to be followed, E.) **identification** of any experimental procedures
3. A description of any reasonably foreseeable **risks** or discomforts, **benefits** to the subject or to others which may reasonably be expected from the research;
4. A description to which **confidentiality** of records identifying the subject must be maintained;
5. A statement that addresses that A.) participation is **voluntary**, B.) refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and C.) that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled;
6. **Those procedures used for orderly termination** of participation by the subject and explanation of any **compensation** for participation;
7. Other areas as deemed appropriate.

OC IRB-Required Education for Principal Investigators and Key Research Personnel

The OC IRB requires that all IRB committee members, Investigators, Key Research Personnel, and all OC IRB members review:

- Guideline for Ethical Human Research Subjects and the Belmont Report document found in the Appendices of the Oakwood University Institutional Review Board policy manual.

In addition, the OC IRB requires documentation that all IRB committee members, Investigators and Key Research Personnel have completed [the on-line course](http://ohrp.osophs.dhhs.gov.irbasur.htm) sponsored by the NIH "Human Participants Protection Education for Research Teams" at <http://ohrp.osophs.dhhs.gov.irbasur.htm> at least **once in the last five years**.

Effective April 4, 2005 **all** investigators and key research personnel submitting new research protocols (even if the protocols are exempt from continuing review and only require approval of the chairperson of the appropriate department or a OC IRB member) are required to complete the on-line course and submit a certificate of completion (dated no earlier than 5 years from the date the protocol is submitted).

If the principal investigator has not completed the education requirement, research protocols will not be accepted and will be returned to the investigator. If there are co-investigators or key research personnel who

have not completed the education requirement, the new research protocol will be accepted; however, final approval of the research protocol may be withheld until the education requirements have been met.

**STEPS FOR REQUESTING OAKWOOD UNIVERSITY INSTITUTIONAL REVIEW BOARD
APPROVAL FOR DOING RESEARCH ON HUMAN SUBJECTS**

ALL RESEARCH INVOLVING HUMAN SUBJECTS, REGARDLESS OF THE MAGNITUDE OF INVOLVEMENT OR LEVEL OF RISK, MUST OBTAIN IRB APPROVAL PRIOR TO STARTING SUCH PROJECT.

THE FOLLOWING STEPS SHOULD BE TAKEN TO OBTAIN APPROVAL.

1. The Principal Investigator of the proposed research project and other key investigators (determined by Principal Investigator) must complete an on-line training module, conducted by the Office for Human Research Protections (OHRP).
 - a. Go to website: <http://ohrp.osophs.dhhs.gov/irbasur.htm>
 - b. Click on “Modules Required for FWA Personnel”
 - c. Log on and follow directions thereafter. **You must complete all three modules**
 - d. A certificate of completion will be printed out at the end of the training session.
Print copies for the IRB Chair and for your records.

2. An “Application for Approval of a Research Project Involving Human Subjects” must be completed by the Principal Investigator and submitted to the Chair of the Institutional Review Board, Psychology Department, Green Hall, 726-7047.

Accompanying this application, the Principal Investigator must have three copies of the research abstract (in lay terminology), the informed consent, a detailed protocol and a copy of the original certificates indicating the completion of the OHRP’s training module.

3. The IRB Review Committee will assemble and review the proposed research project according to Federal and Institutional Policies on Research Involving Human Subjects.
4. The IRB Review Committee will notify the Principal Investigator, in writing if the submitted proposal
 - i. was approved,
 - ii. requires further explanation,
 - iii. needs augments to the current form or
 - iv. is denied on the grounds of the relative risks/noncompliance with
Federal/Institutional policies or inadequate safeguards.

5. All IRB approved research, involving human subjects, is to undergo annual reviews (Continuing Review), from the date when research begins. Some research projects may require more frequent reviews, which will be determined, by the IRB Review Committee, at the time of approval. It is the responsibility of the Principal Investigator to submit annually (from the date when research begins) an annual report, clearly identifying changes and/or problems that have occurred with the original approved project. **It is the responsibility of the Principal Investigator to cease all research related work if there is any change to the originally approved research proposal. The Principal Investigator is to notify the IRB**

chair and department head immediately of the changes. If there has been no changes or problems, the annual report should reflect this. Included in the annual report, should be a progress report stating the development of the research project.

6. Based on the annual report, the Chairperson of the IRB Review Committee will determine if a full review is warranted. If a full review is the decision of the Chairperson, then the Principal Investigator will be notified in person.

Document Title: INTELLECTUAL PROPERTY POLICY
Category: General Administrative Policy
Number:
Effective Date: April 19, 2010
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [X] **Addition**

Oakwood University's (the "University") primary mission lies in the creation and dissemination of knowledge in the works of the intellect in whatever medium they are embodied or expressed. This policy recognizes and acknowledges that intellectual property rights may arise in such works from time to time as a result of efforts by members of the Oakwood University community. This policy addresses issues of ownership and management of patents, copyright and trademarks, and applies to all faculty, employees and students of the University.

PATENT POLICY

A. Purpose

In view of the far-reaching research at the University, it is inevitable that new discoveries and inventions will be made. The members of the Oakwood University Board of Trustees (hereinafter referred to as the Board) recognize the importance of obtaining the greatest public benefit and usefulness from the products of the University's scientific research and inventiveness, and that the protection and control provided under patent laws or other legal means for the protection of property rights may be necessary to obtain this goal. It is further recognized that employees of the University need assistance in determining and evaluating patentability and in prosecuting patent applications for or otherwise protecting inventions made by them. Furthermore, many such inventions involve equities beyond those of the inventor since the use of University facilities, the assignment of duties as a condition of employment, and the use of research funds with contractual obligations regarding patent rights give rise to questions concerning the rights and equities of all concerned. The purpose of this patent policy is to establish a mechanism to serve the public benefit and interest, to determine and apprise all concerned parties of relative rights and equities, to facilitate patent applications, the licensing of inventions, the equitable distribution of any royalties or other financial returns, to provide necessary uniformity in patent matters, and to provide for adequate reporting of patent activities.

B. Policy and Procedure

1. It shall be the policy of the Board to encourage the concept that patentable inventions produced at the University shall be used for the greatest possible public benefit and to provide every reasonable incentive to the faculty, students and staff for the disclosure, evaluation and dissemination of such inventions. When University support makes the research effort possible or when it provides support for the development of a patentable invention, it is reasonable for the University to participate in the fruits of such development, including reimbursement for its costs. To that end, the University encourages the procurement of patents for such inventions and the licensing or other commercialization thereof in the interest of the public, the inventor, and the University.

2. This patent policy of the University, as amended from time to time, shall be deemed to be a condition of employment and contractual obligation, both while employed and thereafter, of every employee of each campus, including student employees, and a condition of enrollment and attendance and contractual obligation, both while in attendance and thereafter, by every student at each campus.
3. An invention or discovery (1) which is the result of research carried on by or under the direction of an employee of a campus of the University and/or having the costs thereof paid from funds provided by, under the control of or administered by a campus of the University, or (2) which is made by an employee of a campus of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facility belong to a campus of the University, shall be the property of the applicable campus of the University unless there is a written agreement between the university and the employee specifying alternate distribution of ownership. The applicability of the above-stated criteria to any invention or discovery will be determined at the sole discretion of the President of the University or his/her designee.
4. As a condition of their employment by or enrollment at a campus of the University, each faculty member, employee and student agrees that he/she shall be contractually bound by this patent policy and shall report to the officer or non-profit organization so designated by the President of the University to manage and commercialize such inventions and discoveries, any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with the University. All inventions and discoveries that meet the criteria of B.3. shall be automatically assigned to the University for the benefit of the University immediately upon creation or discovery or reduction to practice of the invention or discovery. The President of the University is authorized to further assign any invention or discovery it is deemed to own pursuant to this policy to a designated nonprofit organization established for the benefit of the respective campus of the University, which said assignment shall be conditioned on full compliance with this policy, regulations promulgated hereunder by the Board or by the President of the University, and appropriate state and federal law.
5. If the invention or discovery is one which is determined to be owned by the University, the President of the University or his/her designee shall further evaluate the invention or discovery and determine if and how best to develop, commercialize and protect the invention as he/she deems appropriate, including, but not limited to, applying for patent protection, or requesting further development of the invention or discovery. In making this determination, the benefits that might accrue to the University and the inventor(s) shall be considered. The designee shall act promptly in carrying out these duties so that the rights of the inventor(s) and the University may be protected.
6. If it is determined that the invention or discovery is one which is owned by the University pursuant to this policy but is one in which the University has no interest in retaining ownership, the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) may, but is under no obligation to, release its ownership rights to the inventor(s) on terms and conditions determined by the President or his/her designee, subject to any third party rights.
7. In consideration of the automatic assignment of ownership set forth in this policy, the President or its designee is authorized to pay to the inventors, their heirs or assigns, a

percentage of the royalties, fees, or other financial returns received by the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of intellectual property rights and any unusual expenses paid by the University or its non-profit designee or the inventor (which have been approved by the University or its non-profit designee). The President of the University or his/her designee shall be responsible for the development of a policy governing the percentage of royalties, fees, and other financial returns on an invention paid to the inventor and governing the internal distribution of the University's share of such financial returns.

8. It is understood that many research contracts, grants, and consulting agreements from or with the United States Government or its agencies, corporations, or individuals contain ownership of intellectual property clauses that may be at variance with this policy but which, if agreed to, require compliance. Such documents which are at variance with this policy may be referred to the appropriate designated officer of the campus for recommendations prior to approval.

COPYRIGHT POLICY

A. Purpose

The University is dedicated to instruction, research and service to benefit society and encourages its faculty, staff and students to carry out scholarly endeavors in an open and free atmosphere, and to publish the results of such work without restraint, consistent with applicable law and policy. The University is committed to complying with all applicable laws regarding copyright. The purpose of this policy is to clarify individual rights and institutional rights associated with ownership of copyrights and with the distribution of benefits that may derive from the creation of various types of intellectual property. This policy applies to creators of copyrightable works, whether such creators are University faculty, staff or students.

B. Ownership

Ownership of the various rights associated with copyright is dependent upon several factors, listed below. As a general rule, creator(s) retain all rights to copyrightable works, unless subject to the conditions discussed in this section.

1. **Individual Efforts:** The copyright in a copyrightable work produced by faculty, staff or students on their own initiative shall be the exclusive property of such individual(s) unless the work was specifically commissioned or assigned (refer to Section 1), or unless the work was prepared under the terms of a contract or grant, or unless preparation involved substantial use of University resources. Except in the cases covered in paragraphs 2 through 5 below, the ownership of books, scholarly articles/monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, and like works will reside with the creator(s) and any revenue derived from their work will belong to the creator(s).
2. **University Assigned Efforts:** The copyright in a copyrightable work prepared by faculty, staff or students in the course of their regular employment duties or by special direction or commission shall be the property of the University. Such condition of employment or

such directions shall be in writing and shall be agreed to in advance by both the University and the individual. A faculty member's general obligation to produce scholarly and creative works does not constitute a University assignment in the context of this paragraph. Works created by students in the normal course of their coursework, such as a term paper, thesis/dissertation or similar scholarly work, does not constitute a University assignment in the context of this paragraph. A copyright agreement providing for the sharing of royalties, as discussed later in this policy may, at the discretion of the University, be entered into by the University and the individual in regard to the work.

3. **Sponsor Supported Efforts:** Copyright ownership in copyrightable materials developed during work supported partially or in full by an outside sponsor, through a contract or grant with the University, is determined by the applicable provisions of such contract or grant. In the absence of any governing provision, the ownership of any copyright shall be determined in accordance with paragraphs 1, 2, 4 or 5 herein.
4. **University-assisted Individual Efforts:** A copyrightable work that is developed with substantial use of University resources and is not sponsor-supported shall be the property of the University. Substantial use of institutional resources may include the commitment of staff, faculty or material support in the creation of the copyrightable work, but does not include the ordinary use of the University's libraries, faculty time, faculty offices, departmental office equipment, routine secretarial support or University owned personal computers.

Substantial use of University resources excludes Sabbaticals and other reductions in teaching load, except when granted as part of university assigned efforts. Should a question arise as to whether substantial use of University resources has occurred or may occur, a determination will be made by the Provost or his or her designee.

5. **Distance Learning:** With respect to distance learning materials, ownership of such materials shall be determined in accordance with the provisions of paragraphs 1 through 4 above.
6. **Shop Rights:** "Shop Rights" means a non-exclusive, non-transferable, royalty-free license to reproduce, distribute, publicly perform, publicly display, or make derivative works of the copyrighted work, for educational or research purposes only. Except for textbooks and articles published in scholarly journals, the University shall have shop rights to copyrighted materials developed by its faculty, staff and students, pursuant to paragraph 1 above, and faculty, staff and students of the University shall have shop rights to copyrighted materials owned by the University, pursuant to paragraphs 2 and 5 above; provided, however, that no faculty, staff or student shall use any shop rights hereunder in competition with the University while such individual is employed by the University.

C. **Disclosure**

There is no mandatory disclosure requirement for works created by faculty, staff or students for works that meet the criteria set for in paragraph 1 above. For works that meet the criteria set forth in paragraphs 2, 3 or 4, the creator must disclose the existence of the work during or immediately after its creation. Disclosure shall be made in writing to the President of the University or his/her designee. If any questions exist regarding whether disclosure is required, contact the President of the University or his/her designee.

D. **Commercialization/Distribution of Net Revenues**

All costs and revenues from the commercialization of any intellectual property hereunder, owned by the University, shall be distributed in accordance with the University's Patent Policy. Nothing contained in this policy shall be construed to supersede the University's Patent Policy, and the terms of the University's Patent Policy shall control in the case of any conflict between that Patent Policy and the Copyright Policy.

TRADEMARK POLICY

A. Purpose

In order to comply with and assure protection under federal trademark law, Title 15, U.S.C., section(s) 1051 et seq., the University is required to monitor all uses of its trademarks. The purpose of this policy is to provide information and guidelines to the university community regarding the use of the University's trademarks. The overall purpose of the licensing program is to protect the University's trademarks and to promote the University.

B. Who Should Use This Policy

This policy applies to faculty, staff, students, academic departments, ad hoc groups, administrative divisions/departments, alumni organizations, informal groups and student organizations.

C. Definitions

1. **Trademarks:** A trademark (including a service mark) includes any word, name, symbol or device, or a combination of them, used to associate goods (or services) with a particular entity and to distinguish them from the goods (or services) of others. A trademark may only be used by or with the consent of the owner thereof. The University's trademarks include, but are not limited to: the words "Oakwood University," "Oakwood University Education Excellence Eternity," the Oakwood University wordmark; the official seals of the University; and all current and future trademarks, service marks, wordmarks, designs or logos used by the University. The University asserts ownership over its name and any other mark, logo, insignia, seal, crest, design, symbol or any combination of these that have come to be associated with the University.

2. **Licensing/Licensee**

Licensing is the process of obtaining legal permission through a contract for the right to use someone's trademarks. An individual or company who enters into such an agreement is referred to as a licensee.

D. Guidelines for Using Trademarks

The University's trademarks are intended to present a positive image of the university. The University's trademarks are not to be used in the name of a business, logo, in advertising services or on a product in a way that could state or imply an endorsement. The University's trademarks are not to be used in any way that will discriminate against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be a violation of the university's anti-discrimination policies.

1. **Approval**

The use of any University trademark by student organizations or groups or any third party (unless approved by the University) must be approved in writing by the President or his or her designee prior to production of each item. The use of the University's trademarks on consumer goods produced, ordered or sold by units of the University must be approved in writing by the President or his or her designee prior to production of each item. Items include, but are not limited to, brochures, binders, T-shirts, coffee mugs, tickets, balloons, uniforms, booths and exhibits. Written approval is required for each specific use.

Approval to use the design for one application, e.g., T-shirts, does not grant someone permission to change the design even slightly for reuse or to apply it to another item, such as a coffee mug, without seeking additional written approval. Using a trademark on items such as letters or memos does not require permission from the University. The University reserves the right to approve or disapprove any use of the trademarks, even if not explicitly prohibited by this policy or these guidelines.

(a) *Product Approval Guidelines*

The following products normally will not be approved by the University:

- products that could be used to injure or kill;
- products that could present a high-liability exposure;
- alcohol-related products;
- tobacco-related products;
- sexually suggestive products;
- food products and accompanying packaging;
- beverage products and accompanying packaging;
- products that are inimical to the mission or image of the university.

(b) *Art Approval Guidelines*

Certain art/designs will not be approved for use in conjunction with University's trademarks. These include the following:

- art depicting the use or endorsement of alcohol;
- art depicting the use or endorsement of illegal drugs;
- art depicting the use or endorsement of tobacco products;
- art depicting the use or endorsement of firearms or other weapons;
- art depicting racist, sexist, hateful, demeaning or degrading language or statements;
- art depicting profanity;

- art depicting sexual acts;
 - art depicting statements impugning other universities;
 - art or a design incorporating trademarks or copyrights not owned by the university, unless written permission for such use is obtained from the mark holder or copyright owner.
2. **Compliance:** Individuals and suppliers who use the University's trademarks without permission from the University are subject to actions including receiving a cease-and-desist notice, having merchandise confiscated and legal proceedings.
 3. **Class Projects:** Any item/artwork/project produced as part of a course and which uses the University's trademarks for non-commercial purposes does not require a license and is royalty exempt; however, for the purpose of monitoring use to assure protection of the trademark, the student, team leader or faculty member overseeing the project is asked to notify the President or his or designee of the use of a trademark prior to the start of the project.

INTELLECTUAL PROPERTY ADMINISTRATION COMPONENT

This policy shall be interpreted by the Intellectual Property Committee that is chosen by the President or the Provost. It shall consist of five to seven members, of which the majority shall be from the teaching faculty. In order to allow for continuity, the members of this committee may serve initial terms of one to three years (as designated by the President or Provost). Succeeding members may serve terms of three years, and may be reappointed.

APPEALS AND ARBITRATION

Any person aggrieved by the proposed application of any provision of this Policy may appeal to the Intellectual Property Committee. This committee may consider appeals, interpret the policy and make recommendations to the President or the Provost. All appeals must be in writing and should clearly state the basis for the grievance and should be made within 30 days of knowledge of an existing conflict. Appeals of committee recommendations should be made in writing to the President or Provost within 30 days of notice of the recommendations and written decisions.

Document Title: INTERCOLLEGIATE ATHLETIC PROGRAM
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [10/2009] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

PURPOSE

Recognizing that athletics is an integral part of campus life at Oakwood University, the athletic program is designed to provide opportunities for Christian athletes to participate and excel in intercollegiate athletics.

OBJECTIVES

1. The athletic program sponsors a wide range of activities for men and women designed to develop the whole person. This development is best represented by the participant who displays Christian attitudes of discipline, sportsmanship, and excellence.
2. The athletic program provides student athletes the opportunity to grow and develop in the areas of leadership, cooperation, self-control, and neuromuscular coordination within the framework of values and ethics considered important to being a Christian in today's society.
3. The athletic program looks for ways to encourage the appropriate display of sportsmanship and enthusiasm in the University, as students, staff, and faculty participate as spectators at athletic events.
4. The athletic program also provides opportunity for interaction between the University and the community-at-large that will help in student recruitment, enhance the institutional image, and foster support and goodwill from the public and alumni.

CURRENT TEAMS

1. Men's Basketball Team
2. Women's Basketball Team
3. Men's Soccer Team
4. Women's Volleyball Team

POSSIBLE FUTURE EXPANSIONS

1. Co-ed Golf
2. Men's Tennis
3. Women's Tennis

Document Title: MAILINGS: EXTERNAL CONSTITUENCIES, COORDINATING
REQUIREMENTS AND PROCEDURES
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

GENERAL

The quality and accuracy of written communication from the University to its external constituency is a reflection of the quality of the institution. For this reason, it is essential that communications be correct in fact, content, grammar, and punctuation. The purpose of this regulation is to define requirements and prescribe procedures to be followed in the preparation and coordination of these communications.

APPLICABILITY

This regulation applies to all external correspondence prepared on University stationery and representing the University and designated for mass or bulk mailing to more than ten recipients. All such correspondence must undergo an editing process and be approved by the President before mailing.

PROCEDURES

1. Any department, division or individual preparing such a mailing submits a final draft of the correspondence to the Office of the President for editing and approval.
2. After approval by the President, the correspondence is returned to the originator for final copy and mailing.

Document Title: MISSION STATEMENT DEVELOPMENT
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] Revision Dates [X] Replacement [] Addition
Replaced: Mission Statement

DEFINITION

The mission statement describes the university and its purpose for existence. It provides a sense of direction and a guide for decision-making. It serves as the foundation for the operations, programs, and activities of the institution, and it provides the context within which goals and initiatives are formulated.

FORMATION

The University Strategic Planning Committee is responsible for developing and maintaining the University mission statement. The process solicits input from the entire University community, including administration, faculty, staff, students, alumni, and governing board.

REVIEW

The Oakwood University's planning process begins with an in-depth review of the mission statement. The mission statement may be revisited occasionally during the life of the strategic plan, but substantive changes will be made only as a result of significant changes in the external environment or the structure or function of the university. During the five year period of the Strategic Plan, the Planning Committee will review the mission statement and make recommendations on appropriate changes, updates, and revisions only as necessary.

PROCESS

1. The Strategic Planning Committee seeks feedback from all stakeholders regarding the current mission statement
2. The committee reviews feedback and determines whether to recommend that the mission statement remain as is or whether changes are appropriate
3. If changes are appropriate, the committee formulates a revised mission statement
4. The revised statement is made available to all stakeholders and feedback is solicited
5. The committee reviews the feedback and makes further adjustments, if appropriate
6. The resulting statement is recommended by the committee to the administration
 - a. If approved by the administration, it is posted for general comment
 - b. The statement is presented to staff for endorsement
 - c. The statement is presented to faculty for endorsement
 - d. The statement is presented to the Board of Trustees for final review and approval
 - e. If no statement is approved by the Board, steps 5 and 6 are repeated

PUBLICATION

The official mission statement is published in the *University Bulletin* (on a two-year cycle), the University

Strategic Plan, and other official publications as appropriate. When published, the full text of the mission statement must be presented. The institutional vision and goals need not be presented with the text of the mission statement in every presentation.

Document Title: MUSIC PROTOCOL
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

1. The Office of Public Relations:

- Will serve as the University's liaison for advertising, public relations, and damage control. For this reason, it is necessary for certain performers and performances to be arranged through this office.
- Will invite guest performers/artists who will render music that is appropriate for the University, and advise them of the music standards and guidelines, and, pending approval, will sign contractual agreements.
- Will arrange/contract performances for official school functions and other public appearances (performance times, transportation to and from the event, and setting up a sound check, securing location, accommodations, etc.)

2. The Music Department:

- Will serve as the official music representative of Oakwood University, and as the liaison between the church and the University.
- Will make recommendations for the various musical needs of the University (campus, community, recruitment, etc.).

3. The U.S.M. Music Coordinator:

- Will be responsible for on-campus student events and will serve as the liaison between the University and student body.
- Will coordinate all musical activities with the Music Department in order to avoid scheduling conflicts.

4. Student-Led Ensembles:

- All student-led ensembles must have a University-employed sponsor.
- Group leaders must be *registered* students at Oakwood University.

- Must obtain the proper clearance in order to be granted access to University facilities for rehearsals.
- All students should maintain a minimum 2.0 G.P.A. in order to participate in more than one musical organization.
- Any student with a G.P.A. less than 2.0 can only participate in one musical organization.

Document Title: MUSIC TRAVEL
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Academic Affairs
Document Status: [10/2009] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

MUSIC AT OAKWOOD UNIVERSITY

The Music Department of Oakwood University supports the mission of the University by providing students with access to quality music instruction, opportunities, and services. All musicians who travel officially or unofficially are expected to be aware of the philosophy of music and the code of conduct of Oakwood University, and must commit to upholding them.

Purpose for travel

I. Education

The Aeolians perform in various venues which are a critical part of the music learning process. Invaluable lessons are learned that cannot be passed on in the rehearsal room.

II. Recruitment and Public Relations

Historically Black Colleges and Universities have traditionally chosen their best choral groups to “fly the flag” of their institutions by having them perform at home and abroad. Oakwood University is no exception. A common statement that speaks to the question of recruitment is, “I decided to come to Oakwood University after hearing the choir.”

Students selected for travel

- Students must be registered students and alumni of Oakwood University.
- Students must not be on academic, social or any other type of probation.
- Students must have a grade point average of 2.5 to travel. Day trips that do not involve class conflicts may be an exception.
- Students must be knowledgeable of the musical works to be performed.
- Student voice part must balance the other selected voices. Director’s discretion applies.
- Students who are residents of the visiting state or country are given preference over another student who may be equally knowledgeable of the musical works to be performed.
- Students must have the ability to work along with their peers.

General Guidelines for travel

- Group directors must submit a current list of ensemble members to the Vice President for Academic Affairs and the Vice President for Student Services at the beginning of each semester.

- Decisions to accept an engagement are based on (a) whether the requesting party will pay for the trip; (b) the time of year the engagement will need to be executed; and (c) conflicts with the University Calendar.
- Trips are coordinated with Administration, Enrollment Management and the Office of Public Relations. The Music Department's travel schedule is made available in the form of a Music Calendar.
- The Music Department does not solicit performance engagements. Requests are made by alumni and friends of the University. On occasion, the Music Department may reach out to churches and organizations to make a tour complete, especially financially.
- Trips are typically funded by the host organization. Covered expenses include transportation, per diem for meals, accompanist(s) fees, hotel accommodation and performance fees.

Official travel

- Oakwood University will be responsible for travel expenses.
- Students may be excused from classes and permitted to make up any work.
- Barring day trips, it is recommended that a maximum of three weekend trips be scheduled per semester in order to protect and maintain good physical health and the required grade point average.

Unofficial travel

- Oakwood University will not be responsible for travel expenses.
- Students may take up to a maximum of two weekend trips per semester. However, they will not be excused from classes nor be permitted to make up any work.
- Individual students and student-led ensembles must travel with a University-employed sponsor/chaperone.
- Group sponsors and/or directors must:
 - a. Provide a list of students and alternates for the trip to the Vice President for Academic Affairs, Vice President for Student Services and residence hall deans for approval at least three weeks prior to the trip.
 - b. Notify instructors one week prior to the trip
 - c. Submit transportation/travel form requests at least three weeks prior to travel
 - d. Arrange for meal and housing accommodations while traveling
- The sponsor/chaperone must report any negative incidents and/or comments or reactions following a performance to the Office of Public Relations
- Students leaving the campus on individual leaves may not perform as a group representing the University. Group Leaves are not available for this purpose.

Document Title: OAKWOOD UNIVERSITY ANIMAL CARE AND USE POLICY
Category: General Administrative Policies
Number:
Effective Date: April 22, 2007
Authority: Vice President for Academic Affairs
Document Status: ☐ ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

OAKWOOD UNIVERSITY ANIMAL CARE AND USE POLICY

The use of laboratory animals in research is an integral part of a scientific study. The results generated from animal studies are often extrapolated to humans, and help researchers to better understand human responses to specific procedures and treatments. Based on animal trials, researchers are able to develop therapeutic agents that are used in treating certain diseases and abnormalities.

Laboratory animals that are used for research, teaching, and demonstration purposes must be properly cared for and humanely treated. As a Christian institution, Oakwood University is against all forms of inhumane and cruel treatment of animals within its facilities.

Oakwood University complies with the Public Health Service (PHS) Policy on humane care and use of laboratory animals, the regulations of the Office of Laboratory Animal Welfare as Amended in August, 2002, (<http://grants.nih.gov/grants/olaw/references/phspol.htm>) and the IACUC Guidebook, 2nd edition 2002 (<http://www.nap.edu/readingroom/books/labrats/>). Methods of euthanasia will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

SUMMARY OF ANIMAL CARE AND USE POLICY:

Oakwood University Animal Care and Use Committee (OCACUC) shall determine that the research projects meet the following requirements:

- Procedures with animals will avoid or minimize discomfort, distress, and pain to the animals, consistent with sound research design.
- Procedures that may cause more than momentary or slight pain or distress to the animals will be performed with appropriate sedation, analgesia, or anesthesia, unless the procedure is justified for scientific reasons in writing by the investigator.
- Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly killed at the end of the procedure or, if appropriate, during the procedure.
- The living conditions of animals will be appropriate for their species and contribute to their health and comfort. Personnel who are experienced in proper care, handling, and use of the species being maintained or studied will direct the housing, feeding, and nonmedical care of the animals.
- Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in those procedures.
- Methods of euthanasia will be consistent with the recommendations of the American Veterinary Medical Association (AVMA) Panel on Euthanasia, unless a deviation is justified for scientific reasons in writing by the investigator.

The Committee Appointment and Composition:

The Vice President for Academic Affairs appoints Oakwood University Animal Care and Use Committee members. The committee membership shall be a minimum of five individuals from various disciplines, a board-certified veterinarian and a community member not directly affiliated with the University as recommended by the PHS policy.

- A biologist/physiologist
- A chemist
- A faculty member from Mathematics/Physics Department
- A faculty member from Business or Psychology Department
- Director of Research and Faculty Development
- A Scientist who is experienced in research involving animals
- A Board-certified veterinarian who is not affiliated with the institution
- A community member who is not affiliated with the institution

Responsibilities of the Animal Care and Use Committee:

The Oakwood University Animal Care and Use Committee meets at least every six months (in April & October), and is responsible for:

- Oversight and evaluation of the animal care and use program on the University campus
- Reviewing and approving animal use protocols
- Conducting biannual evaluation of animal facilities
- Reviewing concerns involving the care and use of animals at the institution
- Making recommendations to the Institutional Official (Vice President for Academic Affairs) regarding any aspect of the institution's animal program, facilities, or personnel training
- Suspending any activity involving animal care and use policy violations

Review of Animal Care and Use Protocols:

The following topics are considered in the preparation and review of animal care and use protocols:

- Rationale and purpose of the proposed use of animals
- Justification of the species and number of animals requested
- Availability or appropriateness of the use of less-invasive procedures
- Adequacy of training and experience of personnel in the procedures used
- Public Health Service (PHS) Policy on humane care and use of laboratory animals is made available to the animal care personnel and investigators
- Housing and husbandry requirements
- Appropriate sedation, analgesia, and anesthesia
- Post-procedure care, if any
- Method of euthanasia or disposition of animal
- Safety of working environment for personnel

Document Title: POSTERS; DISPLAYS: APPROVAL AND AUTHORIZATION FOR
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Vice President for Student Services
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

GENERAL

Posters and announcements may be placed only on campus bulletin boards. They are not permitted on trees and shrubbery or on the windows, doors or exteriors of any campus buildings or vehicles. Persons wishing to erect banners must receive the approval of the Vice President for Student Services.

The following bulletin boards are available for particular types of announcements with the approval of the appropriate personnel:

<u>Bulletin Board</u>	<u>Type of Poster</u>	<u>Must Be Approved By</u>
Art Building		Chair, Music Dept.
Blake Administration Bldg.		VP Financial Affairs
Chapel	Programs in Chapel	Chaplain
Classrooms	Classroom Activities	Class Instructor
Gymnasiums	PE or Intramural Programs	Director, Athletics
Library	Library Announcements	Librarian
Music Building	Campus-Related Activities	Chair, Music Dept.
Nursing Building		Chair, Nursing Dept.
Residence Halls	Campus-Related Activities	Residence Hall Manager
Science Buildings	Campus-Related Activities	Chair, Science Dept.
Student Center	Campus-Related Activities	Dir., Student Services

No poster shall be placed on campus more than two weeks before the event which it announces. All posters must be taken down within twenty-four hours after the event has taken place. The group putting up the poster is responsible for taking the same down.

Document Title: PROGRAMS AND OPERATING BULLETINS: REDUCTIONS IN
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

1. Severe weather, fires, utility interruption, health consideration or other unplanned and unforeseen programs and operations can interrupt normal operations. When such unusual circumstances exist, the decision to reduce activities will be made by the President.
2. Once made, the decision will be relayed to the vice president, who, in turn, will convey the information to those affected. A department of the University may reduce operations only with proper notification that originates with the appropriate Vice President.
3. Should a large number of persons be affected by the decision, the University will also notify the radio and TV stations and the newspapers for broader coverage. The University telephone switchboard will also operate as necessary to handle inquiries.
4. It is the intention of the University that the loss of income for all persons be avoided insofar as this is practical.
5. Wages for nonexempt employees will be paid for hours actually worked. In addition, any person who is absent from the job during a period when unusual circumstances exist and wishes to charge the time to vacation is authorized to arrange this with his/her supervisor. Non-exempt employees will report time accurately, and hours actually worked will be recorded in the "hours worked" column of the time sheet.
6. All persons in an exempt status are expected to continue performing their assigned responsibilities unless specifically advised otherwise.
7. University classes or other academic exercises will be held as regularly scheduled unless canceled by the President. If an instructor cannot meet scheduled class or exercise for any reason, it will be his or her responsibility to arrange for rescheduling at a time convenient to the affected students. Should students be unable to be present in similar circumstances, the instructor will be expected to provide appropriate makeup opportunities.

Document Title: SMOKING
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

Oakwood University's policy on tobacco is contained in the faculty, staff, and student handbooks. In implementing this policy, the following procedures will be adhered to:

1. Smoking is prohibited in all institutional use properties owned and operated by Oakwood University.
2. All institutional use properties owned and operated by Oakwood University will be posted with "No Smoking" signs.

Document Title: STRATEGIC PLANNING
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [4/2010] [] [] [] **Revision Dates** [X] **Replacement** [] **Addition**
Replaced: Planning

STRATEGIC PLANNING

The President of Oakwood University is responsible to the Board of Trustees for the development and implementation of a five-year written comprehensive strategic plan. Oakwood University endorses the philosophy that the effective development and implementation of a comprehensive strategic plan requires the efficient cooperation of all members of the University community. The ultimate purpose of the plan is to define the University to its constituency, internal and external, in an effort to provide a mutual understanding of its mission and goals. This understanding leads to a common acceptance of the strategies employed to achieve the stated mission and goals.

The strategic planning process at Oakwood University involves individuals from across the campus and from relevant external constituents. The president has established a University-wide planning committee, charged with the responsibility of managing the strategic planning process.

DEFINITIONS

The following definitions are used for the planning process of Oakwood University:

1. **Mission:** a statement identifying the purpose of the University and the unique role that it serves.
2. **Vision:** a statement that describes the outcome of achieving the mission.
3. **Goals:** broad objectives that support the accomplishment of the mission.
4. **Strategic Plan:** a plan which covers five fiscal years and identifies institutional priorities and initiatives for that time period.
5. **Action Plan:** an annual plan that is derived from the strategic plan identifying specific institutional initiatives, strategies, and outcomes for the specified year.
6. **Operating Plan:** a departmental plan which covers one fiscal year and supports the accomplishment of the strategic plan; it identifies departmental purpose, goals, strategies, outcomes, and additional budget requests.

PLANNING CYCLE

There are two cycles within the planning process: a five-year cycle and an annual cycle.

Five Year Cycle: The strategic planning process follows a five year cycle, beginning approximately two years before plan implementation, and includes the following steps:

1. **Environmental Scan:** The primary purpose of the scan is to identify and analyze the environment in

which the university operates. The scan involves two parts. First, the strengths and weaknesses within the University environment must be identified. Strengths are those things that the university does well and/or that make a significant positive contribution to the effective or efficient operation of the university. Weaknesses include things within the university that need improvement. Second, opportunities and threats in the external environment must be identified. Threats may result from politics, legislation, technology, demographics, or competition. They are generally the things that are not under the control of the university and that may have a significant negative impact on the operation of the university. Opportunities are also external to the university, but provide potential for growth or development within the university. Opportunities may assist the university in identifying prospective goals that are desirable to pursue.

2. **Review of the Mission Statement:** The mission statement is thoroughly reviewed every five years. The process is broad-based and includes input from administrators, faculty, staff, students, board, and community. The mission statement is the cornerstone of the planning process. It is a relatively stable document, and while it may be revisited occasionally during the life of the strategic plan, substantive changes will be made only as a result of significant changes in the external environment or the structure or function of the university.
3. **Review of the Vision and Goals:** The University vision and goals are closely related to the mission statement and are reviewed in conjunction with the mission statement.
4. **SWOT Analysis:** An internal review is conducted to determine strengths, weaknesses, opportunities, and threats from the perspective of faculty, staff, students, administrators, board and alumni.
5. **Identification of Strategic Initiatives and Outcomes:** A review of data from a variety of sources leads to the development of priorities and expected outcomes to be addressed in the next five-year plan. Sources of data include, but are not limited to, survey data, environmental scan, SWOT analysis, focus group reports, and financial data.

Annual Cycle: The annual cycle provides annual plans in support of the Five Year Strategic Plan, including:

1. **Institutional Action Plan:** Identifies which initiatives and outcomes of the strategic plan will be addressed during the upcoming year. While the University strategic plan covers a five year period, outcomes for the strategic initiatives are determined for each academic year—additions, deletions, and/or revisions to the outcomes may be made annually and the results published in the institutional action plan.
2. **Departmental Operating Plans:** Identify goals, strategies, and outcomes of individual departments and describe linkage to strategic initiatives.

Document Title: SURVEYS AND REPORTS: REQUESTS FROM EXTERNAL SOURCES
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

Surveys are received at Oakwood University from a variety of sources: federal and state agencies; national, state, and local associations of higher education; private and public institutions of higher education; research organizations; private individuals conducting unsponsored research; and private corporations. Some questionnaires about the University, such as the Southern Association of Colleges and Schools (SACS) Institutional Profile, and Integrated Postsecondary Education Data Systems (IPEDS), receive high priority because they are mandatory. (Information from IPEDS is used for almost all government budgeting, educational lobbying and record keeping.) Others, such as the American Association of University Professors (AAUP) questionnaire, and College and University Professional Association for Human Resources (CUPA) are almost as important and should be completed with extreme care. It is the policy of Institutional Effectiveness to complete surveys of the aforementioned type as carefully and as quickly as possible.

Survey data requests usually concern enrollment figures; number of graduates by program; number, rank and tenure of full-time faculty and staff; and a variety of other pieces of comparative information about the University. Fall data, that which is published in the University Fall Enrollment Report, and Fact Book provide the bulk of data for many of these questionnaires and are used, unless otherwise requested, in order that reporting accuracy and consistency prevail. The date of the Fall Enrollment Report becomes the institutional census date, and responsible and consistent institutional reporting is assured when census data is employed.

Some surveys request information of a confidential nature; these forms are carefully screened by Institutional Effectiveness. Some data requests are filled out completely, some are partially completed, and some (because of the lack of credibility or authority of the requestor) are denied.

Questionnaires arriving in departments and divisions other than the Institutional Effectiveness office should be sent to Institutional Effectiveness for evaluation. If data requiring specialized information is requested, the Coordinator of Institutional Effectiveness will channel them to the appropriate area. The questionnaire should then be returned to Institutional Effectiveness for final approval and mailing. This procedure may seem a bit time consuming, but the small amount of extra time and care assures responsible, accurate and consistent institutional reporting.

Document Title: UNIVERSITY STATIONERY
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

GENERAL

Stationery bearing the University seal or letterhead represents the University. When used for correspondence, it conveys to a recipient an official position of the University and/or an official endorsement of its contents. Therefore, care must be exercised in its use.

SPECIFICS

1. University stationery is to be used only for official University business.
2. It may not be used for personal correspondence.

Document Title: VOLUNTEER GROUPS: APPROVAL, STAFFING, AND SOLICITATION POLICIES
Category: General Administrative Policies
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

APPROVALS

Oakwood University Trustees constitute the governing body of the University and therefore must approve all constitutions and by-laws of all volunteer organizations affiliated with Oakwood University. Said requirement prevents duplication of effort among University organizations and their stated mission and purpose.

All potential volunteers for any organization affiliated with Oakwood University must be approved by the President prior to their invitation. This prevents enlisting too many of the same people on different boards.

UNIVERSITY REPRESENTATION

All volunteer organizations affiliated with Oakwood University must include a person designated by the President to serve on his/her behalf. Such inclusion ensures continuity and direct contact with the rest of the University, thus providing a broader view for the organization.

All volunteer organization affiliated with Oakwood University must be staffed with a full time member of the faculty and/or administration from the University. Staffing in this manner again ensures continuity, official sanction by the University and a broader perspective of the University for the organization.

SOLICITATIONS

All funding solicitation by any volunteer organization affiliated with Oakwood University must be pre-approved by the Executive Director of Development and/or the President of the University. This screening protects the University officials and potential donors from multiple solicitations and it allows the University officials to implement priority funding in the best interest of the entire University.

All Oakwood University Trustees are members of all organizations, volunteer or otherwise, affiliated with the University. This means that no Oakwood University group may solicit funds either for memberships or otherwise, from the Trustees of the University. In addition, every Trustee enjoys all faculty and staff privileges at the University, including free attendance at events and free use of facilities and equipment. Each member's spouse enjoys those same privileges.

Document Title: LITERATUR EVANGELISM TRAINING CENTER (LETC)
Category: LETC
Number:
Effective Date: April 5, 1999
Authority: President
Document Status: [4/2010] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

Mission

The Literature Evangelist Training Center has been a part of the educational program at Oakwood University since 1896. Our mission is to train, motivate, and develop students in the psychology and techniques of selling Christian and health publications throughout the North American Division, with a missionary emphasis.

Purpose

This missionary program is an excellent means of developing spiritual, mental, physical, and social skills, which are the essentials for a well-rounded Christian character. It also prepares the students for their lifework through a practical experience in organizational dynamics and financial planning. The funds earned from this program are used to assist students in paying for their Christian education.

Philosophy

The five basic areas of philosophy focus on the following:

1. **Spiritual Preparation:** It is important for a student literature evangelist to be a baptized member of the Seventh-day Adventist Church. We educate the student in maintaining a saving relationship with Jesus Christ through daily devotional exercises, prayer, and the sharing of faith. We provide materials to enhance the student's relationship with Jesus Christ.
2. **Physical Preparation:** Instruction is given on personal hygiene, grooming techniques, and wearing of attire that is relative to the standards of the Seventh-day Adventist Church. All student literature evangelists are given practical insights on practicing the eight natural laws of health reform.
3. **Mental Preparation:** The necessary concepts are taught to prepare student literature evangelists for a successful encounter in the field. They will learn written sales presentations and receive a knowledge of current events, motivational skills, group dynamics, and numerous salesmanship techniques.
4. **Organization:** The dynamics in small group management are taught. The preparation for evangelistic canvassing is given step by step. Daily scheduling, problem-solving, and pastoral skills are shared.
5. **Finances:** Goal-setting and planning strategies to earn sufficient funds for Christian education are presented. All attendees at the training workshops learn thrift, economy, budgeting of time, and personal development.

Requirements

1. An individual who desires to become a literature evangelist must come to the Oakwood University Literature Evangelist Training Center (LETC) Office and fill out an application form.
2. The potential student literature evangelist is interviewed by the director, associate director, or a qualified student leader.
3. The student is given instruction at the next training workshop, where he/she is presented to the group.
4. Any person who is not a student enrolled at Oakwood University or a baptized member of the SDA Church must be cleared from the LETC Office before he/she can participate in the program or any activities.

Failure to comply with the regulations and policies of the Oakwood University Literature Evangelist Training Center, as stipulated by the administrative officers of Oakwood University, results in automatic dismissal from the program.

Document Title: STUDENT LITERATURE EVANGELISTS
Category: LETC
Number:
Effective Date: April 5, 1999
Authority: President
Document Status: [4/2010] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

Training

1. All perspective student literature evangelists must begin attending training workshops to learn the psychology and techniques of Christian salesmanship before embarking on any fieldwork.
2. Student literature evangelists are expected to attend the training workshops, seminars, prayer retreats, and other meetings of vital importance so as to carry forward the work of the literature evangelist intelligently, educationally, and spiritually in order to rightly represent the high calling of the literature evangelists.
3. The training workshops teach prospective canvassers the psychology of Christian salesmanship, the development of self-esteem, methods of selling religious and health literature, personal accountability, campaign management and how to reach various classes of people.
4. Organized written sales presentations are given out and demonstrated periodically so as to sharpen his/her skills, which enables the literature evangelist to be successful.
5. Any student or professional literature evangelist who has canvassed in another field but is familiar with LETC operation must check in with the LETC Office in order to become familiar with its program and to begin canvassing in its territory.
6. A prospective student literature evangelist must memorize the written sales presentation and go in the field twice before he/she is permitted to go on "out-of-town" campaigns.

Benefits

1. Students receive 50 percent commissions on all sales and income.
2. Students are provided bags, radios, and transportation to use during canvassing at Oakwood University.
3. Students are provided on-the-field assistance by qualified literature evangelist leaders.
4. Students receive a 25 percent scholarship bonus on commissions paid to the school.

Student Leaders

1. Student leaders are literature evangelists who have proven themselves, on and off the field, to be individuals of Christian integrity who support the publishing ministry, follow the guidelines and policies stipulated by the Oakwood University LETC, and have demonstrated spiritual growth,

intellectual enhancement, and practical application of the qualifications of leadership in the LETC program.

2. They must have worked at least one major student campaign to be considered for this position.
3. Student leaders should have a good driving record, with at least two to three years driving experience.
4. Student leaders must show, through personal experience, Christian salesmanship, and group dynamics, the ability to train and lead other students in the publishing program.
5. Student leaders attend a weekly scheduled student leaders meeting to be kept abreast of all pertinent issues and important information to conduct the LETC program at Oakwood University. They must attend these meetings faithfully so that they can be well informed concerning policies, practices, and problems that may be encountered by themselves and other leaders, and how to handle these problems according to wise counsel.
6. Student leaders should maintain a daily contact with the LETC Office as far as possible for special emphasis on group campaigns and administrative actions.
7. Student leaders are to keep accurate records of all activities during group campaigns, care for all inventory, properly handle all money placed in their possession using banking procedures, keep receipts to cover all expenditures, report all inconsistencies to the proper chain of command, make sufficient reports of vehicle status, and perform minor maintenance on vans, with counsel from LETC.
8. Student leaders are to delegate and monitor all assignments that pertain to group campaigns in various territories. Each group should include the following positions:
 - Assistant leader
 - Cook
 - Inventory Clerk
 - Chaplain
9. At the conclusion of a campaign, student leaders will return the vehicle and trailer that have been assigned to them for inspection at the LETC Office parking lot. Further use of the van must be approved by the LETC Office. Failure to comply results in the student leader paying rental charges and damages inflicted upon the vehicle. This policy covers the departure and return of the student group from and to Oakwood University. The specific length, beginning and conclusion of each student group campaign is understood before departure.
10. Student leaders receive 15 percent of all gross sales from the group campaign as their scholarship. They may also sell literature to increase their scholarship.

The LETC Club

1. All student literature evangelists become members of the LETC Club when application has been made to become a part of the program. All times and dates of meetings are announced at the weekly scheduled training workshops.
2. New officers are chosen for the LETC Club each school year. Listed below are the offices:

- President
- Vice president
- Treasurer
- Secretary
- Parliamentarian
- Chaplain

3. The LETC Office works very closely with the LETC Club in a sponsorship role. All plans and programs are communicated through the LETC Office.

Document Title: PREPARATION FOR LITERATURE EVANGELIST CAMPAIGNS
Category: LETC
Number:
Effective Date: April 5, 1999
Authority: President
Document Status: [4/2010] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

Daily Canvassing Campaigns

1. All student literature evangelists who are desirous of going out during the week must sign up at least one day in advance for the day and time period when they would like to canvass. Groups regularly plan to go out twice a day from 12:30 to 3:30 p.m. and from 5:00 to 8:00 p.m.
2. Proper reporting of all sales is handled the same day, and commissions are given out as stipulated by Oakwood University Student Accounts and LETC policy.

Winter, Spring, and Summer Campaigns

1. Major campaigns are planned for by the LETC administration during the school year.
2. Student leaders are assigned to go to designated cities and are responsible for recruiting student literature evangelists to go with them.
3. All students are expected to stay the entire length of the campaign.
4. The LETC Office helps make all the necessary preparations for housing, transportation, and special concerns with the regional conference administration, local pastor, and individual church members.
5. Minimum expenses are charged to students to help with campaign expenses (normally \$5.00 a day).
6. If a student is ill on the campaign, the student's home should be contacted concerning his/her condition and what steps to take. All safety precautions should be taken. The student leader or conference personnel should be aware of all health problems students may have prior to going on the campaign. This information is on a student literature evangelist fact sheet.

Campaign Planning with FHES Regional Conference

1. The origination of campaign planning begins in prayer and fasting with the LETC staff, student leaders, and workers.
2. The hiring regional conference Family Health Education Service (FHES) during the summer campaigns assists the LETC and the canvassing groups by providing housing and board to help lower the expenses. The main objective is to lessen the strain of expenses on students so that they may have more funds for tuition purposes.
3. The hiring regional conference should assist the LETC in recruiting students during the academic school year to do canvassing work in their respective fields.

4. All FHES publishing directors and their associate publishing directors are asked to be present for the annual Student Literature Evangelist Recruitment Emphasis Institute, held at Oakwood University each school year. They are also asked to attend a special meeting during that week to receive information from LETC on preparation for upcoming campaigns.
5. The student literature evangelists sent by Oakwood University LETC are trained to work under the auspices of that regional conference FHES and no other.
6. The hiring FHES conference shall rent the LETC van(s) for the summer at an agreed-rate of 10 percent of the total group sales made over the summer campaign. As always, the hiring FHES conference pays the student literature evangelists' bus fare both ways (to and from the field) plus per diem.
7. The hiring FHES is responsible for transporting student literature evangelists from Huntsville, Alabama, to the field and at the conclusion of the summer campaign transporting them back to Huntsville. If students wish to travel independently from the field to their home, the students must pay the difference in the travel cost.
8. The hiring FHES has the option of using its own transportation for the summer campaigns, thus waiving the 10 percent commission of total group sales to LETC. All arrangements must be prearranged with the LETC.
9. The FHES that assists the summer campaign in housing, food, church contributions, and repairs does so under agreed-upon terms with LETC. The 10 percent commission total group campaign sales for rental of van(s) that is due the LETC is to be reduced on an agreed -upon amount should campaign expenses exceed the deliveries.
10. In the event of a van breakdown, the cost of repairs should be shared equally between the LETC and the hiring FHES. Contact should be made with the LETC Office concerning the nature of the problem, estimate of the repairs, economical mechanic, etc., prior to any work being done.

Expenses and Record Keeping

1. The expenses for the winter, spring, and summer breaks are established by the LETC Office. The entire campaign should be planned wisely in advance and during its operation to help minimize expenses. The estimated expense for a campaign is \$5.00 to \$7.00 per day per student. (It varies based on the number within the group and the accommodation factors.)
2. The daily expenses of \$5.00 to \$7.00 per day covers transportation and room and board. The board consists of a minimum of one meal a day. Sometimes there is a limited amount of expenses due to the generosity of the host. In the event this happens, the major portion of the money is used to increase the student funds for tuition and vehicle maintenance.
3. The summer campaign funds may sometimes be more than at other times when the hiring FHES does all that it can to lessen expenses. The main objective at all times is to put more money into the student literature evangelists' hands for tuition and personal needs.
4. The hiring regional conference FHES sends copies of all campaign paperwork, computation sheets, field work reports, and expense reports to the LETC Office for verification of all labors at the

conclusion of the campaign. All commissions are sent directly to LETC for proper posting and not to the individual student literature evangelist's home without prior consent from the LETC Office.

5. All commissions turned into the LETC Office are placed on the student literature evangelist's account unless special arrangements are made stipulating the exact amount to be placed on the account.

Semester Registration

1. The student literature evangelists are to comply with all registration policies by the Records and Enrollment Management Departments.
2. The LETC provides student literature evangelists with the necessary computation sheets to verify all funds to be used in financial clearance.
3. In the event that the summer or winter campaign funds do not reach the LETC Office in time for registration, the Student Accounts Office accepts a letter of soft credit from the LETC Office in behalf of the student literature evangelist, with the stipulation that the regional conference will send the funds shortly. The student must fill out the soft credit adjustment form before soft credit can be applied.

Document Title: UNIVERSITY HANDBOOK ORGANIZATION
Category: Handbooks and Manuals
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [] [] [] [] **Revision Dates** [] **Replacement** [] **Addition**

There are six Oakwood University handbooks which describe philosophy, mission, policies and procedures which govern relationships between Oakwood University and faculty, staff, students, and the Board of Trustees. These handbooks are:

1. ***FACULTY HANDBOOK.*** This handbook contains information on the terms and conditions of appointment as a faculty member of the University, and the terms and conditions of employment of faculty employed by the University.
2. ***STAFF HANDBOOK.*** This handbook contains information on the terms and conditions of employment as a staff member of Oakwood University. A copy of this handbook is given to each staff member.
3. ***STUDENT HANDBOOK.*** This handbook contains information on terms and conditions of being a student enrolled at Oakwood University. A copy of this handbook is given to each student.
4. ***BOARD OF TRUSTEES HANDBOOK.*** This handbook describes the role of the Board and its members in the administration of the University. A copy of this handbook is given to each Board member.
5. ***ADMINISTRATIVE POLICY MANUAL.*** This manual contains comprehensive policies for the entire University.
6. ***PLANNING AND ASSESSMENT HANDBOOK.*** This handbook presents guidelines for planning and assessment at Oakwood University.

Efforts are made to keep copies of the handbooks current and distribute changes to all individuals who have copies. However, the most current copy of each handbook is always kept in the Office of the President and in the Library.

Questions relative to policy and procedures should be directed to an immediate supervisor. Policies and procedures are not perfect statements, and circumstances will arise that are not adequately covered by existing policies and procedures. The President's cabinet evaluates and determines application and/or exceptions as appropriate.

In addition to these six handbooks, University budget directors may develop policies and procedures which apply specifically to their areas. These area policies and procedures are meant to implement University policies and procedures or to address area concerns for which there are no University policies and procedures. Department policies and procedures may be more restrictive in nature than University policies and procedures but they will not be less restrictive.

Document Title: STANDARD FOR THE POLICY MANUAL
Category: Handbooks and Manuals
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [10/2010][] [] [] Revision Dates [] Replacement [] Addition

PURPOSE:

To define standards for Oakwood University policies contained in the *Policy Manual*.

APPROVAL OF POLICIES (NEW OR REVISED)

- A. Administrative policies shall be
 - 1. Approved by the President's Council.
 - 2. Signed by the Oakwood University President.
 - 3. Approved by the University Board of Trustees, if concerning
 - a. Major general administrative matters.
 - b. Major financial matters.
 - c. Major personnel matters.
 - 4. Major policy changes are view to be substantive changes that pertain to operation, management, and/or policy.
 - 5. Minor policy changes indicate those changes that are not substantive and include language that does not alter intent, such as editorial and format corrections.
- B. Certain policies/procedures may also need approval and signatures from various committees, as appropriate, depending on their subject matter, such as safety.
- C. Policies and procedures shall be reviewed annually and revised as needed.
- D. Outdated policies/procedures shall be retained by the Office of Institutional Effectiveness for a period of five years after the policy/procedure has been changed.
- E. Policies and procedures shall be formatted and coded by subject matter in accordance with the Administrative Policy and Procedures Development Protocol.

UPDATING AND PUBLISHING THE *POLICY MANUAL*

- The *Policy Manual* will be updated twice annually, as necessary, following the Oakwood University Board of Trustees meetings.
- The *Policy Manual* is published electronically on the Oakwood University website. A hard copy is maintained and housed in the Office of Institutional Effectiveness.

Document Title: ADMINISTRATIVE POLICY AND PROCEDURES DEVELOPMENT
PROTOCOL
Category: Handbooks and Manuals
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [10/2010][] [] [] Revision Dates [] Replacement [] Addition

INITIATING POLICY DEVELOPMENT

A university administrator, department, or committee (hereafter the “initiator”) may initiate the development or revision of a policy. Policies are created or revised when the initiator recognizes, or has called to its attention, the need for an administrative policy, and a possible accompanying administrative procedure on a given subject.

DEVELOPMENT AND APPROVAL PROCESSES

The Initiator:

1. Develops/revises the policy/procedure.
2. Secures the support of the appropriate vice president.
3. Provides Institutional Effectiveness with a draft for review of style, format, etc., to meet approved standards.
4. Responds to Institutional Effectiveness as needed regarding any revisions.

Institutional Effectiveness:

1. Reviews draft; contacts initiator for clarification and suggestions.
2. Makes draft changes as indicated (if any) to meet standards.
3. Submits draft back to initiator with suggested changes.
4. Retypes policy and procedure as needed.
5. Maintains central file for originals of all *Policy Manual* materials.

The President’s Council reviews the policy and makes a decision to:

1. Table/delay.
2. Return to initiator for further study and coordination.
3. Approve for recommendation with/without certain amendments.
4. Forward to the Board of Trustees through the appropriate board committee for action.

The Board of Trustees reviews the policy and makes recommendation to:

1. Table/delay.
2. Return to President’s Council for further study and coordination.
3. Approve with or without amendments.
4. Deny approval.

FOLLOW-UP OF APPROVED POLICIES

1. Institutional Effectiveness follows through appropriately to publish approved policies in the *Policy Manual*.
2. The administration takes any steps necessary to implement the approved policy, including notification and distribution to those affected by the policy.

Document Title: REGULATORY DOCUMENTS
Category: Handbooks and Manuals
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [][][][] **Revision Dates** [] **Replacement** [] **Addition**

University regulatory documents are for the purpose of facilitating effective and efficient administrative operations; ensuring compliance with applicable federal, state, and local statutes; and governing board policies and administrative regulations.

The University publishes policies and regulations in several formats. The major publications include

1. *The Administrative Policy Manual*
2. *The Oakwood University Bulletin*
3. *The Faculty Handbook*
4. *The Staff Handbook*
5. *The Student Handbook*

MAJOR PUBLICATIONS: DESCRIPTION AND CONTENT

The *Administrative Policy Manual* contains comprehensive policies for the entire University. All policies and procedures shall be reviewed annually.

The *Oakwood University Bulletin* is published every two years and distributed annually to students, faculty, administration, and staff. It contains specific information on admission to the University, academic programs and policies, University costs, and general information on student life.

The *Faculty Handbook* contains information on the terms and conditions of appointment as a faculty member of the University, and the terms and conditions of employment of faculty employed by the University.

The *Staff Handbook* contains information on the terms and conditions of employment as a staff member of Oakwood University. A copy of the handbook is given to each staff member.

The *Student Handbook* is published and distributed annually. The primary target group is the student body. It contains information, policies, and regulations oriented primarily to student life and extracurricular programs and activities.

GUIDELINES AND PROCEDURES FOR DOCUMENT PREPARATION

1. These guidelines are applicable to all University activity centers. An activity center is defined as any department, division, sub-division or office having administrative responsibility for a particular area of the operation.

2. All activity centers are encouraged to actively develop and maintain documents which provide administrative and procedural guidelines for effective and efficient operation of the center.
3. All regulatory documents will be developed and approved in accordance with previously established procedures in this or other existing documents.
4. All documents will be classified into one of four categories: Trustee Policy, University Regulation, Operation Instruction, or Executive Directive.

Trustee Policies (TP) TP's are regulatory documents promulgated by the Board of Trustees. These documents address issues relating to institutional administration/management of the institution.

University Regulations (CR) CR's are promulgated by the University Administration. These documents address, in specific terms, issues related to the day-to-day administrative operations of the University.

Operating Instructions (OI) OI's are promulgated at the divisional or departmental level. These documents address issues specific to the operation/management of the division or department.

Executive Directive (ED) ED's are intended to serve a temporary purpose. They are used to promulgate policy regarding one-time occurrence issues or to serve as an interim regulatory authority between the time of adoption of a policy/regulation and its incorporation into a permanent publication.

Document Title: DOCUMENT IDENTIFICATION SYSTEM
Category: Handbooks and Manuals
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [][][][] **Revision Dates** [] **Replacement** [] **Addition**

All regulatory documents will include the following items of identifying information:

1. **Document Title:** Titles should be brief, but as descriptive as possible. They should be written, leading off with the key word in the title which most accurately reflects the major subject content.
2. **Category:** The general subject matter of the policy, procedure, or guideline (such as General Management or Finance) is indicated here.
3. **Number:** The unique letter and number combination identifying each policy and procedure is indicated.
4. **Effective Date:** The effective date of a document reflects the date of its adoption or the date it is signed by the approving authority, whichever is later. Dates are written as follows: month/day/year.
5. **Authority:** The source or authority for the document and its classification is indicated.
6. **Document Status:** The document status is designated as follows:

Revision Dates Partial rewrite of an existing document

Replacement A complete rewrite of an existing document

Addition New document, first time writing and adoption

Note: *The offices of origin or the designated offices of primary responsibility are responsible for maintaining the accuracy of their respective documents.*

Document Title: ACCREDITATION NOTIFICATION
Category: General Administrative Policies
Number:
Effective Date: February 1, 2012
Authority: Office of the President
Document Status: ☐ ☐ ☐ Revision Dates ☐ Replacement ☒ Addition

Purpose

The purpose of this policy is to outline the process for publishing and notifying various accrediting agencies of negative actions taken by an agency that accredits the University or a program of the University.

Process of Notification and Publication

In any instance where the accreditation status of Oakwood University changes, all other accreditation agencies and constituencies of the institution will be notified within 14 days of such change in status. All notifications originate in the Office of the President. The Office of Public Relations is assigned the responsibility of ensuring that such notification is carried out.

Notification should include:

1. Notification of all accreditation agencies
2. Posting of the negative action on Oakwood's official website
3. Written notification in any subsequent bulletin/catalog
4. Notification of the Oakwood Board and faculty

Document Title: GLOSSARY
Category: Glossary
Number:
Effective Date: April 5, 1999
Authority: Office of the President
Document Status: [][][][] **Revision Dates** [] **Replacement** [] **Addition**

The University Glossary is divided into five major function areas as follows:

FUNCTIONAL AND ORGANIZATIONAL ENTITIES

1. Academic Entities
2. The Foundation and/or Support Entities

TITLES AND POSITIONS

1. Legal Classification
2. Administrative Classification
3. Ancillary Titles
4. Acceptable Terms
5. Titles Used by Development

AUTHORITY

PHYSICAL FACILITIES

CURRICULAR TERMINOLOGY

FUNCTIONAL AND ORGANIZATIONAL ENTITIES

Oakwood University (legal definition) A religious nonprofit corporation organized and existing under the laws of the state of Alabama.

Academic Entities

Departments of the University. The educational entities of the University.

Institute A part of the University organized to coordinate and sustain the continuing research activities of a school or schools.

Campus The land areas and facilities used by the University in its programs of instruction, research or service.

Activity Center A focal point for activity; a concentration of requisite facilities for an activity, pursuit, or interest along with various likely adjunct conveniences.

Affiliation A contractual arrangement to provide services or educational opportunities.

The Foundation and/or Support Entities

Service Departments An administrative subdivision within the institution which provides support services to students, faculty, staff, and administration.

Office The directing headquarters of an activity within the institution.

TITLES AND POSITIONS

Legal Classification

The Constituency Members of the Seventh-day Adventist Church representing specified regions organizations and levels of church operation. The membership, functions, and meetings of the constituency are outlined in the Articles of

Incorporation and Bylaws.

Board of Trustees Persons elected by the constituency to manage the institution. The composition, number, method of selection, functions, and meetings of the Board of Trustees of the University are stipulated in the Articles of Incorporation and the Bylaws.

Corporation Officers Positions named in the bylaws and currently listed as a president, one or more vice presidents, a secretary, a treasurer, and one or more assistant treasurers. The corporation officers are elected by the Board of Trustees.

Administrative Classification

University Officers The University President and all officers are appointed by the Board of Trustees.

Administrator One who has administrative jurisdiction for a group of activities, departments, or services in the University. An appointment to such a major administrative position is made by the Board of Trustees on the recommendation of the President of the University.

Chair/Director/Manager/Dean of Men/Dean of Women One who has jurisdiction over a department, activity, service or like entity. An appointment to such a major administrative position is made by the Board of Trustees on the recommendation of the President's Council. Coordinator/supervisor section manager/section head is one who has responsibility for operation of a department, an activity, a program or a service. An appointment to such an administrative position is made by the Board of Trustees on the recommendation of the President's Council.

Ancillary Titles

Associate One who shares responsibility and authority as assigned by an immediate superior.

Assistant One who acts as a subordinate with functions as assigned.

Assistant to /Assistant in One who fills a staff position with functions as assigned.

Interim One who performs a function for a limited specified period of time.

Co-One who equally shares the responsibility and authority with another individual.

Acting One who performs a function for a brief but indefinite period of time and can be considered for the permanent position.

Acceptable Terms

Officer A term that can be used to designate one who performs a technical function.

Head A term that is used informally and is an official administrative title.

Staff A term that is used informally to differentiate support personnel from faculty.

Titles Used by Development

University Regents: Cumulative current and/or irrevocable deferred gifts of \$5,000,000 or more.

University Benefactors: Cumulative current and/or irrevocable deferred gifts of \$1,000,000 or more.

University Founders: Cumulative current and/or irrevocable deferred gifts of \$500,000 or more.

University Associate One who has made a total contribution or an irrevocable trust of \$100,000 or more to the University.

President's Honorary Associate One who makes a contribution to the University of a cash gift, a gift in kind or a pledge to be paid over a five-year period of \$50,000 or more.

Society of friends: Donors who give \$250 or more during the current fiscal year (July - June)

The Oak Society: Donors who contribute a minimum of \$500.

Bell Tower Society: Donors who contribute a minimum of \$1,000

President's Society: Donors who contribute a minimum of \$5,000

Benefactors of Merit: Those who contribute \$25,000 either outright or cumulatively, over a period of ten years or less. This includes donors giving \$25,000 in a deferred gift.

Benefactors of Honor: Those who provide exceptional support of \$100,000 in outright or cumulative giving, or those who make a deferred gift of \$250,000 or more, payable by bequest, trust agreement, life insurance, gift annuity, or other acceptable method.

Benefactors of Distinction: A distinction reserved for outstanding generosity of \$500,000 in outright or cumulative giving, or those who make a deferred gift of \$1,000,000 or more, payable by bequest, trust agreement, life insurance, gift annuity, or other acceptable method.

AUTHORITY

Line Authority An executive's right to give orders to subordinates. The line executive controls his subordinates chiefly through discipline (approval or disapproval) and decisions or recommendations on compensation or promotion. The line executive determines the need, time, and place for action and issues orders to line subordinates.

Functional Authority (technical authority)
The right to see that activities carried out on other organizational entities are conducted in accordance with requirements.

Staff Activity Unlike a functional or organizational entity, a staff unit has no authority; it is purely advisory.

PHYSICAL FACILITIES

Hall A formally named building (often multipurpose). May be named for a person.

Cafeteria, Chapel, Commons, Gymnasium Library, Pavilion, Visitors' Center A formally named special-use building. May be named for a person.

Amphitheater, Auditorium, Center, Chapel, Classroom, Clinic, Conference Room, Floor, Office, Seminar Room, Unit, Ward, Wing Part of a building. May be named for a person.

CURRICULAR TERMINOLOGY

Audit Attendance of a minimum of 80 percent of course sessions without intention to earn or receive academic credit. When auditing a course, a student does not take examinations or submit papers.

CAI Computer-aided/assisted instruction. A process by which the learner interacts with programmed instruction monitored by the computer.

Certificates A document certifying the completion of a nondegree program of study in the University.

Class A group of students scheduled to report regularly at a predetermined time and place for learning experience.

Clerkship Another term for internship used by the school.

Clock-Hour Credit A substitute recording unit for academic credit.

Cognate Course A course recommended or required by a department or program because it has evident content relevant to the department or program but is outside its curriculum.

Colloquium A discussion meeting or conference involving several lecturers.

Committee A body of persons delegated to consider, investigate, take action upon or report concerning some matter of business.

Community Service A type of assistance relevant to the educational mission of a school or the University, offered to the public in which students may or may not participate for practical experience.

Continuing Education Supplementary learning subsequent to the completion of formal higher education. See **postgraduate study**.

Continuing Education Unit (CEU) Ten contact hours or participation in an organized learning experience under competent professional supervision. May not be applied toward a degree program. In certain cases these may be recorded in clock hours.

Council A group of elected or appointed individuals to constitute an advisory body or a body with a degree of legislative authority.

Course Organized subject matter in which instruction is offered within a given period of time.

Credit See **quarter hour**, **semester hour**, and **dual credit**.

Curriculum A group of courses or sequence of subjects required for certification of graduation in a particular field of study.

Diploma A document certifying the completion of a program of study and the award of a University degree.

Discipline A brand of knowledge or teaching.

Dual Credit Academic credit applicable to two discreet or combined programs of study in the University.

Elective Course A course in the curriculum for which a student has a degree of freedom of choice, as opposed to a required course.

Examinations Comprehensive Measures proficiency in general areas of learning rather than in a single subject.

Equivalency Equates knowledge, experience, and skill, however acquired, with prescribed levels of formal training.

Placement Establishes placement or classification without academic credit. Usually taken by prospective University students prior to their first enrollment in the University.

Extension (noncredit) Special workshops and noncredit programs for student enrichment offered at any location, including on-campus.

External Degree A degree granted to a student who has completed a substantial amount of his studies in an off-campus environment.

Extracurricular Activity An activity not falling within the curriculum, but which forms a part of the course of study.

Field Work/Project Educational experience in a practical situation, generally off-campus, which may or may not be for credit.

Field School See **Extension**.

Graduate Education Studies beyond the bachelor's degree.

Individualized Instruction Instructional programs designed to meet the diagnosed needs of individual students. The process allows each student to proceed at his own learning pace.

Interdisciplinary Pertaining to instructional process which combines study of two or more subjects or creates a team situation that allows teachers in different academic disciplines to plan a teaching/learning process.

Internship A full-time educational experience in a practical situation which may or may not carry credit or may or may not be required for a degree. (Optional term: see **clerkship**)

Practicum An educational program combining theory with experience and for which academic, continuing education, or extension credit is given.

Prerequisite A qualification or course necessarily antecedent to another course or activity in the University.

Probation A status resulting from unsatisfactory meeting of standards. It is not a penalty, but a warning with an opportunity to improve.

Program (Strategic) A systematic plan for realizing an explicit objective.

Provisional Status A status resulting from incomplete or unsatisfactory meeting of admission's progression standards.

Published Paper A formal report of graduate study or research prepared according to specific criteria and reviewed by a graduate guidance committee. An option to the thesis for partial fulfillment of requirements in some graduate programs.

Quarter Hour Credit earned by a University student, typically involving one hour of class lecture and two hours of preparation each week for one quarter (11 weeks) for each unit. One quarter hour equals two-thirds semester hour.

Semester Hour Credit earned by a University student, typically involving one hour of class lecture and two hours of preparation each week for one semester (15-18 weeks) for each semester hour. One semester hour equals one and half quarter hours.

Seminar A small group of students under supervision of a teacher and engaged in investigation, critical evaluation, and research on selected topics.

Team Leader Organizational designation for the teacher assigned or selected to organize and administer a team teaching program.

Team Teaching Two or more teachers cooperatively planning, teaching and evaluating the process of their students.

Thesis A formal treatise presenting results of study or research, submitted in partial fulfillment of the requirements for an advanced degree. The term **dissertation** is used to describe the doctoral thesis.

Transfer Credit Academic credit applicable to a University degree curriculum but earned at another institution.

Workshop An educational program designed to bring together persons interested in a specific topic for cooperative participation in providing or expanding experience, new knowledge and skills, developing plans, and programs or reassessing attitudes.