

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2026-2027)

CHAPTER 1.1 BRIEF HISTORY OF THE UNIVERSITY

- Updated to include Bachelor of Science in Nursing; Master of Early Intervention and Child Development; Doctor of Business Administration.

CHAPTER 1.3 ACCREDITATION

- Updated to add Commission on Collegiate Nursing Education (CCNE); Board of Certified Safety Professionals (BCSP)

CHAPTER 1.4. INSTITUTIONAL MEMBERSHIPS

- Updated to include American Association of Colleges of Nursing; Association to Advance Collegiate Schools of Business; Commission on Collegiate Nursing Education (CCNE); Council of Higher Education Accreditation (CHEA); National Council of Teachers of English (NCTE)

CHAPTER 1.6. PHYSICAL PLANT

- Updated to add Bloomer Sullivan Arena; Physical Plant; Rodeo Arena; Mike Metheny Baseball Field

CHAPTER 1.7. OPERATIONAL FUNCTION

- Updated to add language, "Deans where applicable."

CHAPTER 2.3.1 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

- Updated to add information regarding Provost
- Added and defined Associate Vice President for Academic Affairs
- Defined function of Director of Graduate Studies
- Added and defined Associate Dean of John Massey School of Business
- Updated and defined The Director of Institutional Research and Records

CHAPTER 2.3.2 VICE PRESIDENT FOR STUDENT DEVELOPMENT

- Updated title of Vice President for Student Affairs to Student Development and defined groups managed by the VPSD

CHAPTER 2.3.4 VICE PRESIDENT OF ADVANCEMENT

- Inserted information regarding the Vice President of Advancement and defined groups managed by the Vice President of Advancement

CHAPTER 2.3.5 DIRECTOR OF ALUMNI RELATIONS AND SPECIAL EVENTS

- Updated title

CHAPTER 2.3.7 SPECIAL ASSISTANT TO THE PRESIDENT FOR STRATEGIC PLANNING

- Inserted information regarding the Special Assistant to the President for Strategic Planning and function.

CHAPTER 2.3.9 Executive Director of Marketing & Communications

- Updated title and job information

CHAPTER 3.2 SCHOOLS AND ACADEMIC DEPARTMENTS OF THE FACULTY

- Updated to include, “Degree program leading to certification, stand-alone/embedded certificate, or micro-credential,” and “Engage in the long-term evaluation of courses and academic degree programs, including participation in periodic review processes.”

CHAPTER 3.5 FUNCTION AND MEMBERSHIP OF GENERAL FACULTY COMMITTEES

- Academic Appeals Committee, membership information updated to include, “Vice President of Student Development,” approves two students of upper-division or graduate standing.
- Curriculum Committee, membership information updated to include, “A continuing appointment at or above the rank of associate.”
- Faculty Appellate Committee, membership information updated to include, “At or above the rank of associate with continuing status.”
- Institutional Review Board, updated to include, “Human subjects research that is conducted by or in conjunction with a researcher or organization (university, institute, etc.) that is external to Southeastern must be approved by the Vice President of Academic Affairs before it can be approved by the IRB, and if that research involves undergraduate students at SOSU, then the proposed research must also be approved by both the Vice President of Academic Affairs and the Vice President of Student Affairs before IRB approval can be granted.” Membership information updated to include, “One member who is not affiliated with the university.”

CHAPTER 3.6.1 FUNCTION AND MEMBERSHIP OF GENERAL FACULTY COUNCILS

- General Education Council, membership updated to include, “Accounting and Finance, Art and Communication, Management, Marketing, Informational Systems and Computer Science, Performing Arts, Physical Science,” and “Aerospace Sciences, Counseling and Early Intervention, Nursing and Allied Health.”

CHAPTER 3.6.2 OTHER COUNCILS AND COMMITTEES

- Administrative Council updated to University Administrative Council. Function updated. Membership updated to include, “Membership of the University Administrative Council is by presidential appointment and consists of administrative leaders representing key operational, academic support, and governance functions of the University. Members include: Associate Vice President for Academic Affairs/Special Assistant to President for Strategic Planning, Assistant Vice President of Academic Affairs, Assistant Vice President for Business Affairs, Assistant Vice President of Business Affairs - Facilities and Construction Projects, Dean of the John Massey School of Business, Chief People Officer, Chief Information Officer/Director of Network Operations, Director of Finance/Comptroller, Director of Financial Aid, Director of the Henry G. Bennett Memorial Library, Executive Director for Marketing and Communications, Director of Marketing, Director of the Center for Instructional Development and Technology, Director of McCurtain County Campus, Director of Physical Plant, Director of Housing and Residence Life, Director of Teacher Education, Assistant Vice President for Development/Special Assistant to the President for Tribal Relations, Director of Advising, State Director of Oklahoma Small Business Development Center, Senior Executive

Director for Student Development, Deputy Director of Athletics-Compliance/Internal Operations, Chair or Vice Chair of Academic Council, Special Assistant to the President for Compliance, Faculty Senate Chair, Staff Senate Chair, Executive Assist to the President/Vice President for Business Affairs, Director of Graduate Studies, Senior Executive Director for Digital Learning and Technology Support Services, Director of Enrollment and Admissions.”

CHAPTER 4.3 ACADEMIC FREEDOM AND RESPONSIBILITY

- **Updated to include, “They must assign student grades solely on an academic basis, which includes, but is not limited to, the student’s attendance, demonstrated knowledge or understanding of the content of the course of study, and ability to maintain standards of academic performance established for the course. Student grades are prohibited from being evaluated based on the student’s personal opinions, beliefs, or conduct in matters unrelated to academic performance.”**

CHAPTER 7.4 SEXUAL HARASSMENT, SEXUAL RELATIONSHIP, AND SEXUAL ASSAULT

- **Add 7.4.1 Sexual Relationship Policy Statement**
- **Add 7.4.2 Sexual Conduct with Students Prohibited**
- **Add 7.4.3 Sexual Conduct with Supervisee Prohibited**
- **Add 7.4.4 Definition of Sexual Conduct**
- **Add 7.4.5 Sanctions**
- **Add 7.4.6 Exceptions**

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2025-2026)

CHAPTER 4.1.5 OVERVIEW OF HIRING PROCESS

- Updated hiring process to include the proper steps, review process, and onboarding process.

CHAPTER 4.7 FACULTY LOAD

- Instructors without non-instructional duties (i.e., teaching 15 credits per semester, without committee or advising assignments) and part-time faculty shall not exceed 30 semester hours per academic year. Further, no more than 9 hours of compressed-format courses can be taught at one time.

CHAPTER 4.8.4.1 INSTRUCTIONAL PROGRAM MANAGEMENT

- Add: Each semester/term compile a record of student internship or practica placement sites, location/address, supervisor name and contact information. This data is required in some annual reports for our partnerships with Texas and for some accrediting bodies.

CHAPTER 4.8.4.2 PERSONNEL MANAGEMENT

- Add: between “Assigns faculty responsibilities” and “Fosters faculty development” lines: Faculty load assignments will be monitored each semester by the department chair and approved by the Vice President for Academic Affairs.

CHAPTER 3.6.2 ADMINISTRATIVE COUNCIL

- Edited to add “Membership on the University Administrative Council is by presidential appointment and consists of administrative leaders representing key operational, academic support, and governance functions of the University,” with the inclusion of a membership list.

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2024-2025)

Article III - Composition

- Updated Sections C and G to include language to address policy allowing release time for the Senate Recorder

Article VI – Amendments

- Updated Sections B and C to include language to address situations in which the Senate is not meeting in person.

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated Section 4.4 to assist in calling the first meeting for Post Tenure Review committees.

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2023-2024)

APPENDICES AND FORMS

- Updated links to appendices
- Updated Appendix L to provide synopsis of changes

PREFACE

- Included language and link to Policy on Policies

CHAPTER 2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES

- Updated Section 2.3 to add new positions and update old descriptions
- Updated Section 2.4 to add current organizational chart

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated Section 4.6 to add an additional step for Dean's review if applicable.
- Updated Section 4.7 to update numbers
- Updated Section 4.9 to update office hours policy

CHAPTER 6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES

- Updated Section 6.3.5 to remove Blackboard or BB reference and replace with Canvas.

CHAPTER 7.0 Technology Usage Policy

- Removed Section 7.11.1-7.11.5 and included the link to the updated Technology policy to replace.

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2022-2023)

APPENDICES AND FORMS

- Updated links to appendices
- Updated Appendix L to provide synopsis of changes
- Updated Appendix M (Civil Rights Policy for the Campus Community)

CHAPTER 2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES

- Updated Section 2.3 to add new positions and update old descriptions
- Updated Section 2.4 to add current organizational chart
- Updated Section 3.6.1 regarding function of the Director of General Education

CHAPTER 3.0 FACULTY ORGANIZATION AND PARTICIPATION IN GOVERNANCE

- Updated Section 3.3.1 regarding the constitution of the Faculty Senate
- Updated Section 3.4 regarding operational guidelines for committees and councils
- Updated Section 3.5 regarding committee descriptions

CHAPTER 6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES

- Updated Section 6.7.1.1 regarding the definition of Distance Education
- Updated Section 6.7.4 regarding the distance education online course template

CHAPTER 7.0 UNIVERSITY POLICIES

- Updated Section 7.11.6 regarding web page policies
- Removed 7.11.7, 7.11.8, & 7.11.9 as is all consolidated into 7.11.6 by University Marketing
- Updated Section 3.6.1 regarding function of the Director of General Education

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2019-2020)

APPENDICES AND FORMS

- Updated links to appendices
- Updated Appendix L to provide synopsis of changes
- Added Appendix M (Civil Rights & Title IX Policy for Faculty, Students and Staff)

CHAPTER 3.0 FACULTY ORGANIZATION AND PARTICIPATION IN GOVERNANCE

- Updated Section 3.3.3.2 to fix broken links
- Updated Section 3.3.3.3 to fix broken links
- Updated Section 3.6.1 regarding function of the Director of General Education

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated Section 4.4.6 regarding the grievance process and included link to Civil Rights & Title IX Policy for Faculty, Students and Staff (see Appendix M)

7.0 UNIVERSITY POLICIES

- Removed the portions of the APPM which were replaced by the Civil Rights & Title IX Policy for Faculty, Students and Staff (Appendix M). Sections removed include: APPM 7.4 Sexual Harassment, Sexual Relationship, and Sexual Assault Policy; APPM 7.5 Racial and Ethnic Policy; and APPM 7.14 Americans with Disabilities Act Policy

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2017-2018)

APPENDICES AND FORMS

- Updated appendices to reflect current organizational structure
- Updated forms to reflect current organizational structure

PREFACE

- Updated titles of positions to reflect current organizational structure

CHAPTER 1.0 INTRODUCTION

- Updated information regarding the Higher Learning Commission (current use of Criteria for Accreditation and Assumed Practices vs. General Institutional Requirements previously used)
- Updated titles and positions to reflect current organizational structure
- Updated Institutional Memberships

CHAPTER 2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES

- Updated titles and positions to reflect current organizational structure

CHAPTER 3.0 FACULTY ORGANIZATION AND PARTICIPATION IN GOVERNANCE

- Updated titles and positions to reflect current organizational structure
- Updated membership and function statements of committees and councils as recommended by the Faculty Senate

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated titles and positions to reflect current organizational structure
- Updated Post-Tenure Review process to reflect current organizational structure
- Updated the Faculty Development process to reflect current organizational structure
- Updated the Promotion and Tenure Process to reflect current organizational structure
- Updated the Summer School Policies to reflect current compensation
- Revised the Procedure for Granting Promotion and Tenure process regarding the withdrawal of an application as recommended by the Faculty Senate
- Revised the Post-Tenure Review versus Promotion in Rank process as recommended by the Faculty Senate

5.0 PERSONNEL BENEFITS

- Updated titles and positions to reflect current organizational structure
- Updated the Maternity/Parental Leave section as recommended by the Faculty Senate

6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES

- Updated titles and positions to reflect current organizational structure
- Updated the online teaching certificate and continuous development policy as recommended by the Distance Education Council and Academic Council.

7.0 UNIVERSITY POLICIES

- Updated titles and positions to reflect current organizational structure