

# **SCHOOL OF BUSINESS ADMINISTRATION**

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## **FULL TIME FACULTY POLICIES AND PROCEDURES**



**REVISED – January 2013**

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## ***ACRONYMS***

The following acronyms are frequently used and listed below for your convenience. See individual listings for details.

AAUP	American Association of University Professors
ACC	Academic Conduct Committee
AOC	ACHIEVE Oversight Committee
AoL	Assurance of Learning
ATiB	Applied Technology in Business
BUFM	Bargaining Unit Faculty Member
CAC	Computer Advising Committee
CAP	Committee on Appointment and Promotion
CFA	Computer Facilities Administration
CMA	Certified Management Accountant
COE	Committee on Exceptions
COI	Committee on Instruction
CPA	Certified Public Accountant
CSITC	Classroom Support and Instructional Technical Services
EMBA	Executive MBA
FRPC	Faculty Re-Employment and Promotion Committee
GAC	Graduate Admissions Committee
GCC	Graduate Curriculum Committee
GMAT	Graduate Management Admissions Test
LAC	Learning Assurance Committee
MAcc	Master of Accounting
MBA	Master of Business Administration
MEFW	Minimum Expected Faculty Workload
MSITM	Masters of Science in Information Technology Management
OGBP	Office of Graduate Business Programs
PMC	Post Master's Certificate
RAC	Research Advisory Committee
SBA	School of Business Administration
SBAEC	School of Business Administration Executive Committee
TLC	Teaching and Learning Committee
UCC	Undergraduate Curriculum Committee
UCUI	University Committee on Undergraduate Instruction
URC	University Research Committee

## ***INTRODUCTION***

The following are policies and procedures for full-time faculty of the School of Business Administration (the School or SBA). Please contact the appropriate Department Chair or Department Office Assistant for those things not included for further clarification.

The School of Business Administration Undergraduate, MBA, Masters in Accounting (MAcc), Masters of Science in Information Technology Management (MSITM) and Executive MBA (EMBA) programs are AACSB International accredited. The School is committed to enhancing its instructional technology and global management efforts on a continuing basis.

Recognizing the need for a direct link between the business community and the SBA, the School established a Board of Visitors in the Fall of 1979. The Board is composed of corporate and professional leaders from the Detroit metropolitan area. Board members assist the faculty of the School on projects and provide consultation on curricula design, goals and objectives, and research programs. A list of current board members can be located on the SBA website at [www.oakland.edu/sbabov](http://www.oakland.edu/sbabov).

The School of Business Administration is organized into four departments: Accounting and Finance (ACC & FIN), Economics (ECN), Management, Marketing, Organizational Behavior, Policy, and Legal Environment (MGT & MKT), Management Information Systems (MIS), Production Operations Management (POM), and Quantitative Methods (DIS). Each department is chaired by a faculty member from the department who is appointed in conformity with the current Faculty Agreement and procedures approved by the SBA Assembly.

### ***DEAN'S OFFICE FOR FALL 2012***

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Telephone</b>	<b>Email</b>
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### ***DEPARTMENT CHAIRS FOR FALL 2012***

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## ***CURRICULUM***

### **GRADUATE PROGRAMS**

Several graduate degree programs are offered by the School. Admission to these programs is selective and depends on several criteria. Before an applicant can be admitted to a degree program they must have completed a bachelor's degree or equivalent from an institute of recognized standing and the Graduate Management Admission Test (GMAT), except in very few cases. Other requirements may be required for international students.

1. **Executive MBA in Health Care Management / Information Systems (IS) Leadership** - The Executive MBA in Health Care Management / IS Leadership is designed to give health care / information technology (IT) professionals a fuller understanding of the concepts and skills necessary to become more effective managers. The program consists of 39 credit hours taken over 21 months. Special topic courses are offered that deal with emerging issues in health care / IT. Classes meet Friday afternoon and all day Saturday on alternate weekends. Likely candidates for the program include physicians, middle managers at hospitals, IT managers, professionals at HMOs and other healthcare facilities, insurance company administrators and corporate benefits administrators. Applicants holding advanced degrees will be exempt from taking the GMAT.
2. **Master of Accounting (MAcc)** - The MAcc is offered in the Department of Accounting and Finance within the SBA. The MAcc is designed for students who are interested in careers in public and corporate accounting. The program provides the educational requirements needed to be a CPA beginning July 1, 2003. The program requires a minimum of 30 credits.
3. **Master of Business Administration (MBA)** - OU's MBA is designed to educate students for managerial roles in private, public or not-for-profit sectors of the economy. Within the program there is a special emphasis on information technology and international business. The MBA is a 36 – 48 hour credit program depending on an individual's previous education. These hours do not include the following prerequisites:
  - Microeconomics
  - Macroeconomics
  - Math through basic Calculus
  - PC skills
  - Financial Accounting

The following concentrations are offered within the MBA program:

- Accounting
- Business Economics
- Entrepreneurship
- Finance
- Human Resource Management
- International Business
- Marketing
- Management Information Systems
- Production Operations Management



4. **Master of Science in Engineering Management** - The Master of Science program in engineering management is offered by the School of Engineering and Computer Science in cooperation with the School of Business Administration. Intended for students with a bachelor's degree in engineering or computer science, the program has as its goal the provision of the tools and skills necessary for making sound management decisions in industry and business while retaining one's commitment to a specialized field of endeavor. These students are allowed to take six of the ten MBA core courses. The GMAT is not required.
5. **The Master of Science in Information Technology Management (MSITM)** – The MSITM is offered in the Department of Decision and Information Sciences within the School. The goal of the program is to provide a strong technical and managerial background to those who are interested in using information technology for competitive advantage. The program requires a minimum of 33 credits.
6. **Post-Master Certificate in General Management** - This certificate program is offered by the School. The Post-Master Certificate Program in General Management is a 15-credit hour course of study designed for individuals with a graduate degree in a non-business field who seek core business knowledge. The program emphasizes coursework that covers the major disciplines within the field of business. Upon completion, students will have general knowledge of common business practices and corporate procedures. Applicants must have completed a college course in calculus and statistics to be eligible for the program.
7. **Other Post-Master Certificates** - Nine other post-master certificates are offered by the School. These are designed to provide students who have an MBA degree, or the equivalent of an MBA degree, with additional course work in a specialized area of business. Each certificate is an additional 15-hour of course studies. The following areas of study are offered: Accounting, Business Economics, Entrepreneurship, Finance, Human Resource Management, International Business, Marketing, Management Information Systems and Production and Operations Management.

### ***INDEPENDENT STUDY***

The purpose of an Independent Study is to allow a highly motivated and capable student the opportunity to construct a unique educational experience.

#### **Basic Rules for Independent Study:**

1. Student must have at least a 3.0 cumulative overall GPA (this requirement can be waived with approval of the faculty member and Department chair).
2. Undergraduate students must have achieved major standing.
3. Independent Study **cannot** be used in lieu of a required course.
4. It is the student's responsibility to develop an appropriate area of Independent Study and to arrange for a **full-time** faculty member to direct the Independent Study.
5. Part-time SBA faculty members **cannot** supervise an Independent Study.
6. The Independent Study contract (Form B) must be completed by a student and signed by the full-time faculty member directing the independent study, The Department Chair, and the Coordinator of Graduate Business Programs or Coordinator of Undergraduate Advising, **prior to registering** for the course.

7. It is expected that the student will perform an amount of work equivalent to a regular course with the same amount of credits and that a substantive tangible output (exam, written paper, computer program, etc.) be developed.
8. Interdisciplinary cooperation is permitted and a non-SBA-faculty member may *co*-supervise the Independent Study. An SBA full-time faculty member must be the supervisor and is responsible for assigning a final grade.
9. The student must be made aware of the basis for grading prior to registering for an Independent Study.
10. Graduate students **cannot** register for Independent study if they have, or are taking, more than six cumulative credits of Independent Study unless an exception is agreed to by the Graduate Curriculum Committee.
11. Undergraduate students **cannot** register for Independent Study if they have, or are taking, more than eight cumulative credits of Independent Study unless an exception is agreed to by the Committee on Instruction.

### **Specific Rules for Faculty:**

1. It is the student's responsibility to initiate an appropriate area of Independent Study (faculty are not primarily responsible for developing Independent Study topics).
2. The contract must be signed by a full-time faculty member, the Department Chair and the respective representative from the advising staffs (Coordinator of Graduate Business Programs or the Coordinator of Undergraduate Advising) prior to registration.
3. The student should perform an amount of work equivalent to a regular course of the same number of credits.
4. It is expected a substantive tangible output (i.e., exams, written paper, computer program) will exist.
5. Interdisciplinary cooperation is permitted, and a non-SBA faculty person may supervise the student's day-to-day progress in Independent Study and may recommend the grade. However, an SBA faculty person should be the nominal contract signer, and will have final approval over the grade.
6. It is a faculty member's legitimate responsibility to supervise qualified Independent Study students during the regular academic year and Summer term if the faculty member is teaching.
7. Grading is up to the instructor who is supervising the work. Students should be made aware of the grading basis before beginning the Independent Study. Grades must be entered through the Internet OU SAIL page before the end of the semester.

### **Additional Rules for Graduate Students:**

Before an Independent Study contract can be completed for a graduate student, the Graduate Program Coordinator must verify that:

1. The student has not taken more than six cumulative credits of Independent Study, unless approved by a Petition of Exception.
2. The Independent Study is not being used in lieu of any graduate course without prior approval of the Graduate Program Coordinator and relevant Department Chair (certain upper-division undergraduate courses [400 to 499] may occasionally be used in lieu of graduate courses, in which case the graduate student will enroll for an Independent Study

and will be awarded three credits [not four]).

3. An Independent Study Contract initiated by the student, approved by the sponsoring faculty member and the Department Chair faculty member must be submitted to the Office of Graduate Business Programs, which will process the registration.

### **Additional Rules for Undergraduates:**

1. The faculty member may waive the 3.0 GPA requirement with the approval of the department chair, but not major standing. GPA waivers must be noted on the contract.
2. The student must have a contract signed by all relevant parties, including the Coordinator of Undergraduate Programs, to register for an Undergraduate Independent Study.
3. No student may use more than eight cumulative credits of Independent Study to meet degree requirements.

### **Informal Faculty Guidelines:**

1. Consider a student's preparation (skills, courses taken, grades, motivation) before agreeing to supervise an Independent Study. You need not agree if the evidence suggests that the proposed work will be beyond the student's capability without inordinate assistance on your part. Recommend ways that the student can acquire the needed skills, or suggest a postponement if it would be appropriate to try again later.
2. Consider a student's motives for wanting an Independent Study. These credits carry a disproportionately high cost to the School, as well as to you, because of the absence of economies of scale. The least persuasive reasons for wanting to take an Independent Study in lieu of other courses are "it's not offered this semester" or "the course I want conflicts with my work schedule." You should not feel pressured by these arguments. Send cases of genuine hardship to an undergraduate advisor or the Office of Graduate Business Programs.
3. The student must file a written contract with the SBA office approximately one week before registration. Enrollment will not be approved unless the contract is on file, or a signed original is submitted to the appropriate Advising Office. The contract should clearly spell out the goals, deadlines, extent and timing of interim progress reports, and basis for grading. If a question of interpretation should arise, the Department Chairperson will act as an arbitrator.

### **NEW COURSES**

It is the policy of the SBA to encourage the faculty to develop and teach new courses in their fields of specialty. A faculty member should submit a detailed syllabus and rationale for the proposed course to their department. After department approval, the request will be sent to the respective Curriculum Committee (UCC or GCC) of the School for approval on a one-time trial basis. The course will initially be offered as a "Special Topic" course. After a review of the course evaluations, the department may request that the course become a permanent offering. This request is forwarded to the respective Curriculum Committee for review and processing.

If the proposed course is to be added to the pre-core (undergraduate) or core, the Curriculum Committee will forward a recommendation to the Executive Committee for evaluation, who will then forward the proposal to the Assembly for approval.

## ***UNDERGRADUATE MAJORS***

The undergraduate degree awarded from the SBA is a Bachelor of Science and students may select one or more of the following majors. The only exception is that a student may not double major in general management and another major within the SBA, but other combinations are allowed.

- Accounting
- Business Economics
- Economics (BA & BS – the BA is actually offered by the College of Arts and Sciences)
- Finance
- General Management
- Human Resources Management (HRM)
- Management Information Systems
- Marketing
- Operations Management

Pre-business students may not be eligible to take some 300 or 400 level SBA courses until major standing has been approved. It is mandatory that students file an application for major standing during the first month of the term in which they anticipate completing the major.

## ***UNDERGRADUATE MINORS***

The following minors are available:

- Accounting
- Economics
- Entrepreneurship
- Finance
- General Business
- Human Resources Management
- International Management
- Management Information Systems
- Marketing
- Production and Operations Management
- Quantitative Methods

Students can take more than one minor provided they stay within the 25% business credit limit, if they are non-SBA majors. SBA majors can take as many minors as they want (but cannot minor in general business). All students who are not majors in the School of Business Administration, whether they have applied for a minor or not, are limited to a maximum of 25% of their total degree credits in business courses, excluding all economics courses, QMM 240, 241, 250, and 452.

## ***UNDERGRADATE MINOR – APPLIED TECHNOLOGY IN BUSINESS (ATiB)***

Students may apply to enter the ATiB minor program, a competitive program where students receive tuition scholarships. This minor, which entails completion of projects with sponsor businesses, is for students in their junior and senior year. Minimum requirements include a 3.0 GPA.

## **FACULTY**

### ***ACADEMICALLY/PROFESSIONALLY QUALIFIED FACULTY DEFINITIONS***

The following are definitions of what requirements are necessary for a faculty member to be academically or professionally qualified.

#### ***Academically Qualified Faculty Standards***

Approved by EC in June 2006

Initial Appointment - A faculty member is considered academically qualified (AQ) for the first five years after earning the doctorate or similar terminal degree (i.e., LL.M. in tax) in a discipline or field related to their teaching responsibilities. New hires working on a dissertation are also considered AQ for three years after being admitted to candidacy.

Maintaining Academic Qualifications - A faculty member maintains their academic qualifications if they satisfy the following criteria around intellectual contributions, professional development and professional experience during the past five years in their primary field of teaching:

1. Two articles in peer reviewed academic journals or two scholarly books,  
**OR**
2. An article in a peer reviewed academic journal and a scholarly book,  
**OR**
3. An article in a peer reviewed academic journal or a scholarly book plus four activities from the Academically Qualified Contributions list.

#### ***Academically Qualified Contributions List***

**[other than articles in peer reviewed academic journals & scholarly books]**

- **Other Intellectual Contributions (OIC): Book-related:**
  1. New textbook.
  2. Revision of a scholarly book or textbook.
  3. Compile readings, cases, and/or articles into book form.
  4. New instructor manual, new study guide, new textbook supplement.
  5. New book chapter, new reading in a book of readings, monograph.
- **OIC: Journals:**
  6. Article in non-peer reviewed journal (editor reviewed).
  7. Article in peer reviewed practitioner journal.
  8. Book review published in a peer reviewed journal.

- **OIC: Presentations:**
  - 9. Present at national or international peer review conference.
  - 10. Present at regional or local peer reviewed conference.
  - 11. Proceedings at a conference.
  - 12. Panelist at a peer reviewed conference.
  - 13. Presentation to a professional group.
- **OIC: Cases:**
  - 14. Case published in a refereed outlet.
  - 15. Case published in a non-refereed outlet.
- **OIC: Working Papers/Monograph:**
  - 16. Research Monograph available for public scrutiny.
  - 17. Working Paper available for public scrutiny.
- **OIC: Editor tasks:**
  - 18. Editor or associate editor of a peer reviewed journal.
  - 19. Editor or associate editor of a National/International Conference.
  - 20. Editor of a special issue of a PRJ.
  - 21. Member of PRJ's editorial review board.
- **OIC: External Grant:**
  - 22. Received an external grant.
- **OIC: Software**
  - 23. Preparation of open source software available for public scrutiny.
- **Professional Development:**
  - 24. Attain a professional certification.
  - 25. Complete a continuing education certification program.
  - 26. Complete a workshop on teaching, research or the profession.
  - 27. Other professional development.
- **Professional Experience:**
  - 28. Consulting.
  - 29. Business internship.
  - 30. Other professional experience.

### ***Professionally Qualified Faculty Standards***

Approved at the June 2006 EC meeting,

Amended June, 2008

Amended July, 2008

Lecturers, Special Lecturers and some Visiting Professors are generally expected to meet the Professionally Qualified (PQ) standard. In unusual circumstances they may meet the Academically Qualified standard.

Initial Appointment - A faculty member is considered professionally qualified for the first five years after they have earned a master's degree (or equivalent) in a discipline or field related to their teaching responsibilities. They must also have professional experience that is significant in duration and level of responsibility, consistent with their teaching responsibilities.

Maintaining Professional Qualifications – A faculty member maintains their professional qualifications if they satisfy five activities in their field of teaching during the past five years (a qualified activity can be counted for each year) from the following list of intellectual contributions, professional development and professional service activities.

***Professionally Qualified Contributions List***

- **Professional Experience:**
  1. Full-time or part-time practitioner job relevant to teaching assignment.
  2. Consulting assignments relevant to their field of teaching.
  3. Business internship.
  4. Other professional experience.
- **Professional Development:**
  5. Attain a professional certification.
  6. Complete a continuing education certification program.
  7. Complete a workshop on teaching, research or the profession.
  8. Active participation in a professional organization.
  9. Other professional development.
- **Service in Associations or Board of Directors:**
  10. Officer of a professional or academic association.
  11. Involvement on a board of directors.
- **Intellectual Contributions:**
  12. Publish an article in a professional or academic journal.
  13. Publish a book chapter.
  14. Publish a textbook.
  15. Publish proceedings at a conference.
  16. Present paper at professional or academic conference.
  17. Panelist at a conference.
  18. Presentation to a professional group.
  19. Research Monograph available for public scrutiny.
  20. Working Paper available for public scrutiny.
  21. Received an external grant.
  22. Preparation of software available for public scrutiny.
- **Editor tasks:**
  23. Editor or associate editor of a journal.
  24. Editor or associate editor of a National/International Conference.
  25. Editor of a special issue of a journal.
  26. Member of editorial review board.
- **Editorials:**
  27. Editorial in journal or magazine.
  28. Editorial in newspaper.

## ***ANNUAL FACULTY PERFORMANCE EVALUATION PROCESS***

Faculty notification of merit adjustments will be in the form of a raise letter from the Dean's office. In addition, every faculty member, full or part-time, will receive a written evaluation of their performance from their Chair for the previous academic year. This letter will generally be issued by July 1. Faculty will be asked to meet with their Department Chair to discuss their annual performance prior to the beginning of Fall classes.

The following is a set of steps to be taken by the faculty member, Department Chair and Dean's Office to assist faculty who have received evaluations indicating a deficiency in teaching, research and/or service. The process is designed to be pro-active and, hopefully, avert any formal action to resolve the faculty person's deficient performance. The AAUP contract addresses the formal procedure to deal with deficiencies in faculty performance. Faculty with performance deficiencies will be expected to engage in the following steps to enhance performance. The steps are:

1. Faculty receiving scores below 2.0 (on a scale of five) in teaching, research, and/or service on their most recent performance evaluation will be deemed "deficient" in their performance.
2. Faculty will be notified of their deficient area(s) prior to July 1 of the evaluation year.
3. Deficient faculty will be asked to work with their Department Chair prior to the first day of the Fall semester to develop a plan to enhance their performance in the deficient area(s). The plan will be submitted to the Department Chair and Dean for approval on or before the first day of Fall classes. Each plan will be consistent with the faculty's development plan.
4. If the faculty's performance has not improved to an acceptable level over the academic year, they will not be offered to teach overload courses or Summer term courses in the following year. In addition, their workload will be reviewed and adjusted as necessary to address fairness across faculty.

Faculty who do not submit a performance plan as laid out in step #3 above, will be subject to the procedures stated in paragraph 67 of the AAUP contract.

## ***BARGAINING UNIT FACULTY MEMBER (BUFM)***

BUFMs are all regular full-time faculty, all visiting full-time faculty, and any part-time faculty who teach 16 or more course credits in a year (Fall, Winter and Summer terms).

## ***CONSULTING BY SBA FACULTY***

By the very nature of the subject matter SBA faculty deal with, professional consultation activities will occur. Such activities should serve to enhance the quality of the faculty member's teaching and/or research activities.

The School assumes no obligation to provide any outside professional work for the faculty. The faculty member's responsibility with respect to consulting is described in the AAUP Faculty Agreement. The Faculty Agreement requires that Oakland be notified of outside professional activities. Consequently, the Dean must be informed, in writing, of outside professional work. The following information should be included: Your name, organization for whom the work is being performed, your time commitment, and period over which work is to be performed.



An integral part of the SBA's mission is to form a liaison with business and government, and to answer legitimate community needs in a way that is compatible with the University's stated mission to "apply the expertise of the university to the issues of society in general or the region in particular" and to apply "research and scholarship to problems and concerns of the State's business and industry." SBA faculty is uniquely qualified to become involved in projects which span the spectrum from pure service to pure paid consulting. The relationship between the outside activities of SBA faculty and the mission of the School are delineated below.

**1. No Direct Compensation**

If the University receives gifts or contracts for student or faculty work and the faculty member receives no remuneration, or if the faculty member engages in outside activities related to teaching or research interests for which minimal (such as a token honorarium for a speech) or no compensation is received, such activity shall be viewed as professional/community service. Properly documented, such service will be recognized and rewarded in terms of promotion, tenure, or merit pay according to the SBA's prevailing views of the activity.

**2. Indirect Compensation**

If the faculty member receives time off, reduced teaching, or Summer support in connection with contract research, the reward lies in enhanced research productivity, which is recognized under existing rules for promotion, tenure and merit pay. Faculty, therefore, have an incentive to engage in such activity.

**3. Direct Compensation**

If the faculty member is performing outside activities for direct compensation or self-employment (i.e., "consulting"), such interaction with business, government, or professional organizations is desirable to the extent that it:

- a. is an activity in which the faculty person is identified as a member of the Oakland University faculty;
- b. enhances Oakland's image;
- c. advances our stated mission;
- d. utilizes and enhances professional skills;
- e. doesn't detract from teaching, research and other service;
- f. doesn't utilize SBA supplies, services and telephone resources without appropriate reimbursement;
- g. doesn't block colleague access to computer and other resources; and,
- h. is reported to the SBA, including the extent of the faculty member's commitment.

It is expected that faculty who engage in this activity will comply with the AAUP Faculty Agreement and will not consume SBA resources for such purposes. Paragraph 72 of the Faculty Agreement says that outside work may "not interfere with the satisfactory performance of the BUFM's work obligation," and that:

- a. "No equipment, supplies, or services owned or provided by Oakland shall be used with such outside work except as provided as part of a separate contract."
- b. BUFMs who work in a continuing relationship with any outside employer shall notify such employer that outside work is performed by the BUFM on an individual capacity as an expert and not on behalf of Oakland. Oakland shall receive a copy of such notification."

Faculty who do not abide by the intent of this policy will be subject to workload adjustments and will be billed for any expenses SBA has incurred.

## ***DEVELOPMENT - FACULTY***

*Approved by the SBA Executive Committee in November 2006.*

*Revised August 2012 by the SBA Executive Committee.*

Faculty development is important to all faculty. The SBA encourages faculty, especially untenured faculty, to participate in classes and other activities that will help them in their academic careers.

Within budgetary limitations, the SBA will try and support one domestic development trip per year for a faculty member. The most common type of faculty development is taking a class offered by a professional organization. However, other activities are possible. Depending on the situation, international activities and a second activity within a year are possible.

To apply for development funds a Faculty Professional Development Request form must be completed by a faculty member. This form requires a description of the development activity, an explanation of how the activity will contribute to his/her own teaching, research, and/or experiential learning, an indication if this activity is related to any SBA initiative, and a travel budget. This will be submitted to the faculty member's Department Chairperson. The Chairperson will forward the request with his/her written recommendation to the Dean's office. The Dean's Office will either endorse the request and make the funds available, or deny the request with an explanation. The faculty member may re-apply by resubmitting the materials to his/her Chairperson after addressing the issue(s) in the explanation. If approved, the faculty member agrees to submit a report to his/her Chair and the Dean's Office explaining what he/she learned and how it will help in teaching and/or research (*see Form A*).

## ***FACULTY MERIT ADJUSTMENTS***

In accordance with the Faculty Agreement, the full-time, non-visiting bargaining unit faculty members (BUFMs) of the SBA annually determine procedures to be used to set their merit adjustments. The bargaining unit faculty members then meet to consider the various options and will make a formal recommendation to the Dean. It has been customary to have the department chairs, as a group, meet with the Dean to determine individual merit raises.

## ***FACULTY RECRUITING***

The major responsibility for the recruitment of faculty members lies with the respective department chair. However, faculty recruitment is the responsibility of each faculty person. The ability of the School to attract the type of colleague who we wish to have will vary directly with the intensity of the involvement of each individual faculty member. Prospective faculty is screened first by the Department Chair and respective area faculty. If further action is indicated, the candidate will be brought to campus. Each candidate is asked to present a formal seminar to the SBA of approximately one hour in duration, and will spend the remainder of the day meeting with various faculty of the School, concentrating on faculty in the area or areas of research and teaching interest to the candidate. The faculty of the area will then meet with the Department Chair to make a formal recommendation to the Dean with respect to hiring. All faculty recruiting must conform to the Faculty Hiring Procedures of the University.

### ***Guidelines for Visits of Prospective Faculty***

1. No candidate should be invited unless the visit is approved by the Dean.
2. Approximately two weeks before the visit of any prospective faculty to Oakland University, a letter should be sent from the person coordinating the visit (cc: Dean). The letter should:
  - a. Confirm arrival and departure dates and times;
  - b. Indicate who will meet the candidate at the airport or what transportation; arrangements have been made, and/or first meal on campus;
  - c. State where the candidate will be housed and related transportation;
  - d. Caution candidate to save ALL receipts for expense reimbursement.
3. The hotel accommodations for candidates need to be approved by the Dean's Office.
4. A faculty member should meet the candidate at the airport and drive him/her back. If no faculty member is available, an Airport Limo service may be used. Arrangements should be made through the Department Office Assistant.
5. No recruit should be left alone for any meal on campus.
6. For meals, the following rules are to be used (any reference to number of persons INCLUDES the recruit):
  - a. Breakfast: No more than 4 persons  
Budget: \$12/person with tip
  - b. Lunch: No more than 4 persons  
Budget: \$18/person with tip
  - c. Dinner: No more than 4 persons per dinner  
Budget: \$50/person with tip

Any amounts spent in excess of these limits will be the personal obligation and responsibility of the faculty attending the specific meal. If the department wishes for additional persons to attend, the cost of the meal is subject to limitations and will be charged to department funds.

7. Candidate must sign all travel forms (with Department Office Assistant) before he/she leaves campus.

### ***JOURNAL AWARDS***

#### **POLICIES FOR THE SBA PREMIER & DEPARTMENTAL TARGET JOURNAL RESEARCH INCENTIVE**

To encourage research in premier business journals and target journals established by each department (listed in Appendix K) the Dean, in collaboration with the Departments, has instituted the following incentive program.

#### **Premier List**

- A research development fund of \$5,000 will be awarded to a faculty member (tenure-track or tenured) research account when a full article is accepted for publication in any of the journals on the attached SBA Premier Journal List. Research development funds can be used for faculty development including, but not limited to, travel, graduate assistants, journal submission fees, and computer software and hardware.

- Documentation of the article acceptance is a letter from the journal editor and page proofs for the article.
- SBA coauthors share the development fund equally.
- Awards will be announced and distributed at the new faculty reception in August.
- Faculty must be employed by the SBA in the academic year the award is made.
- The policy can be rescinded at any time. Submissions prior to the date the policy is rescinded will qualify for the award.

### **Department Target List**

- A research development fund of \$3,000 will be awarded to a faculty member (tenure-track or tenured) that has a full article accepted for publication in any of the journals on a department target list. Research development funds can be used for faculty development including but not limited to travel, graduate assistants, journal submission fees, and computer software and hardware.
- The research development fund award expense of \$3,000 will be shared equally by the Dean's Office and departments. Department commitment of funds is based on the author's department of residence.
- SBA coauthors share the development fund equally.
- Documentation is an unconditional acceptance of an article by the journal editor.
- Faculty must be employed by the SBA in the academic year the award is made.
- The policy can be rescinded at any time. Submissions prior to the date the policy is rescinded will qualify for the award.

### ***JOURNAL SUBMISSION FEES***

The School of Business Administration will pay up to the first \$250 per faculty member per academic year for journal submission fees.

1. To be eligible for these funds, the faculty member must receive approval of the payment by submitting a direct payment voucher (DPV) with the journal or agency as the payee (see the Oakland University Policies and Procedures Manual for information on the DPV). Reimbursements made directly to the faculty member for payments they may have made to the journal or other publication agencies are prohibited and are considered unauthorized expenditures.
2. Payments for journal submissions above \$250 but not exceeding \$500 will be equally shared between the faculty member and the Department. In this instance, a DPV will be submitted for the total payment upon receipt of the faculty member's share of the payment (check made payable to Oakland University).
3. Any journal submission fees exceeding \$500 will be the responsibility of the faculty member.

### ***LECTURERS (PART-TIME)***

1. The School of Business Administration regularly employs part-time faculty who are classified as lecturers.
2. Part-time faculty teaching 16 or more course credits in one year (i.e., Fall, Winter and Summer terms) of which eight course credits occur in the Fall and Winter terms are classified as special lecturers and are Bargaining Unit Faculty Members (BUFMs) covered by specific provisions in the AAUP-OU Faculty Agreement (see Participating Faculty Status for Part-Time Faculty section).

3. The department chairs are responsible for the hiring and review of lecturers.
4. The minimum qualification is possession of a master's degree with a decided preference for those holding doctorates. The only exception is in accounting when someone who holds a B.S. with a C.P.A. or C.M.A. will be considered.

### ***LETTERS OF OFFER***

1. The Dean's Office, upon the request of the department chair, issues official letters of offer for faculty overload instruction opportunities.
2. The letter will state the specific course section that is being filled and also stipulate that the contract will be considered null and void if adequate student demand for the course section does not materialize or a full-time SBA faculty has chosen to teach the course.
3. Letters of offer will be sent approximately four weeks before the relevant semester. Sign and return original to the appropriate department's office assistant, keeping a copy for your records.

### ***MENTORING OF UNTENURED FACULTY***

Passed by the Executive Committee November, 2006

Revised by the Executive Committee October, 2007

The SBA regards mentoring of untenured faculty as an extremely important institutional endeavor. However, the SBA also recognizes that mentoring and being mentored are highly personal choices which demand serious consideration in the development of any mentoring policy.

The SBA therefore has developed the following process that would make available quality mentoring should an untenured faculty member seek such an opportunity. When a faculty is hired, the employment letter from the Dean will clearly indicate the mentoring opportunities available to the faculty.

During the faculty's first term in the SBA, his/her Department Chair will meet with the faculty to discuss the availability of mentoring. Each untenured faculty member will be encouraged to actively participate in a relationship with a faculty mentor, although it is not required. If the untenured faculty member is so inclined, the Department Chair and the faculty member will jointly try to identify potential mentors. The Department Chair will then contact the potential mentor and gauge his/her interest (*see Form C*).

Once a mentor has been identified, the untenured faculty member AND the mentor will outline a plan defining the relationship. A copy of this plan will be given to the Department Chair. Aspects of this relationship may include, but are not limited to:

- Providing feedback on written papers
- Attending the untenured faculty member's class and providing feedback
- Discussing potential research topics (this does not assume joint research projects)
- Identifying ways of improving teaching for the untenured faculty member by sharing experiences
- Providing guidance on appropriate service responsibilities
- Explaining the SBA's culture
- Discussing journal outlets and professional meeting presentation strategy

- Guiding and advising the untenured faculty member on the School's policies and procedures

The untenured faculty member will complete an end of year check-list report (*see Form C*) describing the mentoring activities that he/she participated in during the previous year or stating that they declined to participate in the mentoring process. Declining to participate in the mentoring process will have no impact on the candidate's evaluation during the tenure review process. The senior faculty mentor may enter this activity in his/her Digital Measures report as a service activity. The untenured faculty report is to be turned into the Department Chair by May 15. These mentoring activities will be discussed by the department chairs and the Dean at the end of the annual salary review meeting so that the department chairs remain informed of the breadth and depth of activities that mentors and untenured faculty are participating in. These discussions will not influence the annual faculty review. Based on these discussions, the chairs may provide written recommendations to be shared with all mentors and untenured faculty for them to consider in developing their next mentoring plans or processes.

During the AACSB on-campus visitation, the department's folder of mentoring activities will be made available to them as back-up material. This folder should include:

- The yearly mentoring assignments.
- The mentoring plans or processes that each mentor and untenured faculty member agreed upon.
- The end of year mentoring reports.
- Any salary review committee recommendations made regarding the mentoring process.

### ***PARTICIPATING FACULTY STATUS FOR PART-TIME FACULTY***

*Passed by Executive Committee June, 2006*

*Revised by EC March 2008*

Participating Faculty status for part-time faculty, titled Lecturers or Special Lecturers at Oakland University, is reserved for those who have demonstrated

- a commitment to the SBA, or who are willing to establish a commitment to the SBA, and
- who are willing to contribute to their department or their curriculum within the SBA.

Special Lecturers generally teach 16 or more credits per year. Because of this commitment, Special Lecturers contractually receive modified university benefits and after a period of time, a guaranteed contract renewal for up to two years. Generally, because of this heavy teaching commitment, the SBA expects Special Lecturers to also contribute to the development of the school's curriculum in which they teach or to their department and hence be Participating Faculty.

Similarly, the SBA recognizes the role Lecturers can play in curriculum development or a department's infrastructure. The long-time lecturer who contributes to the development of his/hers curriculum or is active within a department can also be Participating Faculty.

First, Participating Faculty are invited to the SBA yearly Fall retreat since the retreat often establishes the school's direction for the year. Second, a Participating Faculty is generally expected to do two of the following four things: (1) Participate in departmental meetings. (2) Participate in coordination meetings of multi-section courses. (3) Serve on a departmental

committee. (4) Participate in other ways suggested by the department chair. This list is representative, rather than exhaustive. It is possible, because of the nature of the time consuming role taken on by a Participating Faculty member, that he/she may have completed one rather than two items within a specific year. What is important is that the Participating Faculty member is adding to either the curricular or departmental dimension of the SBA in a documented way. The Chair of each department will explain possible assignments with the potential Participating Faculty and create the necessary documentation. The Participating Faculty's performance will be evaluated by the Department Chair on an ongoing basis.

Participating Faculty will receive a bonus at the end of their contract period for being a Participating Faculty member. During the academic year they will also be eligible for \$750 in development funds to attend a course or seminar that would improve their teaching or their academic credentials.

Control and oversight of Participating Faculty will rest solely in the hands of the department chairs. The only thing the Dean's Office will need is a memo about April 1 (or December 1 for a Participating Faculty that has only a Fall semester commitment) stating which Participating Faculty have met their obligation and which have not in order that the Participating Faculty member can be paid their bonus.

Each department's yearly Participating Faculty folder(s) will include:

1. a list of who was invited to be Participating Faculty,
2. who agreed to be a Participating Faculty,
3. what was expected of each Participating Faculty member,
4. documentation on each Participating Faculty member's actual participation, and
5. a copy of the memo or email sent to the Dean's Office stating which Participating Faculty met their obligation and which did not.

## ***PHOTOCOPIES***

Department office assistants will copy course related materials such as syllabi and examinations. Contact the appropriate department's Office Assistant to inquire about lead-times. These will vary according to the Department Office Assistant and time of the year.

1. The faculty copy room is 337A EH.
2. Overhead transparencies are made via the copier. Operating instructions are posted on the notice board. **Please note:** only **Folex** film may be used for making transparencies and must be ordered via the web. Therefore, when you open the next to the last box of film, notify the Office Assistant in 332 EH. There is at least a one-week turn-around time for delivery.
3. Supplies such as toner and staples are ordered via the Office Assistant in 427 EH. If you notice these supplies getting low, please alert this person so no shortage will occur.
4. Paper jams should be removed with care. If you are unable to successfully remove a paper jam, please seek assistance from your Department Office Assistant or, if they are not available, contact the Office Assistant in 332 Elliott Hall.
5. **NOTE:** OU policy does not allow for reimbursement for copies made using outside facilities such as Kinko's etc.

## **PROFESSIONAL ORGANIZATIONS**

It is the policy of the SBA to strongly support the active participation of its faculty in professional organizations.

1. The SBA will reimburse faculty for meals incurred at local meetings of professional organizations.
2. Faculty are encouraged to attend regional and national meetings, recognizing the budgetary limitations on faculty travel expenditures.
3. The SBA does not pay for faculty member's dues in any professional organization or association.

## **SABBATICALS**

Sabbatical leaves may be available as outlined in the AAUP Faculty Agreement. Refer to the agreement for detailed information regarding Eligibility, Definitions of Service, and Criteria. A summary of available leave types and procedures for applying and reporting follows.

1. A sabbatical leave may cover a wide range of professional activities, including but not limited to:
  - a. Research
  - b. The study of teaching methods, and
  - c. The study of cognate disciplines
2. Three types of sabbatical leave shall be made available:
  - a. Half-year leave at half pay for the period of the leave, after three years of service (i.e. resulting in 75% of annual salary for the year)
  - b. Half-year sabbatical leave at full pay after six years of service
  - c. Full-year sabbatical leave at half-pay after six years of service
3. Procedures for application and report:
  - a. Eligible faculty member initiates application by filing a detailed written statement to the Department Chair (the Dean in the absence of a Department Chairperson) **eight months** before the commencement of the proposed leave.
4. Written statement to include:
  - a. Purpose of the leave
  - b. The nature of the professional activity proposed,
  - c. Back-up materials showing how any previous sabbatical was used and evidence of output from that leave.
5. Application, along with Chairperson's recommendation, shall be forwarded to the appropriate Dean at least **seven months** before the commencement of the proposed leave.
6. The Dean forwards the materials to CAP for review. Upon receipt of the review from CAP, the Dean makes a recommendation that is forwarded to Academic Affairs.
7. Applicant shall receive written notification of Oakland's decision at least **five months** prior to the commencement of the proposed leave.
  - a. Faculty member may withdraw without prejudice, an application for sabbatical leave at any time prior to Oakland's decision with the approval of his or her Department Chairperson.
  - b. Once Oakland has approved a sabbatical application, the faculty member may withdraw the application only with the approval of Oakland.



8. If an application is rejected, the faculty member shall receive notification in writing from Oakland of the reasons for rejection.
9. Upon completion of the sabbatical leave, the faculty member shall submit to the Dean's Office by the end of the first semester after returning from leave a written report to include:
  - a. Summary of activities during the leave.
  - b. Achievements to the written statement submitted with initial application.

## ***TRAVEL EXPENSE ADVANCES***

### ***1. Travel Advance***

- a. Employees may request a travel advance for athletic team, student group or foreign travel to cover expenses that are eligible for reimbursement but cannot reasonably be charged to the University P-Card or paid through other standard payment methods.
- b. Travel advances for domestic travel, including prepayment of meals and incidental expenses, will not be allowed.
- c. The advance cannot be issued more than 7 (seven) days in advance of travel and may not exceed the amount of reimbursable expenses expected to be incurred during the travel. The minimum advance amount is \$250. Advances in excess of \$1,000 will require Accounts Payable Manager approval.
- d. When a trip is canceled or postponed, the employee must repay the travel advance immediately, and the employee must not use the advance to pay for a rescheduled trip. If the trip is rescheduled, a new advance will be issued.

### ***2. Travel Advance Acceptance and Repayment Agreement***

- a. Employees requesting an advance must sign a Travel Advance Acceptance and Repayment Agreement. This is a formal agreement that documents the employee's personal liability to the University and authorizes the University to payroll deduct any funds that are not accounted for by the required deadlines. Employees may obtain a Travel Advance Acceptance and Repayment Agreement from Accounts Payable.
- b. The University will not grant an advance to an employee who has an outstanding advance from a previous trip.
- c. Employees who do not comply with Travel Advance procedures and deadlines may lose their Travel Advance privileges. The Accounts Payable Manager determines eligibility for Travel Advances.

### ***3. Obtaining a Travel Advance***

- a. At least 3 (three) business days prior to departure, the employee's supervisor or designee must send an email authorizing the advance to [advance@oakland.edu](mailto:advance@oakland.edu) and [cashiers@oakland.edu](mailto:cashiers@oakland.edu). The subject of the email must include the traveler's name, and the email must contain the following information:
  - Name of Traveler
  - Travel destination and purpose
  - Date(s) of travel
  - Fund(s) to be charged
  - Amount of advance
  - Budget breakdown of advance

- Explanation of why expenses cannot be paid through alternative University approved methods.
- b. Once the supervisor has authorized the advance, the traveler must obtain a Travel Advance Acceptance and Repayment Agreement from Accounts Payable. The traveler and Accounts Payable are required to complete the form before the traveler presents it to the University Cashier's Office to receive the requested funds.
- c. Only employees may request a Travel Advance. If an advance is needed for a student or for team travel, an employee must request the advance. The employee is responsible for repayment and proper accounting of the related expenses on the Travel Expense Summary (TES).

#### **4. Repayment of Travel Advance**

- a. To account for the advance, the employee should submit a completed TES to the supervisor or department within 15 (fifteen) days of return from travel. If the amount of the advance exceeds the amount of the TES, the employee must pay the difference at the University Cashier's Office within 15 (fifteen) days of return.
- b. Accounts Payable must also receive the complete and approved TES from the department or supervisor within 60 (sixty) days of return from travel. Failure to meet this deadline may result in payroll deduction of the full amount of the advance.

### **TRAVEL - FACULTY CONTRACT**

*Passed by the SBAEC on June 10, 2008*

*Revised by SBAEC June 16, 2009*

1. Faculty travel is subject to the policies listed below plus those detailed in the current Faculty Agreement and when appropriate, the University's Administrative Policy Manual or external policies controlling other faculty non-administrative, non-contract travel (i.e., external funding). See Travel under School of Business Administration in this manual for more details.
2. Faculty should also be aware of the following policies that apply to all SBA travel
  - a. Faculty must complete a travel authorization form *before* beginning any travel that involves reimbursement from *any* university account.
  - b. All travel is subject to the limits published in the latest Faculty Agreement, and to the university reimbursement limits. These limitations are generally outlined under OU Travel policies in this manual.
  - c. All expenses remain subject to a "prudent buyer" concept. With the variety in airfares, the faculty member is expected to be diligent in seeking the lowest cost travel alternative. Accommodations beyond the length of the conference are not allowed, unless you can prove it is cost effective.
  - d. Generally the university does not approve car rentals. If one is needed, it needs prior authorization from Accounts Payable. A car rental cannot be justified "by the offset of saving on other related lodging and travel cost" (i.e., one cannot argue to stay in cheaper lodging and have a rental car covered by the savings, or even saving money compared to using a shuttle). However, one is allowed if there is a "business purpose" to renting a car. To get prior approval contact the Manager of Accounts Payable (4395). Make sure you get permission in writing.

- e. Travel to the airport is limited to mileage and long-term parking. If a limo or taxi exceeds this amount, the faculty member will pay the remainder.
  - f. All requests for travel reimbursement must be filed with the appropriate SBA Office Assistant within 30 days of the completion of the travel unless a travel advance has been received and then it must be filed within 10 days. Failure to meet this deadline may result in a forfeiture of any reimbursement.
3. The SBA will reimburse each full-time faculty member for *faculty contract travel expenses incurred in attending professional or scholarly meetings* according to the following:
- a. Each SBA full-time faculty member will be eligible to receive travel funds for *two* trips per fiscal year to attend a scholarly or professional meeting.
  - b. At least one of the two trips requires the full-time faculty member to present a paper related to their research at a scholarly or professional meeting.
  - c. The Dean's Office will determine the limit for total expenditures for faculty travel each year.
  - d. Per the Faculty Agreement, all travel for a fiscal year (July 1- June 30) must be applied for by February 1. If after February 1, the Dean's Office determines if faculty contract travel funds remain, the Executive Committee will decide how they will be distributed.
  - e. It is advisable to ask the Department Chair if a particular trip is likely to be funded BEFORE submitting a paper. By doing so one can avoid the frustration of having a paper accepted but no funding available.
4. All reimbursements are subject to the limitations and guidelines mentioned in 2.b above and to those outlined below:
- a. The respective Chair and the Dean's Office must approve all travel requests.
  - b. Per the Faculty Agreement, faculty can be reimbursed for attending a scholarly or professional meeting in which a paper in *NOT* being presented. This reimbursement is limited to \$750. A department may supplement this if the department has a policy that is on file in the Dean's Office (so that travel requests can be audited).
  - c. Reimbursement for the first and second trips to professional or scholarly meetings in which a paper is being presented are limited to:

TRIP	LIMIT
First	\$1,400
Second	\$1,300
International Travel Supplement	\$ 800

A department may supplement this if the department has a policy that is on file in the Dean's Office (so that travel requests can be audited).

- d. Generally, a maximum of one regional meeting trip per year will be eligible for reimbursement. A second regional trip may be approved by the Dean's Office after the faculty member has submitted a written justification and it has the written endorsement of the Department Chairperson.

## WORKLOAD POLICY

As part of the 2006-09 AAUP Faculty contract, all units were required to create a faculty workload document. The policy is found in Appendix L.

## STUDENTS AND TEACHING

### ***ACADEMIC CONDUCT (Note: See Appendix B for the Academic Conduct Policy)***

1. Academic violations include plagiarism and cheating on assignments; cheating on laboratory work or examination; having another person take an exam in one's place, substituting another's work as one's own; falsifying records or providing misinformation regarding one's credentials; unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.
2. The instructor must make certain that stated restrictions on use of old tests, old papers, material used in previous courses, working with other students on course assignments, etc. are absolutely clear.
3. Restrictions should be not only stated on the syllabus, but they should also be discussed during the first class meeting.
4. The instructor should also state on the syllabus what action will be taken if there is an alleged academic conduct violation.
5. If the instructor intends to give a final grade of 0.0 to any student who is found guilty of academic misconduct by the University Academic Conduct Committee, it should be so stated on the syllabus.

### ***Instructors play at least three roles in maintaining proper standards of academic conduct:***

1. To assist in recognizing the application of general standards in context of a particular course or discipline;
2. To take practical steps to prevent cheating and to detect it when it occurs; and
3. To report academic misconduct to the Dean of Students for review by the Academic Conduct Committee.

### ***Faculty are reminded of two things:***

1. **DO NOT** attempt to handle the case by yourself due to possible legal ramifications.
2. In **EACH CLASS, EACH TERM**, remind the class about academic conduct and university policy regarding academic misconduct. Including warnings in the printed course syllabus is advised.

## ***ADD/DROP FORMS***

### **Undergraduate Courses**

For educational and administrative reasons, the SBA controls enrollments in classes. Courses have capacities (also called "Caps") that have been set by the SBA Executive Committee. The caps are determined by several factors including the nature of the course (i.e., case course versus lecture) or classroom capacity.

1. **Open Classes Until the End of the First Week of the Term:** While SAIL registration is open during and before the first week of classes, students can add through the online SAIL registration system if a class has openings available. After the first week of a given term, all classes are “Closed” and a student cannot use the online SAIL registration system to add a class. After SAIL registration is closed, the student and instructor must use the process for adding to a class that has been “Closed.”
2. **Closed Classes:** If a course is “Closed” (i.e. enrollment has reached the section’s capacity or the SAIL system is closed), students and faculty must go through the following steps to add a student to the class:
  - a. If a class is closed but online registration through the SAIL system is still open and there is no Wait List for the course, a student can add to the class by getting a dated permission from the instructor to add the course using an Add/Drop form or email.
  - b. If a class is closed and there is a Wait List for the course, students add their names to the Wait List at [www.oakland.edu/waitlist](http://www.oakland.edu/waitlist) . All adds in that case will come from the Wait List.
  - c. After the first week of classes, students may not be added to classes without instructor or department representative permission. If a course is below capacity then the relevant Associate Dean or a departmental representative will add the student to the class if the instructor provides written permission.
  - d. Students must not be added to a closed class beyond its capacity or after classes start without permission from the instructor or department representative and the relevant advising office, i.e. Coordinator of Undergraduate Advising or the Associate Dean.
3. **Course Restrictions:** There are a number of business courses that carry restrictions that must be enforced (admission to major standing, prerequisites, etc.). If you are teaching a restricted course, **you must verify the student’s status before agreeing to add a student.**
4. **Note: If, for whatever reason, students are enrolled beyond the capacity of a class without following this process, they will be subject to removal from the class.**

#### **Graduate Courses:**

1. **Closed Classes:** A Wait List is maintained by the Office of Graduate Business Programs (OGBP) for all closed graduate courses except those offered by the Accounting and Finance Department and the Management and Marketing Department. Students wishing to add a graduate course must place their name on the Wait List (web address: [www.oakland.edu/waitlist](http://www.oakland.edu/waitlist) ). The Cap in all closed classes will be reduced to 5. If the course re-opens due to student drops prior to the first class session, students will need to be on the Wait List and will be added to the class by the office that maintains the Wait List in the order in which they are submitted. **It is extremely important that faculty do not add students to closed classes in order to accommodate those on the Wait List.** Students who bypass the Wait List process will be removed from the class and be replaced by those on the Wait List.
2. **Open Classes:** If a class is not closed, then students can add through the online SAIL registration system up to the end of the first week of classes. Once the course reaches the Cap, then the procedures for closed classes listed above will be implemented. The faculty must be mindful of restricted courses and verifying the student’s status with the Coordinator of Graduate Business Programs.

3. **After the first week of classes, a student is not able to add to a class that is below capacity. In such cases, a student may add to a class by obtaining permission from the instructor. The OGBP will add the student once the permission is obtained.**
4. In rare situations, a student may be added to a class that has reached its original capacity enrollment. This usually occurs if a class is cancelled and the student has no other option, or if an administrative error has occurred and the situation needs to be rectified. The faculty member will be notified if such a situation occurs.

### ***ADVISING***

1. Formal advising of undergraduate students is done by the Undergraduate Advising Office of the SBA. Formal advising for graduate programs (MBA, MAcc, PMC, EMBA and MSITM) is handled through the Office of Graduate Business Programs.
2. Faculty advising of students in the SBA is on an informal basis. Most faculty advising consists in assisting students to select elective courses that will help them pursue their interests and work toward achieving their academic and/or career goals. In addition, students frequently have questions on job opportunities as well as job titles and descriptions.
3. Academic advising is available for all SBA admitted and potential undergraduate and graduate students. Advising covers course requirements, course equivalencies for transfers, major standing, graduation audits, concentrations, petitions of exception, and all technical questions regarding university regulations (i.e., repeating courses, adding and dropping courses, competency exams, probations, etc.).

### ***ASSESSMENT OF UNDERGRADUATE MAJORS***

Each department has a process on file with the University Assessment Committee to assess its major. This is currently used for North Central Association accreditation.

### ***ASSURANCE OF LEARNING PROCESS (AOL)***

The SBA has adopted an Assurance of Learning (AOL) process to be in compliance with the AACSB's 2003 Assurance of Learning Standards. The process is described in Appendix A. The Assurance of Learning Committee that oversees the process is described below in this section.

### ***ATTENDANCE POLICY***

Neither Oakland University nor the School of Business Administration currently has official attendance policies. If there is to be an attendance policy for the course, the policy should be clearly stated on the syllabus as well as the sanction for non-attendance.

### ***CHECKLISTS FOR DEGREE REQUIREMENTS (Undergraduate Students)***

1. Checklists map out all the necessary courses and major standing requirements for each four-year major program.
2. Checklists show the courses that have been completed and the grades received when completed.

3. In the case of transfer students, it would show which requirements were fulfilled by courses transferred to Oakland University.
4. This form is used by the academic advisor when counseling each student and by the student for reference to past and future.
5. The student keeps a copy while the advisor places one in his/her file. These forms are available in the SBA Undergraduate Advising Office and on the SBA Website at:  
[www.oakland.edu/degreechklist](http://www.oakland.edu/degreechklist).

### ***CLASS CANCELLATION***

1. Faculty is expected to make every effort to meet class as scheduled. If a faculty member knows in advance that he/she will be unable to meet a class, an attempt should be made to find a colleague to substitute.
2. If a faculty member is sick or is unexpectedly unable to meet class, the Department Chairperson and Department Office Assistant should be notified.
3. The procedure for canceling class in the event of an unplanned absence should be explicit.
4. Appropriate instructions for students relative to the next reading assignment, change of assignment dates, etc. should be given to the Department Office Assistant for communication to students.
5. Faculty are encouraged to develop a notification system for each class, i.e. a call fan-out system, email notification, notification through Moodle, posting on a faculty website, etc.

### ***CLASS LISTS***

Class lists are available through the Banner web interface by accessing the OU home page at [www.oakland.edu/](http://www.oakland.edu/).

1. Double click on the student and administrative information link “Sail” in the bottom right hand corner.
2. Click on “Log into Secure Area.”
3. Enter ID number (usually your G-number) and PIN information.
4. Click on “Faculty Services.”
5. Select appropriate “Term Selection” and click “submit.”
6. Select appropriate “CRN Selection” and click “submit.”
7. You may then choose between “Detail Class List,” “Summary Class List” or “Grades.”

### ***CLASSROOM DISRUPTION POLICY***

1. Any person or group of persons who prevents an instructor from carrying on assigned teaching duties is subject to immediate suspension from the University.
2. The instructor should request that students stop any disruptive behavior. If the students do not stop, the instructor should ask those students to leave. If the students refuse to leave, the instructor may call the Department of Public Safety at (248) 370-3331 to have those students removed from the classroom.

## **CONFIDENTIALITY OF STUDENT RECORDS & STUDENT INFORMATION**

SBA instructors must adhere to FERPA (Family Educational Rights & Privacy Act, 1974) which addresses the question of confidential student educational records. This legislation, in essence, allows students the right to view upon request their own confidential educational records and restricts the use of these records by others. For the official OU FERPA policy go to [www.oakland.edu/policies/1130](http://www.oakland.edu/policies/1130).

1. Instructors **may not** publicly post student grades by student name, student number, social security number, or reveal in any fashion that students may be able to determine the grade of another student in the course.
2. Grades will not be released to students by SBA Department Office Assistants. It is suggested that instructors use the “stamped, self-addressed envelope method” of issuing grades to those students who do not wish to wait until they are posted electronically by the Registrar’s Office.
3. Graded papers, tests, and other written assignments **may only** be returned directly to the student in person or by the mail method mentioned above. It is **illegal** to return graded student materials by leaving the materials outside of faculty offices.
4. Graded materials not returned to students should be kept by the instructor for at least one semester and are disposed of properly by shredding. See the Department Office Assistant for instructions.

## **COURSE SYLLABUS**

Instructors should follow the SBA Model Syllabus (Appendix D) included in this resource manual. Instructors that formulate and copy their own syllabus should provide a copy of the syllabus to the appropriate Department Office Assistant.

**NOTE:** *Any policies specific to the course should be clearly stated on the syllabus and discussed in class during the first meeting.*

## **FINAL EXAMS**

The final exam schedule is on the OU Website at: [www.oakland.edu/?id=9175&sid=219](http://www.oakland.edu/?id=9175&sid=219).

University Senate legislation prohibits tests or examinations within one week prior to the start of the final examination period. Violations of this legislation will be referred to the Academic Affairs Office, 205 Wilson Hall (248) 370-2190 for undergraduate courses or to the Office of Graduate Study, 520 O’Dowd Hall, (248) 370-3168 for graduate courses.

## **GRADE RECORDING**

1. Oakland University policy is that final course grades for the Winter and Summer semesters must be submitted to the Office of the Registrar, **no later than 72 hours** following the course section final examination period published on the OU website.
2. For the Fall semester, final course grades must be submitted to the Office of the Registrar, **no later than 48 hours** following the course section final examination period.



3. With the implementation of the BANNER Student Information System, all instructors must submit their grades electronically through the Web (Appendix E). **Note: Grading and Computer Notes are issued each semester. Check with the Department Office Assistant for the current version of this information.**
4. For those who do not have Web access, please visit one of the SBA Computer Labs located in 200C, 202, 215 and 223 Elliott Hall.
5. Due to recent changes in Title IV legislation, the last attendance date must be recorded when entering student grades. Please see the Department Office Assistant for the current semester's attendance dates guidelines.
6. Deadlines for submitting grades **must** be adhered to.
7. Grades must not be sent to students by email.

### **GRADING ASSISTANTS**

1. Student Grading Assistants are provided to full-time faculty during Fall and Winter semesters depending upon fund availability and faculty need.
2. Students should not begin work until all necessary paperwork is completed and they have received the approval from the Office Assistant in 443 Elliott Hall.
3. Students may work from the first official day of classes (assuming they have been approved at that point in time) through the final day of classes (including final exam week only if the student chooses).
4. Grading Assistants are only allowed to perform grading activities for faculty members. All research activities should be given to Graduate Assistants requested through the Office of Graduate Business Programs.
5. Grading Assistants should only grade objective tests, quizzes, or homework. Grading Assistants are not allowed to grade any kind of subjective work such as essay tests or assignments.

### **GRADING SYSTEM**

1. The basic grading system at Oakland University is a 32-point system of numerical grades, with passing grades ranging from 1.0 through 4.0, by tenths, and a no-credit grade of 0.0. Non-numerical grades are W, I, P, S, U, R, and Z.
2. The first two weeks of a semester (one week during Summer sessions) are a no-grade period for dropping and adding full-semester courses. The no-grade period for 2-credit, half-semester courses is the first week of instruction.

**Comparison of the “half-grade” and “32-point” systems to the standard letter-grade system:**

<b>Letter Grade</b>	<b>0.5 Grade System</b>	<b>31, Tenth Point Grade System</b>	<b>Interpretation Undergraduate Courses</b>	<b>Interpretation Graduate Courses</b>
A	4.0-3.6	4.0,3.9,3.8, 3.7,3.6	Premium grade. Indicates student has exceeded expectations. Indicates student has achieved mastery of the material and can correctly apply	Premium grade. Somewhat common in graduate courses, but usually less than 30% of class. Indicative of

			material. Student has achieved high scores on all evaluations. Usually no more than 10% of class.	student performance that is professional and demonstrates mastery of material.
B	3.5-3.0	3.5,3.4,3.3, 3.2,3.1,3.0	Grade indicates good performance. Student demonstrates a good working knowledge of material, but has not achieved high scores on all evaluations. Usually no than 40% of 300 or 400 level class.	Modal grade for most MBA courses. MBA program requires that a student maintain an overall GPA of 3.0 or higher. Indicates good performance.
C	2.9-2.0	2.9,2.8,2.7, 2.6,2.5,2.4, 2.3,2.2,2.1, 2.0	Grade indicates satisfactory performance. Student demonstrates a general understanding of material, but may not be able to apply all concepts. Typical grade in 200 level courses.	Grade indicates non-satisfactory performance, but credit is earned. Warning is issued if 1 <sup>st</sup> low grade within first 24 credits; probation if 2 <sup>nd</sup> low grade within 24 credits or after 24 earned credits.
D	1.9-1.0	1.9,1.8,1.7, 1.6,1.5,1.4, 1.3,1.2,1.1, 1.0	Grade indicates that credit is earned for core courses, but repeat may be necessary in pre-core and major courses.	Grade indicates that no credit is given.
F	0.0	0.0	Grade indicates that no credit is given but enters into calculation of GPA.	Grade indicates that no credit is given.

## Letter Grades

**I Incomplete:** The I (Incomplete) grade is temporary and may be given only by student request and instructor consent and only after the cut-off date for use of the W grade. It is used in the case of severe hardship beyond the control of a student that prevents completion of course requirements. Student work to remove an I grade for credit courses and faculty submission of the grade must be completed within one year from the faculty grade submission deadline for the appropriate semester. I grades after the one year deadline shall be changed to a grade of 0.0 for undergraduate students. A student who wishes to receive an Incomplete (I) grade in a course must present a Student Request for Incomplete Grade form to the instructor by the day of the scheduled final examination. This form, which indicates the instructor's willingness or unwillingness to grant the I and the schedule he or she sets for completing the term's work, is available in department offices. **The rules described above do not apply to degree candidates. Graduating students requesting Incomplete grades in the final semester should contact the degree auditor immediately.**

**P Progress:** This grade is temporary and may be given only in a course that, by design, cannot be completed in one semester or session. The P grade is given only for work that is satisfactory in every respect. P grades must be removed within two calendar years from the date of assignment. If this is not done, the P is changed to 0.0 for undergraduate students and a permanent "I" for graduate students. Students who fail to make progress toward the completion of these courses should be awarded a grade of 0.0 or a permanent "I" for graduate courses.

- W Withdrawal:** This grade is assigned by the Registrar if a student withdraws officially from a course between the end of the no-grade period and the ninth week of fourteen-week courses (the fifth week of seven-week courses).
- S Satisfactory:** This grade is given in certain selected courses and implies 2.0 or better. Courses in which S/U grading is used must be approved by the appropriate Committee on Instruction.
- U Unsatisfactory:** This grade is given in selected courses approved for S/U grading and implies a grade of less than 2.0.
- R Registrar:** This grade will be given to the student by the Registrar if the grade has not been turned in on time or if for some other reasons (i.e. illegibility) the Registrar does not have a grade.
- Z Audit Grade:** This grade is assigned upon registration for a course as an auditor. The student's declaration of intention to audit is required, and it is understood that no credit for the course is intended that term.

If none of the above apply, the course is considered to have been successfully completed when the instructor assigns a numerical grade from 1.0 to 4.0. The University Senate has approved publication of the following conversion for **undergraduate** classes for external purposes:

3.6-4.0 – A	2.0-2.9 – C
3.0-3.5 – B	1.0-1.9 – D
0.0 – no credit	

3. All grades appear on a student's transcript. However, only numerical grades are used to determine the student's grade point average, which is computed to two decimal places.
4. When students repeat a course, the last grade assigned in that course will be used in computing the student's cumulative grade point average and credits earned. Students may repeat a course to improve a grade no more than twice.
5. To qualify for a graduate degree, a student must have an overall average of at least 3.00 in all courses taken at Oakland University as a graduate student. No grade below 2.0 may be applied toward a graduate degree. Many programs have more stringent grade requirements for credit and retention.

### ***Other Grading Options***

See Oakland University's Undergraduate Catalog at <http://catalog.oakland.edu/> or the Graduate Catalog at <http://catalog.oakland.edu/index.php?catoid=14> for any applicable policies.

### ***GRADUATE ASSISTANTS***

1. Graduate Assistantships (GAs) are available for exceptionally qualified full-time MBA, MSITM, and MAcc students.
2. GAs normally receive a combination of a stipend and tuition in exchange for 20 hours of work per week.
3. GAs are used exclusively for research, not grading.
4. GAs are selected by the Coordinator of the Graduate Business Programs. The department chairs and the Coordinator are responsible for their assignments.

5. The Graduate Office monitors GA performance throughout the academic year.

### ***GRADUATE STUDENTS TAKING UNDERGRADUATE COURSES***

1. An admitted graduate student may not take an undergraduate course to replace a required graduate core course, except under extremely unusual circumstances.
2. Admitted MBA or MAcc students may generally use undergraduate courses (400 level or above) as electives, except where the relevant Chairperson decides otherwise. However, no more than 12 undergraduate credits may be used toward an MBA or MAcc degree. No special project or additional work is necessary, but instructors may, at their option, assign additional work.

### ***INSTRUCTOR RESPONSIBILITIES (OU POLICY)***

1. Hold classes and examinations when and where officially scheduled. Make appropriate arrangements to notify students if class is cancelled. Instructors are encouraged to set up fan-out systems, as Department Office Assistants do not have access to student daytime phone numbers or email addresses.
2. Post and hold a reasonable number of office hours. Office hours should be mutually convenient with the additional option of prearranged appointments.
3. Make known at the beginning of the semester—nature of the course; course objectives; dates of important events (tests, major assignments); course attendance requirements, tests, papers, class participation, and academic conduct.
4. Ensure that the assessment of each student's individual performance is judged by standards of academic achievement. Make known the methods to be used in the determination of final course grades.
5. Ensure that the course content and objectives are consistent with the university catalog description.
6. Respect students' rights as defined by university policies.
7. Establish policies, procedures and a classroom atmosphere that prevents cheating or other academic misconduct.
8. Attend grievance meetings as requested.

### ***MAJOR STANDING***

All undergraduate business students, both new and transfer, will enter the program as pre-business or undecided business majors. In order to obtain major standing (have their code changed to a major code and be eligible to take most 300 and all 400 level business courses), they must comply with the requirements stated in the catalog they are following. Forms to apply for major standing are available in 332 EH or on-line. Students should obtain major standing by their junior year.

Please know which SBA courses require major standing. If a student requests to be added to a course that requires major standing status, please refer them to the advising office.

### ***MISSED EXAMINATIONS AND LATE ASSIGNMENT CREDIT***

1. The instructor should respect the fact that most Oakland University students are commuters. There may be some consideration given for missed tests and assignment dates due to work, family responsibilities and illness.
2. The procedures for making-up missed examinations should be clearly stated. Any credit less than 100% for late assignments should also be clearly stated.
3. It should be understood that the instructor bears the responsibility for composing a make-up examination and offering the student a convenient time for taking the exam. The part-time instructor should check department policy with the appropriate Department Chairperson.
4. Department Office Assistants are not responsible for giving exams to students or monitoring students who are taking make-up exams.
5. Before considering other arrangements, the instructor should try to arrange to have a student take a make-up exam before or after class.

### ***OFFICE HOURS***

1. The SBA's office is open 8:00 a.m. to 5:00 p.m. Monday through Friday, with 12 noon to 1:00 p.m. being the standard lunch hour.
2. The SBA offers the opportunity to observe University Summer hours to those staff wishing to participate, which may include your department's office assistant. Summer hours are Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 11:30 a.m., which usually begins the first of May and continues through the end of August.
3. The Undergraduate Advising Office is open until 6:30 p.m. on Wednesday, while the Office of Graduate Business Programs is open late one evening during the week (varies according to semester) and 8:00 a.m. to 3:30 p.m. Friday.
4. Faculty should hold scheduled office hours at a time convenient for students given his/her teaching schedule.

### ***STUDENT EVALUATION OF FACULTY***

Students evaluate each faculty member for every course offered by the School of Business Administration.

1. Evaluations take place during the last two weeks of each semester and are conducted online.
2. Each semester an email is sent to faculty explaining procedures for students and for faculty access to the data.
  - Online login accounts are for each faculty
  - Email from Dean to students
  - Midpoint check email to faculty with headcounts
  - Faculty login to web site to view results
  - Dean's office keeps the master copies (do not contact CFA for any hard copy)
3. The evaluation results will be processed by the Associate Dean and summary reports will be furnished to the Dean and Department Chairpersons approximately ten days after the end of the semester.
4. Faculty can review the data online after the official close of the semester.

5. Part-time instructor classroom performance will be reviewed by the Department Chairpersons as part of the hiring process. The Department Chair may discuss an instructor's classroom performance with the instructor.

### ***STUDENT GRIEVANCE PROCEDURE***

An instructor should devise a process that allows students to review the grading on their final exam, term paper, course project, and other work submitted to the instructor at or near the end of the semester.

An instructor must keep all unclaimed/non-reviewed end of semester student work until after the end of the semester in which students can file a written grade appeal to the appropriate department chair.

<u>Semester Course Taken</u>	<u>Deadline for Submitting Written Grade Appeal</u>
Fall Semester	End of subsequent Winter Semester
Winter Semester	End of subsequent Fall Semester
Summer Semester	End of subsequent Fall Semester

A student who feels that the course instructor has not followed SBA procedures, has not adhered to written policies as stated on the course syllabus, or has acted unfairly, may follow a formal grievance procedure. For situations involving grade disputes or classroom procedures but not involving discrimination, harassment, or illegal behavior, the following is the sequence of appropriate steps for the student to follow:

**Step #1:** The student discusses the issue with the course instructor. If the student is not satisfied with the instructor's response, the student should proceed to Step #2.

**Step #2:** the student presents a written grievance to the appropriate Department Chairperson. The Chairperson will investigate the student's allegation and respond in writing to the student. If the student is not satisfied with the chairperson's response, the student should proceed to Step #3.

**Step #3:** The student presents a written grievance with historical summary to the associate dean. The Associate Dean investigates the student's allegation and responds in writing to the student. If the student is not satisfied with the Associate dean's response, the student should proceed to Step #4.

**Step #4:** The student submits a written grievance with historical summary to an augmented School of Business Administration Executive Committee (SBAEC). The augmented SBAEC consists of the EC and elected student representatives to the SBA Faculty Assembly. The Dean will inform the student in writing of the augmented SBAEC's decision, which will be considered a final decision and completion of the grievance procedure.

### ***STUDENT RESPONSIBILITIES***

1. Must know and adhere to course policies.
2. Must direct academic complaints through appropriate channels.

3. If requested, meet with the instructor at a mutually convenient time.
4. Attend meetings as required by the grievance procedures.

### ***TEXTBOOK SELECTION AND BOOK ORDERS***

1. Textbook orders should be requested from faculty by Department Office Assistants approximately 12 weeks prior to the start of the semester.
2. The number of books ordered will be based on the maximum class size for your course plus five "safety" copies.
3. Publishers generally need a minimum notice of four weeks to ensure timely delivery.
4. If the faculty member needs a desk copy, instructor's manual, solutions booklet, or other available items for the text, he/she should inform the department's office assistant.

## ***SCHOOL OF BUSINESS ADMINISTRATION***

### ***ANNUAL REPORT***

1. Each year every faculty member is expected to complete an SBA annual report. The report highlights the faculty member's research, teaching and service activities. Included will be such things as professional meetings attended, publications, research in progress, committee activities, and significant factors related to instructional work.
2. The report covers the twelve-month period running from May 1 through April 30 and is to be submitted via Digital Measures no later than May 15 of each year.
3. The Dean's Office will generate a report of the submitted information.
4. The report is used by the Dean's Office to compile the annual report of the School of Business Administration as well as to provide evidential support for faculty merit adjustments for the next academic year.

### ***ASSEMBLY***

1. The Assembly is the legislative body of the School of Business Administration and is composed of all faculty in the SBA who hold full-time appointments, student representatives and any other persons to whom the Assembly may extend an invitation. All members have full voting rights.
2. The Assembly meets a minimum of two times during each of the Fall and Winter semesters.
3. The following committees were formed from the Assembly: AOC, CAC, CAP, GCC, LAC, RAC, UCC, and SBAEC. See individual listings for details.

### ***BOARD OF VISITORS***

Recognizing the need for a direct link between the business community and the SBA, the School established a Board of Visitors in the Fall of 1979. The Board is composed of corporate and professional leaders from the Detroit metropolitan area. Board members assist the faculty of the School on projects and provide consultation on curricula design, goals and objectives, and research programs. Refer to the SBA website for the current listing of BOV members.

## **COMMENCEMENT**

1. Oakland University holds commencement ceremonies twice a year: May for Winter graduates; December for Summer and Fall graduates.
2. Arrangements to rent caps and gowns can be made through the University Book Center at faculty expense.

## **COMMITTEE SERVICE**

All regular and visiting faculty members, untenured or tenured, are expected to contribute an appropriate portion of their time to the committee activities of the department, SBA and Oakland University. While there is no prescribed amount of activity for each faculty member, the Dean's Office and the Executive Committee of the School will attempt to assign service work cognizant of the demands on the faculty member's time from other activities. As a rule, untenured faculty members will receive less service requirements in order to prioritize their research activities, although it is recognized that a certain amount of department, School and University service is part of the criteria for obtaining a favorable reappointment recommendation. The amount of service assigned to a respective faculty person will also reflect the intensity of the assignment.

### **1. ACHIEVE OVERSIGHT COMMITTEE (AOC)**

The ACHIEVE Oversight Committee oversees the ACHIEVE program. It consists of five faculty members (one from each department and one at-large) as voting members, as well as the Associate Dean, Director of Undergraduate Programs and a designee from Career Services as ex-officio members.

### **2. COMMITTEE ON APPOINTMENT AND PROMOTION (CAP)**

- a. CAP is the SBA committee under the Faculty Agreement responsible for evaluating the credentials of SBA faculty and making recommendations for:
  - i. Reappointment
  - ii. Tenure
  - iii. Promotion to associate and full professor
  - iv. Sabbaticals
- b. CAP also makes recommendations on the appointment of new faculty who are to receive credit for prior service toward tenure, as well as new faculty at the associate (tenured or untenured) and full professor levels.
- c. CAP consists of five faculty, three of whom must be tenured.
- d. Each year it elects a Chairperson from its members.
- e. The members of CAP are elected by the full time faculty of the School and serve for three-year staggered terms.
- f. Depending on the level of the review, CAP makes its recommendations either to the Dean of the School of Business Administration or to the Faculty Re-employment and Promotion Committee (FRPC).



### **3. COMMITTEE ON EXCEPTIONS (COE)**

- a. The Committee on Exceptions (COE) is a sub-committee of the Undergraduate Curriculum Committee (UCC) consisting of three full-time faculty members and the Undergraduate Advising Coordinator who serves in an advisory capacity.
- b. The faculty members must have at least two years of experience in the SBA. The COE considers student petitions for waivers of SBA policies and/or degree requirements, and certain specific university policies and/or degree requirements.
- c. The COE also approves undergraduate student grade change requests submitted by SBA faculty.

### **4. COMPUTER ADVISORY COMMITTEE (CAC)**

The SBA Computer Advisory Committee is a faculty committee, which advises the Dean on departmental computing issues which affect the faculty and student body as a whole. One faculty member from each department is a voting member and an associate dean, the SBA Computer Facilities Coordinator, the SBA Information Technology Specialist and the SBA System Administrator are non-voting members. Examples include hardware and software acquisition priorities, office automation, and forward planning.

### **5. FACULTY RE-EMPLOYMENT AND PROMOTION COMMITTEE (FRPC)**

The university-wide Faculty Re-employment and Promotion Committee, under the Faculty Agreement, consists of elected tenured faculty representing the various areas of the University. There is currently one delegate from the SBA who serves a three-year term. The FRPC reviews all cases brought to it by the CAPs of the various academic units regarding recommendations for promotion and/or the conferring of tenure. The FRPC also reviews cases referred to it by the Provost involving contract renewals for some assistant professors and special instructors. Cases are examined on both procedural and substantive grounds to determine if the recommendations of the CAP can be supported. Committee sessions are closed and the proceedings confidential. The FRPC recommendations are made to the Provost.

### **6. GRADUATE ADMISSIONS COMMITTEE (GAC)**

- a. It is the purpose of this sub-committee to review those applications to the graduate program which do not fall within the automatic accept or reject categories and to make admissions decisions.
- b. It is made up of three faculty members from the GCC with input from two non-voting members, the Associate Dean of the SBA and the Coordinator of Graduate Business Programs.

## **7. GRADUATE CURRICULUM COMMITTEE (GCC)**

The GCC originates curricular changes to the SBA's graduate programs and passes its recommendation on to the SBAEC for Assembly consideration. It is composed of five faculty (one from each department and one at-large) who are voting members, and the Associate Dean and the Director of Graduate Programs who are non-voting members.

## **8. LEARNING ASSURANCE COMMITTEE (LAC)**

The LAC oversees the SBA's learning assurance process. It consists of six faculty (one from each department, one representing undergraduate programs and one from graduate programs) who are voting members, and the Associate Dean who is a non-voting member.

## **9. RESEARCH ADVISORY COMMITTEE (RAC)**

The SBA Research Advisory Committee consists of one member elected from each department. It recommends the policies and procedures for the awarding of faculty research fellowships, support grants and other research awards funded by the SBA. The Committee also screens all proposals and recommends recipients to the Dean.

## **10. SBA EXECUTIVE COMMITTEE (SBAEC)**

In addition to setting the agenda for Assembly meetings, SBAEC recommends curricular and academic policies and advises the Dean on administrative matters referred to it. SBAEC is chaired by the Dean. In addition to the Dean, the membership includes associate deans, Assistant Deans, the department chairs, the Coordinator of Undergraduate Advising, the Coordinator of Graduate Business Programs, the Director of Development, and an elected faculty representative. The Assistant Deans, the Coordinator of Undergraduate Advising, the Coordinator of Graduate Business Programs, and the Director of Development are ex-officio, non-voting members of the Committee. Meeting agendas and minutes are maintained in the Dean's Office and on the *sbadata\$* on '*sba\_server*' (J:) drive.

## **11. TEACHING AND LEARNING COMMITTEE (TLC)**

This is a standing University Senate committee whose charge is to promote the teaching function and the learning process by sponsoring incentives for good teaching and by publicizing, within the University, significant ideas and approaches to teaching and learning. The committee accomplishes this by making available small grants (approximately \$250-\$300) aimed mostly toward developing educational-type ideas that help the teaching process. Also, a small monetary award for Teaching Excellence is offered by this committee annually. Announcements of award availability are sent out periodically to the faculty.

## **12. UNDERGRADUATE CURRICULUM COMMITTEE (UCC)**

The UCC originates curricular changes to the SBA's undergraduate programs and passes its recommendation on to the SBAEC for Assembly consideration. It is composed of five faculty (one from each department and one at-large) who are voting members, and an Associate Dean and the Director of Undergraduate Programs who are non-voting members.

## **13. UNIVERSITY RESEARCH COMMITTEE (URC)**

The University Research Committee (URC) is comprised of ten faculty members, including two faculty representatives appointed by the Graduate Council. Membership also includes the Vice Provost for Research as an ex-officio and non-voting member. The charge of the Committee is "to encourage and promote scholarship, advanced studies, and research among students and the tenured and tenure-track faculty of Oakland University". The URC's responsibilities include, in particular, the evaluation of applications for intramural URC research funds and the allocation of these funds. More generally, they include protection and development of practices and policies conducive to URC funded scholarly activity. Scholarship is interpreted broadly and, in particular, includes creative endeavors.

The URC meets throughout the academic year to provide an uninterrupted flow of service to faculty and students. With the exception of URC members, students and faculty bargaining unit members at Oakland University are invited to apply for research support under the categories and conditions outlined in these guidelines. Faculty funded under URC programs must have an active employment contract at the time of the application and during the period of completing their research project.

## ***CAP MATERIALS, PREPARATION AND PROCESSES***

The documentation for the faculty evaluation process is found in the AAUP Agreement, the Faculty Resource Guide and The Criteria, Procedures and Documentation for the Faculty Evaluation Process ("CAP Criteria"). This document is found in a folder on the *sbadata\$ on 'sba\_server' (J:)*. This includes all due dates for the SBA. For FRPC due dates, contact the Dean's Office.

The Dean's Office, faculty, department chairs, and the Department Office Assistants each have a vital role in running and maintaining the faculty evaluation process.

### **Dean's Office/Assistant to the Dean**

1. Informs faculty members of upcoming review procedures and submission deadlines.
2. Maintains an up-to-date list of the faculty (by department) who are up for review each academic year.
3. Oversees the completion of the core dossier, supporting materials and documentation by the Department Office Assistants.

### **Faculty**

1. Prepares, organizes and submits all materials to the appropriate Department Chair in a binder, organized according to the CAP Criteria using the Checklist for Faculty Reappointment/Promotion Dossiers.
2. All materials submitted are to be copy ready.

### **Department Chair**

1. Reviews the materials submitted using the Checklist for Faculty Reappointment/Promotion Dossiers.
2. Both the candidate and the Chairperson are to sign the checklist.
3. The binders containing the core dossier, research and teaching supporting materials are given to the office assistant.

### **Department Office Assistant**

1. Delivers the research and teaching binders to the Office of the Dean.
2. Prepares the core dossier as follows:
  - a. Re-type (if necessary) the Table of Contents to match the corresponding sections of the dossier.
  - b. Ensure that all documentation is submitted and is in order according to the checklist; including the copy of the Criteria, Procedures and Documentation for the Faculty Evaluation Process (CAP Criteria”).
  - c. Prepare a copy of core dossier for each CAP member and the Dean’s Office (seven copies).
    - i. Copy documentation on three-hole paper and place in “ACCO” binders.
    - ii. Label binders indicating faculty member’s name, school, type of review (c.2, c.3, etc.) and the words “CORE DOSSIER.”
    - iii. Retain and file the original.
3. After CAP approval, the core dossier is prepared by the office assistants for FRPC (except for c1 and positive c2 reviews) as follows:
  - a. Add the CAP recommendation letter to the core dossier along with any new documentation.
  - b. Add page numbers to the core dossier.
  - c. Add corresponding page numbers to the Table of Contents.
  - d. Copy onto 3-hole paper and put into ACCO binders.
  - e. Label the cover including the faculty member’s name, the words, the type of review (i.e., c2, c4, 41.i ), and the words “Core Dossier.”
  - f. Prepare enough copies for the FRPC and the Provost’s office (about 11 copies).
  - g. Bring completed copies to the Chair of FRPC and Provost’s Office by the due date.

Note: Completed copies of dossiers should look like the original. They should all be in labeled “ACCO” binders with tab dividers.

### **COMPUTER FACILITIES ADMINISTRATION (CFA)**

Computer Facilities Administration (CFA) is the Information Technology support team within the School of Business Administration. CFA works closely with University Technology Service (UTS) for SBA and campus-wide desktop standardization, licensing agreement, upgrade and implementation of network, hardware, software, and classroom support. CFA serves primarily

SBA faculty (full and part-time), support staff, SBA academic and non-academic programs, and SBA/OU students.

# **1. CFA Staff**

<u>Title/Position</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Office</u>
Facilities Admin.	Peggy Chiu	<a href="mailto:chiu@oakland.edu">chiu@oakland.edu</a>	4411	213 EH
System Admin.	Juan Carlos-Mendez	<a href="mailto:mendezsa@oakland.edu">mendezsa@oakland.edu</a>	3568	217 EH
SBA Help Desk		<a href="mailto:sbahelp@oakland.edu">sbahelp@oakland.edu</a>	4411	213 EH
Student Lab Monitors			3202	215 EH

# **2. CFA Service Hours**

Administrators	All year	8:00 a.m.—5:00 p.m.	Monday-Friday
Student Lab Monitors	Fall/Winter	8:00 a.m. - 10:00 p.m.	Monday-Thursday
		8:00 a.m. - 5:00 p.m. Friday	
		8:00 a.m. - 5:00 p.m. Saturday	
		1:00 p.m. - 6:00 p.m. Sunday	

Reduced hours for Summer as posted.

# **3. Services - SBA-CFA is responsible for, but not limited to, the following services within SBA:**

- Purchase and/or make recommendations regarding network, hardware and software;
- Installation and maintenance of SBA servers, five computer labs, desktop PCs, laptops, printers and related equipment;
- Authorize SBA network users' access accounts;
- Purchase and replace printer toner cartridges for all SBA owned printers;
- Maintenance of the SBA web site and related sources;
- Provide assistance in using EH classroom PCs and IT related equipment;
- Support of OU campus wide IT services such as Administrative System Banner, Google Email and Calendar, ADMNET, OPENNET and OU Desktop Standards.
- Database support (SQL Server, Oracle)
- Interface with OU for computer courseware

# **4. Service Expectations**

- For University wide issues, CFA is to respond to UTS' request to help locate problem areas within SBA or in the Elliott Hall building.
- If you have not received service or a response within two business days, email the administrator and copy the message to the Associate dean.
- If you are not satisfied with the service received, first inform the administrator of your problem or concern and then email a message to the Associate dean.

# **5. Non-services - SBA-CFA is not authorized for the following (frequently asked) services.**

- SBA-CFA, will assist with information, provide answers and/or contact the appropriate units to facilitate the process.
- a. OU Grizzly ID creation
  - b. OU Sail Account creation
  - c. OU Internet e-mail creation, reset password
  - d. OU email mailing list creation, cancellation, monitor list activities
  - e. OU UNIX/VAX account creation, cancellation
  - f. OU Google Calendar account creation, cancellation
6. **Printers** - The faculty member can either print to SBA network sharing printers or to their local office laser printer if available. Questions and problems concerning the use and support of these printers should be directed to CFA.
- a. 2nd Floor in 200C EH part-time offices network path [\\sba\\_server\hickory](\\sba_server\hickory)  
network path [\\sba\\_server\palm](\\sba_server\palm)  
network path [\\sba\\_server\coconut](\\sba_server\coconut)
  - b. 3rd Floor in Faculty workroom network path [\\sba\\_server\evergreen](\\sba_server\evergreen)
  - c. 4th Floor in 4 EH Mailroom network path [\\sba\\_server\bonsai](\\sba_server\bonsai)
7. **Servers** - SBA Faculty workstations including the part-time faculty PC's are networked and have access to the following servers:
- a. SBA Network (Ethernet LAN) running Microsoft Window 2002 Server
  - b. SBA\_Server (Primary Domain and File Server)
  - c. SBA Backup
  - d. SBA World Wide Web Server (WWW)
  - e. SBA Web Test Server (W3)
  - f. OU Network-ADMNET, OPENNET (if user account is created)
  - g. MichNet/Merit Statewide University Network
  - h. Internet Connection
8. **For more information regarding IT resources on campus, you may:**
- a. Contact CFA with your questions
  - b. Visit UTS Help Desk located at 220 Dodge Hall of Engineering
  - c. Visit the following websites:
  - d. SBA home page [www.sba.oakland.edu](http://www.sba.oakland.edu) - Click Student/Faculty Resource
  - e. OU home page [www.oakland.edu/](http://www.oakland.edu/) - Click IT
  - f. OU UTS [www.oakland.edu/uts/](http://www.oakland.edu/uts/)
  - g. OU Library <http://library.oakland.edu>
9. **Faculty SBA Web Page**
- a. Each full-time faculty may have a standard web page on the SBA web site which contains basic faculty demographic information (i.e. name, title, email address, etc.), along with a photograph. Faculty can create links to other sites or expand the home web as desired. Information on how to access the SBA web site is available by contacting CFA.
  - b. Faculty members must follow OU guidelines for the content of their web pages.
  - c. SBA's web page is for academic use only.
  - d. Faculty members are fully responsible for the content of their home page.
  - e. Any comment for feedback must be sent directly to the faculty member.
  - f. SBA web masters and CFA oversee all web activities posted on the SBA site and reserve the right to make changes if necessary.

**10. Laptops**

- a. Faculty who require a laptop for a presentation and/or a class should contact their Department Office Assistant to reserve a unit. Because each department receives laptops that are shared among the faculty, availability is on a “first come, first served” basis.
- b. The instructor is responsible for the maintenance, troubleshooting, set-up and installation of network hardware and software, as well as the overall support and operation of the units.
- c. The CFA does not have laptops available.

11. **Projectors** - Faculty who wish to use a laptop with a projector (SONY, INFOCUS) need to contact the Classroom Support and Instructional Technical Center (CSITC) at 370-2461 or visit their office in Room 116, Varner Hall. The ITC web site is: [www.oakland.edu/csits/](http://www.oakland.edu/csits/)

12. **Remote Access** - Faculty members who wish to connect remotely from an off-site location to the OU network can contact SBA-CFA to obtain information for installation and set-up of their PCs. The OU UTS also provides services for faculty with questions or problems dialing from a remote site. View Remote access Documentation under UTS web site at: [www.oakland.edu/secs/cto/remote](http://www.oakland.edu/secs/cto/remote).

13. **Service Issues** – The Computer Facilities Administration provides service in the computer labs and in support of the students, part-time faculty, full-time faculty and staff of the SBA. If there are any issues of timeliness or service that cannot be resolved directly with the CFA staff, please email the Associate dean.

**COMPUTER LABORATORIES**

**1. Open Lab:**

- a. The SBA Open Computer Lab is located in 215 EH and is managed by SBA's CFA. It is a student PC lab with 46 workstations and two networked laser printers. This lab is available to all OU students, staff, faculty, and registered guests for the use of computing.
- b. The Open Lab PC is "ghosted" with academic software images at the beginning of each term. Users are not allowed to install private or unauthorized software, nor change any of the settings. Software may change from term to terms based on need. Information on software availability can be obtained through CFA.
- c. The Open Lab is open 78 hours per week during the Fall and Winter semesters and 65 hours per week or less during the Summer semester.
- d. Normal operating hours are:
  - a. Monday-Thursday 8:00 a.m. – 10:00 p.m.
  - b. Friday 8:00 a.m. - 5:00 p.m.
  - c. Saturday 8:00 a.m. - 5:00 p.m.
  - d. Sunday 1:00 p.m. - 6:00 p.m.

**2. Teaching Computer Lab 1**

- e. Teaching Computer Lab 1 is located in 223 EH and is managed by SBA's CFA. It is reserved for classes, workshops, training, Summer computer camps, and other activities based upon availability. It contains a total of 36 seats for students and 36 workstations, including a unit for the instructor. Information regarding reservations can be obtained by contacting the CFA. As this facility is much in demand, access is not guaranteed.

- f. During the Fall and Winter terms, this lab is scheduled for academic courses Monday through Thursday nights, as well as many daytime hours. If you have a reservation, access is made available approximately 30 minutes prior to the class time, in order to prepare the lesson.
  - g. The Teaching Lab is made available to students when there are no classes scheduled; during the busy times of the term (i.e. midterm and finals week).
  - h. NOTE: If the Teaching Lab is not available, CFA will contact the OU Student Computer Lab (SCL) to check the availability of other computer labs on campus. SCL has their schedule and deadline for software installation. Please contact CFA for details.
- 2. **Teaching Computer Lab 2** - Teaching Computer Lab 2 is located in 202 EH and is managed by SBA's CFA. This facility contains 45 workstations, including one unit for the instructor. All the parameters for the Teaching Computer Lab 1 apply.
  - 3. **Teaching Computer Lab 3** - Teaching Computer Lab 3 is located in 200C EH and is managed by SBA's CFA. This facility contains 28 workstations, including one unit for the instructor. All the parameters for the Teaching Computer Lab 1 apply.
  - 4. **Elliott Hall Classroom PCs**
    - a. Each classroom in EH is equipped with the standard teaching and projecting tools. SBA-CFA does not maintain nor support this equipment. They will assist with the use of the technology. Questions and troubleshooting of the classroom PC should be directed to Classroom Support and Instructional Technical Center (CSITC) at 370-2461, [www.oakland.edu/csits/](http://www.oakland.edu/csits/) or visit their office in Room 116, Varner Hall.
    - b. Instructor station-PC (DVD, CD, VHS, Computer), Speakers, Starboard
    - c. ELMO or document camera for transparency and written materials
    - d. Projector screen (manual and automatic operated)
    - e. Remote control unit
    - f. Data port for laptop
    - g. Internet/Wireless OU Network
    - h. USB port for flash card (thumb drive)
  - 5. **Classroom PCs in Other Campus Buildings** - To request and obtain classroom PC support and service, contact Classroom Support and Instructional Technical Center (CSITC) at 370-2461, [www.oakland.edu/csits/](http://www.oakland.edu/csits/) or visit their office in Room 116, Varner Hall.

### ***DATABASES AND DATABASE SUPPORT SERVICE***

- 1. The SBA has several databases and database servers to support classroom instruction and research.
- 2. Database Servers include:
  - a. Microsoft Access
  - b. Oracle
  - c. Microsoft SQL server
  - d. MSDNAA
  - e. Linux
- 3. The databases of data available for research and/or classroom use include:
  - a. CRSP financial data
  - b. COMPUSTAT financial data



4. Support for these databases and database servers and WebCT is provided by the IT Analyst, 4962, or in person at 217 EH.

### ***COURSE MANGEMENT SOFTWARE – MOODLE***

1. Moodle is the course management software supported at Oakland University and in the SBA.
2. Moodle provides management of the following aspects of the course:
  - a. Course syllabus or outline.
  - b. Course material or content – notes, charts, presentations in the class.
  - c. Assignments.
  - d. Quizzes and self-tests.
  - e. Glossary of terms.
  - f. Links to relevant websites and student web pages.
  - g. Student discussion boards.
  - h. Email related to and among the faculty and students in the course.
  - i. Chat sessions among the students and faculty in the courses.
  - j. Student progress tracking.
3. More Information on Moodle, OU Courseweb, and other course uses of the Web is available on the Web at e-Learning and Instructional Support: [www2.oakland.edu/elis/](http://www2.oakland.edu/elis/) and includes the following links:
  - a. [Welcome to e-Lis](#)
  - b. [Moodle](#)
  - c. [OU Courseweb](#)
  - d. [e-Learning Help Docs](#)
  - e. [Web Application Development](#)
  - f. [Web Site Prototyping & Support](#)

### ***COMPUTER TRAINING - e-Learning and Instructional Support (eLIS)***

1. E-learning and Instructional Support (eLIS) provides computer services and information for faculty members.
2. Information such as University hardware/software purchasing, dialup to OU net, Banner overview, networking issues, and web mail, is easily accessible by visiting [www2.oakland.edu/elis/](http://www2.oakland.edu/elis/) or dialing the Help Desk office at (248) 370-4560.
3. Another major function of eLIS is to offer computer training on a regular basis. Classes include Banner, Moodle, Word, Excel, Access, Web design, email and many other topics as deemed appropriate by the department. Faculty can obtain the monthly training schedule in the SBA mailroom or check the eLIS training web site at [www2.oakland.edu/elis/facwork\\_cal.cfm](http://www2.oakland.edu/elis/facwork_cal.cfm).

### ***CONSTITUTION AND BY-LAWS***

The Constitution of the School of Business Administration and its By-Laws are the official governing document of the School. See Appendix H. Copies are available from the Dean's Office and on the *sbadata\$(\sba\_server)(J:)* drive. The Constitution and its By-Laws include descriptions of the make-up and roles of the following committees: SBAEC, CAP, GCC, UCC, RAC, AOC, and LAC.

## ***DEPARTMENT CHAIRS***

The Oakland University Faculty Agreement requires Oakland to consult with all tenure-track faculty in a given department about the appointment of a chairperson. Further, the contract specifically gives Oakland the authority to select a chairperson. The initial step in that consultation process for the School of Business Administration will be a secret ballot of all departmental faculty.

Appendix F describes the process for appointment of a chairperson. The Dean will inform departmental faculty, including those on leave, of appropriate consultation times and dates for the balloting process. All current tenure-track faculty (tenured or untenured) and special instructors are nominees unless they withdraw from consideration.

Each full-time faculty member, non-visiting and visiting, including those on leave, assigned to a specific department for Chairperson compensation purposes will be entitled to cast a ballot. In addition, other full-time faculty members, except chairs of other departments, will be entitled to vote for the Department Chairperson if they have taught two or more courses each academic year within that department since joining the School of Business Administration or within the last two years, whichever is less. Departments may extend voting privileges to other faculty if they wish.

Prior to the ballot, the departmental faculty will meet to hear the views of all candidates for Chairperson on departmental issues. The ballot will be prepared and distributed by the SBA Department Office Assistant no later than one week after the abovementioned departmental meeting. The ballot will remain open at least five working days. The Department Office Assistant will receive ballots in sealed and signed envelopes, and the ballots will be placed in a closed box with a slit on the top. As ballots are received, the Department Office Assistant will check-off the names from a list of eligible voters. Faculty who cannot respond by mail within the time of the election may telephone or email the Department Office Assistant, who is authorized to record an absentee ballot. The ballots will be counted by the two most senior faculty members (not including chairpersons) in the alphabetically next lower department (i.e., DIS counts A&F, ECN counts DIS, etc.) If no candidate receives a majority of the votes cast, a runoff will be held between the top two candidates. In case of ties, balloting will continue among tied candidates.

The two faculty members who tabulate the votes will report the total number of votes cast, the names of the top two candidates, and the number of votes each received to the Dean and the departmental faculty. After considering the results of the vote, and such other consultation with departmental faculty as Oakland deems appropriate, Oakland will select the Department Chairperson. If the Oakland Chair selection differs from the outcome of the departmental ballot, the Dean will meet with the departmental faculty to explain the decision. Departments wishing to amend this procedure must receive Assembly approval of the amendments. Proposed amendments should be submitted to the Executive Committee through the Dean's office. In the absence of Assembly-approved exceptions, these procedures shall apply to all departments.

## ***DISTINGUISHED SERVICE AWARD***

In 1993 the Distinguished Service Award for the School of Business Administration was established. The purpose of the award is to recognize faculty members who through their service activities have brought benefit to and reflected favorably on their department, the SBA, the University, their professions, and the community (Appendix G).

The winner of the Distinguished Service Award will receive a check for \$1000 and a plaque from the SBA. The Committee may also recognize exemplary service rendered by other nominees by awarding some Honorable Mentions. Each recipient of an Honorable Mention will receive a check for \$100. For nomination procedures and application see Appendix G.

## ***KEYS***

1. In an effort to maintain proper security within Elliott Hall, key requests are processed through the Dean's Office for full-time faculty and staff.
2. One set of keys is issued to each new full-time faculty member.
3. Classroom (or "Z" keys) are assigned at the Classroom Support & Instructional Technology Services office in room 116, Varner Hall. You must present your "SpiritCard" ID card when signing out a "Z" key.
4. Should you leave your position with the SBA, these keys are to be returned to the Dean's office.
5. If these keys are lost or stolen, notify the Dean's Office immediately.

## ***MAIL***

1. Faculty members have mailbox space in the SBA Mailroom, 439 EH.
2. Faculty should check their mailbox/mailroom for deliveries on a regular basis.

## ***PAYCHECKS***

1. Paychecks are issued on the last working day of the month.
2. Paycheck delivery methods:
  - a. Automatic deposit into your checking or savings account (preferred method). This is available by completing the appropriate Direct Deposit Authorization form found at [https://www.oakland.edu/upload/docs/UHR/Direct\\_Deposit\\_Form.pdf](https://www.oakland.edu/upload/docs/UHR/Direct_Deposit_Form.pdf). This method expedites the availability of the funds for your use. Confirmation of the deposit is made via email to you from the Payroll Department or by visiting the UHR website (Appendix C) should you want to print out a pay stub.
  - b. Physical paychecks (if not enrolled in direct deposit) will be placed in your faculty mailbox sometime after 11:00 a.m. on payday.

## ***PROCTORS***

It is the responsibility of each faculty member to personally be present for each examination and to actively perform the proctoring role. The School recognizes that, in rare instances, a faculty member may need to schedule another professional activity related to their university job at the same time as an examination. In these cases a competent replacement, preferably a colleague, should be utilized.

## ***REIMBURSEMENT FOR PRE-APPROVED PURCHASES***

1. Reimbursement for pre-approved purchases will be made to a faculty member for necessary out-of-pocket expenditures in amounts up to and including \$500. For out-of-pocket expense that will not be reimbursed, see Exhibit 3 of Oakland University's Procurement Policy 1000 found at [www.oakland.edu/policies/1000](http://www.oakland.edu/policies/1000).
2. Approval for expenditures to be paid from department funds or school funds must be requested prior to purchase. Approval is required from the Department Chair for department funds, or a representative of the Dean's Office for school funds. Purchases made without prior approval by the Department Chair or the Dean's Office will not be reimbursed.
3. Reimbursement will be processed on a payment voucher. Original paperwork including itemized receipts, invoices, packing slips to confirm receipt of the goods (or confirmation signature) and original contracts, if applicable, are required for payment processing. Original paperwork, along with proof of pre-approval, must be submitted to the Department Office Assistant for processing within 30 days of purchase.
4. Reimbursements will only be paid to employees via direct deposit. Reimbursements for employees who are not set up to receive reimbursements from Accounts Payable via direct deposit will be held until they are set up.

## ***RETREAT***

The School of Business Administration has an annual faculty retreat in late August before the start of the Fall semester. At this event, new faculty and staff are encouraged to attend as they are introduced and recognized. Annual faculty awards are also presented at this event.

## ***SBA RESEARCH AWARDS***

In support of its mission, the School of Business Administration will provide funding of worthwhile research projects on a competitive basis. Proposals are received annually for Summer support (*see RAC*).

## ***SCANTRON MACHINE***

1. An optical mark reading machine is located in 337A Elliott Hall.
2. Operational assistance should be obtained from the appropriate Department Office Assistant. Service issues should be reported to the Office Assistant in 332 Elliott Hall.

## ***TEACHING EXCELLENCE AWARD***

Every year, one member of the School of Business Administration faculty is selected to receive the SBA Teaching Excellence Award. The award recognizes a faculty member for their dedication to effective teaching, making the “college experience” worthwhile to students and setting the foundation for a strong alumni partnership with the SBA. The home department of the receipt rotates from year to year. A list of eligible faculty is sent to all graduating seniors of the SBA. They are requested to vote for two professors in rank order. The votes are weighted, three and one respectively, for first and second place, and the recipient receives an award of \$1,000.

## ***TEACHING LOAD AND CLASS SCHEDULING POLICIES***

1. All teaching loads within the School of Business Administration shall conform to the University's requirements. Tenure track faculty who actively engage in research or related scholarly or professional work will be on a five course-teaching load (each course being three or four credit hours). Under normal conditions, a three-credit class shall receive a weight of four credits for load purposes. High priority will be given to assigning a maximum of two preparations in a given term. Higher teaching and/or service responsibilities may be assigned to faculty who are not judged to be productive in their research.
2. Because of the extensive demand for our evening undergraduate and MBA programs, all faculty will be expected to teach a minimum of two courses per academic year at night. Because we are limited by the number of available classrooms, prime time requests cannot always be honored. SBA classes are expected to run from 8:00 a.m. to 10:00 p.m. Monday through Friday, as well as Saturday mornings. Faculty should be prepared for assignments anywhere within these times.
3. Faculty may also be assigned to teach one class at a remote location (i.e. Seaholm High School or Macomb Community College) as part of his/her normal teaching load.
4. Displacement teaching from the academic year into Summer terms is not a matter of routine. Under exceptional circumstances and upon approval of the respective Department Chair and dean, displacement teaching may be permitted. Such a request ordinarily should be made at least six months before the start of the academic term involved.

## ***TELEPHONE, LONG DISTANCE CALLS AND FAXES***

1. Department chairs receive copies of all telephone calls. Additionally, fax charges are monitored.
2. A faculty member may be asked to account for personal calls and faxes.
3. Permission for international telephone calls and faxes must be obtained from the Department Chair who will then be responsible for the charges.

## ***TRAVEL***

The University will reimburse employees for travel expenses only when (complete OU travel policy is located at [www.oakland.edu/policies/1220/](http://www.oakland.edu/policies/1220/)).

- The travel is necessary to conduct university business;

- The travel has been properly authorized (completed and signed Travel Authorization Form - see Travel-Faculty Contract in Faculty section);
- The traveler provides the required documentation supporting the amount to be reimbursed; and
- Reimbursement has not been and will not be received from any other source.

**1. Reimbursement**

- a. Completed Travel Expense Voucher (with original receipts) submitted to Accounts Payable within 30 days of the date of return or within 15 days of return if for a travel advance;
- b. The University will reimburse employees only for reasonable and actual expenses.

**2. Transportation**

- a. Personal Vehicles—reimbursement at the current rate per mile between Oakland University and destination. Reimbursement limited to the standard airfare.
- b. Common Carrier—with supporting documentation, limited to standard airfare. Staying over Saturday to take advantage of reduced airfare is reimbursable if the cost of staying over does not exceed the difference in standard airfares.
- c. Rental Vehicles—University policy regarding rental cars is that car rental cost cannot be justified “by the offset of saving on other related lodging and travel cost” (i.e.: one cannot argue to stay in cheaper lodging and have a rental car covered by the savings). SBA policy limits reimbursement for local travel to the lesser of the cost of the shuttle service or rental car.
- d. Limousine Service—traveler must submit receipt.
- e. Taxis—no receipt required. However, expenses must be reasonable.
- f. Tolls—no receipt required.
- g. Parking—traveler must submit receipt if cost exceeds \$5.00 per day.
- h. Baggage Handling Tips--\$4.00 maximum per trip.

**3. Meals**

- a. Meal expenses and gratuities reimbursed for overnight travel, per university policy. Each meal will be reimbursed at actual cost up to maximum of the government set per diem to key cities.
- b. University reserves the right to request documentation for requests for reimbursement that appear unusual.
- c. Prepaid conference meals are not reimbursable. If you do not participate in a prepaid conference meal, reimbursement for a substitute meal will not be reimbursed.
- d. No reimbursement for alcoholic beverages.

**4. Lodging**

- a. Reimbursement made for actual cost of single-rate lodging (room charges and taxes only). Original lodging bill must be submitted. Receipt must be itemized. Credit card statements are not acceptable.

**5. Conference Expenses**

- a. Reimbursable for actual cost. Traveler must provide receipt.

## 6. Telephone

- a. Actual cost of telephone calls clearly for university business.  
Reimbursement requests must be accompanied by documentation of nature of call, date of call, names and business affiliations of persons called.

# OAKLAND UNIVERSITY

## ACADEMIC CALENDAR

The current OU Academic Calendar is available at: [www.oakland.edu/?id=9174&sid=219](http://www.oakland.edu/?id=9174&sid=219).

## ADA (*Americans with Disabilities Act*)

1. It is not appropriate for the instructor to inquire of any student if there is a physical disability that may affect their performance in a course.
2. Faculty are instructed that there is a formal procedure for the accommodation of students with physical challenges.
3. The following statement should be included verbatim in the syllabus; *“For students with disabilities requiring assistance, please contact the Office of Disability Support Services, 103A NFH, 370-3266.”*

## AUDIO VISUAL

1. Most classrooms at Oakland University are equipped with overhead projectors or document cameras.
2. Classrooms in Elliott Hall (EH) have internet access, LCD projection systems, PC's, and built in document cameras.
3. Most classrooms in the School of Engineering Building (SEB), Pawley Hall (PH) and South Foundations Hall (SFH) are technology enabled. If you require these special facilities, inform the Department Chair when course scheduling is being done. Information on the technology and size of a classroom is available at [www.oakland.edu/?id=14156&sid=310](http://www.oakland.edu/?id=14156&sid=310). If off-campus, email [mukherji@oakland.edu](mailto:mukherji@oakland.edu) for information on given classrooms.
4. To order audio-visual equipment, contact the Department Office Assistant at least 72 hours before the class period.
5. Films (see Appendix I) may also be ordered from the Classroom Support and Instructional Technical Center (CSITC) through the Department Office Assistant.
6. A videotape and laserdisc catalog is available on-line at Kresge Library. A personal Synergy account needs to be obtained through CSITC (see Appendix I).
7. If the course is taught at the Birmingham site, contact the Birmingham Office Assistant **at least one week in advance** of equipment/video needs (248) 370-3287.
8. For classroom audiovisual equipment operating instructions, see Appendix J.

## **DISABILITY SUPPORT SERVICES**

The ADA is a civil rights law that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life -- to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. Modeled after the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin, the ADA is an "equal opportunity" law, not a benefit program entitling you to specific services or financial assistance because of your disability.

Oakland University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) in prohibiting discrimination against any qualified person with a disability. Students with specific questions regarding the OUWB policies governing students with disabilities may contact the Oakland University [Office of Disabilities Support Services \(DSS\)](#) by phone at (248) 370-3266, located at [103A North Foundation Hall](#).

## **EMAIL AND WEB INFORMATION**

1. Oakland University automatically creates an Oakland University email account for each active Oakland University faculty member, both full-time and part-time.
2. Usage of Oakland University email must conform to University policies found at Administrative Policies and Procedures (see [www.oakland.edu/policies/420/](http://www.oakland.edu/policies/420/) ).
3. Once a new employee **is hired, and their paperwork is in Banner**, their record is sent to the directory service (of which email is one of the services provided).
4. For security reasons, the SAIL ID and PIN (created in that same Banner to directory process) has a default of "expired" on the PIN. That forces an employee to change the PIN on their first entry into SAIL.
5. Steps to activating your email account:
  - a. Get SAIL ID and PIN, login to SAIL and change PIN by following the instructions at: [www2.oakland.edu/secure/grizzid/resetpin/](http://www2.oakland.edu/secure/grizzid/resetpin/). Click on "Log into Secure Area."
  - b. Next, go to the email page <https://netid.oakland.edu/profile> to log in and get your email id and password. Click on "Obtain your account or reset your password."
  - c. If you do not know your ID and PIN or have problems, please contact the Registration Office at 248-370-3450.
  - d. Faculty email accounts are deleted one year after termination of employment.
  - e. Retired faculty accounts are not terminated until the Office of the Vice President of Academic Affairs and Provost provides notice of termination to University Technology Services.
  - f. SBA's URL is [www.sba.oakland.edu](http://www.sba.oakland.edu)
  - g. OU's main URL is [www.oakland.edu](http://www.oakland.edu)

## **EQUAL OPPORTUNITY POLICY (Amended by the Board of Trustees, June 8, 1995)**

Oakland University's Board of Trustees approved an Equal Opportunity Policy ("Policy") that provides that *"There shall be no unlawful discrimination against any person on the basis of race, gender, sexual orientation, age, height, weight, handicap, color, religion, creed, national origin*



*or ancestry, marital status, familial status, veteran status or applicable State and Federal antidiscrimination legislation in all of its activities in this area". (These are also prohibited by Michigan Civil Rights Act of 1995).*

### ***KRESGE LIBRARY***

1. Faculty have access to regular library privileges on presentation of your "SpiritCard" card.
2. Faculty who wish to place learning materials on reserve should contact the library personnel at the Circulation desk. Please allow several weeks processing time.

### ***OFFICE OF RESEARCH AND ACADEMIC DEVELOPMENT***

The Office of Research and Academic Development acts as the coordinating arm between Oakland and external funding agencies. The office provides service and information to faculty who want to obtain external support for their research projects. The office is also responsible for several university committees related to research, most notably the University Research Committee. The office also provides assistance to individuals by evaluating proposals for compliance with agency regulations and university requirements. It subscribes to various databases to assist in locating funding sources. The office periodically runs workshops and seminars to assist faculty in the preparation of proposals.

All proposals for external funding must have the approval of both the Dean of the SBA and the Office of Research and Academic Development.

### ***PARKING***

Oakland University provides convenient parking on a first-come, first-served basis for students, faculty, staff and guests.

The campus includes a limited number of restricted parking spaces to accommodate people with special needs. Restricted areas include those for university vehicles, head resident, trailer, handicapped and all loading areas. The OUPD may impose restrictions on a limited basis to accommodate parking for special events, including sports and theatre activities.

OU ordinances require that motorists park in designated spaces only. Parking on the grass, on the end of rows, on roadways or in fire lanes will result in a parking citation. Improper parking in areas reserved for the handicapped will result in a \$50 citation, and the vehicle will be towed at the owner's expense. Some areas require a permit, and overnight parking is restricted to designated lots.

### ***SEXUAL HARASSMENT POLICY***

Faculty members of Oakland University are strongly encouraged to complete and pass sexual harassment training, preferably within the first three days of their employment. The training is available online at [www.oakland.edu/uhr/training/enroll/](http://www.oakland.edu/uhr/training/enroll/).

1. Sexual harassment includes explicitly or implicitly required sexual favors as a term or condition of an individual's employment, education, or use of educational facilities. Sexual harassment also includes conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or use of University services, or which creates an intimidating, hostile, or offensive working, educational or service environment.
2. Examples of sexual harassment include, but are not limited to, sexual assault, unwelcome sexual propositions, sexually graphic comments about a person's body, touching, patting, pinching, leering, persistent sexual jokes or comments, and displays of sexually graphic pictures.
3. For further information regarding Oakland University's discrimination/sexual harassment policy visit administrative policy #710 & #890 at [www.oakland.edu/policies/](http://www.oakland.edu/policies/).

### ***UNIVERSITY CLOSING PROCEDURES***

1. To ensure continuity of services to students and the public, it is the policy of Oakland University to remain open except under extreme conditions. During extreme conditions, the University may initiate cancellation of classes, emergency closing or early release of employees. Responsibility for such a decision rests with the Vice President for Finance and Administration in consultation with the President and Senior Vice President for Academic Affairs and Provost.
2. When an emergency closing is declared, students and employees will receive notice of closing, customarily by local media and/or, for employees, established departmental procedures.
3. During emergency closings and cancellation of classes, Oakland University classes at the Macomb Intermediate School District (MISD), Macomb University Center (MUC), Seaholm/Birmingham and Anton Frankel Center (AFC) will also be cancelled.

*Complete University Closing Procedures are located at [www.oakland.edu/policies/482/](http://www.oakland.edu/policies/482/).*

### ***UNIVERSITY IDENTIFICATION CARD***

1. The "SpiritCard" is the official picture identification card of Oakland University and can be obtained in the Oakland Center, Room 112, (248) 370-2291, Monday-Friday, 8:00 a.m. – 5:00 p.m. Faculty must show picture ID (driver's license, passport, state ID) and verification of employment available from University Human Resources.
2. To report lost or stolen cards during regular business hours, call the ID card office at (248) 370-2291. After hours, call the **OU Police Department**, (248) 370-3331.
3. All card functions are frozen until you receive a replacement card.

### ***UNIVERSITY SENATE***

The Senate is an all-university governance body whose membership includes administrative officers, students and faculty members elected for two-year terms to represent their academic units. The Vice President for Academic Affairs is its presiding officer. It serves as a legislative forum that meets monthly during the academic year. The Senate recommends new degree programs to the president and the board and must approve the constitutions of colleges and

schools. It determines academic policies and provides opportunity for public deliberation on issues of importance to the university.

The standing committees of the Senate are sources of University service experience and exposure for faculty. The Standing Senate Committees are:

- Academic and Career Advising Committee
- Academic Computing Committee
- Academic Conduct Committee
- Academic Standing and Honors Committee
- Admissions on Financial Aid Committee
- Campus Development and Environment Committee
- General Education Committee
- Graduate Council
- Honorary Degree Committee
- Research Committee
- Senate Athletic Committee
- Senate Budget Committee
- Senate Library Committee
- Senate Planning Review Committee
- Teaching and Learning Committee
- University Committee on Assessment
- University Committee on Undergraduate Instruction (UCUI)

The SBA has six representatives on the University Senate: five elected faculty and the Dean.

## ***Appendix A***

### **SBA Assurance of Learning Process**

Passed by Assembly April 2008

Revised by Assembly April 2009

The learning assurance process is an SBA initiative to continuously assess and improve the quality of all SBA programs. The SBA has identified a set of learning goals and objectives for its programs. These goals will be assessed on a two-year cycle. The learning assurance process will be overseen by the Learning Assurance Committee (LAC), which is an SBA standing committee. The composition of the LAC is defined in the SBA By-Laws.

The following is a description of the process for the assessment of each learning goal.

#### **Timeline for Notifying Instructors**

1. In accordance with the assessment schedule, one month prior to the Fall and Winter semesters, the LAC will inform relevant departments that a course(s) in their departments will be used for assessment in the following semester. At this time the committee will work with the involved departments to receive the names of all instructors who will be teaching the courses in which assessment will be conducted. The LAC will inform the instructors of the steps involved in assessing a learning goal in a given course.
2. To increase student awareness of the assessment process all faculty teaching pre-core and core courses will be requested to include the learning goal and objectives relevant for their course in their syllabi. A separate document that lists all goals and objectives will be given to the instructors (electronically and in hard copy) for distribution with their syllabi.
3. Three weeks after the beginning of a semester, the LAC will review the syllabi of all sections involved in the assessment process to ensure that the appropriate learning goal and objectives have been included in the syllabi. In case the goal and objectives are not mentioned in the syllabus the instructor and Department Chair will be notified and the instructor will be requested to distribute an updated syllabus electronically or by hard copy. This ensures that from the beginning of the term both the instructor and students of a course are aware that assessment will be conducted in that course in that semester.

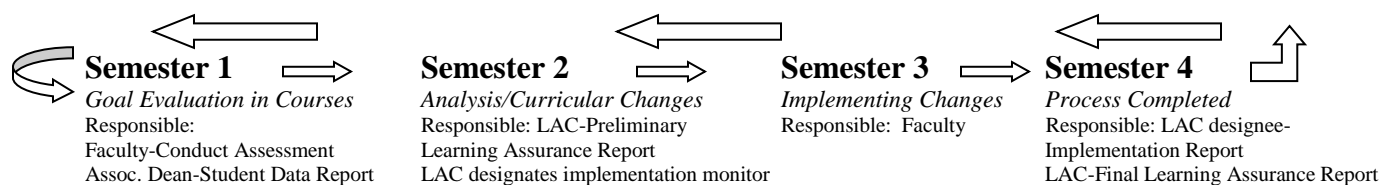
#### **Assessment of Student Work**

4. Instructors who teach the same course can create a common instrument to assess the learning goal, however it is *not* required. Instructors can conduct assessment at any time during the semester.
5. The instrument being used for learning assurance should be graded as part of the course. For the purpose of learning assurance, grades must be assigned in accordance with the rubric for the learning goal. However, the instructor may choose to use a different grading rubric for assigning a grade for the course.

6. By January 15<sup>th</sup> (for Fall semester) and May 15<sup>th</sup> (for Winter semester), instructors will be requested to submit the scores assigned to all students for each learning objective to the Associate dean. At this time the instructor will also submit the instrument(s) used for assessment and at least nine samples (if available) of student work (three for each competency level) that were assessed as 1 (Does Not Meet Expectations), 2 (Meets Expectations), and 3 (Exceeds Expectations) for **each** learning objective.

### **Analysis of Results and Closing of the Loop**

7. Upon receiving the results and instruments for a learning goal from all instructors involved in learning assurance in the previous semester, the LAC will summarize the results of its assessment in the Student Data Report.
8. The Student Data report and other information will be used by the LAC to write a Preliminary Learning Assurance Report for the learning goal. If the Student Data Report shows that the School does not meet its learning goal criteria, the Learning Assurance Report will recommend programmatic, curricular, instructional, and/or process (mission, goals, objectives, rubric, scoring) or other changes that they believe will help the School meet the criteria.
9. The LAC will share this report with the instructors, department chairs, and the Executive Committee of the SBA.
10. The involved department(s) will be requested to review the report and determine its implementation strategy. Midway through the second semester after the changes are adopted the department will write an Implementation Report (Semester 4) and submit it to LAC.
11. The LAC will review that report and issue a Final Learning Assurance Report for the learning goal (Semester 4 also).
12. The process begins again, with learning goal evaluation in the selected courses, the following semester.
13. The schematic illustrates the four semester learning assurance process for one goal.



14. All results reported to the Dean's Office will be shared with the Executive Committee and then reported to the SBA at the next Assembly meeting.

## **Oversight of Programs That Have Separate Assessment**

### **Process Review**

15. The Assembly can modify this process by a simple majority vote. This process will be included in the SBA's Full Time Faculty Policy and Procedures Manual and in the SBA's Policy and Procedures Manual for Full-time and Part-Time Faculty.
16. The SBA will on a regular basis seek an external review of the Learning Assurance process. The review will be focused on a single Learning Goal and will address items such as:
  - the appropriateness of a goal, its objectives, and the instruments that were used for its assessment
  - the suitability of the process for learning assurance with regards to the goal
  - the suitability of the curricular and non-curricular changes that were implementedA written report addressing these issues will be expected and shared with the faculty after evaluation by the LAC.

## ***Appendix B***

### **Academic Conduct Policy**

All members of the academic community at Oakland are expected to practice and uphold standards of academic integrity and honesty. An instructor is expected to inform and instruct students about the procedures and standards of research and documentation required of students in fulfilling course work. A student is expected to follow such instructions and be sure the rules and procedures are understood in order to avoid inadvertent misrepresentation of his work. Students must assume that individual (unaided) work on exams and lab reports and documentation of sources is expected unless the instructor specifically says that is not necessary.

**\* ACADEMIC INTEGRITY MEANS REPRESENTING ONESELF AND ONE'S WORK HONESTLY. MISREPRESENTATION OF ONE'S WORK IS CHEATING AND TAKES TWO FORMS. THE FIRST OF THESE IS CLAIMING CREDIT FOR IDEAS AND WORK WHICH ARE ACTUALLY NOT ONE'S OWN AND THEREBY TRYING TO GET A GRADE ONE HAS NOT ACTUALLY EARNED. THE SECOND IS SUBMITTING WORK FOR A COURSE ONE IS PRESENTLY TAKING WHICH ONE HAS ACTUALLY COMPLETED FOR A COURSE TAKEN IN THE PAST OR IS, IN FACT, ALSO COMPLETING FOR ANOTHER PRESENT COURSE. UNDER SOME CIRCUMSTANCES, AN INSTRUCTOR MIGHT PERMIT A STUDENT TO SUBMIT FOR A PRESENT COURSE WORK COMPLETED FOR A PAST COURSE OR ANOTHER PRESENT COURSE, BUT THE INSTRUCTOR'S PERMISSION MUST BE RECEIVED BEFORE A STUDENT DOES THIS. THE FOLLOWING DEFINITIONS ARE EXAMPLES OF ACADEMIC DISHONESTY:**

1. Cheating on examinations by:
  - a. using materials such as books and/or notes when not authorized by the instructor,
  - b. by taking advantage of prior information not authorized by the instructor regarding questions to be asked on the exam,
  - c. copying from someone else's paper,
  - d. helping someone else copy work or
  - e. other forms of misrepresentation.

Students would be well advised to be careful to avoid the appearance of cheating. Wording in upper case is entirely new wording and represents the principal change proposed by the Committee. The previous wording of this paragraph is as follows: Academic integrity means representing oneself and one's work honestly; misrepresentation is cheating since it means a student is claiming credit for ideas or work that is not actually his and is thereby trying to get a grade that is not actually earned. The following definitions are examples of academic dishonesty:

2. Plagiarizing from work of others. Plagiarism is using someone else's work or ideas without giving the other person credit; by doing this, a student is, in effect, claiming credit for someone else's thinking. Whether the student has read or heard the information he uses, the student must document the source of information. When dealing with written sources, a clear distinction would be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases

(which digest the source information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Just because a student rephrases, condenses or selects from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Naturally, buying a paper and handing it in as one's own work is plagiarism.

3. Cheating on lab reports by:
  - a. falsifying data or
  - b. submitting data not based on student's own work.
4. Falsifying records or providing misinformation regarding one's credentials.

If a student feels that practices by the instructor are conducive to cheating, he may convey this information either directly to the instructor or to the PACE Director. Instructors are expected to bring evidence of plagiarism, cheating on exams or lab reports, falsification of records or other forms of academic misconduct before the Academic Conduct Committee of the University Senate for determination of the facts in the case and a if warranted, assessment of penalty. If academic misconduct is determined the Committee assesses penalties ranging from academic disciplinary reprimand (which is part of the student's confidential University file), to academic probation to suspension or dismissal from the University.

#### GUIDELINES FOR INSTRUCTORS

Instructors have at least three roles to play in maintaining proper standards of academic conduct:

1. To assist their students in recognizing the way in which general standards apply in context of a particular course or discipline.
2. To take practical steps to prevent cheating and to detect it when it occurs.
3. To report academic misconduct to the PACE Director.



## ***Appendix C***

### **“UHR Web for Employees”**

Banner’s Web for Employees allows OU employees access to their human resource records 24 hours a day, seven days a week.

Payroll, benefits, deductions, year-to-date earnings and beneficiary information are included on Web for Employees. Employees can also check the University’s contribution to their retirement plan. In addition, there is a link to download forms, including change of address for dependents.

Employees should log on to the site and change their personal identification number, as well as making sure that all the information in complete and accurate.

Because human resource functions of Banner were not implemented until 1999, the historical information regarding salary and benefits is limited to entries as of that year.

Employees who find an error or omission in their records should send an email message to:

- [benefits@oakland.edu](mailto:benefits@oakland.edu) – for benefits-related issues
- [ou-payroll@oakland.edu](mailto:ou-payroll@oakland.edu) - for pay or job-related issues.

Individuals who don’t have regular access to a computer can call the Benefit Services Office at (248) 370-3476 or the Payroll Office at (248) 370-3472.

Training is available for employees who do not have access to computer at work or home. Those interested in training should contact the e-LIS Training Office at (248) 370-4579 to sign up for a class or sign up online via the e-LIS Training website and click on the Banner and Access button.

#### **How to Access UHR Web for Employees:**

Start from the Oakland home page at [www.oakland.edu](http://www.oakland.edu) and click on the SAIL link in the lower right corner of the screen.

- From the menu screen, click on Login to Secure Area.
- Now enter your User ID and PIN. Your User ID is your nine-digit employee number.
- The first time you log into SAIL you will be required to change your PIN (i.e. What is my dog’s name?) and provide the answer (i.e. Rover). If you ever forget your PIN, click on the Forgot PIN? button. You will be required to answer the question you created. If answered correctly, you will need to enter a new six-digit PIN.
- Also, the first time you log in to SAIL, a Terms of Usage screen will appear that will require your acceptance of the usage policy before you can proceed further.
- Once logged into SAIL, click on Employee Services from the opening menu.

## ***Appendix D***

### **SBA Guidelines for Designing Course Syllabi**

SBA Faculty should consider including the following items in their course syllabi. Format is not important.

#### **Heading**

- Course Rubric and Number
- Instructor Name
- Course Title
- Course Reference Number
- Meeting Time
- Meeting Location
- Office Location
- Office Hours
- Telephone Numbers
- Email Address

#### **Required Texts and Materials**

- Please note that according to Oakland University policy, faculty or departments *cannot* sell course materials directly to students. Course materials must be sold through the Book Center.

#### **Course Description**

- Course description should be consistent with *current* Oakland University Graduate or Undergraduate Catalog.

#### **Course Prerequisites**

- The School of Business Administration and professors reserve the right to cancel the registration of any student enrolled in a course for which he/she does not have the prerequisites.

#### **Course Objectives**

- Course objectives should be stated as measurable learning objectives.
- Objectives should be stated using action verbs and terminology such as "increased comprehension," "greater understanding," and "an appreciation for" should be avoided.

#### **Instructor Biographical Sketch**

- Optional

#### **Course Requirements and Evaluation Methods**

- Requirements and evaluation methods should be stated specifically and in detail.
- Types of evaluations and specific testing format should be stated, i.e.. multiple choice, problems, essay.

## *Appendix E*

### **Step-by-Step Guide to Banner Grading for Faculty**

Grading is turned on for each part of the term approximately one week before the grading due date. Once active, web grading is available **24 hours a day**. For **SAIL** access, **Internet Explorer 7 or 8** works best, or you may use **Mozilla 3.5**. For Mac users, **Safari 2.0** is recommended.

**Step 1:** Access the **PU Home Page** at [www.oakland.edu](http://www.oakland.edu)

**Step 2:** Click on **SAIL** (Student And Information Link) located in upper right corner

**Step 3:** Click on **FACULTY AND STAFF**

**Step 4:** Click on **Login to Secure Area**

**You also can click this link:**

[https://sail.oakland.edu/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://sail.oakland.edu/PROD/twbkwbis.P_GenMenu?name=homepage)

**Step 5:** Enter either your **Grizzly ID and PIN** *or* **NetID (Email) and Password**

- If PIN is **disabled**, call the Registration Office at (248) 370-3454
- If PIN is **expired**, enter old PIN, then enter a **new six-digit number** (no letters), then re-enter new **PIN**, and click on **Login**

**Step 6:** Select **Faculty Services** icon, then click on **Term Selection** icon

**Step 7:** Select **term** to be graded from drop-down list of active terms, click on **Submit Term**

**Step 8:** Click on **CRN Selection**

- Select **Title** and **CRN (Course Reference Number)** for course to be graded (from a drop-down list if you teach more than one section)
- Click **Submit CRN**

**Step 9:** Scroll down to click on **Final Grades** option to go to first page of students, then begin student-by-student grade entry, **submitting entered grades after completing each page**.

- Scroll down to see student list
- In **Grade column**, click on drop-down arrow to see valid grades for that section
- To select **final grade**, scroll to, highlight and click on desired grade, then click grade field for next student until that page is completed.
- **Hint:** To move quickly through the grade list, skip to the first grade listed of any grade type (4, 3, 2, 1, 0) by pressing the number key on the keyboard for the first digit of the grade desired, then press the down arrow to highlight and click the specific grade desired
- **DO NOT TYPE IN GRADES.** A grade typed in as 2.3 will **default to the last digit typed**, resulting in an unintended grade of 3.0
- **W grades appearing on a grade roster should not be changed or overwritten.**
- **W grades may not be assigned by instructors.**
- Enter all grades on one page, review, and make necessary changes. **Do not move to next page** before submitting those on the completed page, **as follows...**
- **To finally record grades on each page**, click on **Submit Grades**
- If class has more than 25 students, **Records 1-25, 26-50**, etc., will appear at both top and bottom of page
- To move to the next page of students, after entering grades for **Records 1-25**, click on **Submit Grades**, then click on next group of numbered records (i.e. **26-50**)

**Step 10: After completing one course** of entry and submission of grades page by page, go to bottom of screen to **select next course** to be graded (if applicable) using **CRN Selection**

**Step 11: FINAL STEP** - When all courses have been graded, click **exit** button in upper right corner of screen, then **IMMEDIATELY** exit your web browser for security purposes.

*Please call the Registrar's Office at (248) 370-3454 or -3455 with questions. Additional grading information can also be found on the OU website under the Registrar's Office/Faculty Information/Faculty Resources.*

## ***Appendix F***

### **Chairperson Selection Process**

1. The Oakland University Faculty Agreement requires Oakland to consult with all tenure-track faculty in a given department about the appointment of a chairperson. Further, the contract specifically gives Oakland the authority to select a chairperson. Therefore, the consultation with departmental faculty is understood to be only advisory to Oakland. The initial step in that consultation process for the School of Business Administration will be a secret ballot of all departmental faculty.
2. The Dean will inform departmental faculty, including those on leave, of appropriate consultation times and dates for the balloting process.
3. All current tenure-track faculty (tenured or untenured) and special instructors are nominees unless they withdraw from consideration.
4. Each full-time faculty member, visiting and non-visiting, including those on leave, assigned to a specific department for Chairperson compensation purposes will be entitled to cast a ballot. In addition, other full-time faculty members, except chairs of other departments, will be entitled to vote for the Department Chairperson if they have taught two or more courses each academic year with that department since joining the School of Business Administration or within the last two years, whichever is less. As provided for in Bylaws II of the School of Business Administration Constitution, departments may extend voting privileges to other faculty if they wish.
5. Prior to the ballot, the departmental faculty will meet to hear the views of all candidates for Chairperson on departmental issues.
6. The ballot will be prepared and distributed by the Department Office Assistant no later than one week after the abovementioned departmental meeting. The ballot will remain open at least five working days. The Department Office Assistant will receive completed ballots in envelopes that have been sealed and include the signature of the voter on the envelope flap. Faculty who cannot respond by mail within the time of the election may telephone or email the Department Office Assistant, who is authorized to record an absentee ballot. The Department Office Assistant will keep a record of the returned ballots upon receipt of the sealed envelopes.
7. The ballots will be counted by the two most senior faculty members (not including chairpersons) in the alphabetically next lower department (i.e., DIS counts ACC/FIN, ECN counts DIS, etc.).
8. If no candidate receives a majority of the votes cast, a runoff will be held between the top two candidates. In case of ties, balloting will continue among tied candidates.
9. The two faculty members who tabulate the votes will report the total number of votes

cast, the names of the top two candidates, and the number of votes received to the Dean and departmental faculty.

10. After considering the results of the vote, and such other consultation with departmental faculty as Oakland deems appropriate, Oakland will select the departmental chairperson.
11. If the Oakland Chair selection differs from the outcome of the departmental ballot, the Dean will meet with the departmental faculty to explain the decision.
12. Departments wishing to amend this procedure must receive Assembly approval of the amendments. Proposed amendments should be submitted to the Executive Committee through the Dean's office. In the absence of Assembly-approved exceptions, these procedures shall apply to all departments.

## ***Appendix G***

### **Distinguished Service Award**

In 1993 the Distinguished Service Award for the School of Business Administration was established. The purpose of the award is to recognize faculty members who through their service activities have brought benefit to and reflected favorably on their department, the SBA, the University, their professions, and the community. The DSA Committee is pleased to announce the call for nominations for the academic year.

#### **The Award:**

The winner of the Distinguished Service Award will receive a check for \$1000 and a plaque from the SBA. The Committee may also recognize exemplary service rendered by other nominees by awarding some Honorable Mentions. Each recipient of an Honorable Mention will receive a check for \$100.

#### **Evaluation Procedure:**

The basis for the award will be the services performed by the nominee during the previous three years. Three broad areas of service will be weighted in the following manner when evaluating a nominee's service record:

#### **Weights on Different Areas of Service**

<b>Service Areas</b>	<b>Years Faculty Member 3 to 5</b>	<b>Years Faculty Member Greater than 5</b>
<b>Department, School, and University</b>	<b>70%</b>	<b>50%</b>
<b>Professional Organizations</b>	<b>15%</b>	<b>30%</b>
<b>Community</b>	<b>15%</b>	<b>20%</b>

The weights are dependent on the number of years a nominee has been a faculty member because they will enable the committee to take into consideration the several years that are necessary for a new faculty member to become active in the community.

#### **Who Should Nominate and How:**

The Committee requests that faculty members and particularly Department Chairpersons nominate individuals who have rendered outstanding service in the last three years. Self-nominations are also encouraged. Winners of the award are not eligible for honorable mention or the DSA for two years after receiving the award.

**Format in which Supporting Materials should be Submitted by the Nominee:**

**NOMINEE NAME:**

**POSITION:**

**DEPARTMENT:**

**YEARS AS FACULTY MEMBER:**

**I. University/School Service:**

**1. University Service**

- Membership on University Committees and related activities
- Other University activities

Supporting materials related to these service activities should include:

- Number of meetings attended per semester
- Length of service
- A description of candidate's specific assignments
- A letter supporting the candidate's contribution from the Chair of the committee and/or documentation of outcomes associated with the service activity. For example, a faculty advisor may choose to include a list of all of the meetings held by the organization (along with their purpose and speakers if applicable) and the number of times they met with student leaders during a given semester
- Estimated monthly time commitment per service activity reported per semester

**2. School and Departmental Service**

- Membership on SBA committees and related activities. Indicate term, approximate time spent per month, and whether served as chairperson
- Membership on departmental committees and related activities. Indicate term, approximate time spent per month, and whether served as chairperson
- Other School or departmental activities. Indicate dates and approximate time spent
- Scholarly and Educational talks. List locations, topics, and dates

**II. Professional Service/Activities**

1. Professional memberships. Indicate offices held and committee memberships.
2. Professional awards
3. Talks at professional meetings not listed above including paid presentations. List location, date, and topic
4. Other professional activities not covered above
5. Journal reviews
6. Journal editorship
7. Conference paper reviewer



### **III. Community Service/Activities**

1. Community organization memberships. Include offices held and committee memberships
2. Community service awards
3. Talks at community activities. List locations, topics, and dates
4. Other community activities not listed above

### **IV. Other Supporting Material**

Please note:

- The candidate is required to identify all compensated service activities and the nature of compensation received (i.e., a dollar amount, course release, etc.)
- It is incumbent upon the nominee to clearly define the nature and contribution of each service activity. This is especially important in defining outside professional service activities

## ***Appendix H***

### **SBA Constitution and By-Laws**

#### **OAKLAND UNIVERSITY**

#### **THE SCHOOL OF BUSINESS ADMINISTRATION**

### **Constitution**

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## **Constitution of the School of Business Administration**

**Approved by SBA faculty by mail ballot, April 11, 2008**

**Approved by OU Senate in 2008-2009 Academic Year**

### **Article I. The School of Business Administration**

#### **1. The School of Business Administration:**

The School of Business Administration is comprised of the faculty of the School of Business Administration, its administration, and those students pursuing degrees under the authority of the School of Business Administration.

The term faculty shall refer to all teaching and research personnel appointed in the School of Business Administration.

- i. The faculty of the School of Business Administration shall exercise all powers granted to organized faculties by the Constitution of the University Senate.

#### **2. The Dean of the School of Business Administration:**

The Dean of the School of Business Administration is its principal administrative and academic officer.

- i. The Dean shall be a tenured member of the faculty of the School of Business Administration.
- ii. The Dean shall be appointed by the Board of Trustees, upon the recommendation of the President and the Senior Vice President for Academic Affairs and Provost. The President shall review the Dean's appointment at least every five years. Before recommending appointment or reappointment, the President, or the President's representative, shall provide an opportunity for consultation with the faculty of the School of Business Administration and such other persons as is deemed necessary. Before the President and the Senior Vice President for Academic Affairs and Provost decide on a candidate for appointment or reappointment, a secret ballot shall be conducted of all members of the Assembly. A candidate who fails to receive a least fifty (50) percent of the votes cast by the Assembly will not be recommended by the School of Business Administration.

#### **3. Administrative or Instructional Units:**

Any proposal of the Dean concerning administrative or instructional units within the School shall be presented to the Assembly for its advice. The proposal of the Dean, along with the Assembly's advice, if any, shall then be forwarded to the Senior Vice President for Academic Affairs and Provost and the President. Other proposals concerning administrative or instructional units within the School receiving the approval of the Assembly shall also be forwarded by the Dean to the Senior Vice President for Academic Affairs and Provost and the President.

The chairpersons are the principal officers of the respective departments.

Each Chairperson shall be appointed by the Board of Trustees, upon the recommendation of the President, the Senior Vice President for Academic Affairs and Provost, and the Dean. As part of the Chairperson selection process, the Dean shall consult with the members of the department in accordance with the procedures approved by the Assembly of the School of Business Administration.

- i. The term of office of the Chairperson shall ordinarily begin at the beginning of the Fall semester.
- ii. If the chairpersonship becomes vacant, the Dean shall appoint an acting chairperson, after consultation with the departmental faculty, until it becomes convenient to nominate a permanent chairperson. The term of the acting Chairperson shall be no more than 12 months. An acting Chairperson can be re-appointed with the concurrence of the voting faculty of that department.

## **Article II. The Assembly: Powers, Membership, and Organization**

### **1. Powers of the SBA Assembly:**

The Assembly shall be the legislative body of the School of Business Administration and shall exercise all powers granted to organized faculties by the Constitution of the University Senate.

### **2. Membership of the SBA Assembly:**

The Assembly shall be composed of the following members, all of whom shall have full voting rights:

- i. The Dean, Associate Deans, all faculty in the School of Business Administration who hold full time appointments or tenure-track positions, Assistant Deans, Development Officer, and Program Coordinators.
- ii. Student representatives, to exceed ten (10) percent, but not to exceed twenty (20) percent of the faculty membership of the Assembly. Student representatives must be in good academic standing and undergraduates must have achieved junior level status in the School of Business Administration by the time their terms begin. In addition, student representatives shall include graduate and undergraduate students approximately in proportion to their enrollment in the School of Business Administration.
- iii. Any other persons to whom the Assembly may extend an invitation. Such invitations expire on August 15 of the following year.

### **3. Meetings:**

- i. The Assembly shall meet at least two times during each of the Fall and Winter semesters. The Executive Committee of the Assembly shall call all general meetings. The Executive Committee must call a special meeting within fifteen (15) days upon written petition of twenty (20) percent of the Assembly members in residence.
- ii. The Dean shall have the power to call meetings of the Assembly at all times other than during the Fall and Winter semesters. The agenda of such meetings shall be limited to the nomination of candidates for degrees and honors, except as follows: additional items may be included in the agenda provided that the Assembly explicitly authorizes such items during the preceding semester, in which case the Assembly shall define the quorum for such meetings.
- iii. Fifty (50) percent of the Assembly membership in residence shall constitute a quorum. A simple majority of those present and voting shall suffice for a decision, except as provided in Robert's Rules of Order.
- iv. The Executive Committee shall prepare the agenda. Any member of the Assembly shall have the right to have a motion placed on the agenda with or without the endorsement of the Executive Committee and to offer motions on the floor of the Assembly.
- v. Procedures shall be established in the Bylaws of the Assembly.
- vi. The presiding officer of the Assembly shall be the Dean of the School of Business Administration. In the absence of the Dean, the Associate Dean of the School of Business Administration shall preside.

## **Article III. The Assembly**

### **Standing Committees:**

The Assembly shall have the following standing committees, which shall report to the Assembly at

least annually. Each Standing Committee shall provide a written report to the Assembly on their activities during the last academic year as they related to the committee's charge. This report shall be disseminated to all members of the Assembly at least two weeks before the first scheduled meeting of the following academic year. Additional Standing Committees may be created by action of the Assembly through By-Law modifications.

**i. School of Business Administration Executive Committee (SBAEC):**

The School of Business Administration Executive Committee shall consist of the following voting members:

- (1) The Dean, who shall be the Chairperson.
- (2) Associate Deans.
- (3) The Department Chairpersons.
- (4) A Faculty Representative. The Faculty Representative shall be elected in the Winter semester, and shall serve a one-year term beginning with the Fall semester. No person shall serve as Faculty Representative more than two consecutive years.
- (5) Continuing, Non-voting members of the Executive Committee shall be approved by the Assembly, and noted in the By-Laws.

The Executive Committee shall:

- (1) Call all meetings of the Assembly in the Fall and Winter terms.
- (2) Prepare the agenda for the Assembly.
- (3) Present to the Assembly a slate of nominees for the membership of all standing committees.
- (4) Create *ad hoc* committees.
- (5) Transmit matters to the University Senate.
- (6) Place matters before the Dean.
- (7) Evaluate the School's performance vis-à-vis, the School's stated priorities and/or goals and objectives.
- (8) Evaluate any new proposals for programs or changes in current programs with regard to the School's stated priorities and/or goals and objectives.
- (9) Advise the Dean on the allocation of the SBA's faculty and financial resources.
- (10) Approve all changes to existing majors, minors, concentrations, and course descriptions after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.
- (11) Review and forward to the SBA Assembly for approval: new degree programs, new majors, new minors, new concentrations, and other new programs after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.

- (12) Review and forward to the SBA Assembly for approval changes to the pre-core and core curricula after they have been recommended by the Undergraduate or Graduate Curriculum Committee.
- (13) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

**ii. Undergraduate Curriculum Committee (UCC):**

The Undergraduate Curriculum Committee shall consist of :

- (1) A full-time faculty member representing each department, nominated by the department and approved by the Assembly, for two-year staggered terms.
- (2) One faculty member from any department elected at-large by the Assembly for a two-year term.
- (3) An Associate Dean (as a non-voting member).
- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

The Undergraduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the undergraduate programs of the SBA
- (2) Initiate and/or review proposals submitted by departments for change to the undergraduate programs of the SBA
- (3) Recommend to the Executive Committee all changes to the undergraduate curricula, and addition of new majors and deletion of existing majors
- (4) Review the retention of undergraduate students and develop programs to improve the retention of students
- (5) Review the content of the SBA undergraduate catalog copy.
- (6) Ensure that the undergraduate curricula are consistent with the SBA Mission Statement, and
- (7) Interpret the catalog and other curricular policy and rule on petitions and grade changes.
- (8) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

**iii. Graduate Curriculum Committee (GCC):**

The Graduate Curriculum Committee (GCC) shall consist of

- (1) A full-time faculty member representing each departments, nominated by the department, and approved by the Assembly, for two-year staggered terms.
- (2) One faculty member from any department elected at-large by the Assembly for a two-year term.
- (3) An Associate Dean (as a non-voting member) and

- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

The Graduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the graduate programs of the SBA.
- (2) Initiate and/or review proposals submitted by departments for change to the graduate programs of the SBA.
- (3) Recommend to the Executive Committee all changes to the graduate curricula and additions of new concentrations and graduate degree programs, and deletions of concentrations and graduate degree programs.
- (4) Review the retention of graduate students and develop programs to improve the retention of students.
- (5) Review the content of the SBA graduate catalog copy.
- (6) Ensure that the graduate curricula are consistent with the SBA Mission Statement.
- (7) Select the graduate assistants and determine non-dismissal academic actions on cases referred to it by the Coordinator of Graduate Business Programs, and
- (8) Make recommendations to the Director of Graduate Programs regarding:
  - a) admissions cases referred to it by the Coordinator of Graduate Business Programs and
  - b) Dismissal cases.
- (9) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

**2. Additional Standing Committees:**

The Assembly shall have the power to establish additional standing committees and list them in the By-Laws.

**3. Vacancies on Committees and the University Senate:**

Vacancies occurring during the last year of the term of a committee member or University Senate representative shall be filled by appointments by the Dean. All other vacancies shall be filled by election of the Assembly.

**Article IV. Committee on Appointment and Promotion (CAP)**

**1. The Committee on Appointment and Promotion (CAP):**

The Committee on Appointment and Promotion (CAP) is established by the terms of the Agreement between the Board of Trustees of Oakland University and the Oakland Chapter of the American Association of University Professors.

**2. Committee Role:**

The role of the SBA CAP is to evaluate faculty being considered for re-employment, re-employment with promotion, re-employment with tenure, employment with tenure, or employment that will require

tenure review within three years from its commencement. In addition, SBA CAP reviews all sabbatical leave proposals and reports its recommendations to the Dean. The role of CAP, its organization, review procedures, and special procedures for promotion or appointment to tenured professor are defined by the Agreement and the SBA Criteria, Procedures, and Documentation for the Faculty Evaluation Process.

#### **Article V. Amendments**

##### **1. Amendments:**

Amendments to this Constitution and/or the By-Laws shall originate as ordinary motions of the Assembly. An affirmative final vote on the second reading must be ratified by a simple majority of the members of the Assembly in a mail referendum. Changes to the Constitution must also be approved by the University Senate and the Board of Trustees.

#### **Glossary:**

**Faculty in residence** - Full-time SBA faculty who are teaching at OU in a given Fall or Winter term. During the Summer term it would be the SBA full-time faculty who taught at OU in the previous Winter term plus returning tenure-track faculty on leave the previous Winter semester.



## **THE SCHOOL OF BUSINESS ADMINISTRATION**

### **By-Laws**

Passed by Mail ballot on April 11, 2008

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**School of Business Administration Executive Committee (SBAEC):**

Other Non-voting members of the SBAEC are:

1. The Coordinator of Graduate Business Programs
2. The Coordinator of Undergraduate Advising
3. Budget Manager/Assistant Dean
4. Director of Development

Other duties of the SBAEC are:

**Undergraduate Curriculum Committee (UCC):**

Other Non-voting members of the UCC are:

1. The Coordinator of Undergraduate Advising

Other duties of the UCC are:

**Graduate Curriculum Committee (GCC):**

Other non-voting members of the GCC are:

1. The Coordinator of Graduate Business Programs

Other duties of the GCC are:

**Research Advisory Committee (RAC):**

The Research Advisory Committee (RAC) shall consist of one full-time faculty member elected by each department for a two-year staggered term.

The RAC will:

1. Recommend to the Dean Policies and Procedures for:
  - a. The awarding of faculty research fellowships, support grants, and other research awards
  - b. Improving the research environment in the SBA.
2. Announce a timely call for proposals for awards. RAC members shall not be eligible for any awards made by the Committee during their term of membership.
3. Recommend award recipients to the Dean.

### **Learning Assurance Committee (LAC)**

The LAC will consist of:

1. One faculty member selected by the SBA Executive Committee from each department to two-year staggered terms and approved by the Assembly
2. One at-large faculty member representing undergraduate programs to a two-year term beginning in odd years and approved by Assembly
3. One at-large faculty member representing graduate programs to a two-year term beginning in even years and approved by Assembly
4. An Associate Dean of the SBA (as a non-voting member)

The LAC's charge is to:

1. Oversee the SBA's learning assurance process. This includes making recommendations to changing the process, the learning goals, learning objectives, and evaluation rubrics. These changes need to be approved by the Assembly to become part of the SBA learning assurance process.
2. Analyze and evaluate the results of the learning assurance data collected in courses identified for a learning goal. Department chairs and faculty will be consulted during this evaluation process.
3. Work with faculty and chairs to remedy curricular issues that are identified during the evaluation process. If necessary, the remedies will be sent to the appropriate SBA curricular committee.
4. Write a preliminary report that will be sent to the Executive Committee and shared with the Assembly regarding the analysis, findings, and proposed remedies.
5. Write a final report two semesters later that includes the implemented remedies that the SBA has adopted.
6. Make recommendations to the SBA Executive Committee and, in the case of curricular reviews, to the appropriate committee.

### **Computer Advisory Committee (CAC):**

The CAC shall consist of:

1. One full-time faculty member elected by each department for a two-year staggered term and approved by Assembly.
2. An Associate Dean (as a non-voting member).
3. The SBA Computer Facilities Coordinator (as a non-voting member)

4. The SBA Information Technology Specialist (as a non-voting member)
5. The SBA System Administrator (as a non-voting member)

The CAC shall:

1. Make recommendations to the Dean and Executive Committee on computing issues which affect the faculty and student body as a whole. Examples include hardware and software acquisition priorities, office automation, and forward planning.

**ACHIEVE Oversight Committee (AOC):**

The AOC will consist of:

1. One faculty members representing each department, nominated by the department and approved by the Assembly for two-year staggered terms
2. One faculty member from any department elected at-large by the Assembly for a two-year term
3. An Associate Dean of the SBA (as a non-voting member)
4. A representative from the Undergraduate Business Programs Advising Office (Non-voting)

The AOC's charge is to:

1. Oversee the ACHIEVE (Accomplish Career Hopes Including Excellent Valued Employment) program. This includes, developing and implementing curricular changes, making recommendations to the program, the learning goals, and the learning objectives.
2. Review and evaluate the ACHIEVE program.
3. Initiate and/or review proposal for changes to ACHIEVE I, ACHIEVE II, and ACHIEVE IV courses.
4. Initiate and/or review proposals submitted by Departments for changes to ACHIEVE II courses.
5. Initiate and/or review proposals submitted by the Undergraduate Leadership and Development Center for process changes for tracking student progress within the ACHIEVE courses.

## ***Appendix I***

### **Locating OU Owned Media Titles**

Classroom Support and Instructional Technical Services (CSITS) is no longer responsible for rental, purchase, maintenance, or delivery of video titles. All video titles (i.e., VHS, DVD, and laser disc) are housed at the Kresge Library. Policies for the use of these materials are consistent with those previously used by CSITS.

Video titles are integrated into the Kresge Library online Voyager Library Catalog at <http://oakland.summon.serialssolutions.com/search?s.q=voyager> . To locate video titles only, use the Advanced Search feature and type “video recording” in the search box.

The title list is not available as a scheduling module on Synergy any longer. If faculty or staff wants to use Synergy to look up a title, they may type in:

username: itc  
password: itc

Note: **No new titles** will be added to the Synergy database, use the library’s Voyager catalog for a complete listing.

Faculty may reserve these materials by contacting the Library Circulation Desk by phone, Ext. 4425 or by emailing [circ@oakland.edu](mailto:circ@oakland.edu). Materials may be picked up at the Circulation Desk.

Questions or concerns should be directed to the library’s circulation desk at Ext. 4425.

***Before beginning you should obtain a personal Synergy account*** with the Classroom Support and Instructional Technical Center at 116 Varner, extension 2460. *A synergy account is necessary for ordering IT equipment to be delivered to the classroom or to reserve equipment to pick up.*

### **Installing AMX Synergy**

#### **Windows 7 Enterprise**

1. Double click on Network Neighborhood.
2. Double click on Entire Network.
3. Double click on ITC.
4. Double click on Synergy-itc.
5. Double click on client.
6. Double click on Setup.exe.
7. You should now see Synergy starting the installation program. If not, try double clicking on the program again. If it is running, continue on:
8. After reading the copyright information, Select Next>
9. Pick a directory that you would like to see the program installed in. Usually the default direct is good. Then select Next>
10. For the Synergy Server IP Address type in the following (include the periods) 141.210.40.20 then select Next>
11. Leave the port address as 1234 then select Next>
12. After the setup program has completed installing itself, delete the Setup Client 2.0 icon that is in the Synergy ECS. If you try to run it, the program will mess you up.

13. Double click on the Synergy client 2.0.
14. The first time you load Synergy a Server Settings box will appear. Fill in the following:
  - Under Login Configuration Name type in anything you want (your email address is usually good).
  - Click on Address/Port set locally.
  - Make sure under Synergy Port it says 1234.
  - Under Server's IP Address or Domain Name enter (including periods) 141.210.40.20.
  - Under room name type in HEADEND (all caps).
  - Under Default User Name, put your user name obtained from ITC. IF you don't have one, use itc or call x2461 and we will give you one.
  - Now select OK.
  - A window will come up saying trying to find server. After a minute it should ask for your password. Use itc.
15. Congratulations! You did it!

NOTE: Synergy does not work on a MAC platform.

## ***Appendix J***

### **Classroom AV Equipment Operation (Elliott Hall)**

An instructional technology/audio visual (IT/AV) key (Z-4) is required to gain access to any general purpose classroom.

Remote controls and accessory items are located in the instructor's desk drawer.

Keys are available to OU faculty and staff and must be secured in person by presenting your faculty ID to Classroom Support and Instructional Technical Services (CSITS) staff in room 116 Varner Hall. The CSITS Help Desk can be reached at (248) 370-2461 to schedule a classroom technology orientation session.

To begin:

1. You **must** first turn on the data projector by pressing its **ON** button on the control panel on top of the instructor's desk.
2. Select your desired source device to display via projector and/or StarBoard.
3. Follow steps below to operate the desired device(s).

NOTE: THE VOLUME CONTROL IS LOCATED ON THE TOUCHPAD.

#### **Document Camera Operation**

1. Push the **DOC CAM** button on the control panel.
2. When on, a green LED will illuminate next to the **POWER** button on the document camera.
3. The **ZOOM**, **IRIS** and **AF** (auto focus) buttons located on the face of the document camera allow for adjustment of the image.

NOTE: To use transparencies, press the **LAMP** button on the document camera until the lower lamp illuminates.

#### **Classroom PC Operation**

1. Push the **PC** button on the control panel.
2. Press the **POWER** button on the computer.
3. USB connections are available on the control panel.

NOTE: If PC does not login automatically, use username "user" with no password on domain "this computer."

#### **To Connect Your Own Laptop**

1. Retrieve the combination VGA/network/audio cable from the instructor's desk drawer.
2. Using the cable, connect your laptop to the external connections on the control panel.
3. Push the **LAPTOP** button on the control panel.
4. Power on your laptop and set the display appropriately.

#### **DVD Operation**

1. Push the **DVD** button on the control panel.
2. Insert DVD and press the **PLAY** button on the DVD player.
3. Controls for forward and reserve scan, next and previous chapter, play, pause, and stop are available on the control panel.
4. A remote control is also located in the desk drawer for convenience.

### **VCR Operation**

1. Push the **VCR** button on the control panel.
2. Insert VHS tape and press the **PLAY** button on the VHS player.
3. Controls for forward and reverse scan, play, pause, and stop are available on the control panel.

### **To Use an Auxiliary Source**

1. Connect the desired source to the control panel using the available RCA connections.
2. Push the **AUX VIDEO** button on the control panel.
3. Turn on the **POWER** switch on the new source.
4. When finished, turn off the **POWER** switch on the auxiliary source before disconnecting the unit from the control panel.

**PLEASE TURN OFF AND SECURE ALL CLASSROOM IT/AV RESOURCES BEFORE LEAVING THE ROOM.**

### **HELP NUMBERS:**

<b>POLICE</b>	<b>3331</b>
<b>AUDIO VISUAL HELP</b>	<b>2461</b>
<b>Chalk &amp; Markers (Aramark)</b>	<b>4970</b>



## ***Appendix K***

### **School of Business Administration Journal Lists**

#### **Premier List**

Journal of Accounting and Economics	The Accounting Review
Journal of Accounting Research	The American Economic Review
Journal of Political Economy	Econometrica
Review of Economics & Statistics	Quarterly Journal of Economics
Journal of Finance	Journal of Financial Economics
Review of Financial Studies	Strategic Management Journal
Academy of Management Journal	Academy of Management Review
Administrative Science Quarterly	Journal of International Business Studies
Journal of Marketing Research	Journal of Consumer Research
Journal of Marketing	Marketing Science
Management Science	Manufacturing & Service Operations Mgmt.
Operations Research	Journal of Operations Management
Information Systems Research	MIS Quarterly
The Journal of Business Ethics	Organization Science

#### **Department Target Lists**

##### **(Accounting and Finance)**

Contemporary Account Research	Review of Accounting Studies
Accounting, Organizations and Society	Accounting Horizons
Auditing: A Journal of Practice & Theory	Journal of the American Taxation Association
Journal of Management Accounting Research	Journal of Information Systems
Abacus	National Tax Journal
International Journal of Accounting	Journal of Accounting and Public Policy
Journal of Accounting Literature	Issues in Accounting Education
Journal of Business Finance and Accounting	Journal of Accounting, Auditing & Finance
Review of Quantitative Finance and Accounting	Journal of Banking and Finance
Journal of Financial & Quantitative Financial	Journal of Corporate Finance
Management	Journal of Financial Research
	Financial Review

**(Decision and Information Sciences)**

Decision Support Systems (DSS)	Communications of the ACM
Journal of MIS	European Journal of Information Systems
Information Systems Journal	IEEE Transactions on Software Engineering
IEEE Transactions on Knowledge & Data Engineering	Information and Management
IEEE Transactions on Engineering Management	Communications of the AIS
Journal of the AIS	Information and Organization
ACM Transactions on Database Systems	MISQ Executive
The DATA BASE for Advances in Information Systems	Decision Sciences
International Journal of Production Research	Interfaces
Computers and Operations Research	Production and Operations Management
Naval Research Logistics	IIE Transactions
International Journal of Operations and Production Management	European Journal of Operations Research
	Journal of Supply Chain Management
	Journal of the Operational Research Society

**(Economics)**

Economic Development and Cultural Change	Economic Inquiry
Economic Journal	Games and Economic Behavior
Health Economics	International Economic Review
Industrial and Labor Relations Review	Journal of Development Economics
Journal of Business and Economic Statistics	Journal of Econometrics
Journal of Economic Theory	Journal of Health Economics
Journal of Environmental Economics & Management	Journal of Human Resources
Journal of International Economics	Journal of Industrial Economics
Journal of Law and Economics	Journal of Labor Economics
Journal of Money Credit and Banking	Journal of Monetary Economics
Journal of Regional Science	Journal of Public Economics
RAND Journal of Economics	Journal of Urban Economics
	Southern Economic Journal

**(Management and Marketing)**

Journal of Applied Psychology	Personnel Psychology
Organizational Behavior and Human Decision Process	Human Relations
Industrial and Labor Relations Review	Industrial Relations
Entrepreneurship Theory and Practice	Human Resource Management
Management International Review	Journal of Business Venturing
Journal of Management	American Business Law Journal
Journal of the Academy of Marketing Science	Journal of Business Research
International Journal of Research in Marketing	Marketing Letters
Journal of Advertising	Industrial Marketing Management
Journal of Business Logistics	Journal of Consumer Psychology
	Journal of Product Innovation Management

## ***APPENDIX L***

### **Workload Policy – Tenure and Tenure-Track Faculty Oakland University School of Business Administration**

Approved by Bargaining Unit Faculty Members on November 5, 2007

#### **I. Teaching**

Tenure-track and tenured faculty actively engaged in research or related scholarly or professional work will be on a **five course teaching load per academic year** (each course being 3 or 4 credit hours; teaching load is defined by number of courses rather than credit hours with the exception of 6 credit courses). High priority will be given to assigning a maximum of one new preparation in a given term.

For each of the classes assigned, SBA faculty members are expected to:

- Teach assigned courses and provide appropriate assignments and exams.
- Submit midterm and final grades according to the requirements of Oakland University.
- Select appropriate teaching materials (i.e., books, readings, articles, cases, etc.) for assigned courses.
- Update as necessary the materials for the course (both instructor and student).
- Be available at regularly scheduled office hours or by appointment.
- Be willing to supervise independent study projects in their field subject to the quality of the proposal.

#### **II. Research**

All tenure-track and tenured faculty must demonstrate a commitment to research through publishing and other scholarly activities. Thus, all SBA faculty members are expected to:

- Establish an active research agenda
- Provide evidence of scholarly activity. Examples of such evidence are, but are not limited to, papers published in peer-reviewed journals, papers published or delivered at professional conferences, submitted research proposals, case-related scholarship, editorial assignments, submissions to journals, scholarly grants, published textbooks or chapters of textbooks or chapter in other business-related books, etc.

#### **III. Service**

All regular and visiting faculty members, untenured or tenured, are expected to contribute an appropriate portion of their time to service activities for the department, SBA, Oakland University and the professional community. There is no prescribed amount of activity or required number of hours of service to the SBA. In addition, there shall be no fixed scheduling of the time faculty members shall be required to discharge their professional responsibilities, except as required for the scheduling of classes and the fixed scheduling of other events faculty members are required to attend by the Faculty Agreement.

At a minimum, all SBA tenure-track and tenured faculty are expected to:

- Participate in one of the SBA commencement ceremonies each year (unless on leave)
- Attend and participate in SBA faculty assembly meetings and faculty retreats
- Attend and participate in department meetings
- Participate in committees assigned on the department, SBA and OU levels
- Participate in external outreach (i.e., professional and community organizations, continuing education, speaking engagements, etc.)

#### **IV. Non-Typical Workload Assignments for SBA Faculty**

The purpose of a non-typical workload is to provide a mechanism for faculty to receive a lower than standard teaching load per academic year. An SBA faculty member may request a non-typical workload assignment subject to the approval of his/her Department Chair and the SBA dean. Examples of non-typical workload assignments include (but are not limited to):

- Reduction in teaching load based on a demonstrated stream of high-quality, top-tier journal publications.
- Reduction in teaching load based on an unusually large service assignment.
- Reduction in teaching loads associated with a received substantial grant.
- Reduced teaching loads included in initial employment offers.

It is expected that all non-typical work assignments are of limited duration. Therefore, the SBA criteria for promotion shall not be adjusted for individual, non-typical assignments.

All such non-typical work requests must be made in writing and signed by all parties (i.e., Faculty, Department Chair and Dean) and presented to the SBA Faculty Assembly on an annual basis. Further, all non-typical workload assignments must include descriptions of the duration of the assignment, the reasons for its implementation, and the expected benefits to Oakland and to the faculty member.

The criteria applied to receiving a non-typical workload [based on a demonstrated stream of high-quality, top tier journal publications] will be created (or modified) according to the process contained in Appendix L.

#### **V. Workload for SBA Department Chairs**

All SBA department chairs shall perform the duties outlined in **Article XXVI (pg. 74) of the Faculty Agreement**. In addition, all SBA Department Chairs will be on a **two course-teaching load per academic year** (each course being 3 or 4 credit hours) while serving as chair. In addition, the chairs will abide by their Department Chair contracts as agreed to upon accepting the position as department chair.

#### **VI. Addressing Deficiencies**

SBA faculty members are expected to meet workload expectations in the areas of teaching, research and service. Faculty who are deficient in teaching or service or are in jeopardy of

becoming deficient in research will receive written notification from their Department Chair with a copy sent to the Dean's office, prior to July 1 following his/her merit evaluation.

If a faculty member believes that some aspect of his/her performance has been unduly deemed as deficient by his or her department chair, that faculty member can file a written appeal with the BUFM merit committee requesting a review within 30 days of receipt. Upon receiving this request, the BUFM merit committee will review the faculty member's appeal and write a report to the faculty member containing its assessment of the proposed deficiency within 30 days of receipt of the faculty member's appeal. A copy of this report must also be sent to the dean's office. If the faculty member remains unsatisfied, he or she can file a written appeal to the Dean's Office for review and final determination within ten days of receiving the BUFM merit committee's assessment. The Dean's Office will review the case and make a final determination within 30 of receiving the BUFM member's written appeal. A copy of this final determination will be sent to the faculty member and the BUFM review committee.

Faculty members with performance deficiencies will then be expected to work with their department chairs to develop and implement a plan with clearly outlined goals and mutually agreed upon performance criteria to address the deficiencies.

#### **a. Research**

SBA faculty members who meet the SBA research workload criteria outlined in Appendix L satisfy the **minimum** research expectations. Otherwise, it is incumbent upon the faculty member to demonstrate that they meet SBA research expectations. Faculty who are in danger of not meeting the minimum research workload will be notified by their department chair, in writing, with a copy sent to the Dean's Office two years before they would no longer meet this standard (see Appendix L - SBA Research Workload Criteria).

Those who receive said notification from their Department Chair will be asked to meet with their Department Chair prior to the first day of the Fall semester to develop a plan to enhance their performance in the area of research. The plan should identify and justify the resources necessary to successfully implement the plan. Once approved by the department chair, a copy will be given to the dean's office. Further, the department should make every effort to provide the faculty member with the necessary resources. One year after approval, the Department Chair will meet with the faculty member to discuss the performance improvement plan and will send a written report to the faculty member and the Dean's Office concerning the faculty member's progress. If the faculty member's performance has not improved to an acceptable level over a 24 month period (after receiving this notification), their workload will be reviewed and adjusted according to the BUFM workload policy.

## **b. Teaching and Service**

Faculty members who are deemed deficient in the areas of teaching or service will be asked to work with their Department Chair prior to the first day of the Fall semester following the evaluation year to develop a plan to enhance their performance. The plan will be submitted to the Department Chair for approval on or before the first day of Fall classes. After approval, a copy will be given to the dean's office. In addition, for those faculty members deficient in the area of teaching, every effort will be made to provide the faculty member with the resources necessary to improve. One year after approval, the Department Chair will meet with the faculty member to discuss the performance improvement plan and will send a written report to the faculty member and the Dean's Office concerning the faculty member's progress. If the faculty member's performance has not improved to an acceptable level over a 24 month period (after receiving this notification), their performance will be reviewed and action will be taken according to the BUFM workload policy.

## **VII. Changes to Faculty Workload Policy (Teaching, Research or Service)**

Once approved by Oakland University, the SBA Faculty Workload Policy shall replace all other statements concerning SBA faculty workload (prior to Winter 2007) and will remain in effect until modified by the Bargaining Unit Faculty Members in the School of Business Administration and reapproved by Oakland University. It is recommended that the policy be reviewed at least once every five years by a BUFM-appointed workload committee. All changes to faculty workload in the areas of research, teaching or service must be approved by the Bargaining Unit Faculty Members in the School of Business Administration (according to workload policy committee procedures found in Appendix L).

### **Workload Policy – Special Instructor**

#### **Oakland University School of Business Administration**

Approved by Bargaining Unit Faculty Members on November 5, 2007

## **I. Introduction**

According to the Faculty Contract (page 3):

*Professional responsibilities assigned to special instructors generally will place emphasis on teaching.”*

In addition, the SBA CAP criteria state (page 12):

*In order to be recommended for job security, the faculty member must have achieved an outstanding teaching and service record. In the evaluation of the teaching record, the criteria set forth in the discussion of C.4 will apply. In addition, there must be evidence of versatility in teaching.*

Therefore, the faculty workload for Special Instructors focuses primarily on the areas of teaching and service.

## **II. Teaching**

Special instructors will be on a **seven course-teaching load per academic year** (each course being 3 or 4 credit hours; teaching load is defined by number of courses rather than credit hours with the exception of 6 credit courses). For each of the classes assigned, special instructors are expected to:

- Teach assigned courses and provide appropriate assignments and exams
- Submit midterm and final grades according to the requirements of Oakland University
- Select appropriate teaching materials (i.e., books, readings, articles, cases, etc.) for assigned courses
- Update as necessary the materials for the course (both instructor and student)
- Be available at regularly scheduled office hours or by appointment

## **III. Service**

All regular and visiting faculty members, untenured or tenured, are expected to contribute an appropriate portion of their time to service activities for the department, SBA, Oakland University and the professional community. There is no prescribed amount of activity or required number of hours of service to the SBA. In addition, there shall be no fixed scheduling of the time faculty members shall be required to discharge their professional responsibilities, except as required for the scheduling of classes and the fixed scheduling of other events faculty members are required to attend by the Faculty Agreement.

At a minimum, SBA Special Instructors are expected to:

- Participate in one of the SBA commencement ceremonies each year
- Attend and participate in SBA faculty assembly meetings and faculty retreats
- Attend and participate in department meetings
- Participate in committees assigned on the department, SBA and OU levels
- Participate in external outreach (e.g., professional and community organizations, continuing education, speaking engagements, etc.)

## **IV. Non-Typical Workload Assignments for Special Instructors**

Special Instructors may request a non-typical workload assignment subject to the approval of his/her Department Chair and the School Dean. Examples of non-typical workload assignments include (but are not limited to):

- Reduction in teaching load based on research productivity or an unusually large service assignment.

The criteria for obtaining and maintaining the non-typical workload assignment will be created using the procedure described in Appendix L to this document. The assigning of a non-typical workload for Special Instructors based on research productivity is voluntary and must be

requested by the Special Instructor in writing and signed by all parties. It is expected that all non-typical work assignments are of limited duration.

All such non-typical work assignment/requests must be made in writing and signed by all parties (i.e., special instructor, Department Chair and dean) and presented to the SBA Faculty Assembly on an annual basis. Further, all non-typical workload assignments must include descriptions of the duration of the assignment, the reasons for its implementation, and the expected benefits to Oakland and to the special instructor.

**V. Addressing Deficiencies** SBA Special Instructors are expected to meet workload expectations in the areas of teaching and service and to maintain their Professionally Qualified (PQ) status. Special Instructors who are deficient in teaching or service or in danger of being deficient in their PQ status will receive written notification from their department chair, with a copy sent to the Dean's office, prior to July 1 following his/her yearly merit evaluation.

If a Special Instructor believes that some aspect of his/her performance has been unduly deemed as deficient by his or her department chair, that Special Instructor can file a written appeal with the BUFM merit committee requesting a review within 30 days of receipt. Upon receiving this request, the BUFM merit committee will review the faculty member's appeal and write a report to the faculty member containing its assessment of the proposed deficiency within 30 days of receipt of the special instructor's appeal. A copy of this report must also be sent to the dean's office. If the special instructor remains unsatisfied, then he or she can file a written appeal to the Dean's Office for review and final determination within ten days of receipt of the BUFM merit committee's assessment. The Dean's Office will review the case and make a final determination within 30 days of receiving the special instructor's written appeal. A copy of this final determination will be sent to the special instructor and the BUFM review committee.

Special instructors with performance deficiencies will then be expected to work with their department chairs to develop and implement a plan with clearly outlined goals and mutually agreed upon performance criteria to address the deficiencies.

### **SBA Research Workload Criteria**

At a minimum, over the course of five years, SBA faculty members must deliver:

1. two publications in peer reviewed academic journals, **OR**
2. an article in a peer-reviewed academic journal and a scholarly book or new textbook **OR**
3. one publication in a peer reviewed journal or a scholarly book plus four activities from the following list:



<b><u>Category</u></b>	<b><u>Activity</u></b>
<b>Book-related</b>	<ul style="list-style-type: none"> <li>● Revision of a scholarly book or textbook</li> <li>● Compile reading, cases and/or articles into book form</li> <li>● New instructor manual, new study guide or new textbook supplement</li> <li>● New book chapter, new reading in a book of readings, monograph</li> </ul>
<b>Journal-related</b>	<ul style="list-style-type: none"> <li>● Article in non-peer reviewed practitioner journal (editor reviewed)</li> <li>● Article in peer-reviewed practitioner journal</li> <li>● Book review published in peer-reviewed journal</li> </ul>
<b>Presentations</b>	<ul style="list-style-type: none"> <li>● Present at a national or international peer-reviewed conference</li> <li>● Present at a regional or local peer-reviewed conference</li> <li>● Proceedings at a conference</li> <li>● Panelist at a peer-reviewed conference</li> <li>● Presentation to a professional group</li> </ul>
<b>Cases</b>	<ul style="list-style-type: none"> <li>● Case published in a refereed outlet</li> <li>● Case published in a non-referred outlet</li> </ul>
<b>Work Paper/Monographs</b>	<ul style="list-style-type: none"> <li>● Research monograph available for the public view</li> <li>● Working paper available for public view</li> </ul>
<b>Editor-related tasks</b>	<ul style="list-style-type: none"> <li>● Editor or associate editor of a peer-reviewed journal</li> <li>● Editor or associate editor of a Nat'l/Int'l Conference</li> <li>● Editor of a peer-reviewed journal's special issue</li> <li>● Member of peer-reviewed journal editorial review board</li> </ul>
<b>External Grants</b>	<ul style="list-style-type: none"> <li>● Recipient of an external grant</li> </ul>
<b>Software</b>	<ul style="list-style-type: none"> <li>● Open source software available for public view</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Attain a professional certification</li> <li>● Complete a continuing education certification program</li> <li>● Complete a workshop of teaching or research</li> <li>● Other professional development activities</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>● Consulting</li> <li>● Business Internship</li> <li>● Other professional experience</li> </ul>

### **Workload Committee Procedures**

1. The BUFM shall nominate and approve five members for the workload committee. These members should consist of a representative from each of the SBA's departments and one member at large (from any department).
2. The Workload Committee shall elect a chair.
3. The Workload Committee will develop a new process or modify an existing process (as needed) for establishing faculty workload policies.
4. The Workload Committee will solicit written input from the BUFMs on the Workload Committee's proposed process.
5. The Workload Committee will solicit written input from the Dean's Office about the Workload Committee's proposed process.
6. The Workload Committee will present a draft of the workload process to the BUFMs for approval.
7. After the process has been approved by the BUFMs, the Workload Committee will develop a new definition of "faculty workload" or modify an existing definition of faculty workload (as needed).
8. In tandem with step 6, the Workload Committee will gather and analyze examples of workload policies from other units at Oakland University or other institutions.
9. In tandem with step 6, the Workload Committee will gather and analyze the SBA's current CAP criteria and the procedures used to assess annual performance.
10. The Workload Committee will solicit input from the BUFMs regarding faculty workload expectations.
11. The Workload Committee will meet with the Dean and solicit written input from the Dean's Office regarding faculty workload expectations.
12. The Workload Committee will develop a statement of policy concerning faculty workload that does not conflict with the SBA's current CAP criteria, current annual performance appraisal criteria or the collective bargaining agreement.
13. The Workload Committee will meet with the Dean and solicit written feedback about the proposed workload policy from the Dean's Office for the committee's consideration.
14. The Workload Committee reserves the right to solicit input from appropriate stakeholders based on their expertise.
15. The Workload Committee will schedule a meeting with the BUFM to discuss the proposed workload policy document and receive feedback.

16. The Workload Committee will submit a final draft of the Workload Policy Document to the BUFMs for final approval.

17. If the BUFMs do not approve the Workload Policy Document, the committee will seek additional input from the BUFMs and revise the document as appropriate.

18. Once a final Workload Policy has been approved by the BUFMs, it will be submitted to Oakland University for approval. If approved, it becomes policy and placed in the SBA policy and Procedure Manual, if not approved, changes will be sent to the workload Committee for their deliberation.

19. The process returns to step 16 above.

### **Proposed Addendums to Workload Policy**

#### **Addendum 1 (Non-Typical Workload Assignment [based on a demonstrated stream of high-quality, top tier journal publications] Criteria)**

The workload committee proposes that the BUFMs establish a committee of five members (with one member being a representative from the dean's office) for the sole purpose of developing criteria for receiving a non-typical workload assignment involving a reduced teaching load based on demonstrated research productivity.

These criteria should include not only the initial criteria for being granted such a non-typical workload, but it should set performance criteria which will be used to determine if a faculty member should continue on their non-typical workload assignment. In addition, it should articulate how the BUFM merit criteria will be adjusted to reflect performance based on the non-typical workload assignment.

These criteria will only apply to those faculty members who are granted a non-typical work assignment involving a reduced teaching load based on demonstrated research productivity. Further, no aspect of this policy can be used to amend, change or introduce new workload or performance criteria to those faculty members who are not on a non-typical workload assignment involving reduced a teaching load based on research.

The criteria will be voted on at the next scheduled BUFM meeting. If approved by the BUFMs and the dean's office, it will be implemented at the beginning of the following academic year. It is recommended that these criteria be reviewed at least once every five years. All changes to the criteria must be approved by the Bargaining Unit Faculty Members in the School of Business Administration and the dean's office.

#### **Addendum 2 (Faculty Deficiencies in the Teaching, Research or Service)**

The workload committee proposes that the BUFMs establish a committee of five members (with one member being a representative from the dean's office) for the sole purpose of developing a policy that addresses on-going faculty deficiencies in the areas of research, teaching or service after the time period for the successful implementation of the faculty member's performance development plan has expired.

This policy will only apply to those faculty members who are deemed deficient based on the criteria outlined in the SBA's Workload Policy and may not be used to amend, change or introduce new workload or performance criteria for any faculty members outside of this designation.

The policy will be voted on at the next scheduled BUFM meeting. If approved, it will be implemented at the beginning of the following academic year.

## FORM A

### School of Business Administration Faculty Professional Development Request

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. **Describe the Development Activity** (attach a copy of the activity as described in a brochure, web site, or other advertisement).
2. **Explanation** of how this developmental activity is expected to contribute to teaching, research, and/or experiential learning.
3. **Relation to any SBA initiative.** If the development activity is related to any SBA initiative, please explain.
4. **Attach an SBA Travel Request** that lists expected costs and arrangements for missed classes.

5. ***In case this development activity will occur during a conference for which travel authorization is being requested, please complete the section below for ONLY ADDITIONAL expenses related to the DEVELOPMENT activity.*** (All University Travel Guidelines need to be adhered to).

Development Related Registration Fees \_\_\_\_\_ Additional Lodging \_\_\_\_\_  
Additional Meals \_\_\_\_\_ Other (Please specify) \_\_\_\_\_  
Estimated Additional Expense Related to Development \_\_\_\_\_

6. **Submission of final report** that explains what was learned in the developmental activity and how it will help in teaching and/or research.

☐ Approved ☐ Disapproved

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Signature, Department Chair Date

\_\_\_\_\_  
Signature, Dean SBA or Designate Date

*The Department Chairperson must attach a recommendation to the Dean's Office why this request should or should not be funded.*

**Form B**

**INDEPENDENT STUDY CONTRACT**  
**Oakland University - School of Business Administration**

**Return signed copy (signatures 1-3) of this contract to the appropriate office for advising approval and registration in an independent study course.**

**I. ☐ Graduate** (238 Elliott Hall) **☐ Undergraduate**

Name \_\_\_\_\_ Student Number G - \_\_\_\_\_  
(Last) (First)

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Course \_\_\_\_\_ CRN \_\_\_\_\_ Credits \_\_\_\_\_ Term: ☐ WI ☐ SU ☐ FA YEAR 20 \_\_\_\_\_

Major/Program \_\_\_\_\_ Current GPA \_\_\_\_\_ Term Credit Hrs. \*\* \_\_\_\_\_

---

**II. Topic:** \_\_\_\_\_

**Attach typewritten document describing in detail the following items:**

- **Description of learning objectives**
- **Description of the Independent Study that will be performed**
- **Description of final project and method of evaluation**
- **Timeline (meetings, due dates, etc.)**

---

**III. Approval Section**

**Obtain signatures in order listed.**

**Note: Maximum cumulative Independent Study credits are 6 for graduate students and 8 for undergraduate students.**

\*\* Current credit hours enrolled, including independent study credits.

cc: Office File  
Student File  
Faculty Supervisor  
Student  
Dept. Secretary

1) \_\_\_\_\_  
(Student Signature/Date)

2) \_\_\_\_\_  
(Faculty Supervisor Signature/Date)

3) \_\_\_\_\_  
(Department Chair Signature/Date)

4) \_\_\_\_\_  
(Program Coordinator/Advising Signature/Date)

## Form C

### Mentoring of Untenured Faculty

#### Mentoring Checklist

Faculty Member \_\_\_\_\_

The SBA Faculty mentoring process states:

*The untenured faculty member will complete an end of year check-list report describing the mentoring activities that he/she participated in during the previous year or stating that they declined to participate in the mentoring process. Declining to participate in the mentoring process will have no impact on the candidate's evaluation during the tenure review process.*

#### SECTION 1: Declining Faculty Mentor

Did you decline to participate in the mentoring process? YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, sign and date the bottom of the page and return it to your Department Chairperson.

*Declining to participate will have no impact on your evaluation in the tenure review process.*

#### SECTION 2: Identifying Faculty Mentor

Did you have a faculty mentor? YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, who was your faculty mentor \_\_\_\_\_ Go to Section 3.

If NO, did you want to have a faculty mentor? YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, did you talk to your Chairperson about wanting a mentor? YES\_\_\_\_\_ NO\_\_\_\_\_

Sign and date the bottom of the page and return it to the Associate Dean.

#### SECTION 3: Check-list describing the Mentoring Activities

Check all that apply. Your faculty mentor:

- \_\_\_\_\_ Provided feedback on written papers
- \_\_\_\_\_ Attended your class and provided feedback
- \_\_\_\_\_ Discussed potential research topics (this does not assume joint research projects)
- \_\_\_\_\_ Identified ways of improving your teaching by sharing experiences
- \_\_\_\_\_ Provided guidance on appropriate service responsibilities
- \_\_\_\_\_ Explained the SBA's culture
- \_\_\_\_\_ Discussed journal outlets and professional meeting presentation strategy
- \_\_\_\_\_ Guided and advised you on the School's policies and procedures

List other activities that your mentor helped you with.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date