



Western Oregon
UNIVERSITY

Faculty Handbook
2022–2024
Edition

WOU FACULTY HANDBOOK

2022–2024 EDITION

LAND ACKNOWLEDGEMENT	8
ORGANIZATIONAL CHARTS	8
PREAMBLE	9
Adherence to University Regulations	9
WOU Mission Statement	9
Statement of Ethical Values	10
Commitment To Diversity, Equity, Inclusion, and Accessibility	10
Equal Employment Opportunity and Affirmative Action Policy and Plan	11
Academic Freedom	11
CHAPTER 1: ORGANIZATION AND GOVERNANCE	12
Administration	12
President	12
Provost/ Vice President for Academic Affairs	12
Vice President for Finance and Administration	14
Vice President for Student Affairs	15
Vice President and General Counsel	15
Vice President for University Advancement	15
Executive Director of Diversity, Equity and Inclusion	15
University Shared Governance	15
Faculty Senate	16
Staff Senate	16
Student Senate	16
University Budget Advisory Committee	16
University Technology Advisory Committee	17
University Diversity & Inclusion Advisory Committee	17

Faculty Representation Associations	17
American Federation of Teachers (AFT), Local 2278	17
Interinstitutional Faculty Senate	18
Association of Oregon Faculties	18
CHAPTER 2: FACULTY AND ACADEMICS	19
Academic Ranks and Titles	19
Policies On Recruitment and Appointment	20
Recruitment	20
Appointment of Faculty	21
Appointment of Summer Session Faculty	21
Appointment of Administrative Officers	21
Policies On Tenure and Promotion	22
Professional Conduct	22
Professional Standards of Conduct	22
Relationships with Faculty and Staff	22
Relationships with Students	22
Healthy Workplace	23
Students with Disabilities	23
Specifically Prohibited Practices	25
Conflicts of Interest	25
Complimentary Textbooks	25
Sexual Harassment	25
Political Activity	26
Outside Employment and Related Compensation	26
Copyright Guidelines	27
Office Facilities	28
Assignment of Offices	28
Telephone	28
Office Support Services	28
General Academic Standards	29

Teaching	29
Class Meetings	30
Children in the Classroom	30
Class Size	30
Final Week of Regular Class Each Term	31
Examinations	31
Required and Recommended Texts and Manuals	31
Amount of Class Time or Work Time for a Unit of College Credit	32
Definitions of Terms	32
Grading	33
Incompletes	33
Withdrawals	33
Class Absence	34
Pass/No Credit, Satisfactory/No Credit, and Auditing Courses	34
Submission of Grades	35
Change of Grade	35
Cheating, Plagiarism, Etc.	35
Student Advising	36
General Faculty Responsibility	36
Assignment of Faculty	37
Assignment of Students	37
Student Grievances	37
Academic Petition Committee	38
Curriculum Management	38
New Program	38
Program Changes	39
Courses	39
Challenges and Exceptions to General Education Requirements	39
Classes by Special Arrangement	40
Distinction Between Graduate/Undergraduate Credit	40

Seminars and Workshops	40
Academic Scheduling and Workload	41
Class Scheduling	41
Reserved Hours	41
Office Hours	42
Faculty Compensation	42
Salary Standards	42
Methods of Pay	42
Summer Session Salaries	43
Sabbatical Leave	43
CHAPTER 3: OFFICES, SERVICES, AND RESOURCES	44
Section A: The Great WOU Acronym List	44
Section B: Campus & Facilities	45
Campus Public Safety	45
Campus Safety Tips	46
WOU Alert: Campus Emergency Notification System	47
Campus Recreation	47
Emergency Closures of the University	47
Key and Lock Services	48
Mail and Package Services	48
Notary Public	50
Occupational/ Environmental Safety	50
Parking	50
Printing Services	51
Scheduling & Using Facilities	51
Academic Activities and Meetings	51
Non-class Activities and Events	51
Surplus Equipment, Furnishings, and Supplies	51
Werner University Center	52
Scheduling Facilities	52

Section C: Student Supports & Services	52
Student Health and Counseling Center	52
CARE Team: Assistance for Students with Significant Issues	52
Bookstore (WolfStore)	53
Basic Needs Team	53
Food Pantry & Stitch Closet	54
Center for Professional Pathways	54
Section D: Faculty Supports & Services	55
Library Services	55
Center for Academic Innovation	55
Digital Media Center	55
Office of Institutional Research	55
Sponsored Projects Office	56
Institutional Research Board (IRB)	56
Section E: Operations & Business	57
Purchasing	57
Serving Food and Beverages	57
Services & Contracts	57
Professional Travel	58
Travel Regulations	58
Reimbursement for Travel Expense	58
Strategic Communications and Marketing (MarCom)	58
Public Information Officer	59
Faculty Experts	59
University Advancement, Gifts, and Bequests	59
University Computing Solutions	60
Service Request Desk	60
Computing Solutions	60
Telecommunications	61
Digital Production Services	62

Section F: Human Resources & Benefits	62
Holidays	62
Employee Assistance Program	62
Identification Cards	63
Insurance Programs	63
Health Insurance	63
Other Insurance	63
Liability Insurance	63
Leaves of Absence	63
Leave with Pay	63
Faculty Exchanges	64
Sick Leave	64
Leave Laws	65
Leave Without Pay	65
Notice of Appointment	65
Retirement Programs	65
Reduced Tuition Rates for Employees	65

LAND ACKNOWLEDGEMENT

Western Oregon University in Monmouth, OR is located within the traditional homelands of the Luckiamute Band of Kalapuya. Following the Willamette Valley Treaty of 1855 (Kalapuya etc. Treaty), Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the [Confederated Tribes of Grand Ronde Community of Oregon](#) and the [Confederated Tribes of the Siletz Indians](#). More information can be found at [Native Land Digital](#).

ORGANIZATIONAL CHARTS

[Western Oregon University](#)

(choose “People” in the top menu, then “University Organizational Chart”)

[Academic Affairs Org Chart](#)

[Academic Unit Contacts](#) (Chairs, APAs, Coordinators, and others)

PREAMBLE

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

Adherence to University Regulations

The responsibility of faculty to adhere to university regulations is self-evident. An organization can operate effectively and consistently only if it has policies and rules to guide it and its members. This Faculty Handbook is an attempt to summarize those regulations pertaining directly to the faculty and not all topics in the Handbook are specifically covered in the legal documents listed below. Each faculty member is responsible for knowing the regulations spoken of in the handbook and for making every reasonable effort to adhere to them.

[Collective Bargaining Agreement](#)

[Oregon Administrative Rules](#)

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

WOU Mission Statement

Western Oregon University creates lasting opportunities for student success through transformative education and personalized support.

Statement of Ethical Values

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

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

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

Commitment To Diversity, Equity, Inclusion, and Accessibility

Western Oregon University emphasizes diversity, equity, inclusion, and accessibility as a matter of institutional priority and as integral components of academic success.

As we continue to increase our understanding and commitment to these values, we strive to:

- create respect for and appreciation of all persons and ideas as a key characteristic of our campus community;
- increase the diversity of all parts of our University community through commitment to diversity in our recruitment and retention efforts;
- promote active engagement among all members of our campus and surrounding communities; and,
- foster a campus environment that is inclusive and accessible to students, faculty, staff and administration across the campus community;

In order to achieve our aspirations at Western Oregon University, we will:

- sustain a safe and welcoming environment that supports diversity;
- support full and equitable educational access;
- increase our efforts to recruit and retain a diverse campus community;

- prepare effective citizen-leaders for a pluralistic world;
- confront and resolve institutional barriers to social justice;
- challenge instances of prejudice, bias and discrimination;
- enhance current and create new systems of support for the success of the university; and
- dedicate resources to the diversity initiatives.

Equal Employment Opportunity and Affirmative Action Policy and Plan

WOU acknowledges its legal and ethical responsibility to insure [equal employment](#) without regard to perceived race, creed, color, ethnicity, national origin, sexual orientation, gender identity, age, disability, marital status, religious affiliation, or inclusion in any group or class against which discrimination is prohibited by state or federal law. Information about the University's commitment to affirmative action and equal employment opportunity can be found at the [Human Resources website](#).

Academic Freedom

Western Oregon University values academic freedom and protects this important right as enshrined in Oregon statute and the [1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments](#).

Related information and resources:

[NWCCU Accreditation Standards](#) (2.A.27 - 2.A.29)

[American Association of University Professors Academic Freedom & Tenure Investigative Reports](#)

Steve Scheck, Faculty Senate President (2022–2023)

Rob Winningham, Provost

February 2022

CHAPTER 1: ORGANIZATION AND GOVERNANCE

Western Oregon University

WOU is a public liberal arts university with an institutional governing board, the [Western Oregon University Board of Trustees](#). The University offers both graduate and undergraduate degrees in the College of Liberal Arts and Sciences and the College of Education. For a complete listing of undergraduate majors, minors and specialty areas, and graduate programs, see the current [WOU Academic Catalog](#). While it serves students from throughout Oregon, the western states and those from other countries, WOU's student body comes predominantly from the Willamette Valley and coastal areas of the state.

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

Administration

President

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

Provost/ Vice President for Academic Affairs

The Provost/ Vice President for Academic Affairs is the chief academic officer of the University. The Provost ensures the integration and alignment with the University's mission to support continuous improvement of educational effectiveness. This position reports to the president.

Associate Provost for Academic Programs and Effectiveness

The Associate Provost for Academic Effectiveness is responsible for facilitating alignment, assessment and improvement within and across academic programs.

This position creates and maintains systems, including technology and professional development to support faculty in their assessment work and reports results. Assessment work supported by this position includes: Assessment of Undergraduate Learning Outcomes, General Education Learning Outcomes, Graduate Learning Outcomes, and Academic Program Review. This position is also responsible for managing and maintaining the University's accreditation with the [Northwest Commission on Colleges and Universities](#) (NWCCU). This position reports to the provost.

Director of Academic Affairs

The Director of Academic Affairs provides high-level management and coordination of budget, personnel actions and university-level procedures and programs in support of Academic Affairs, its academic colleges and other affiliated units, to ensure efficiency and effectiveness. This position reports to the provost.

Dean of the College of Liberal Arts and Sciences

The Dean of the College of Liberal Arts and Sciences is the chief administrator of that college which includes the divisions of Behavioral Sciences, Business/Economics, Computer Science, Creative Arts, Criminal Justice Sciences, Humanities, Natural Sciences and Mathematics, and Social Science. The Dean is responsible for encouraging and maintaining academic excellence through ongoing direction, development, and evaluation of both faculty (per CBA guidelines) and curriculum, and for the management, assignment, and distribution of the college's human, physical, and financial resources. The office also administers the Interdisciplinary Studies Program and the Organizational Leadership Program. This position reports to the Provost.

Dean of the College of Education

The Dean of the College of Education is the chief administrator of that college which includes the divisions of Deaf Studies and Professional Studies; Health and Exercise Science; and Education and Leadership. The Dean is responsible for encouraging and maintaining academic excellence through ongoing direction, development, and evaluation of both faculty (per CBA) and curriculum and for the management, assignment, and distribution of the college's human, physical, and financial resources. The Dean also plays a special role in representing the University to various off-campus groups and institutions with a particular interest in public education. This position reports to the provost.

Dean of the Library and Academic Innovation

The Dean of the Library and Academic Innovation is the chief administrator of the WOU Hamersly Library. The library faculty and staff facilitate access and use of information resources for faculty, students, and administration in support of the educational, research, and service objectives of the University. This role also serves as the chief administrator of the Center of Academic Innovation which provides resources and services for faculty that reinforce Western Oregon University's core mission as a teaching institution and bolster its commitment to serve evolving educational needs of our students and region. This position reports to the provost.

Dean of Graduate Studies and Research

The Dean of Graduate Studies and Research is the chief administrative officer for all graduate level degree and endorsement programs both on and off-campus. The dean is responsible for encouraging and maintaining academic excellence in all graduate level offerings of the University, and oversees all graduate office policies and budgets. This role also serves as chief administrative officer over the Sponsored Projects Office, ensuring responsible fiscal practices that align with WOU's policies, as well as policies of external funding partnerships. This position reports to the provost.

Division Chairs

Each of the divisions in the College of Liberal Arts and Sciences, the College of Education, and the Library is administered by a chair who reports to their respective dean. Division chairs are immediately responsible for curriculum development, assignment of faculty, evaluation of faculty (per CBA), investigation and remediation of student concerns/issues, supervision and control of budgets, and preparation of class schedules for their entities. Divisions may be further organized into departments or programs overseen by a departmental head or program coordinator.

Vice President for Finance and Administration

The Vice President for Finance and Administration (VPFA) serves as the chief operating officer of the University. The VPFA oversees the financial functions of the university in addition to many administrative functions. This position reports to the president.

Vice President for Student Affairs

The Vice President for Student Affairs is responsible for Admissions, Financial Aid, the Student Health and Counseling Center, Student Life, Disability Services, Food Services, Center for Professional Pathways, Multicultural Student Services and Programs, Upward Bound Program, Dean of Students, the Peter Courtney Health and Wellness Center, and the coordination of campus judicial affairs. This position reports to the president.

Vice President and General Counsel

The Vice President and General Counsel is the university's chief legal officer, as well as secretary to the WOU Board of Trustees. The position is responsible for legal affairs, board administration, government affairs, strategic initiatives, and communications. This position reports to the president.

Vice President for University Advancement

The Vice President for University Advancement is responsible for resource development, including all fund-raising efforts, alumni relations, public and media relations and communications, including sports information, institutional publications, institutional marketing, and special activities such as the Edgar H. Smith Fine Arts Series. This position reports to the President.

Executive Director of Diversity, Equity and Inclusion

The Diversity, Equity and Inclusion (DEI) Office develops, implements, and administers a wide range of programs within guidelines provided by the WOU Board of Trustees, including but not limited to priorities and expectations in the Board Statement on Diversity, Inclusion, Equity and Accessibility, the university president, and objectives and initiatives articulated in the university's Diversity Action Plan and its cultural competence standards. The DEI Office is also home to the WOU Title IX Coordinator.

University Shared Governance

In recognition of the value of faculty participation in academic policy setting and decision making, the administration and faculty have agreed upon the establishment of an extensive system of shared governance ([WOU Board of Trustees Resolution on Shared Governance](#)) at WOU. This system is recognized first through the Faculty Governance Charter and second through individual division governance bylaws, which are housed in the Office of the Provost. The major vehicles for the university-wide system of

governance are the Faculty Senate, Staff Senate, Student Senate and committees. Each entity carries out its governance activities according to their respective bylaws and with the approval of the university president.

Faculty Senate

The Faculty Senate is a representative body composed of faculty members elected by the various academic units of the University. The Faculty Senate establishes, defines, and coordinates those committees deemed necessary to the functioning of all university faculty governance and other such committees as it sees useful. The Faculty Senate also provides advice and recommendations to the university president and other personnel and areas of the University on matters deemed appropriate. A complete list of Faculty Senate and campus committees, along with the current charge, composition, and membership of each, along with the WOU Faculty Governance Charter and the Bylaws of the WOU Faculty Senate, can be found on the WOU Faculty Senate [webpage](#).

Staff Senate

The Staff Senate complements the Faculty Senate and the Student Senate as a component of Western Oregon University's system of shared governance and is comprised of elected members from both classified and unclassified staff categories at the university. More information about Staff Senate can be found on the Staff Senate [webpage](#).

Student Senate

The Associated Students of WOU (ASWOU) acts on behalf of, and as the voice for, the student body. On matters of concern to students, the University administration may consult directly with student government officers, or student input may be solicited from students serving on committees and other advisory bodies. More information about ASWOU can be found on the ASWOU [webpage](#).

University Budget Advisory Committee

The University Budget Advisory Committee ([UBAC](#)) is an advisory group consisting of representation from faculty, classified staff, unclassified exempt staff, students and administrators. This body is advisory to the President and all members shall be appointed by the President based on recommendations from appropriate constituencies. The UBAC will make recommendations to the President prior to finalizing budget recommendations from the President to the Board of Trustees. Final

funding recommendations are expected to have clear linkages to the University's *Strategic Plan*.

University Technology Advisory Committee

The University Technology Advisory Committee ([UTAC](#)) is an advisory committee charged with receiving, developing, and submitting recommendations related to the use of technology for university technology systems and academic technologies that are aligned with the strategic plan.

University Diversity & Inclusion Advisory Committee

The University Diversity and Inclusion Advisory Committee ([UDIAC](#)) is a presidential advisory committee charged with receiving, developing, and submitting recommendations related to diversity, equity, accessibility, and inclusion across the University enterprise and aligned with the strategic plan. Diversity, equity, inclusion, and accessibility are core institutional values which cultivate mutual respect, open inquiry, academic integrity, intellectual inquiry, free expression and a climate that promotes community and civility. As an institution of higher education, WOU recognizes the educational benefits of building and sustaining a diverse, equitable, and inclusive community that upholds academic freedom and the robust exchange of ideas by all stakeholders.

Faculty Representation Associations

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

American Federation of Teachers (AFT), Local 2278

The Western Oregon University Federation of Teachers, AFT Local 2278 is the collective bargaining agent for both tenured/tenure-Track (T/TT) and non tenure-track (NTT) faculty with appointments at or above 0.5 FTE. The provisions, found in the Collective Bargaining Agreement between the University and the Union, govern relationships in those matters. <https://wouft.org>

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Interinstitutional Faculty Senate

The IFS is comprised of faculty representatives from the Oregon Public Universities: Eastern Oregon University, Oregon Health & Science University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, Western Oregon University <https://oregonifs.org>

Association of Oregon Faculties

The [AOF](#) is a statewide organization representing faculty interests to state officials and the legislature through the Public Affairs Council, a professional lobbying organization. Membership is open to all members of faculty.

CHAPTER 2: FACULTY AND ACADEMICS

[This chapter concerns matters not covered under the [Collective Bargaining Agreement \(CBA\)](#) between the University and WOUFT, AFT Local 2278. It is descriptive only, and in case of perceived differences between the Faculty Handbook and the CBA, the CBA shall take precedence.]

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

Academic Ranks and Titles

Academic ranks and titles are granted to unclassified university personnel in both specific administrative and all teaching positions based upon qualifications and assignment. These ranks and titles are not necessarily related directly to salary and responsibility, but, especially at higher levels, do indicate a quality of professional ability, training, experience, and activity substantially above what might be considered average. WOU Policy: [ASA-01-001](#)

Full Professor

This rank is awarded by the University to members of faculty whose leadership and accomplishments in teaching, scholarship and service to their university community and to the Academy are substantial, distinctive and perpetually emerging. In rare cases, a new faculty member of exceptional academic or professional attainment may be appointed at this rank. Typically an individual at full professor has been engaged as a faculty member for at least 10 yrs.

Associate Professor

The rank is awarded to members of faculty who, over a substantial period (e.g., 5 years) of successful continuous service as assistant professors, have shown significant professional growth and achievement in the areas of teaching, scholarship and service to their university community and for the betterment of the Academy. The rank of associate professor is sometimes granted to new hires, especially if they had previously earned tenure at another university.

Assistant Professor

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

Professor Emeriti

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

Reference: [WOU Policy: ASA-01-90](#)

Graduate Faculty

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

Non-Tenure Track Faculty

Non-Tenure Track faculty have fixed-term appointments and may be at the Lecturer, Instructor, Senior Instructor, Non-tenure track Assistant Professor, Visiting Assistant Professor, or Visiting Associate Professor titles.

Policies On Recruitment and Appointment

Recruitment

Recruitment of tenure-track faculty members involves both process and evaluation. WOU, as an Affirmative Action/Equal Opportunity Employer, follows specific procedures to ensure equal employment opportunities. The process also provides for an extensive evaluation by the campus community.

The process for filling existing faculty positions or creating new positions begins with the appropriate dean submitting a statement of need and supporting evidence to the provost. When the president, through the provost, gives approval, the office or division

may open the search. The search is to include advertising appropriate to the position to be filled, the use of search committees to screen and recommend candidates, the participation of a search advocate whenever possible, and, when feasible, visits by finalists to the campus. The primary focus in screening is the candidates' competencies in light of the needs of that area of the University. Members of the University faculty may apply for openings for which they believe themselves qualified. The President may declare that a certain position is to be filled from within the University.

All search committee recommendations will be in writing and forwarded by the department head, program coordinator, or division chair along with other appropriate data and information (vitae, correspondence, description of search process, etc.) to the appropriate dean. If the dean, or, in turn, the provost, disagrees with the recommendation, a resolution will be sought; however, if a resolution is not achieved, the provost may direct alternative solutions. Recruitment forms are available at the HR website ([Human Resources](#)).

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

Recruitment of non-tenure track faculty is conducted for the purpose of meeting specific course and program needs not able to be serviced by the tenure track faculty.

Appointment of Faculty

All appointments of tenure track faculty members are made by the provost with approval of the president and predicated on recommendations from the appropriate dean, and the respective division/departments. Appointments of non-tenure track faculty are made by the dean on recommendation of the division chair and approval of the provost.

Appointment of Summer Session Faculty

Appointment to a summer session teaching position is not guaranteed and is regulated by the [Collective Bargaining Agreement](#).

Appointment of Administrative Officers

Administrative officers are appointed by, and serve at the pleasure of, the President. Most administrative contracts are for 12 months. Tenure rights reside in academic areas. Administrative officers appointed from within the University who have tenure rights within academic units maintain those rights during their appointments. If

administrators, with such tenure, leave administration, they can return to their departments or divisions for reassignment. Promotion of administrative officers is at the discretion of the President, in consultation with the candidate's superiors.

Policies On Tenure and Promotion

Tenure and promotion is regulated by the [Collective Bargaining Agreement](#). Information about submission of materials can be found on the [Evaluation, Tenure, and Promotion web page](#).

Professional Conduct

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

Professional Standards of Conduct

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

Relationships with Faculty and Staff

"As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution." (American Association of University Professors, "[Statement on Professional Ethics](#)," paragraph 3; 1966, rev'd 2009.)

Relationships with Students

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their

proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom." (American Association of University Professors, "[Statement on Professional Ethics](#)," paragraph 2; 1966, rev'd 2009.)

Healthy Workplace

The following is an excerpt from Article 26 of the [Collective Bargaining Agreement](#). Faculty should carefully review the full text of that Article, including the section describing conduct that is not protected by academic freedom.

"Western Oregon University is committed to having a positive learning and working environment for its students, faculty and staff. All individuals have the right to enjoy an environment free from all forms of conduct that can be considered harassing, threatening or intimidating. In addition, academic freedom can exist only when every person is free to pursue ideas in a non-threatening atmosphere of mutual respect. WOU is committed to protecting the academic freedom and freedom of expression of all members of the school community and this section on healthy workplace environments will be applied in a manner that protects those freedoms. Bullying and/or abusive conduct is reprehensible and threatening to the careers, educational experience, and wellbeing of all members of our community and will not be tolerated. This article is in addition to the Western Oregon University Sexual Harassment and Discriminatory Harassment policies."

Students with Disabilities

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

When administering and evaluating examinations or other procedures for evaluating students' academic achievement, faculty members will use methods for evaluating the achievement of students which will best represent the student's achievement in the

course and not be a measurement/evaluation of how a disability impacts a student in the course.

Faculty members will take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity taught by the faculty member because of the absence of educational auxiliary aids for students with disabilities. Auxiliary aids may include but are not limited to taped texts, interpreters, note takers and material in an alternative format.

The Office of Disability Services determines a student's eligibility and need for reasonable accommodations and/or auxiliary aids, and it is expected that faculty will cooperate with the reasonable accommodation needs of each student. **Faculty members who have questions, concerns, or need additional information should not direct those questions to the student needing/utilizing the accommodation, but instead should contact the [Office of Disability Services](#) directly.**

As with all students, materials in an alternative format should be ready for students on the first day of class (i.e. syllabi). Faculty can provide materials in alternative format by working with the [Office of Disability Services](#).

When interpreters or other accommodation-related professionals provide in-class assistance, it is critical for the instructor to end class at the scheduled time (e.g. a class scheduled for "9:00am - 10:50am" must end by 10:50am, not 11:00am). This is true for both in-person and distance/online class sessions. These professionals usually have a full schedule, so a class ending late can result in students missing material in other classes. Similarly, if a scheduled accommodation-related professional has not yet arrived at the beginning of a class session, the instructor should contact ODS for guidance before beginning class.

Course syllabi need to include a statement regarding auxiliary aids and academic accommodations. Faculty are encouraged to direct students to services available through the Office of Disability Services by including statements in the course syllabi. Syllabi statements can be found [here](#).

Reviewing course goals and alignments can sometimes be helpful when working with ODS to provide an accommodation. Faculty can identify course goals and alignments to learning outcomes in the [Curriculum System](#)

Specifically Prohibited Practices

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

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Conflicts of Interest

A conflict of interest occurs when a member of the faculty initiates or participates in an activity intended to produce personal advantage or gain to the detriment of the University, other faculty, or students. Examples of such activity would include outside employment which substantially interferes with the full and faithful performance of all institutional obligations or is competitive with any of the University's academic programs; the more than incidental use of university personnel, facilities, equipment, supplies, etc., for profit-making ventures (CBA); and required purchases by students of instructional materials (including textbooks) that result in pecuniary profit to the instructor. Exceptions to the above will be allowed only with the written permission of the dean of the administrative unit involved or of the Provost, should the circumstances seem in her/ his judgment to warrant such action.

Complimentary Textbooks

To aid in the selection of an appropriate textbook for instructional use, faculty may solicit evaluation textbooks from publishers. Publishers occasionally provide unsolicited textbooks. Faculty may also receive desk copies when a textbook has been previously chosen for instructional use. Faculty may use or retain materials defined above in a manner consistent with the purpose for which they were provided, or may dispose of such materials in accordance with WOU's [surplus property procedures](#) and consistent with [ORS 244.040](#) and [ORS 279A.280](#).

WOU abides by the AAUP position against ever selling complimentary textbooks and denying the author royalties.

Sexual Harassment

Sexual harassment is a form of discriminatory harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other

verbal or physical behavior of a sexual nature when directed toward an individual because of that individual's perceived gender or sexual orientation, when:

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

-OR-

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

Additional information is available on the [Sexual Misconduct Resources page](#).

Political Activity

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

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

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

University employees may seek political office and/or actively aid others to do so, but such activity shall in no way interfere with the performance of their major duties.

Reference: [Political Activity on Campus Policy \(GL-02-002\)](#)

Outside Employment and Related Compensation

Faculty are authorized to engage in outside employment activities for as much as, but not to exceed, the equivalent of one work day per week. A faculty member who engages in outside activities which create a potential conflict of interest will provide

written disclosure, even if the activity is unrelated to the faculty member's institutional responsibilities.

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

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

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

Copyright Guidelines

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

Faculty members interested in reducing cost for students are encouraged to investigate [Open Educational Resources](#) (OERs), especially the [WOU OER Stipend Program](#) and [Professional Development Opportunities](#).

Almost all software programs, apps, and websites are also protected under the copyright law, even when they are free to use. In this area, there is very little likelihood that the "fair use" exemption would apply. The terms of the license must be carefully examined to determine if the program can be loaded on more than one computer at a given site. It will infringe the software publisher's copyright to make unauthorized copies

of computer programs. If in doubt, check with the director of University Computing Solutions as to the terms of the relevant license.

In addition to injunctive relief, a successful plaintiff in a copyright suit can collect attorney fees plus the greater of actual damages and lost profits (from lost sales) or statutory damages (a predetermined fine, e.g. \$1,000 per violation).

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

References:

[Copyright Policy of Hamersly Library](#)

[Federal Copyright Act](#)

Copyright for materials and technology created by employees is governed by the [WOU Employee Responsibilities and Rights policy](#).

Office Facilities

Assignment of Offices

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

Telephone

All tenure/tenure-track faculty members are provided with an individual telephone number, and the necessary equipment and software to place and receive phone calls through their computer.

Office Support Services

All academic areas are at least partially served by an Administrative Program Specialist (APS) or Administrative Program Assistant (APA) who supports the division chair.

Additional relevant administrative projects for faculty will be undertaken on a first-come, first-served basis, as workload permits, and with the approval of the chair.

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

General Academic Standards

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

Preservation of the University's general academic standards is a responsibility of all members of the faculty, whether as instructor or administrator. Especially critical in this regard are those standards that do not lend themselves to precise statement (e.g., grading). Incomplete or confusing statements about standards can be detrimental to student success or cause risk to the University, therefore all faculty members are expected to become familiar with those standards with which they will most likely be involved, whatever the official source may be.

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

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

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Teaching

Commitment to outstanding teaching is a distinguishing characteristic of WOU. Since teaching is considered to be of preeminent importance, every faculty member is expected to strive for excellence in the classroom. This excellence involves not only an

up-to-date command of one's subject and an effective teaching style but consistent and sophisticated class management.

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Class Meetings

Faculty members are expected to conduct them at a level appropriate to a university course and to conduct the class sessions during the officially scheduled time(s). If the instructor unexpectedly cannot meet a class, the division office should be contacted so students can be notified of the cancellation. Faculty are encouraged to also send notice to their students via the University-provided communication tool(s) most likely to reach students before the scheduled class time (e.g., Canvas, Wolf Connection System (WCS), email, text messages via Zoom).

Children in the Classroom

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

1. The approving faculty member has determined that the presence of the child is not likely to create a disruption of classroom instruction or otherwise negatively impact other students.
2. The child must be directly supervised by the responsible student at all times.
3. If the faculty member determines at any time, in their sole discretion, that the child is causing disruption, that the material to be covered is inappropriate for the age of the child, or that the child should be removed for any other reason, the responsible student will comply with the faculty member's request.

Class Size

Because of budgetary requirements it is expected that classes will have certain minimum enrollments or may be subject to cancellation and reassignment of the instructor, or reducing or rescinding of a contract for NTT faculty.

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

Final Week of Regular Class Each Term

It is understood that during the final week of class during each term (formerly known as "Dead Week") only routine class assignments or exams noted in the course syllabus are to be given. Faculty members may hold examinations during the last week of instruction only if such examinations count for no greater percentage of the total course grade than any other scheduled examination or project. In course structures where the "final exam" is similar in weight to other course exams, that final exam is to be given during the officially-scheduled time for final exams during finals week.

Examinations

It is expected that examinations will be a significant part of the evaluation of students in all courses except those where successful completion of a significant project or program is a natural outcome. Final examinations each term will be held at the time specified in the [final exam schedule](#). Permission to administer the final examination at another time may be granted by the division chair and the appropriate college dean following a request by the faculty member and upon demonstration of educationally justifiable reasons for doing so. If such permission is granted, the faculty member will notify all students in the class as soon as possible. This paragraph does not prohibit faculty from allowing individual students to take the final exam at a different time, when requested by that student.

Inasmuch as finals week is a week of instruction, classes in which there is no final exam shall meet during the time specified in the exam schedule. Faculty members who do not hold final examinations shall use the times scheduled for such examinations for activities that are reasonably related to pedagogical purposes in the affected course.

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Required and Recommended Texts and Manuals

Faculty should be concerned for the monetary demands placed on students for required textbooks and manuals. Especially unfair to students are expensive

texts that are used only minimally or not at all. It is better to place these on a recommended list rather than having them required.

Faculty members are encouraged to consider utilizing [Open Educational Resources](#) (OERs). Support for integrating these resources into courses is available through the [WOU OER Stipend Program](#) and [Professional Development Opportunities](#).

Oregon law requires all public colleges and universities to display the complete cost of course materials on the bookstore website. This information must be available to students by the time registration begins, so **all faculty are required to submit their course materials information at least one week prior to the earliest registration date for each term**. This information must include both the books/materials available through the bookstore **and** any books or materials that must be purchased or obtained elsewhere—and the cost of those items. This information is submitted via the online [Guided Adoption portal](#) ([step-by-step instructions](#) are available). **If a course does not require any materials, an adoption form must still be completed** (mark the “course does not require materials” checkbox in Step 1).

Amount of Class Time or Work Time for a Unit of College Credit

The US Department of Education, the Northwest Commission on Colleges and Universities and the State of Oregon Higher Education Coordinating Commission all subscribe to the following conditions for issuing a unit of college credit.

Definitions of Terms

- **"Class hour"** or **"contact hour"** means approximately one hour of direct communication between a teacher and one or more students, minus time for rest or change of classes. Conventionally this has been a fifty-minute period.
- **"Credit,"** when the full term is "postsecondary or college credit," means indication or certification by a school that a student has completed a unit of study, demonstrated achievement or proficiency, or manifested measured learning outside of school so as to have satisfied a portion of the requirements for a degree or for any other academic recognition offered by the school.

- **"Credit hour"** means one postsecondary credit resulting from one of the following intended to result from at least 2 hours of student work out of class (or equivalent lab time) for each contact hour in class, totaling:
 - Approximately 30 hours of student work in a quarter;
 - Equivalent student work demonstrated by student performance on a nationally recognized examination or evaluation.

Grading

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

Faculty members are strongly encouraged to begin providing scores, grades, and other feedback to students as early in the term as possible. The most common concern expressed in academic complaints, by far, involves a lack of feedback/grades, or that the feedback/grades were provided too late in the term to be useful. One solution is to utilize the quiz feature in Canvas. There is a rich variety of [question types](#) available that can provide automated feedback to students, allowing them to identify and fix gaps in their knowledge or understanding, before their success in the course is impacted.

Incompletes

Incomplete grades should be issued only to students who are lacking a class requirement that can realistically be completed within a reasonable time. They should not be used as a way for a student to avoid an F grade. Incompletes will convert to the default grade assigned at the time the "I" grade was submitted after 12 months. *Before* assigning this grade, be sure to: review the [rules and procedures for incomplete grades](#), fill out an [Incomplete Grade Contract](#) with the student and file it in the division office, and reach out to the Registrar's Office if you have any questions.

Reference: [WOU Academic Requirements](#)

Withdrawals

Students may [withdraw from courses using Wolf Web](#). If a student has a registration hold they may email registrar@wou.edu for assistance in withdrawing from a course. Students must withdraw no later than Friday of the seventh week

of the term*. A withdrawal results in a non-punitive "W" mark on the student's academic record.

** Note: withdrawal deadlines for Summer courses vary. Refer to the academic calendar for specific Summer term deadlines.*

Class Absence

The University does not have formal all-campus rule regarding absences from class. Traditionally, however, more than three absences during a term have been seen as cause for concern and instructors are encouraged to promote regular attendance. Concerns related to deleterious effects of absence from class should be addressed with the affected student in a timely manner, and by submitting a report through the Wolf Connect System (WCS). **If class attendance is to be used as a criterion for establishing a grade, that must be clearly stated in the course syllabus.**

Students who do not attend the first two sessions of a class may be administratively dropped from the class by the Registrar's Office upon request from the academic department. The student's permission is not required when dropped for this reason. The academic department will notify the student via email before dropping them. Students are strongly advised to notify faculty of any situation that may prevent class attendance during the first week.

Pass/No Credit, Satisfactory/No Credit, and Auditing Courses

The student selects the grade method option at the time of registration. Please note that neither the web, nor the class roster, indicate if a student is taking a class with an alternative grade option. At term's end, the instructor records the grade earned by choosing the appropriate grade from the pull-down menu; the acceptable grades are A through F, +/-, RP, X or I. You should grade all students on the standard A–F +/- scale; the database will default the appropriate grades to "P", "S", "NC" or "AU".

It is understood that any student who audits a course:

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

-and-

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

Submission of Grades

End-of-course grades are submitted online via the Wolf Web system. The deadline for those reports is:

- Summer Term: 10:00am, Tuesday following last day of applicable session
- Fall Term: 10:00am, Tuesday following final exam week
- Winter Term: 10:00am, **Monday** following final exam week
- Spring Term: 10:00am, Tuesday following final exam week

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

Change of Grade

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

Cheating, Plagiarism, Etc.

Cheating on examinations or presenting the work of another person as one's own (plagiarism) are both serious breaches of academic honesty. It is the responsibility of the faculty member to address issues of academic dishonesty in a prompt and fair manner. *It is imperative to retain the original copy of any test, paper, project, etc. related to any instance of cheating, plagiarism or other failure of a student to do their own work.*

[The Code of Student Responsibility](#) is available online; printed copies are also available from the [Office of Student Affairs](#).

The faculty member is encouraged to report cases of student academic misconduct to the [Office of Student Conduct](#), via the [Academic Misconduct Reporting Form](#), even if the faculty member has arranged for resolving the conduct issue with the student.

Student Advising

Since the basic objective of Western Oregon University is to assist students in reaching their full personal and professional potential, the University emphasizes the role of its faculty in the academic advising of students. The [Student Success and Advising office \(SSA\)](#) has the responsibility for the coordination of undergraduate advising for undecided students and some pre-majors, and also provides professional development opportunities and other [resources for advisors](#).

General Faculty Responsibility

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

- a. Advising a student with regard to the student's work in classes taught by the faculty member;
- b. Assignment as an advisor for new students, or as an advisor in a student's major area, to assist the student in setting academic goals and to insure that university and program requirements are met and understood by the student; and;
- c. Recognizing when a student needs assistance with problems of a personal nature, or resulting from academic skill deficiencies, and assisting the student in connecting with the appropriate office or person from whom such assistance is available.
 - a. For academic skill concerns or personal issues impacting academics, the Wolf Connection System (WCS) can be used to request assistance from an SSA counselor. The Student Success and Advising office maintains [tutorials for using WCS](#) and is available to help with questions.
 - b. The [Student of Concern form](#) can be used to report concerns related to a student's mental state or well being, disruptive or inappropriate behaviors in the classroom or on campus, or a student who you believe poses a threat to themselves or others. Concerns can also be reported by calling the Office of Student Affairs at 503-838-8221. **If your immediate safety is at risk, you are witnessing violence, or you perceive imminent harm to yourself or others, please immediately dial 911, call Campus Public Safety at 503-838-9000, or text them at 503-838-8481.**

Assignment of Faculty

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

Assignment of Students

Undergraduate students will sometimes be assisted by temporary advisors as they plan their first-term schedule during new-student registration sessions. Then, during their first term, they will be directed to permanent faculty advisors for assistance with future academic planning and scheduling. Students who, for any other reason, find themselves without an advisor should request an advisor assignment at the Student Success and Advising Center. Graduate and post-baccalaureate students request an advisor assignment at the Graduate Studies Office.

Student Grievances

Students who believe they have been treated unfairly or arbitrarily by a faculty or staff member may utilize the [Academic Complaint Process](#).

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

A variety of other [complaint options and resources](#) are available for students who have non-academic concerns or complaints.

References:

[Academic Complaint Policy](#)

[Academic Complaint Process and Form](#)

Academic Petition Committee

Students are responsible for managing their own registration and are required to adhere to published policies and deadlines, but sometimes encounter extraordinary circumstances that prevent them from doing so. Students in those situations may submit an [academic petition](#) to request an exception, which is reviewed by the Academic Petition Review Committee. Examples of policies/deadlines that students may petition: registration deadlines, drop/withdrawal deadlines, graduation application deadlines, University (non-major/minor) graduation requirements, and registration overloads.

References:

[Petition process and guidelines](#)

Academic policies can be found in the [current Course Catalog](#)

[Academic Calendar with pertinent deadlines](#)

Curriculum Management

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

Reference: [Curriculum Guidelines and Help](#)

At the same time, faculty should be aware that a new degree program may well involve financial and other new commitments by the institution and thus will also be evaluated by the deans and provost prior to submission to the WOU Board of Trustees for approval. Further, new programs may also require review by the Provost's Council, the Higher Education Coordinating Commission and the Northwest Commission on Colleges and Universities.

New Program

Requests for new programs, while usually initiated by a specific department, may in some cases be initiated by another administrative unit or a faculty curriculum committee. Such requests may require both internal and possibly external proposal review. Information on the required documents and process is available on the Faculty Senate's [Curriculum Guidelines and Help webpage](#).

An evaluation and recommendation for any new program is expected from the department or program, division-level curriculum committee, and the chair of the division that would offer the program (a dean or provost may substitute for a division chair if there is no obvious division). The Faculty Senate curriculum committee may add its recommendation, as may the Faculty Senate, prior to approval at Faculty Senate level. The proposal then routes for the applicable administrative-level review and approval, as described in the [Proposal Routing Guidelines](#).

Program Changes

From time to time it may become necessary or desirable to modify or end an existing program. As long as substantial changes are not involved—meaning changes that would impact costs, personnel, other programs, or the institutional mission—these proposed modifications are to be processed through the same channels as requests for a new program, but without the preparation of external documents. Final approval comes from the Office of the Provost. Information about this process is available on the Faculty Senate's [Curriculum Guidelines and Help webpage](#).

Courses

Divisional and departmental course offerings should be in accord with both the general requirements of the University and the needs of program majors and the general student body. Division chairs, in consultation with their respective dean, make the final determination of the courses to be offered each term. Course numbers must remain inactive for 7 years since a course's last offering in order to phase that course number/name from the Banner record. A list of course numbers available for new courses can be requested from the Registrar.

For information on the required documents see the Faculty Senate's [Curriculum Guidelines and Help webpage](#).

Challenges and Exceptions to General Education Requirements

The most common problem that arises in meeting the University's General Education or other graduation requirements is determining the suitability of transfer courses as substitutes for required courses offered on campus. Challenges by students to decisions of the Registrar's Office are appealed to the General Education Director, using the [General Education Petition Process](#). A negative decision by the Director may be appealed to the Provost.

Classes by Special Arrangement

Faculty members may offer special studies (tutorials in regularly established courses), and independent studies (tutorials in special fields or topics not covered by established courses). Details about such individualized studies courses can be found in the CBA, and students can register for an independent study course by submitting an [Individualized Course Form](#). Temporary courses (scheduled courses in special fields or topics not listed in the schedule of classes) are to be approved by the division chairs, the dean of the college, and the Provost, using the Curriculum System.

References:

[Curriculum Guidelines and Help](#)

[Collective Bargaining Agreement](#) (see Article 7, Section 4.A.6.)

Distinction Between Graduate/Undergraduate Credit

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

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

Seminars and Workshops

The criteria for distinguishing between seminars and workshops are largely that of contact hours between student and teacher. A workshop will require 20 contact hours for each hour of credit with little, if any, work expected of the student outside the workshop setting. A seminar, like the traditional class, requires for each hour of credit at

least 10 contact hours between student and instructor, and 20 hours of work by the student outside the scheduled seminar hours. An exception to the latter may be the research seminar traditional to many disciplines in which the student spends substantially more time outside of class in individual research and writing and thus fewer than 10 hours per credit hour in class.

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

Academic Scheduling and Workload

The professional duties of T/TT faculty are recognized to include teaching/librarianship, scholarship, and service to the institution, community and the Academy, as well as the academic advising of students. These duties shall be assigned by the appropriate administrative officers in accordance with the needs of the University and strengths of the faculty member.

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

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Class Scheduling

To avoid scheduling conflicts for students, classrooms, and final exams, Faculty Senate has provided a [list of allowable day/time blocks](#) for three (3) and four (4) credit courses. Exceptions must be approved by the appropriate college dean and meet the goals of maximizing classroom usage and student access to required courses.

Reserved Hours

Certain hours, specifically Tuesdays 3:30–5:00 p.m., are reserved for non-class activities such as service to departmental/divisional, Faculty Senate, and Faculty Senate committee governance activities. The scheduling of classes, laboratories, and other academic activities for tenure track faculty should be avoided during these times.

Office Hours

Please refer to the [current Collective Bargaining Agreement](#) for minimum office hour requirements. Faculty are encouraged to provide students with a variety of time and modality (e.g., in-person, zoom) options for utilizing office hours.

Faculty Compensation

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

Please refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Salary Standards

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

Please refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Methods of Pay

Paychecks are available from the Payroll Office on the last working day of each month between 8 a.m. and 5 p.m. or may be deposited directly into a designated bank account. [Requests for direct deposit](#) must be received by the HR office no later than the 10th of the month that the direct deposit is desired.

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

Summer Session Salaries

Please refer to the [current Collective Bargaining Agreement](#) for information on this topic.

Sabbatical Leave

[Application form](#) — due to Dean's office by December 15th for sabbaticals beginning the following academic year

[Refer to Article 21 of the current Collective Bargaining Agreement](#) for important information about what to include in a sabbatical application.

CHAPTER 3: OFFICES, SERVICES, AND RESOURCES



This handbook is updated every two years, but the information in this chapter changes more frequently than that! So be sure to check web pages for updates and talk to staff in the relevant office before making plans based on this information.



[Section A: The Great WOU Acronym List](#)

[Section B: Campus & Facilities](#)

[Section C: Student Supports & Services](#)

[Section D: Faculty Supports & Services](#)

[Section E: Operations & Business](#)

[Section F: Human Resources & Benefits](#)

Section A: [The Great WOU Acronym List](#)

(Thank you to Assoc Professor Leanne Merrill for creating and maintaining this list!)

Section B: Campus & Facilities

Campus Public Safety

Website	wou.edu/safety
Emergency Phone: If you are unable to speak freely without risking your safety, you can say anything at all to the dispatcher that includes the phrase "Mr. Murphy," and they will know that you have an emergency. For instance, "Hi, Mr. Murphy has a meeting in (your location), can you let him know that something has come up and I need to postpone it."	503-838-9000 8-9000 (On Campus) Text: 503-966-9968 911
Main Line (24/7):	503-838-8481
Deaf/ Hard of Hearing Text Line:	Email dispatch@wou.edu for the number
Building unlock requests, or special event handling:	dispatch@wou.edu
Other general inquiries:	safety@wou.edu
Campus Location:	Public Safety/ Watson House

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

- [Parking](#) - information, guest passes, parking lot assistance, "jump starts" for dead car batteries, and assistance to unlock cars, assistance with flat or low tires, and gas can loan.

- Special Events - dances, sporting events, guest speakers, and campus functions. Public Safety can help provide crowd control, barricade set, traffic control, and related officer assistance associated with the function.
- Door Unlocks - officers will open an office or building only when the office is that of the requesting person or when the person has written building manager approval stating the name, date, time, and length of use of the room or building.
- Evening Escorts - our officers are available to assist and escort individuals on campus after normal business hours.
- [Driving Approval](#) - the department verifies driving records through the Law Enforcement Data System to review and approve any employees who will be driving while on WOU business (whether a personal or University vehicle).
- Crime Prevention/Safety Information - Public Safety is available to assess potential security or building problems or concerns as they impact you on campus. Information, brochures, assistance with procedures or developing your ideas are available upon request. Several Crime Prevention programs are available for presentation across the campus to students, faculty and staff upon request.
- Fire Safety Inspections - the department performs fire and life safety inspections of all campus buildings on a quarterly basis or upon request.
- Environmental Health and Safety-All employees are required to comply with OSHA and DEQ training and regulations, including required training which can be found at <http://www.wou.edu/admin/hr/TrainingCal/HazComGHS.html>. Contact us for disposal of hazardous waste and any environmental concerns.
- Campus Emergency Response - Public Safety produces the [Emergency Response Guide](#) and oversees the Campus Emergency Notification System ([WOU Alert](#)).

Campus Safety Tips

- Always lock your car, bicycle, room, or residence and keep valuables out of sight.
- Do not prop doors open so that someone who does not have a key can gain access to the building. All too often the prop is not removed and the security of the building is violated. The last staff member to leave an office or work area has the responsibility to see that the doors are closed and locked, windows are closed and latched, and that unnecessary lights and electrical devices are off.

- At night, walk or travel in pairs or call Public Safety for an escort. Stay in well-lit areas with other foot traffic.
- Always follow campus fire rules. Know where fire extinguishers, fire alarms, exits, and pull stations are located in your residence hall, building, or work place.
- Report suspicious persons, groups, or activities even when you are unsure.
- Report threats, concerns, or suspicious phone contacts to Campus Public Safety.

WOU Alert: Campus Emergency Notification System

The **WOUAlert** emergency notification system enables the University to contact the WOU community in the event of an emergency by sending messages via your preferred electronic devices (phone, email, and/or text message).

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

All WOU students, faculty and staff have their WOU email account address automatically downloaded into the WOUAlert System. To add contact numbers (cell, office, home, parents), additional email addresses, or text contact information, log into the [WOU Portal](#) as normal and click on the WOUAlert icon across the top. You will be taken to your account information and then can make the additions and/or changes.

Situations for which **WOUAlert** may be used include (but are not limited to):

- Campus closings due to emergency, non-weather-related situations
- Building emergencies if related to an emergency situation
- Potential life-threatening situations on campus
- Activation of emergency response teams

Campus Recreation

The Peter Courtney Health and Wellness Center facilities are available on a subscription or daily use basis to faculty and their partners for recreational purposes on a regular basis. The outdoor tennis courts, track and Frisbee disc golf course may be used without charge.

More information and hours for the Campus Recreation facilities and programs may be found on the [Health and Wellness Center website](#).

Emergency Closures of the University

Announcement of cancellation of classes throughout the University, because of an emergency involving a hazard to the health or safety of students, faculty, and staff, will

be made over local area radio and television stations; posted on the WOU website; and sent out through the WOU Alert system. The decision to close will be made by the ranking administrative officer available to the campus after consultation with the appropriate public safety, facilities services, and faculty leaders.

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

[Campus Inclement Weather Notice–Human Resources](#)

If the main campus in Monmouth is closed, the WOU:Salem campus will also be closed. If the Monmouth campus remains open, faculty teaching in Salem will need to make individual decisions on whether to cancel class due to inclement weather conditions.

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

Key and Lock Services

Each faculty member receives minimally a key to their office and, at the discretion of the authorizing official, a key or door fob to the building in which the office is located.

Division APAs can assist with key requests. Keys are checked out at no charge through the [Campus Key and Lock Services Shop](#) located at the Physical Plant.

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

Mail and Package Services

Mail and package service is provided to the campus by the Mailroom, which is located on the southeast corner of the Welcome Center. Mail (including U.S. mail, and inter-campus mail) is delivered to centrally located mailboxes in each building in the morning. Outgoing mail is picked up at the same time.

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

Packages (UPS, FedEx, etc.) are delivered to the various departments and offices daily by mailroom personnel. Outgoing WOU business packages can be shipped from the mailroom. Please include an index number on all outgoing packages. Package pick up for next day shipping is available by calling the mailroom at x88383; however, due to limited staff, “pick up on demand” is often unavailable. Urgent / same day packages should be brought to the mailroom.

Mail intended for individuals or offices on campus should carry sufficient identification (*first and last name, and department is preferred*) to ensure prompt delivery. Improper, or incomplete or illegible addressing could delay delivery of mail. Mail Services is unable to deliver mail to individual staff and faculty offices, so department/division names are preferred rather than office numbers.

Campus mail should be addressed vertically (Fig 1) and outgoing mail should be addressed in the more standard horizontal way (Fig 2), to avoid campus mail being sent to the post office.

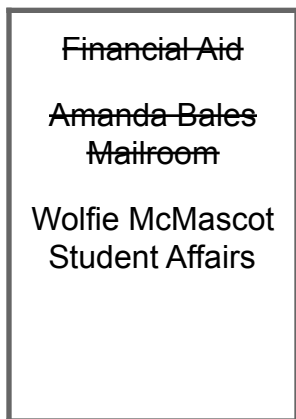


Fig 1: Campus mail

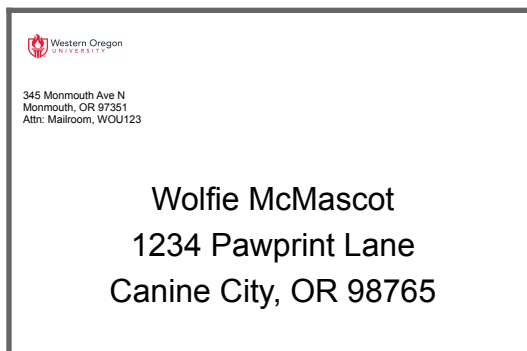


Fig 2: Outgoing mail

Used envelopes can be used for intercampus mail as a cost-saving measure and to help identify intercampus mail from first class mail (see Fig 1 above for an example). If you need a supply of used envelopes, call the mailroom. Mail Services also keeps USPS, UPS and FedEx supplies (boxes, labels) on hand for campus use, and with advance notice can facilitate large special orders for departments and individuals.

Visit the [Mail Services](#) page for more detailed information on campus mail services.

Notary Public

The services of a [notary public](#) are provided at no charge to employees through the Office of Human Resources.

Occupational/ Environmental Safety

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

1. WOU is a Tobacco Free Campus. WOU Policy: [PRE-HR/VPSA-001](#)
2. All employees are required to receive OSHA's "Hazard Communication Training" for knowledge of chemicals in their work environment and their hazards.
3. Any employee needing the use of a respirator must complete the required OSHA Respirator Protection Program and fit testing.
4. All employees whose job may place them in contact with human body fluids are required to complete OSHA's Blood Borne Pathogens training.
5. No employee shall dispose or release any hazardous chemicals through the sewer system, storm drains and/or air. Contact Occupational / Environmental Safety for proper disposal.
6. All department chemicals must be labeled and have the appropriate Material Safety Data Sheet (MSDS) logged in their department's MSDS book. Send a copy of the MSDS book to Campus Public Safety for recordkeeping and to allow accessibility 24/7 in the event of an emergency.
7. All departments who purchase chemicals are encouraged to purchase non-hazardous chemicals whenever possible.
8. All chemicals are to be stored and disposed of as required in OSHA and DEQ regulations.

Parking

Parking is by permit and is enforced year-round. Permits can be purchased through the "Parking Permits" section in the [WOU Portal](#). Metered spaces for guests and short-term parking are marked in each major lot as well as many handicap spots. If a guest is just visiting for the day (or even a couple of hours), they can pick up a guest pass from the [Public Safety office in Watson House](#). Guest passes are free of charge to campus

visitors and can be used in any Zone 2 parking lot. Please refer to the [parking brochure and lot map](#) for more detailed information.

Printing Services

To serve routine needs, academic divisions and other offices on campus maintain a variety of equipment including copiers and scanners. The Copy Center can provide additional services such as volume high-speed copying and duplication; collating; and binding in various forms. Availability varies depending on staffing levels: Visit the [Copy Center webpage](#) for a list of available services. Orders should be placed through division APAs, with approval of the chair. For more advanced printing services, the [Oregon State University print shop](#) can bill WOU offices directly.

Scheduling & Using Facilities

Academic Activities and Meetings

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

The facilities of the Digital Media Center, Copy Center, computer labs, and the use of university equipment are available to the faculty, in connection with professional writing, research, or approved service projects. Such use is subject to availability and to the prevailing rates charged by the University.

Non-class Activities and Events

All non-class activities must be scheduled through [Campus Reservations](#) (only WOU attendees) or [Conference Services](#) (external guests will attend). No commitments for space and services are to be made to anyone until approval has been received from the coordinator.

Surplus Equipment, Furnishings, and Supplies

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

Werner University Center

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

Scheduling Facilities

All non-class activities must be scheduled through [Campus Reservations](#) (only WOU attendees) or [Conference Services](#) (external guests will attend). No commitments for space and services are to be made to anyone until approval has been received from the coordinator.

Section C: Student Supports & Services

Student Health and Counseling Center

The [Student Health and Counseling Center](#) is available to provide support to students for medical and counseling needs. They also provide health education, events, and prevention services to empower our students in making health choices for themselves. Additional services include Wellness Coaching and an R&R Room. Faculty are encouraged to refer students to use these services.

CARE Team: Assistance for Students with Significant Issues

Purpose

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

Mission

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

Members

The CARE Team includes representatives from Student Affairs, Student Health and Counseling, the Registrar's Office, Public Safety, and similar offices, with additional individuals/offices consulted as needed.

If you have an issue that you believe should be addressed by [CARE](#), please contact any CARE representative or complete a [Student Concern Form](#).

Bookstore (WolfStore)

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

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

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

Basic Needs Team

[Abby's House](#) has a Basic Needs Team to help students who need assistance with any of their basic needs: housing, food, clothing, personal hygiene, etc. The team can provide direct help for some areas, as well as assistance and support for connecting to community and government resources. They also provide educational events and resources to reduce stigma and inform the campus community about accessing benefits, and are happy to do presentations to classes, department meetings, etc.

Food Pantry & Stitch Closet

The [WOU Food Pantry](#) is located in the Welcome Center and provides free food to anyone who comes in. There are no income restrictions, no need to be a student or employee at WOU (or even to live in the area), no need to sign-up or make an appointment, and customers aren't asked for ID or personal information. The Food Pantry can also help students apply for [SNAP Assistance](#) and has [vouchers available](#) for critical/unmet food needs.

The [Stitch Closet](#), located next to the Food Pantry, is free to all WOU students. It was formed by student leaders who saw an unmet need: free clothing for students experiencing economic insecurity—clothing that boosted the confidence of the student, rather than negatively singling them out. The Stitch Closet is run entirely by volunteers, most of whom are students, and they welcome both [clothing and monetary donations](#).

Center for Professional Pathways

The [Center for Professional Pathways](#) (formerly known as the Office of Service Learning and Career Development) is located in the Werner University Center.

Students are encouraged to take advantage of the following services:

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

- Employer recruiting: centralized location for career-related full-time, part-time, summer and internship openings; interview opportunities with campus recruiters; electronic job listing access through Wolfink (www.wou.edu/wolfink).

Section D: Faculty Supports & Services

Library Services

[Hamersly Library](#) supports Western Oregon University's dedication to student success and enhances its commitment to discovery, creativity, critical thinking, and diversity by providing and encouraging the use of quality information, media resources, and services.

Resource: [Library Services for Faculty](#)

Center for Academic Innovation

The [Center for Academic Innovation](#) provides resources and services for faculty that reinforce Western Oregon University's core mission as a teaching institution and bolster its commitment to serve evolving educational needs of our students and region.

WOU faculty and staff are invited to collaborate with the Center to foster a sense of community that stimulates dialogue and reflection about excellence in teaching, nurtures a commitment to student access and success, supports the scholarship of teaching and learning, and promotes policies to support and reward innovative, high quality teaching and learning experiences.

Digital Media Center

The Digital Media Center (DMC) is part of the Center for Academic Innovation and is located in the northeast corner of the second floor of Hamersly Library. The DMC offers the tools and support for students, faculty, and staff to create their own digital media. Whether for video or audio production, desktop design, website creation, media conversion, scanning, or CD/DVD duplication, the DMC offers the campus community an array of specialized equipment [all the hours the library is open](#).

Office of Institutional Research

As a repository of information, the primary role of [Institutional Research](#) is to collect, summarize, analyze and report institutional data on students and faculty, educational

programs, and administrative and support services. These activities provide accurate and timely information to support the planning and decision-making activities of the President, Vice Presidents, Provost and Deans of WOU. Institutional Research also responds to a variety of private, state and federal reporting demands by gathering and reporting official information to the University community, and when appropriate to external agencies and the Higher Education Coordinating Commission.

Sponsored Projects Office

[Sponsored Projects](#) supports the scholarship, research, teaching, and programmatic missions of the University by providing guidance and oversight to faculty and staff at every stage of the external funding process, including identifying funding opportunities, proposal development and submission, post-award management, and compliance.

Sponsored Projects also establishes WOU policies related to sponsored project funding, is the authorized representative on grant submissions, and serves as the formal institutional liaison with external sponsors.

ALL grant applications must be approved by the Sponsored Projects Office prior to submission. If proposals are submitted without authorization, the university is not obligated to accept awarded funds. To obtain approval, the [routing form](#) must be submitted at least one week prior to the grant application deadline (sooner is highly recommended).

Sponsored Projects also can provide guidance on submitting competitive, well-written grant applications, and can work one-on-one with faculty and with grant writing teams. The office develops and delivers grant writing education programs and workshops for faculty, and interprets federal regulations to effectively comply with funding agency requirements. Throughout the grant life cycle, Sponsored Projects fosters relationships internally and externally and is here to advance institutional growth.

Institutional Research Board (IRB)

The purpose of IRB oversight of research is to assure the protection of both the research participants and the researcher. The research community has a responsibility to ensure that the treatment of human participants in research meets the highest ethical standard. If the proposed research activity involves human participants and may contribute (e.g., through publication, presentation, or dissemination outside the WOU community) to "generalizable knowledge", then the activity will require review and approval by the WOU Institutional Review Board (IRB) before any recruitment or research involving human participants may begin. IRB review and approval is required

for all research projects involving human participants, regardless of the source of funding, for the project or the level of risk posed to participants. Additionally, if an institution, such as WOU, receives federal funding for research, it must commit itself in writing to protect those subjects. Failure to do so could lead to the institution losing its federal funding. The IRB procedures and application are located on [their website](#).

Institutional Animal Care and Use Committee (IACUC)

Sentient animal-related research is reviewed by the IACUC. Reach out to the chair (Assoc Professor Gareth Hopkins) with questions and to request review.

Section E: Operations & Business

Purchasing

Purchases paid from a university account must be authorized by purchase orders and approved electronically by department or division chairs or office heads and a business administrator. Purchasing policies can be found on the Business Services [webpage](#). Normally, teaching faculty will not be making such purchases directly. Vendors who accept purchases made without proper authorization may be directed to look to the purchaser for payment. For more information contact the division chair or college dean.

Serving Food and Beverages

For a meal, refreshment, and/or beverage expense to qualify as a reimbursable expense it must fall under one of the explicit areas listed on the form and meet the definitions and guidelines of WOU fiscal policies. Expense per person may not exceed the current in-state meal per diem rate. Caution: candy does ***not*** qualify as a reimbursable expense. See the links below.

Reference: [Non-Travel Meals and Refreshments Pre-Approval Form](#)

Reference: [Personal Funds Reimbursement Form](#)

Services & Contracts

All services require a legal review by the Office of the General Counsel (OGC) and a fully-signed contract. This must be complete BEFORE the vendor/contractor begins any work. Faculty members or other employees should not sign contracts, price agreements, quotes, MOUs, or any other similar item: there are only three individuals authorized to sign contracts on behalf of the University. Once the OGC has reviewed and approved the contract, they will take

care of getting an authorized signature. Division APAs and the OGC paralegal (Marlee Richter) can provide more information about the contract review process.

Professional Travel

WOU recognizes that members of its faculty are interested in attending meetings of learned or professional societies as a means of keeping abreast of their fields of teaching and scholarship. The University encourages this professional development and provides financial support for these endeavors through the [Faculty Development fund](#).

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Travel Regulations

The regulations below are only partial. For additional details, particularly in matters such as meals and lodging, contact the division chair or APACollege dean. Information is also available on the [Business Accounting & Business Services' Travel](#) page.

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

Reimbursement for Travel Expense

To receive reimbursement for mileage or other authorized expenditure for travel, it is necessary to complete a "[Travel Reimbursement Request Form](#)." This is submitted following the travel. In case funds are needed in advance of the travel, the employee should submit a Pre-Travel Authorization Form a minimum of one week in advance. A summary of the travel reimbursement rates can be found on the [Business Services Travel](#) page.

Strategic Communications and Marketing (MarCom)

The Office of Strategic Communications and Marketing ([MarCom](#)) has responsibility for approving all University publications intended for external audiences. Departments may develop their own publications, but will need approval from MarCom prior to printing and distribution to external audiences (e.g. prospective students). This includes newsletters, brochures, posters, and flyers.

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

Public Information Officer

The on-duty Public Information Officer serves as the official university spokesperson in responding to media inquiries unless another designee is authorized. In the case of a crisis situation, the official communications hierarchy is outlined in the communications annex of the Campus Emergency Operations Plan.

MarCom issues all news releases on behalf of the university and maintains the official university experts list. Marcom will work with associated organizations on publicity materials in all formats. The only exceptions are releases and outreach by the Athletics Department regarding NCAA student-athletes or athletic programs and events.

WOU programs, departments or individual employees that receive a media inquiry about a topic related to their position must coordinate their responses with MarCom. If they do not wish to respond, MarCom will field the inquiry.

Only MarCom designees, preauthorized personnel and members of the experts list may represent the university in an official capacity. When talking to the media, faculty and staff members must make it clear whether they are representing the university or sharing their own views.

Faculty Experts

MarCom often receives requests from reporters seeking information for stories and experts to interview. MarCom may call on you to be a source for a reporter. The office maintains a list of faculty by area of expertise. Participation is optional but is encouraged. If the media contacts you directly, please call this office before responding.

University Advancement, Gifts, and Bequests

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

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

Solicitation of gifts and bequests are to be coordinated through the Vice President for University Advancement so that potential donors to the University will not be inundated by conflicting and competing requests.

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

University Computing Solutions

UCS maintains a commitment to service with a focus on supporting the effective integration of technology into the academic and administrative life of the institution while keeping campus user technology current and easy to use.

Service Request Desk

UCS provides 24/7/365 support via the [Service Request Desk](#). The SRD, which can be reached at (503) 838-8925, coordinates with UCS technicians who assist in problem resolution with both hardware and software.

Computing Solutions

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

- Computer labs and classrooms: Computer labs are located throughout campus. The computer labs located in classrooms are equipped with instructor stations, overhead projection units and other up-to-date instructional technologies. Software applications for classes are made available throughout campus.
- Technology-Enhanced Classrooms: [Technology Enhanced Classrooms](#) (TEC) are classrooms with installed technology, which allow faculty to easily present dynamic multimedia content to their students. Each TEC is controlled by a touch

panel control system, and is monitored remotely for system functionality. Staff and student technicians are on call, via the [UCS Service Request Desk](#), to quickly provide assistance with TEC questions or issues.

The University has approximately 130 TEC rooms, and UCS works with campus to set goals to regularly add to that list

- Video-Enabled Classrooms: Many classrooms are video-enabled, which supports many activities such as higher quality recordings of lectures or other events, having guest lecturers from around the globe join a class via video conferencing (e.g. Zoom), and allowing students to attend remotely when needed due to illness. Faculty interested in holding class in a video-enabled classroom should speak to their division's APA.
- Campus network services: UCS promotes the Acceptable Use Policy for all network users and monitors fraudulent activity.
- *Residential Computing*: Provides services and support for all residence hall networking, assisting students with computer issues.
- BANNER Systems (SIS/FIS/HRIS): The BANNER Systems process student data, course scheduling, financial data and Human Resources data. It is from this system that most of the data is captured for reporting on various functional units across campus.
- Purchasing and maintenance of campus computing hardware and software: Common software is made available to faculty, students, and staff via the network. Software support for most applications used in classes and offices is available. Computers, related equipment, and software *must* be ordered through UCS to ensure university-wide compatibility, compliance, effectiveness and efficiency. Subscriptions for web apps (e.g., Asana) do not need to route through UCS; however faculty interested in using a web app should first confirm whether existing WOU software will meet their needs, and should then ask their division's APA to see if legal review of the contract will be required.
- Programming Support: Programmers are available to work with departments across campus to provide programs and processes for integrating IT applications, processes and hardware that will increase efficiency and effectiveness.

Telecommunications

Telecommunications provides telephone services and network data connections to the WOU campus. They are located in the ITC Building, Room 009 and are open Monday

through Friday, 7:30 a.m. to 4:30 p.m. They install and maintain the hardware for the wireless system on campus. They can be reached at (503) 838-8010 or telecome@wou.edu

Telecommunications is responsible for phone and video conferencing services at the University (via Zoom), and [support and training for those services](#). They are also responsible for adding and moving network connections, and any repairs that arise.

Digital Production Services

[Digital Production Services](#) provides a variety of video services. The Production Studio is located in ITC Room 005. DPS provides video production, live streaming, and related services. Captioning can be provided for campus clients. DPS tapes many campus lectures and events (including some athletic activities).

Section F: Human Resources & Benefits

Holidays

The following days are institutional holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Any other holidays are observed only if the institution is closed by a discretionary act of the President or if required by law. For current Holiday dates: [Official WOU Holidays–Human Resources](#)

Employee Assistance Program

WOU faculty and staff have access to an Employee Assistance Program (EAP) contracted to Cascade Centers, Inc. (www.cascadecenter.com) Confidential counseling is available to all faculty and staff free of charge for three sessions; if continued counseling is needed, it can be arranged through the employee's insurance carrier.

The EAP can help with alcohol or substance abuse, marital discord, relationships at home and work, family and parenting problems, divorce adjustments, financial and legal concerns, stress and tension, job-related problems, depression or anxiety, elder care, grief and loss, and other challenges.

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

Identification Cards

Faculty will receive WOU identification cards, which are issued by the Human Resources office. The cards include the faculty member's employee ID number (aka "V number") and are used for identification by various offices on campus including the Library, Business Services and Payroll.

Insurance Programs

Health Insurance

Faculty hired in excess of 90 days at an FTE of .50 or greater have several health insurance options available from the Public Employees Benefit Board. Information about the [plans](#) as well as the current contribution amount is available from the Office of Human Resources.

Other Insurance

Several life insurance and income protection programs are also available through the University at moderate rates are. Again, for more [information](#) contact Human Resources.

Liability Insurance

Faculty are covered by the University against any liability arising from the carrying out of their assigned duties. This protection includes any necessary legal representation and costs.

Leaves of Absence

Leaves of absence are those leaves taken by faculty for personal or professional reasons, either with the formal permission of the University or with permission implied, although in some cases the University may also benefit by the leave. These types of leaves should not be confused with sabbatical leave (refer to the [current Collective Bargaining Agreement](#) for further information about sabbatical leave).

Leave with Pay

In some specific instances when the University would be especially benefited by the activities of a member of the faculty while absent on leave, it may continue to pay part or all of their salary. Rights based on continuous service may or may not accrue during the period of absence, depending on the agreement made between the faculty member and the University. Such arrangements can be

made only with the approval of the President and should in no way be considered a faculty right.

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Faculty Exchanges

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

Sick Leave

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

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

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

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

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic.

Leave Laws

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

<http://www.wou.edu/hr/resources/forms/>

Leave Without Pay

Leave without pay may be available to faculty when, for personal or professional reasons, a faculty member may find it advantageous to be relieved of teaching and/or administrative responsibilities for a specified period of time. Such leaves must be arranged in advance and no credit based on length of service is accrued during the period of the leave unless it is for approved professional leave. Faculty considering requesting this type of leave for personal reasons are highly encouraged to also research whether OFLA and/or FMLA leaves may be appropriate. Any leave without pay granted during the academic year is to be reported by the supervisor to the budget director by the 15th of the month affected.

Please also refer to the [current Collective Bargaining Agreement](#) for further information on this topic. (Article 20, Section 5: Professional Leave)

Notice of Appointment

Please refer to the [current Collective Bargaining Agreement](#) for information on this topic.

Retirement Programs

Please refer to the [current Collective Bargaining Agreement](#) for information on this topic.

Reduced Tuition Rates for Employees

Employees appointed at half time or more (not including temporary, classified employees, graduate assistants, or other student employees) may register for courses at special rates. An eligible employee, upon approval by the university president or designee, may register for a maximum of 12 credit hours per term at [staff fee rates](#).

Eligible employees may transfer their staff fee privileges to family members or domestic partners upon verification that the transferee is a qualified recipient of transferred staff fee privileges.

The fee reduction for classes taken at the graduate level or taken by family members may be subject to taxes based on federal law. Employees are encouraged to consult a tax professional to determine the tax implications, if any, of staff fee privileges.

(See OAR 580-022-0030, 580-022-0031 and Academic Year Fee Book.)