

SECTION 1: ACADEMIC GUIDELINES

1.1 CURRICULUM POLICIES

1.1.1 Assessment

Assessment is a process of determining the level of success each unit has achieved in reaching its goals and objectives. Assessment is designed to improve instruction and the learning environment. Administration of assessment procedures is the responsibility of the Director of University Assessment.

1.1.1.1 Purpose, Criteria, and Scope of Assessment

- A. The purpose of assessment is instructional and institutional improvement.
- B. The mission statement of the University is the criteria by which all programs, including assessment, are measured.
- C. The scope of assessment includes but is not limited to assessment of the following:
 - 1. Student input: ACT/SAT scores, personal value systems, basic learning skills, and future goals.
 - 2. The learning environment: evaluation of courses, instruction, advisement, student life, student services, etc.
 - 3. Educational outcomes: student attainment of skills and knowledge in a major field and in general education, the development of student values, student/alumni satisfaction, and employer satisfaction with graduates.

1.1.1.2 Policies Governing Collecting Assessment Data

- A. Assessment procedures should include both quantitative and qualitative data.
- B. The assessment procedures designed and adopted for any department, college or unit of the University must be consistent with the University assessment policy as a whole and approved by the Director of Assessment.
- C. Locally developed assessment procedures must not be limited to a single instrument or a single methodology.
- D. Locally developed assessment devices must include a specifications table showing how the assessment device matches the goals and objectives of the program being assessed.
- E. Annual and 1 to 5 year reports will be made by all units. These reports will indicate the goals and objectives that were assessed and the implications of the assessment data in accomplishing these goals and objectives. Plans for maintaining or improving the unit will be made based on the assessment results.

1.1.2 Revisions of the Curriculum [2003]

The Provost, in consultation with the Deans' Council, has responsibility for all established curriculum programs. In the process of assessment, revisions of the curriculum to improve instruction may be identified. Revisions in curriculum may involve the generation or revision of programs, degrees, majors, concentrations, minors, or courses. Any curricular change could impact multiple areas and therefore needs to go through the Senate Curriculum revision process.

Department faculty members, under the guidance of the Department Chair and College Dean, must take primary responsibility to design and maintain courses that are both academically sound and instructionally appropriate to fulfill the department's segment of the university's academic mission. To assist the departments in discharging this obligation, procedural guidelines have been

developed, and the university curriculum committee established. The depth of the documentation for proposal and the procedures involved differ given the extent of the proposed curricular change. Each step of the process (see Procedures for Revisions below) allows for additional input to make for a better proposal.

Departments planning to revise their curriculum can submit proposals at any time. However, if the new course or program is to **appear in the next catalog**, the Senate Curriculum Committee must have the materials by **October 10**. Typically this planning would begin **no later than September 1**. This is so the proposal can go through the entire process, including possibly Trustee Approval.

1.1.3 Definitions of Revisions [2003]

1.1.3.1 Substantive Changes

Substantive changes are changes that affect budget, faculty load, support services, or multiple areas. Typical categories are:

- A. All new programs, degrees, majors, concentrations, or minors;
- B. Modifications to existing programs, degrees, majors, concentrations, or minors that impact multiple areas;
- C. All changes to general education courses, their requirements, and graduation requirement courses;
- D. All course additions to or deletions from the catalog. A course may be offered as a Special Topics course a maximum of three times. Before it can be offered a fourth time, it must go through the curriculum revision process to become a part of the published curriculum;
- E. All changes in course level (from upper to lower division or from lower to upper division);
- F. Changes in hours of credit;
- G. Changes that affect multiple areas (dual listed courses, service courses provided by a department to another department, etc);
- H. Non-substantive changes that come from the Senate Curriculum Committee with reservations;
- I. Non-substantive changes that are asked to be reviewed by the Senate Executive Committee; and
- J. Non-substantive changes that are sent to the Senate because the Senate Curriculum Committee did not pass the report by a two-thirds majority vote.

1.1.3.2 Non-substantive Changes

Non-substantive changes are changes that impact a single area only and are not classified as substantive as defined above. Typical categories are:

- A. Modifications to existing programs, degrees, majors, concentrations, or minors that impact a single area only; and
- B. Changes in course prerequisites, course prefix, course number (other than those listed as substantive), course title, course catalog description, and schedule of offerings.

1.1.4 Procedures for Revisions [2003]

1.1.4.1 Substantive Changes

1.1.4.1.1 Proposal for Substantive Changes

The proposal will need to be in a specific format so the Senate Curriculum Committee has the necessary documentation to consider the proposal.

- A. One completed copy of each signature sheet (see appendix for the most recent form) with original signatures must be submitted.

- B. Fourteen copies of the completed Curriculum Checklist must be provided for dissemination among committee members, Deans' offices, and library reference desk. The Checklist is to guide the Department Faculty as they prepare the proposal to be sure that all possible areas of concern are addressed by the proposal.
- C. A signed copy of the response to the Library Impact Statement.
- D. The Library Impact Statement with the response **in electronic form** from the library.
- E. Other documentation **must be submitted in electronic form** for easy dissemination.

1.1.4.1.2 Procedure for Substantive Changes

In order to add/delete/modify a program, degree, major, concentration, minor or course, the Department Faculty with the Department Chair prepares a proposal with input from the College Dean. A new program, degree, major, concentration, minor or course should be approved only when the added instructional costs are provided for in the budget, the qualified faculty are available to teach them, and the proposed addition is the best way to meet a documented deficiency. Any new courses that will be needed to support the new program, degree, major, concentration or minor may be part of this proposal or may be submitted as a later curriculum change.

- A. A faculty member has an idea concerning modification of curriculum.
- B. The department examines that idea.
- C. The Dean of the College considers the revision.
- D. The College Curriculum Committee (or Graduate Council for Graduate Courses) examines the proposal.
- E. If the change impacts General Education, the proposal goes to the General Education Committee for its approval.
- F. The Library Impact Statement form must be submitted to the Library by **September 26**. It, along with the library response, will accompany the proposal as it goes to the Senate Curriculum Committee.
- G. The proposal, with the Library Impact Statement and any required General Education Committee approval, goes to the Senate Curriculum Committee by **October 10**. This committee can choose to forward the proposal on to Senate as presented, return the proposal to the department to allow for addressing omissions or reservations, or choose to forward the proposal on to Senate, listing its reservations with the proposal.
- H. The Faculty Senate Executive Committee considers the proposal and places it on the Senate agenda.
- I. The Faculty Senate considers the proposal and makes a recommendation to the Provost.
- J. The Provost considers the proposal for adoption, revision or rejection. If necessary, the proposal goes on to the Trustees for their approval. The Provost's decision is reported back to the Dean and Department Chair and the change can take effect, if approved.
- K. If necessary, the Trustees consider the proposal for adoption, revision or rejection.

1.1.4.2 Non-substantive Changes

1.1.4.2.1 Proposal for Non-substantive Changes

The proposal will need to explain and provide the necessary documentation so the Senate Curriculum Committee, Executive Committee of Faculty Senate, and Provost may consider the proposal. The appropriate signature

sheets (see appendix) must be printed out so original signatures can be filed appropriately. Other documentation must be submitted in electronic form for easy dissemination among the committee members. Should the change be reclassified as substantive, additional documentation will be needed as described under substantive changes.

- 1.1.4.2.2 Procedure for Non-substantive Changes
 - A. A faculty member has an idea concerning modification of curriculum.
 - B. The department examines that idea.
 - C. The Dean of the College considers the revision.
 - D. The College Curriculum Committee (or Graduate Council for Graduate Courses) examines the proposal.
 - E. The proposal goes to the Senate Curriculum Committee. This committee can choose to report the proposal as non-substantive to Senate as presented with a two-thirds majority vote. This committee can return the proposal to the department to allow for addressing omissions or reservations. If there is less than a two-thirds majority vote to pass the proposal, the proposal becomes substantive. This committee can choose to forward the proposal with listed reservations to Senate, which will make the revision a substantive change.
 - F. The Faculty Senate Executive Committee considers the proposal. They can choose to reclassify the proposal as substantive and forward it to Senate for consideration or they can forward the proposal on to the Provost as non-substantive.
 - G. The Provost considers the proposal for adoption, revision or rejection. The Provost's decision is reported back to the Dean and Department Chair and the change can take effect, if approved.

1.1.5 Awarding of Honorary Degrees

1.1.5.1 Criteria for Honorary Degrees

- A. Age: generally should be above the age when a doctorate normally is earned.
- B. Reasons for awarding
 - 1) Widely recognized achievement in which the University would honor itself by awarding the degree.
 - 2) A noteworthy achievement related to the academic purposes of the University.
 - 3) Outstanding service to the University, the local community or the denomination.
- C. Honorary degrees will be awarded judiciously.

1.1.5.2 Procedures for Awarding Honorary Degrees

- A. Nominations may be submitted to the office of the president at any time during the year. Only written nominations accompanied by a comprehensive resume of the individual being nominated will be considered.
- B. The Honorary Degrees Nominating Committee will convene during November of each academic year to consider nominations.
- C. The nominees recommended by the nominating committee shall be presented to the Faculty Senate for approval during the December meeting of the Senate.
- D. The recommendations of the nominating committee approved by the Faculty Senate shall be presented to the board of trustees at the February meeting for their approval.
- E. Honorary degrees may be awarded with a three-fourths majority of the board of trustees voting without approval of the Faculty Senate. The diploma for an

honorary degree recipient who has not been approved by the Faculty Senate will not have “approved by the faculty” written on it.

- F. Honorary degrees will normally be presented in a special chapel program during the spring semester.

1.1.5.3 Honorary Degrees Nominating Committee

1. President of SBU, *chairman*
2. Chairman, board of trustees
3. Vice chairman, board of trustees
4. Trustee-at-large, selected by chairman of the board of trustees
5. Provost
6. Vice president for University Relations
7. President, Faculty Senate
8. President-elect, Faculty Senate
9. Faculty member at large, selected by the Faculty Senate Executive Committee

1.2 SCHEDULE PREPARATION

Department Chairs submit a tentative schedule of classes for their departments for the following semester and intervening terms to the College Dean. The tentative schedules contain proposed rooms, times, and class sizes. A department's schedule of classes should include classes offered throughout the day and perhaps some night classes. Only courses which are listed in the catalog or have been approved by the method listed in Section 1.1.3 of the Faculty Guidelines may be scheduled.

1.2.1 Changes in Published Schedule

Sometimes unforeseen developments make it necessary to alter the schedule even after it has been published. All such changes must be coordinated through the Office of the Provost. Cancelled classes will be officially closed to prevent further enrollment. To add a class or section, the Department Chair should secure and process the proper form from his or her College Dean.

Errors in the published schedule should be called to the attention of the Office of the Provost. Efforts will be made to see that those advisors and students particularly affected by any errors in the course listings receive notification.

1.2.2 Justification for Addition or Deletion of a Class From the Published Schedule

Classes should not be added or deleted from the published schedule without proper authorization and justification. This process should include the Department Chair, College Dean and Provost.

1.3 ADVISEMENT

1.3.1 New Student Advisement [2004]

Students with less than 30 credit hours are advised by faculty in the University Success Center. The Director of Freshman Advising assigns students an advisor within the Success Center. Upon the completion of 30 hours, a student is reassigned to an advisor within the college where the student has declared a major.

1.3.2 Advisement for Students with 30+ Credit Hours [2004]

Advisors are assigned to students by the Dean's Office of the college where the students have declared their intention of majoring. The Dean's Office is responsible for notifying advisors of newly-assigned advisees and for updating advisee records on the Datatel system.

1.3.3 Program Work Sheet

Most departments that offer a major program have prepared work sheets to aid the advisor in planning schedules for the student's complete university program. The work sheet lists the general education requirements which all students must fulfill and the course requirements for the major. Space is provided for writing in the requirements for the minor or second major the student chooses. It is the student's responsibility to check with the secondary advisor for his or her second major or minor course requirements. The work sheet also serves as a record of the student's progress in meeting the other requirements for a bachelor's degree. For example, it may ask the student to list his 40 hours of upper level (3000 and 4000 level) courses.

1.3.4 Credit Hour Load [2002]

A. Normal Load [2002]

In any semester a student is limited to the number of credit hours that can be taken according to his or her grade point average. The normal load limit for all students each semester is 18 credit hours, and the normal load for January, June, or July is 6 credit hours, provided students have a minimum grade point average of 2.0.

B. Request to Take Additional Hours

In the event a student wishes to carry more hours than the regular credit-hour load limit as indicated in the Credit Hour Load Limit section of the university Catalog, the advisor may approve additional hours, depending on the student's GPA and the number of hours being requested. If the student wishes to enroll for more credit hours than the overloads allowed by the current credit hour load limit policy found in the Catalog, it is necessary for the student to secure a Special Academic Request Form from the Office of the Registrar. The rate for overload hours is listed in the Catalog.

C. Restricted Hours

Full-time students with low GPA may be placed into one of the following categories:

1. Academic difficulty--students are limited to 15 credit hours per semester and are advised to limit their extra-class activities.
2. Special guidance--students are limited to 14 credit hours per semester and are also advised to limit their extra-class activities.
3. Academic probation--students are limited to 12 credit hours per semester and are ineligible to represent the University in any official university-sponsored activity, on or off campus.

Advisors need to remind students on academic probation of their restricted involvement in public performance activities or services sanctioned by the University before allowing them to enroll in courses which require such participation. See the Student Handbook for a partial list of activities and groups affected by this policy. The Office of the provost will communicate with appropriate faculty/staff concerning students who are on academic probation.

1.3.5 Continuing Advisement

Although a student bears the responsibility for course selection and enrollment, an advisor should be genuinely concerned with the student's academic progress. Throughout the semester the advisor will be available for counseling with advisees concerning their achievement.

To ensure that a student has consulted his or her advisor about proposed changes in his or her schedule, the advisor's signature is required on any Change of Enrollment form presented to the Registrar's Office.

Each fall and spring semester advisors receive an updated copy of each advisee's transcript of credits. These transcripts are to be filed in the advisees' advisement folders.

1.3.6 Course Substitution Form

Occasionally a student will be unable to schedule a course requirement for the chosen major or minor. If the advisor, in consultation with the Chair of the department in which the course is taught, feels that another course is acceptable in lieu of the requirement, he or she must complete two copies of the Course Substitution form, which is available in the Office of the Registrar. The completed form is signed by the student's advisor, the department chair of the department in which the substitution is being requested, the dean of the college where the student's major is offered, and the registrar. A copy of the form is filed with the student's credit check as a record that a requirement has been met through substitution.

1.3.7 Special Academic Request Form

The Special Academic Request form is used for all academic requests except course substitutions within one's major or minor field of study. A student fills out this form when he or she has a special request, such as a request for a substitution to a general education requirement or for a course overload. The form is routed through the student's advisor, Department Chair, Dean, and, finally, the Provost, with each person indicating either approval or denial of the request. If the request is denied by the Provost, the student has the right to appeal to the Academic Council.

1.3.8 Transfer of Credit from Other Institutions

Occasionally a student decides that it would be desirable to take a regular classroom course or a correspondence course at another college or university in order to graduate early or to have a lighter load during a future semester. In order to count the work toward a degree at Southwest Baptist University, the student must complete a Permission for Transfer of Credit form. The student must get the advisor's signature on the permit form and submit it to the Registrar's Office. The student should be advised not to enroll in correspondence or other course work until the request is fully approved. Work in progress while a student is enrolled at Southwest Baptist University counts as part of the hour-load he or she is allowed to carry, except for financial aid and scholarship purposes.

1.3.9 Changing a Major and/or a Minor

The student can, at any time, initiate the procedure for changing a major or minor. The student must first discuss his or her proposed change with his or her advisor. If together they conclude that the proposed change is appropriate, the advisor provides a copy of the Request for Changing/Adding/Deleting a Major/Minor form, on which the student's intent is recorded. The form is signed by both student and advisor and then carried by the student to a faculty member in the field of the proposed major/minor. After talking with the student, this faculty member records his approval or denial on the form. If approval is given, the student takes the form to the Office of the Dean of the college in which the new major or minor is offered for the dean's approval. That office is responsible for notifying the Provost's Office of the change and for obtaining the student's advisement folder from the present advisor and forwarding it to a new advisor if necessary.

If a student wishes a change of advisors within a department, he should direct this request to the Department Chair. Each semester the Department Chair makes and adjusts advisor assignments.

1.3.10 Credit Check – Degree Audit [2008]

When a student has earned between 70 and 80 hours toward a bachelor's degree at Southwest Baptist University, he or she must request an official credit check at the Registrar's Office. A student pursuing an associate degree must request a credit check between 30 and 35 credit hours. The credit check details both the student's progress and the degree requirements yet to be met.

Preparation of the credit check is a joint effort by the Registrar, the department chair(s) responsible for the student's major, minor and certification programs, the student's advisor and the dean of the major(s). The Registrar begins the process by verifying the general education graduation requirements that remain to be completed, the total hours earned so far, the current schedule of courses, the total upper level course hours being completed, and the grade point averages. The Registrar then prepares a routing sheet listing the various chairs and directors who must complete parts of the credit check. The Department Chair of the student's primary major must verify both those courses so far completed toward the major and those specific or elective courses remaining to be completed. Other chairs of the student's declared minor(s), second major, or teacher certification area(s) must likewise complete their respective parts of the credit check. Finally, the student's advisor has the responsibility of checking over the entire credit check before returning it to the Registrar's Office. The student will receive a copy of the completed, signed credit check, as will the advisor. The copy sent to the advisor should be filed in the student's advisement folder.

1.3.11 Career Services [2002, 2008]

This office is available to assist students and alumni with career counseling, career assessments, job searches, placement files, resumes, cover letters and mock interviews. Testing for national and residual tests is conducted by Career Services which is located in the office suite of Mabee Chapel.

1.4 ENROLLMENT AND REGISTRATION [2002, 2004]

Enrollment is simply the students' course selection process, facilitated by the students' advisors and Registrar's Office. Registration is the process of making financial arrangements for the semester through the University's Office of Accounting Services. All charges for tuition, fees, room and board are due in full at the beginning of each semester. Students unable to pay the full amount at the time of registration must select one of three payment options. Any student who is found to be negligent in making adequate arrangements to pay his or her account may be subject to immediate dismissal. No student is permitted to register until all account balances have been settled or satisfactory arrangements have been made with the student accounts manager. Students registering late will be charged an additional fee.

1.4.1 Enrollment [2002, 2004, 2008]

The Provost's Office notifies faculty and students of the dates students are eligible to enroll for the following semester and J-term(s). Students make arrangements to meet with their advisors based on this published enrollment schedule, calculated on the total credit hours the students have completed. The enrollment schedule provides the opportunity to enroll first to students who have the greatest number of hours completed. Students are required to pay a \$100 enrollment prepayment before their schedules can be entered on the computer by their advisors. This prepayment is made at the cashier windows in Sells Administrative Center.

1.4.2 Change of Student Information

In order to keep their permanent records as up to date as possible, students need to apprise the registrar of any changes to their names, permanent addresses, local addresses, billing addresses, or phone numbers on a Change of Student Information form.

1.4.3 Change of Enrollment [2002]

Any change to a student's schedule after registration is completed must be made through the Registrar's Office. During the first two weeks of the semester, the student may change his or her schedule by dropping and adding courses. A Change of Enrollment form, commonly called the Drop and Add Slip, secured from the Registrar's Office, must be completed showing the courses to be dropped and/or added. The form must be signed by the instructor of any course to be added and by the student's advisor. Students who wish to drop a course must first get the instructor's signature and last date of attendance on the Change of Enrollment form. Completed forms are to be returned to the Registrar's Office. A single form will accommodate multiple changes. The student will be charged for each Change of Enrollment form. The charge will be waived if the student's advisor informs the Registrar that an advisement error or other university action required the change.

1.4.4 Permission to Repeat a Course

Courses taken at Southwest Baptist University for which the grade is "F" or "D" may be repeated. If the course is a prerequisite for other courses at SBU, it must be repeated before taking any of those advanced courses. If the course is repeated at another college or university, prior approval must be received from the appropriate SBU Department Chair of the course area. The course can be repeated only twice. Exception to the number of times the course can be repeated may be granted only by the Provost.

Courses taken for which the grade is "C" can be repeated only once. If the course is repeated at another college or university, prior approval must be received from the appropriate SBU Department Chair of the course area.

Courses taken for which the grade is "B" cannot be repeated.

1.4.5 Withdrawal from the University

A student initiates the withdrawal process in the Office of Student Life. When a student withdraws from all classes after attending at least one class day of the term, a notation is made on the permanent record of the student in the Registrar's Office that states "Withdrew from All Classes." See the Catalog for information concerning how refunds are prorated depending upon the time and nature of the withdrawal. A withdrawal notice is routed to the student's advisor and to all class instructors on the student's schedule.

1.4.6 Intent to Graduate Card

An Intent to Graduate Card must be filed at the Registrar's Office at least four months before the proposed date of graduation for a student completing a bachelor's degree and two months prior to the proposed date of graduation for students completing a master's degree or an associate's degree. This form should be turned in to the Registrar's Office after the graduation fee is paid at the Office of Accounting Services. The student must have a credit check on file.

1.5 GRADE REPORTING PROCEDURES

1.5.1 Mid-term Grade Deficiency Forms [2004]

Faculty members report mid-term grades in the appropriate boxes on WebAdvisor. A mid-term grade is recorded for each student listed on the class roster.

Faculty members who fail to record mid-term grades by the date indicated are personally responsible for notifying in writing all students in their classes of their mid-term grades. Notification must be made prior to the last day to drop a class without penalty.

1.5.2 Semester Grade Report [2004]

Faculty members report semester grades in the appropriate boxes on WebAdvisor. A semester grade must be recorded for each student listed on the class rosters.

Teachers must meet grading deadlines. All grades should be turned in as soon as possible after the final examination schedule is completed. No faculty member shall leave town without first completing and handing in his or her grades. The official university calendar gives the deadline dates and times when grades are due at the end of each semester and term. Issuance or renewal of scholarships, eligibility for loans and grants, probation, dismissal, and additional details--all based on semester grade determinations--must be considered within a few days following the last examination.

1.5.3 Incomplete Grades

An incomplete (I) grade may be given when a student is doing passing work or has the possibility of earning a passing grade, but is unable to complete all of the course requirements because of unusual circumstances acceptable to the instructor (such as illness or accident). In no case may an "I" be agreed to prior to the last day to "drop or withdraw" from the class. An "I" may not be used to permit a student to repeat a course or to improve a grade. The instructor must complete and sign the Application for Incomplete Grade form, and it must be submitted to the appropriate Department Chair and College Dean for approval. The completed and signed form must then be filed in the Registrar's Office. Additional copies of the form will be given to the student, academic advisor, and College Dean. Requirements for completing the course and appropriate grade designations are to be specified by the instructor on the application.

It is the responsibility of the student to complete satisfactorily all of the course requirements within one year. If the incomplete is not cleared within this specified time limit, the "I" will be changed to an "F" grade.

An in-progress (IP) grade may be given for courses that may require more than one semester to complete, such as a readings, thesis, internship, or practicum course. Requirements for completing the course and a specific completion date are to be specified by the instructor on the Application for In Progress Grade form. The In-Progress Grade form must be signed by the instructor and submitted to the appropriate Department Chair and College Dean for approval. The completed and signed form must then be filed in the Registrar's Office. Additional copies of the form will be given to the student, academic advisor, and College Dean.

It is the responsibility of the student to complete satisfactorily all course requirements, under the supervision of the instructor, by the specified completion date. If the in-progress grade is not cleared within this time limit the "IP" will be changed to an appropriate grade or the proper College Dean may grant a further extension.

1.5.4 Grade Change Form

A student's course grade may be changed if a faculty member submits a written, signed request to the Registrar. The Grade Change form, available from the Registrar, is to be used for this purpose. The instructor should note on the request the reason why he or she is changing a grade previously submitted. Included on the form are course number, section, student's number, and new grade.

1.5.5 Correspondence Grade Report

Faculty members responsible for supervising correspondence courses must submit a completed Correspondence Grade Report form to the registrar upon a student's completion of correspondence work.

1.6 **CLASSROOM POLICIES**

1.6.1 Course Syllabi [2003]

Each course offered at the University must follow an official course syllabus. The preparation and revision of official course syllabi are the responsibility of one or more teaching faculty assigned to teach the course and are under the supervision of the Department Chair. It is recommended that the instructor distribute and review the syllabus for the course with his or her students at the first class meeting of the semester.

Refer to Appendix I, Forms, for the outline of the form to be followed for the course syllabus..

1.6.2 Class Attendance [2004]

1.6.2.1 Class Rosters [2004]

Faculty members are responsible for printing their class rosters from WebAdvisor.

1.6.2.2 Class Meetings

Each of the following calculations excludes the final exam period. To obtain 1 semester hour credit, a standard lecture class should meet 750 minutes during the semester (50 min/week X 15 weeks/sem. = 750 min/sem.). To obtain 2 semester hours credit, a standard lecture class should meet 1500 minutes during the semester (100 min/week X 15 weeks/sem. = 1500 min/sem.). To obtain 3 semester hours credit, a standard lecture class should meet 2250 minutes during the semester (150 min/week X 15 weeks/sem. = 2250 min/sem.). To obtain 4 semester hours credit, a standard lecture class should meet 3000 minutes during the semester (200 min/week X 15 weeks/sem. = 3000 min/sem.). To obtain 5 semester hours credit, a standard lecture class should meet 3750 minutes during the semester (250 min/week X 15 weeks/sem. = 3750 min/sem.).

For courses offered other than during the regular semester, an equivalent number of minutes as stated in a, b, c, d, and e should be met. Laboratory and/or activity style classes including studio art classes and music ensembles should also adhere to some policy on minimum/maximum minutes of activity scheduled per week as established by each department.

During fall and spring semesters on campus, classes begin at 8:00 on Monday, Wednesday, and Friday with 10 minutes between classes. Note that 10:00-10:50 a.m. is scheduled for chapel on Monday and Wednesday but is free on Friday. The next class period begins at 11:00. Classes during the remainder of the day on Monday, Wednesday and Friday begin on the hour. Tuesday and Thursday class meeting times consist of 75-

minute divisions with fifteen minutes between classes. Starting times for Tuesday and Thursday classes are 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30. Evening class schedules normally begin at 5:30 p.m.

1.6.2.3 University Attendance Policy [2003]

Every course taught at Southwest Baptist University shall have an attendance policy that is part of the course syllabus. To receive the most benefit from course work, the student is expected to attend all class sessions.

- A. If attendance is used as part of the student's grade for the course, the syllabus shall contain an explanation of the rationale for the attendance component of the grade and the consequences of an absence.
- B. The attendance policy shall conform to the provisions of the Southwest Baptist University Catalog and Student Handbook regarding absences for illness, family emergency, University-sanctioned event, or extraordinary circumstances beyond the control of the student but deemed excusable by the instructor.
- C. Students shall be allowed to make up each assignment/test missed for one of these reasons with an assignment/test of equal value and of equal course content.
- D. Performance-based, group-sensitive, and other such courses dependent upon restrictive performance attendance, restrictive scheduling and time issues (such as clinical certification requirements) cannot offer separate make-up assignments and will necessarily maintain more strict policies regarding the attendance component and its effect on the final grade.
- E. Exceptions to this policy must be approved by the Dean of the appropriate college.

Excessive absences are to be reported to the Director of Enrollment Management. When a student accumulates three successive absences or is in jeopardy of failing a class due to absences, the instructor should immediately fill out an excessive absence slip and send it to the Director of Enrollment Management. If a student is having problems, academic or otherwise, that student should also be reported to the Director of Enrollment Management.

1.6.2.4 Make-up Work and Student Participation in University Activities

It is obvious that experiences in classroom discussion, explanation, demonstration, note taking, pop quizzes and other classroom recitation cannot be "made up" by the student who was absent. However, if participation in the day's activities weighs heavily on the student's grade status (e.g. a required classroom recitation or a major examination grade was missed), the student who was absent for valid and acceptable reasons may be given a substitute assignment or "make up" examination of comparable grade value.

Students who miss class due to participation in valid university-sponsored activities are allowed to make up required work missed due to their absences. Students should be urged to plan ahead and to do this work before the anticipated absence if possible. Sometimes it is possible for the teacher to reschedule a required activity if the student will contact the teacher far enough in advance of the anticipated absence. If this is not possible, the student should be required to complete any "make up work" allowed within one week of the absence. The student is responsible to take the initiative in such matters and to make the necessary arrangements with his or her teacher.

Sponsors of scheduled university activities taking students away from regularly scheduled classes are to issue official notices to the Office of the Provost and the faculty listing those students who will be involved, when they will be away from class and

when the activity is officially over. Prior to the activity, copies of such notices should reach every instructor whose students are involved. Student requests for make-up work in the absence of appropriate validation of their participation in the activity should be denied.

1.6.2.5 Faculty Absences from Class

Occasionally it may be necessary for faculty members to be absent from class due to illness or attendance at professional meetings. The instructor should make arrangements with another faculty member in his department to teach the classes, or to monitor an examination. If the absence is not anticipated, the Department Chair should be called immediately so that he or she can secure a teacher for the class or dismiss the class. In any event, the teacher missing a class meeting will notify his or her Department Chair and College Dean immediately.

1.6.2.6 Official Summons

An official summons to a student for a conference may be originated by an administrative office or a faculty member. This form of communication is reserved for matters of utmost importance to the student's relationship with the institution. An official summons will be delivered in writing. A student who neglects or disregards an official summons for a conference will be subject to immediate suspension. The official summons form may be secured from the Director of Student Life.

1.6.3 Tutoring

Two sources of help are the Writing Center and Alpha Chi. The Writing Center is directed by the Department of Language and Literature and staffed by students competent in English composition. The Center is open to all SBU students who need help in writing papers for any classes. Alpha Chi maintains a list of qualified students who have volunteered to do tutoring. The sponsor of this organization should be contacted.

In addition, tutorial arrangements may be made between the student and individual faculty members. Faculty members may suggest to students desiring help some potential tutors who are competent in the appropriate area of study.

1.6.4 Final Examinations

All students, including those in their final semester before graduation, are required to take final examinations. A schedule of when final exams are to be administered is published and furnished to faculty before classes begin each semester so this information can be included in the syllabus. Changes by faculty in printed final examination times are allowed only with permission of the Provost. Students may request a change in a final examination time by completing a Change of Final form, obtained from their College Dean, and paying the non-refundable special fee. The fee charged to the student will be paid to the faculty member administering the final examination.

1.6.5 Audiovisual Equipment

For classroom audiovisual needs, refer to section 1.11.6.4 or contact the Coordinator of Media Services at the University Library.

1.6.6 Classroom Etiquette

It is the responsibility of faculty members to remind their students to pick up after themselves in the classroom. Faculty members may rearrange the classroom for optimum presentation of their material, but at the end of class, they must return the room to its proper arrangement.

1.6.7 Requests to Change Classroom Assignments [2002]

Changes in classroom assignments must be cleared through the Dean's Office, which maintains a record of the use of each room during every hour of the day during the week. Unless a classroom change is approved by the Dean's Office, the class will meet in the room assigned.

1.6.8 Requests to Use Classrooms at Times Other than Regularly Scheduled Times [2002]

In order to use a classroom at a time other than regularly scheduled class meeting times, a teacher or sponsor should schedule the meeting by reserving the room for the hour of the meeting. If the meeting is for academic purposes, reservations are made through the Dean's Office; if the meeting is a student activity, reservations are made with the building coordinator of the building in which the meeting will occur. The Provost's Office has a list of the building coordinators.

1.7 NON-SCHEDULED COURSE OFFERINGS [2006]

1.7.1 College Credit Through Correspondence

College credit earned through correspondence can be an integral part of a student's academic program or an individual's out-of-school education. Prior to enrolling in any correspondence course, an on-campus SBU student (i.e., a student who has been officially admitted to the University and is working on a degree) must obtain the approval of his or her academic advisor. An SBU off-campus center student must obtain the approval of his or her center director. Individuals not officially enrolled in the University may enroll directly through the Registrar's Office. An SBU student may not exceed the maximum credit load through enrolling in correspondence courses. An SBU student may not enroll in more than two correspondence courses at the same time.

Correspondence hours may not apply toward residency requirements. All credit is in semester hours. A maximum of 30 semester hours of college credit through correspondence may be applied to the baccalaureate degree requirements, and 15 semester hours of college credit through correspondence may be applied to the associate degree requirements at SBU provided that the following stipulations are met:

- A. Student Standing - An SBU student may enroll in correspondence provided the student's GPA meets or exceeds the minimum level for the student's class. An SBU student must have approval from the Office of the Provost prior to enrolling if the student is not in good academic standing.
- B. Applied Credit - No more than 6 correspondence hours can be applied to the baccalaureate degree during the last 36 hours of coursework. No more than 3 correspondence hours can be applied to the associate degree during the last 18 hours of coursework. Any exception to this policy must be approved by the Provost.
- C. Graduation Deadline - All correspondence coursework (including examinations) must be completed and submitted for grading in accordance with the published date in the university Catalog. If all correspondence work is not completed and submitted by the appropriate date, the University will remove the student's name from the graduation list.

1.7.2 Independent Study

In order to enrich the curriculum and challenge students to develop research abilities, the University offers a program of independent study through which students may earn university credit for work not offered as part of the regular curriculum.

1.7.2.1 Independent Study Guidelines

- A. Independent study (4991-3) is designed to broaden the student's knowledge in the major field or in areas not covered in catalog courses by providing directed individual research.
- B. These studies are limited to juniors and seniors who have at least a 2.75 grade point average in their major field.
- C. At least one-half of the course work required for a major must be completed prior to enrolling for an independent study course.
- D. A maximum of three semester hours may be earned by independent study in any major field.
- E. The student has full responsibility for initiating (in consultation with the supervising professor) the proposal, for continuing the study, and for completing all work for the course.
- F. As a part of the application process the student must do preliminary planning and complete an independent study proposal.
- G. The independent study proposal must have the approval of the supervising professor and the Department Chair, and it must be attached to the application.
- H. The student may sign up for an independent study within the regular enrollment period, but only after the independent study proposal and application have been approved.

1.7.2.2 Independent Study Procedures

The student usually enrolls in an independent study course at the same time as the regular semester enrollment. However, the student must first secure approval for the course by processing an Independent Study Proposal. Thus, on enrollment day, the student will turn in his or her approved proposal along with the trial program form at the Registrar's Office. The following steps detail the process of acquiring approval of the proposal:

- A. The student will discuss independent study possibilities with his or her prospective supervising professor. The faculty member must consider carefully what types of independent study courses he or she is qualified to supervise effectively. The faculty member should not agree to provide direction in some subject area outside the area of his or her academic preparation. The faculty member should also consider whether the student possesses the necessary prerequisites for researching a particular topic.
- B. The student will obtain the Application for Independent Study form from his or her dean's office and demonstrate his or her academic qualifications by securing from the Registrar's Office the information requested on the proposal application.
- C. The student will work with the supervising faculty member in planning the independent study. While the primary responsibility for planning belongs to the student, the faculty member's responsibility consists of setting and interpreting guidelines for the development of an academically appropriate plan.
- D. The student will complete the independent study application and proposal form by providing the requested information.
- E. The student will obtain the signatures of the supervising faculty member, the Department Chair, and the College Dean.

- F. Copies of the proposal are to be retained by the supervising faculty member and the College Dean. The Department Chair may request a copy also.
- G. Having completed all the required steps, the student may now go to the Registrar's Office and enroll in the independent study course.

1.7.3 Continuing Education

Pending completion of documentation.

1.7.4 Course by Conference [2006]

A Course by Conference is a regular catalog course that is offered at the discretion of the instructor to one or more students outside the ordinary classroom setting. Circumstances under which a Course by Conference might be offered include:

- 1. The student needs the course to graduate before it is scheduled to be offered again.
- 2. The student needs the course during a specific semester and has a scheduling conflict that cannot be resolved in another way.

A *Course by Conference* must be identical to the normal course offering in terms of course objectives, assignments required and the material covered. A *Course by Conference* **is not** the same as an independent study and **is not** to be offered for special topics courses. Normal tuition charges will apply to the student. Faculty will be remunerated per student credit hour at a rate set by the Provost.

1.8 **FACULTY POSITION DESCRIPTIONS**

1.8.1 Provost

A. Qualifications

1. Required Qualifications

The Provost shall:

- a. hold an academic doctor's degree,
- b. possess at least ten years of experience in higher education (three years at the deans level or higher), and
- c. be a committed Christian and Southern Baptist.

2. Desirable Qualifications

The Provost should possess:

- a. experience and training in the administration of higher education,
- b. a broad background of educational experience in the areas of administration, supervision, and curriculum,
- c. current knowledge about new developments in higher education, and
- d. the ability to work with persons and groups of persons in the solution of problems and the implementation of innovative programs.

B. Duties and Responsibilities

1. General Duties and Responsibilities

- a. provide leadership for academics and academic support programs of the university,
- b. provide leadership in the formulating of the academic policies of the university,
- c. provide direct supervision of deans and directors in academics and academic support areas,
- d. provide leadership in acquiring and maintaining general and specialized accreditation for the university and selected accredited programs,
- e. provide leadership in the acquisition and retention of qualified faculty members,
- f. provide leadership in the acquisition and leadership in the retention of a quality student body,
- g. provide leadership in developing and managing the academic and academic support budgets,
- h. organize and conduct meetings of academic and academic support personnel as necessary to carry forward the academic work of the University,
- i. assure quality in academic programs, including assuring that assessment activities, internal academic research and academic planning are accomplished properly and accurately,
- j. represent the President of the University when called upon to do so,
- k. organize special academic activities such as graduation exercises, honors presentations, etc. and
- l. assure that student, faculty, and academic staff accomplishments are properly recognized.

2. Positional Relationships

- a. The Provost reports directly to the President,
- b. The position of the Provost in the organization of University officials is second only to the President,
- c. The Provost is empowered by the President to make day to day decisions at times when the President is out of daily contact with the University,
- d. The Provost is empowered by the President to work directly with all administrative officials of the University in the process of accomplishing University goals and objectives.

1.8.2 Associate Provost

A. Qualifications

1. Required Qualifications

The Associate Provost shall:

- a. hold an academic doctor's degree,
- b. possess at least five years of experience in higher education (three years as department chair or higher), and
- c. be a committed Christian and Southern Baptist.

2. Desirable Qualifications

The Associate Provost should possess:

- a. experience and/or training in the administration of higher education,
- b. a broad background of educational experience in the areas of administration, supervision, and curriculum,
- c. current knowledge about new developments in higher education, and

- d. the ability to work with persons and groups of persons in the solution of problems and the implementation of innovative programs.

B. Duties and Responsibilities

1. General Duties and Responsibilities

- a. serve as Provost of the University in the absence of the Provost,
- b. meet with the Academic Council, with the Executive Committee of the Council and with other academic groups as directed by the Provost,
- c. assist the Provost in the development of class schedules and classroom assignments,
- d. assist the Provost in the development of publications, reports and correspondence,
- e. represent the Office of the Provost and the University as needed at meetings on and off campus,
- f. assist in the development and review of accreditation and other special studies,
- g. assist the Provost in the review and evaluation of academic programs and projects,
- h. assist in the identification of external sources of revenue to support academic programs and projects, and
- i. complete short-term assignments related to the Office of the Provost as assigned by the Provost.

C. Positional Relationships

- 1. The Associate Provost reports directly to the Provost,
- 2. The Associate Provost serves as chief assistant to the Provost.

1.8.3 Dean

A. Qualifications

1. Required Qualifications

The dean shall:

- a. hold an academic doctor's degree,
- b. possess at least five years of experience in higher education, and
- c. be a committed Christian and Southern Baptist.

2. Desirable Qualifications

The dean should possess:

- a. experience and/or training in the administration of higher education,
- b. a broad background of educational experience in the areas of administration, supervision, and curriculum,
- c. current knowledge about new developments both in his or her discipline and higher education, and
- d. the ability to work with persons and groups of person in the solution of problems and the implementation of innovative programs.

B. Duties and Responsibilities

1. General Duties and Responsibilities

The dean will:

- a. be directly responsible to the Provost for the administration, supervision, and evaluation of all matters pertaining to the management of his or her area and for the organization, coordination, supervision, evaluation, and interpretation of the total instructional program in his or her area,
- b. help direct the academic process through participation in academic council decisions,
- c. supervise budgets in his or her area of responsibility,
- d. execute university policy and give instructions to department chairpersons and faculty within the parameters of their job description,
- e. supervise evaluation processes of faculty members, staff personnel and programs,
- f. when applicable, perform the duties of a faculty member with no more than 12-14 hours per fiscal year, and
- g. represent his or her area to its various publics.

- 2. Specific Duties and Responsibilities
See the individual position description.

1.8.4 Department Chair

A. Qualifications

1. Required Qualifications

The department chair shall:

- a. be a committed evangelical Christian and an active church member,
- b. meet all the required qualifications for faculty,
- c. have at least three years of appropriate experience in higher education and related experience in administration, and have exhibited academic leadership ability, and
- d. have earned a doctorate, terminal degree, or its equivalent in training and professional experience.

2. Desirable Qualifications

The department chair should:

- a. be a Southern Baptist,
- b. have attained the rank of Associate Professor or above,
- c. possess the ability to work positively with persons and groups of persons in the solution of problems and implementation of programs, and
- d. have the ability to delegate to others.

B. Duties and Responsibilities

1. General Duties and Responsibilities

The department chair will:

- a. have normal duties of a faculty member,
- b. delegate responsibility and authority to individual faculty members for areas of administration, hold them accountable, and supervise their work,
- c. participate in strategic planning and budget preparation for the department each year as appropriate,
- d. participate in the employment, promotion, tenure, or dismissal of faculty through established procedures,
- e. participate in the employment and dismissal of adjunct faculty,

- f. supervise the academic work of the faculty, maintain proper teaching loads, and evaluate faculty as required by the faculty handbook, dean, or provost,
- g. encourage the professional development of faculty in the department,
- h. participate in the grievance procedure for faculty and students as appropriate,
- i. prepare departmental copy for the University catalog when applicable,
- j. plan and administer the department budget as appropriate,
- k. assist faculty in procuring additional resources and equipment as the need arises, and
- l. assist in student recruitment through such possible activities as meeting with prospective students, writing letters, setting up displays for fall and spring visitation day, and other activities deemed appropriate.

2. Duties and Responsibilities Related to Courses and Students

When applicable, the department chair will:

- a. suggest personnel, classrooms, and equipment for courses,
- b. prepare a course schedule for each semester,
- c. ensure that students receive proper academic advisement,
- d. initiate, guide, and approve course development and course offerings by the department,
- e. approve the employment, schedules and syllabi of off-campus instructors, and
- f. assist in placing students in appropriate courses and evaluating transcripts of transfer students.

3. Departmental Qualifications, Duties, and Responsibilities

See the individual position description.

1.8.5 Faculty

Pending completion by committee.

1.9 **FACULTY COMMITTEE POLICIES AND STRUCTURES [2003]**

1.9.1 Philosophy of Committee Work

Committee work is an essential component of an academic institution. Through committees the health and welfare of the whole University is enhanced. University-wide committees address those issues affecting the entire University. Faculty committees are an extension of Faculty Senate, the hands and feet that do Senate business. Through this cooperative collaboration student, as well as faculty, concerns are addressed. Hence, faculty members have an important role in promoting the welfare of the academic community.

Not only is faculty committee work beneficial, it is also expected as part of the duties of the faculty member. Included among the seven criteria used for promotions and tenure is service to the University. Hence, committee work is one evaluated aspect of the faculty member's duty.

In summary, committee work is both needed and required. Beyond this, faculty members experience a sense of ownership and community as they assume responsibility and work together on mutual concerns.

1.9.2 Definitions

The following definitions are included for clarification and consistency.

University Committee:

Committee (standing or ad hoc) which is created by the University President for any division of the institution with voting representatives from any or all divisions and which, depending on the nature of the committee's task, would usually have one or more official faculty representatives.

Senate Committee:

Committee (standing or ad hoc) approved by and responsible to the Faculty Senate. The voting members are faculty though individuals from other divisions of the institution may be requested to serve as ex officio members.

College Committee:

Committee (standing or ad hoc) approved by and responsible to a specific college. The voting members are faculty though individuals from other divisions of the institution may be called upon to serve as ex officio members.

Departmental Committee:

Committee (standing or ad hoc) approved by and responsible to a specific department, academic or non-academic.

Faculty Representative:

All official faculty representatives to senate or University committees are selected and approved by Faculty Senate. While all efforts to include faculty are appreciated and foster a cooperative spirit, individual faculty members are not authorized to represent the collective faculty body unless approved by Faculty Senate.

Standing committee:

Committee that usually studies more than one issue under its purview and functions from year to year.

Special Event Committee:

A category of Faculty Senate committee charged with overseeing a specific event. Special Event Committees function from year to year.

Ad Hoc committee:

Committee that addresses a specific issue. The committee serves until completion of the specific assignment.

1.9.3 Committee Descriptions

Faculty are assigned or elected to four types of committees that function from year to year: Senate standing committees, Senate ad hoc committees, Senate special events committees, and University standing committees that require faculty representation.

1.9.3.1 Committee Members Who are Elected

Members of the Promotion and Tenure Committee, the Committee on Committees, the General Education Committee and the M. Michael Awad Scholarly Activities Committee are elected by their respective colleges. This election is directed by the Senate Elections Committee. (See Bylaws of Faculty Senate, Article III, section E.) The Curriculum Committee is composed of each college curriculum committee chair, plus one faculty member each from the University Library, off-campus faculty, and Graduate Council. The method of selection is up to each college or unit and will be

overseen by a college Senator. The membership of all other Senate committees is appointed by the Committee on Committees and approved by Faculty Senate.

1.9.3.2 Committee Members Who Are Appointed

The Committee on Committees makes faculty assignments with the goals of encouraging faculty participation and maintaining a balance of committee workload between faculty members. With these goals in mind the following are used in making assignments:

1. Need for Senate representative on each committee,
2. Need for committee chairs to have served as a committee member during the previous year,
3. Interest and experience of faculty member based on annual survey,
4. Workload of faculty member,
5. Balanced representation from each college, and
6. Need for continuity in committee composition.

As a general rule first-year faculty members are assigned to less demanding committee service so that their new adjustments can be made more efficiently.

All appointments are for a one year term with the exception of appointments to the Instructional Assessment Committee; the General Education Committee; Faculty Documents Committee; Staley Lecture Committee; and for faculty representatives to the Honorary Doctorate Committee and the University Admissions Committee.

1.9.3.3 Senate Standing Committees [2003, 2006]

Academic Advisory Committee

1. oversees academic regulations and policies,
2. oversees student academic standing;
3. makes recommendations to Provost regarding students' academic status;
4. hears and adjudicates student grade appeals;
5. makes recommendations for University academic scholarships;
6. monitors any policies or matters related to University scholarships. This committee does most of its work between the regular semesters.

Membership consists of six members, one from each college and one from off-campus. To ensure equitable representation of the genders for student grade appeals, the membership of the Academic Advisory Committee must be fifty-percent male and fifty-percent female. Members will be appointed for staggered three-year terms, with a limit of two consecutive terms. The faculty member who is appointed chair of the Academic Advisory Committee must have served at least two years on this committee or must have previously served as chair. *Ex officio* members are the Registrar, the Director of Enrollment Management, the Assistant Athletic Director/Academics, one representative from the University Success Center, and representatives from Student Life, Financial Aid, and Admissions.

Academic Honors Committee coordinates Student Recognition Chapel, the Honors Banquet and Alpha Chi activities.

Membership consists of the Alpha Chi sponsor, two main-campus faculty and one faculty member from an off-campus center. The main-campus faculty are to be from separate colleges.

Ex-officio members are the Registrar and Alpha Chi president or representative.

Academic Unit Review Committee examines all aspects of the University's academic programs; designs, implements, and provides oversight of program evaluation; determines evaluation criteria and reporting guidelines; and reports to the University Planning and Advisory Council through the provost and vice-president for administration.

Membership consists of ten individuals: five faculty representatives and one academic dean (appointed by the president), each of whom will serve three-year terms. Additionally, one administrative staff member (appointed by the vice-president for administration), the provost, the associate provost (co-chair), and the director of assessment (co-chair) will serve as permanent members of the committee.

Administrative Unit Review Committee examines all units of the University other than academic programs; designs, implements, and provides oversight of non-academic programs; determines evaluation criteria and reporting guidelines; and reports to the University Planning and Advisory Council through the provost and vice-president for administration.

Membership consists of nine individuals: five will be appointed from the administrative staff by the president, and one faculty member will be appointed by the Faculty Senate. These appointees will serve three-year terms. Permanent members of the committee are the vice-president for administration (co-chair), the director of assessment (co-chair), and the athletic director.

Committee on Committees makes committee membership nominations and general committee policies.

Membership consists of seven members; one from each college, one member from the University Library, and the President-elect of the Senate. President-elect of the Senate will serve as the chairperson.

Members are selected by their respective colleges, serve two-year terms, and may serve two consecutive terms. A member of the Committee on Committees may not simultaneously serve on the Promotion and Tenure Committee. College elections are staggered so that one half of the committee is elected in any one year. For more information on the formation, eligibility, and commission of this committee, see the Bylaws of the Faculty Senate, article III, section 1.

Curriculum Committee evaluates all proposed changes to the curriculum, whether programs or individual courses, on and off-campus, graduate and undergraduate (for formation and commission, see Bylaws of the Faculty Senate, article III, section 1). Ex officio members are Deans of the colleges and the Dean of the University library.

Educational Technology Committee assesses educational technology and academic computing needs. Members serve as faculty representatives on the University Technology Council.

Membership consists of seven members; one member from each college, one from the University library, and one member from off-campus. Ex officio member is the Director of Instructional Technology.

Elections Committee [this committee has been eliminated]

Executive Committee consists of the Senate President, President-elect, secretary-treasurer, Elections Committee chair, and the immediate past President (or approved senator) and is responsible for the leadership of Senate as delineated in the Faculty Constitution and the Procedural Bylaws of Faculty Senate.

Faculty Documents Committee

1. prepares Senate-approved revisions to Faculty Handbook and Faculty Guidelines, before the revisions are sent to the Provost;
2. prepares and distributes final Handbook and Guidelines revisions upon approval (as necessary) from the Provost, President and Board of Trustees; and
3. monitors Handbook and Guidelines compliance. This committee does not recommend the content of revisions (except for formatting, non-substantive editing, cross-checking for possible conflicts in faculty documents, and routine updating) with the exception of those revisions related to the content of the Constitution of Faculty and the Procedural Bylaws of The Faculty Senate.

Membership consists of six members, one member from each college, and one member from the University library. Members serve two-year terms. They are ineligible for reappointment for a minimum of one year. The Director of Human Resources is an ex officio member.

Faculty Welfare Committee monitors all aspects of faculty status as employees of the University (except tenure and promotion), including salary, benefits, faculty workshops, and faculty morale. This committee is also charged with conducting the annual faculty survey.

Membership consists of seven members, one member from each college, one member from the University library, and one member from off-campus. The Director of Human Resources is an ex officio member of this committee.

General Education Committee oversees the University’s general education program. The committee accomplishes this charge by

1. ensuring that the mission-vision statements of the general education program are carried out;
2. ensuring that students are familiar with the mission-vision statements of the general education program;
3. developing and maintaining general education goals and objectives;
4. overseeing the implementation of the general education program;
5. ensuring that assessment data is used to refine the general education program;
6. assisting in the study of information from regulatory bodies and other influential groups pertaining to the general education program, communicating this information to the faculty and administration of the University; and
7. cooperating with the Provost or the representative named by the Provost in formulating and overseeing the general education program.

Membership consists of six elected members, one from each college and one from the University Library; and four members appointed by the Committee on Committees (one from off-campus and three faculty-at-large members. *When the elected committee membership does not contain a member of Faculty Senate, one of the at-large members must be a Senator.*) Members serve three-year terms and may serve two consecutive terms. Appointment of the at-large members of the General Education Committee should seek to balance the members of the committee between faculty who teach general education courses and those who do not. Additionally, one member of the

committee will be selected each year to serve as a liaison with the Instructional Assessment Committee. This member shall be a voting member of both the Instructional Assessment Committee and the General Education Committee. Ex officio members of the committee are the Director of Assessment, the Provost, the Registrar, and one student appointed by the Student Government Association with Junior or Senior standing.

Honors Program Committee oversees the University’s honors program. The committee accomplishes this charge by:

1. Work with the honors program director in support and development.
2. Along with the Program Director, serve as the applicant interview committee.
3. Approve exceptions to the general education requirement
4. Along with the program director, approve capstone project proposals.
5. Upon recommendation of the Program Director, approve student proposals for completion of the servant leadership component.
6. Upon recommendation of the Program Director, approve student proposals for fulfilling the intercultural experience component.
7. Upon recommendation of the Program Director, approve student proposals for fulfillment of the spiritual component.
8. Assist the program director in coordinating the following aspects of the Honors Program:
 - A. transcript recognition
 - B. early enrollment
 - C. conference participation
 - D. cultural field trips
 - E. honor student association
 - F. course overload privileges
 - G. honor student housing
 - H. campus scholarly publication

Membership consists of six members; The Honors Program Director is an *Ex Officio* member.

Instructional Assessment Committee establishes assessment policies and procedures for general education; establishes guidelines for the development of assessment plans, procedures, and implementation time lines for the major academic units within the institution; ensures that assessment results are used to improve student learning; and reports all assessment activities to the University constituencies.

Membership consists of one member from each college, one member from the University library, and one member from off-campus. Members of the Instructional Assessment Committee are appointed to three-year terms and may serve two consecutive terms. Appointment terms are staggered so that one-third of the committee is appointed each year. The Director of Assessment is an ex officio member of this committee.

International Studies Committee formulates ideas about recruiting more international students, developing programs on campus for international students, increasing the number of students who study abroad, and developing a faculty exchange program with institutions abroad.

Membership consists of up to five at-large faculty members, with the Director of International Studies serving as chair. *Ex-officio* members are the Director of

Admissions and one student selected by the Student Government Association. It is strongly suggested that this student be an international student or a student who has either studied abroad or who has participated in a mission trip abroad.

Library & Archives Policies Committee aids the library in setting policies and serves as a line of communication between the faculty, students and library staff. In addition, this committee assists the Dean of University Libraries in the oversight of the University archives; determining the procedures for obtaining archival material; determining what additional materials might be appropriate for the archives; and establishing policies governing access and use of the material.

Membership consists of one member from each college, one member from the University library, one member from off-campus, and one student member. The Dean of University Libraries and the University Archivist are ex officio members of this committee.

M. Michael Awad Scholarly Activities and Faculty Development Committee solicits applications for scholarly activity grants, evaluates grant proposals, recommends to the Provost grant recipients, and recommends policies for the administration of the M. Michael Awad Scholarly fund to the Senate. The Committee also solicits applications for faculty development funds, evaluates the applications and allocates the funds.

Membership consists of one member from each college and one faculty-at-large member. The **Committee on Committees must ensure that at least one member is a Senator**. Members serve two-year terms and may serve two consecutive terms. Appointments to the committee are to be staggered so that no more than half of the committee is appointed in any one year.

Promotion & Tenure Committee assesses promotion and tenure policies and procedures and annually makes recommendations to the Provost regarding individuals who have applied for promotion and/or tenure.

Membership consists of one elected member from each college, one from the University Library, one member from off-campus, and one elected faculty-at-large member (*When the elected committee membership does not contain a member of Faculty Senate, the at-large member must be a Senator*). Members must be tenured.

Members serve two-year terms and may serve two consecutive terms. Faculty Senate must approve exceptions to the two-term rule. A member of the Promotion and Tenure Committee may not simultaneously serve on the Committee on Committees. Likewise, a member of the Promotion and Tenure Committee or their spouse may not be or become eligible for promotion during their term. College elections are staggered so that one half of the committee is elected in any one year.

1.9.3.4 Senate Special Events Committees [2006]

These committees have one specific function that is repeated each year.

Senior Musician Jury Committee establishes the process whereby a graduating student is chosen to perform the special music at either December or May graduation.

Membership consists of three members; the chair is to be a faculty member from the Department of Music. The chair is to send a list of candidates to the Director of Student

Life in advance of the auditions. Only candidates cleared through this process are eligible to audition.

Senior Speaker Jury Committee establishes the process whereby a graduating student is chosen to speak at either December or May graduation.

Membership consists of three members; the chair is to be a faculty member from the Department of Communication. The chair is to send a list of candidates to the Director of Student Life in advance of the auditions. Only candidates cleared through this process are eligible to audition.

1.9.3.5 University Standing Committees Requiring Faculty Representation [2004, 2006]

Athletic Advisement Committee monitors athletic programs and policies as they impact the academic area and the University overall.

Membership consists of three faculty members. One faculty member must be a senator. One faculty member must be a female. The chair is to be the Faculty Athletic representative. Ex officio members are the Director of Athletics, Assistant Director of Athletics/NCAA Compliance officer, and the Senior Women's Administrator. A person from the Central Office Staff will also serve on this committee.

Crabtree Lecture Committee is composed of 3 members, each serving a three-year term. Each year, the Committee on Committees will nominate two or three faculty to the Provost, who will choose one person to replace the committee member whose term has concluded.

Research Review Board reviews all research and training projects which involve humans.

Five representatives are named to this committee. The chair of this committee is appointed by the Committee on Committees. (See 1.15.2 of Faculty Guidelines.)

Honorary Doctorate Nominating Committee recommends Honorary Doctorate Degree candidates to the Board of Trustees.

Faculty representatives are the President of the Faculty Senate, the President-elect of the Faculty Senate, and one faculty representative appointed by the President of Faculty Senate. The appointed faculty representative serves a two-year term.

Safety Committee acts as a forum, created for the purpose of fostering safety and health through communication with the University community. The responsibilities of the safety committee include:

1. Discussing safety policies and procedures with the University administration and making recommendations for improvements.
2. Serving a liaison between employees and administration in safety matters.
3. Reviewing and distributing technical reference materials.
4. Working with supervisors to conduct investigations of accidents, developing corrective actions and tracking those recommendations to closure.
5. Identifying unsafe working conditions and practices and making recommendations for corrective actions.

The committee is chaired by the Director of Safety and Security. Two faculty members are appointed to the committee by the Committee on Committees.

Spiritual Life Committee addresses the spiritual life, condition and welfare of the University. The committee plans the Chapel schedule; contacts and enlists individuals and groups to provide Chapel programs; and implements the entire Chapel program.

Membership consists of the Director of University Ministries, Dean of Students, two staff members, two faculty members and two students. The Senate Committee on Committees selects the two faculty members.

University Formal Occasions Committee plans and coordinates all phases of formal occasions held at the University.

Five faculty representatives are named to the committee.

University Fringe Benefits Committee discusses and makes recommendations to the University President concerning fringe benefits for all University employees.

Five faculty representatives are named to this committee.

University Homecoming Committee plans and supervises all aspects of homecoming events.

Five faculty representatives are named to this committee.

University Planning Advisory Council discusses and makes recommendations to the University President concerning long term plans for the University.

Faculty representatives to this committee are the President of the Faculty Senate and the President-elect of the Faculty Senate.

University Technology Council

1. provides leadership in developing a technology vision,
2. assists the CIO in developing annual technology objectives,
3. monitors the implementation of the long range plan,
4. reviews and revises the long range plan,
5. assists the CIO in communicating,
6. makes recommendations regarding the administrative structure of technology, and
7. serves as an advocate for technology.

Members of the Educational Technology Committee serve as faculty representatives on this council.

1.9.4 Responsibilities of the Chair of Senate Committees

The chairs of Senate committees are chosen by the Committee on Committees based on interest, experience, and ability. The chair's responsibilities include:

1. Call and lead the meetings. Every effort should be made to arrange meeting times and places that are reasonable for all committee members, particularly any members traveling from other campuses.
2. Publish and circulate an agenda to committee members prior to the meeting.

3. Ensure that minutes are taken and sent to the Secretary-Treasurer of Faculty Senate and are placed on the computer network.
4. Carry out the committee's tasks as assigned by the Faculty Senate.
5. Report recommended policy and procedure changes to Faculty Senate. Senate committees may seek information from any University personnel in doing business, but as a matter of course they do not report their decisions to University administrators. The committee's responsibility is to Faculty Senate; if action is taken then the Senate will approach the administration. Exceptions include the Promotion and Tenure Committee and the Academic Advisory Committee who report directly to the Provost. In addition, matters involving confidentiality such as an ad hoc Grievance Committee would report to the Provost.
6. Keep a notebook on committee business that can be transferred to the new chair the following year.
7. Encourage participation of committee members. In the case of a persistent unwilling faculty member, the chair shall notify the chair of the Committee on Committees if the faculty member was appointed by the Committee on Committees. If the faculty member was elected by his/her college, the dean of his/her college shall be notified.
8. Close a meeting to visitors if the issue is confidential.
9. Lead the committee in writing an annual report on the committee's business. (See 1.9.6, item 7.)
10. Meet with the new chair to explain unfinished business and be available to the committee for clarifying "old" issues.

1.9.5 Responsibilities of Committee Members

1. Committee members begin their new committee assignments upon approval of committee assignments by the Faculty Senate at the August meeting. This action coincides with the appointment of new senators, aids the Committee on Committees in doing its work, and helps the committees to get a faster start in the fall. In the event important committee work is left over and needs the attention of the "retiring" committee, Faculty Senate may extend the work of that particular committee.
2. Members are expected to attend all committee meetings, and if unable to do so, they shall inform the chair of the reason for their absence. Just as faculty members should inform students when they are unable to keep an appointment, so faculty members should treat their colleagues with the same respect.
3. If a member who was elected to a committee is unwilling or unable to fulfill his/her duties, the chair of the committee shall so inform the dean of the faculty member's college. If the problem persists after the dean's discussion with the member, the committee member may be removed by a majority vote of the college faculty. A new election shall proceed. The dean shall make a notation of this incident in the faculty member's personnel file.
4. If a committee member fails to attend more than half of the meetings during the year without adequate explanation, the chair shall notify the chair of the Committee on Committees. The chair of the Committee on Committees shall write a letter to the dean of the unwilling faculty member to be placed in his/her personnel file as evidence of service to the University.

5. Committee members shall participate in the discussion and resolution of faculty issues and in writing reports if necessary.
6. Committee members may request a reassignment of committee duties by contacting the chair of the Committee on Committees. If the Committee on Committees agrees by a majority vote that the reason for the request is in the best interest of the person, the assigned committee, and/or the University, the faculty member will be reassigned to a different committee, subject to Senate approval.
7. While faculty members on a nine month contract are not bound to work on committees during the summer, committee members may occasionally be asked to do so. In fact, members of the Academic Advisory Committee do much of their work in January and June.

1.9.6 Committee Business

1. All Senate committees must keep minutes of each meeting, and send copies in a timely manner to the Secretary-Treasurer of Senate who in turn will send them to Senate officers, University administrators (if appropriate), and University Archives. The minutes shall contain the following: the date, the time, the place, the members present, the members absent, the business items discussed, and the time of adjournment. This information will be crucial for the writing of the annual report. Of course, matters of confidence should not be recorded in the minutes.
2. Committees may form subcommittees within the committee if the need arises. Such subcommittees shall report back to the committee which formed them.
3. Committee meetings are open to other interested faculty unless confidential matters are discussed; in such cases the chair shall close the meeting to visitors.
4. Motions made by a committee shall be passed by a simple majority vote.
5. Committee recommendations requiring Senate action should be delivered in writing by the chair to the Executive Committee nine days before the Senate meeting so it can be placed on the agenda. In addition, copies should be sent to all senators a week before the meeting for study.
6. Unless specifically designed to report to another entity, all Senate committees report to Senate.
7. All Senate committees will evaluate their committee work annually and make recommendations to the Committee on Committees any changes that are needed to expedite committee work.

This report shall be sent to the Committee on Committee's chair and published on the computer network so that all faculty may know what business was done. This report shall contain the following information:

- (1) the number of times the committee met;
- (2) the major accomplishments of the committee;
- (3) the problems the committee faced; and
- (4) the items of business that still remain.

The purpose of this report is to inform administrators and all faculty of the Senate's work, to inform "new" committee members of previous business, to encourage faculty participation, and to aid the Committee on Committees when assigning next year's committee tasks.

1.9.7 Ad Hoc Committees

1. Ad hoc committees are formed to address one specific task. (See Article III, Section 1, D2 of the By-Laws.)
2. Ad hoc committees shall not proliferate. If a needed task falls under the purview of a standing committee, that task will be assigned to it. The only exception is if the standing committee's workload is so heavy that it would prevent the assigned task from being accomplished in a timely fashion.
3. Ad hoc committees are considered disbanded when they complete their specific task. The completion of a task is usually noted by giving a report to Senate.

1.9.8 Faculty Representatives on University Committees

1. Faculty representatives are nominated by the Committee on Committees for standing committees and by the Executive Committee for ad hoc committees. In both cases they are approved by Faculty Senate.
2. Faculty representatives with questions or concerns about their task should seek clarification from the Executive Committee.
3. Since faculty serving on University committees represent all faculty, they may desire input or opinions from other faculty. If a formal measure of faculty opinion is sought, the Executive Committee should be consulted.
4. Faculty representatives who believe their participation on a University committee is being hindered should bring the matter to the Executive Committee.
5. Faculty representatives should notify the Executive Committee when they have completed their service as a representative.
6. Faculty representatives should communicate in a timely fashion to the Executive Committee of Senate any concerns or question pertaining to faculty, students, or academic program of the University which arise in the course of their service on a University committee.

1.9.9 FIT Committee Guidelines [2005]

Purpose: The FIT Committee provides an opportunity for faculty to meet prospective candidates for a position with Southwest Baptist University and assist in identifying the candidate's fit with both the University family and the community.

Directions to Committee members

1. The two areas to be addressed are listed below, along with questions to serve as a guide to what this committee should be learning from the candidate. These questions are only guidelines, but can help initiate and direct the conversation.
2. It is *not* the purpose or purview of this committee to look at academic or job qualifications for the position. Other interviews establish that information.
3. The convener will summarize the discussion and send the summary to the search committee chair, the appropriate dean or administrator, and the Faculty Senate President. The summary must be submitted the same day as the interview and may be sent via email.

Interview questions

1. Fit with the University family
 - a. Do you have questions about Southwest Baptist University's Principles & Expectations?
 - b. How will you integrate your faith and discipline/job?
 - c. Do you have questions concerning faculty responsibility (if applicable) in relation to

- d. advising, committee membership, etc.?
- d. Why are you interested in SBU?
- e. What do you feel you can contribute to SBU?

- 2. Fit with the community
 - a. What is your current church involvement, and how will that transfer?
 - b. How do you feel about the size of the community you are moving to in relation to available resources?

(Please note that by law prospective employers are not allowed to ask candidates marital status, age, or family, unless the candidate volunteers such information.)

- 3. What questions do you have for the FIT Committee?

Write-up: Provide evidence in the summary that clearly identifies fit with the University family and the community. Please address any potential conflicts or concerns the committee may have about the candidate.

1.10 FACULTY DEVELOPMENT [2000]

1.10.1 Faculty Development Funds

Varying amounts of money are available on a yearly basis for faculty development projects. Projects funded in the past include requests for computer hardware and software, continuing education expenses (tuition and books), and registration for and travel to professional meetings. Applications for faculty development funds should be submitted to the Faculty Development Committee by November 1. The committee makes its recommendations to the Office of the Provost for final approval.

Application Procedure

The application for funds should be sent to the current chair of the Faculty Welfare and Development Committee and should meet the following requirements:

- A. Ten copies of a one-page summary should be submitted. Attached to the first copy (or original) of your request, include a complete description of the program or project for which the application for funding is being made. If possible, include a copy of brochures, programs, etc.
- B. The summary page should include the following items:
 - 1. Dates of the program or project.
 - 2. A budget, including the following:
 - a. The total estimated costs of the project,
 - b. Any funding from other sources, such as departmental funding,
 - c. Exact amount of funding requested from the Faculty Welfare and Development Committee (estimates are discouraged since they may result in unused faculty development funds that could be awarded to deserving development projects), and
 - d. Funding carried by the individual.
 - 3. A brief paragraph stating why this project merits funding. Please include special considerations, conference responsibilities/involvements, and the unique benefits of the request to your professional development.

Award Criteria

The criteria for the decision to recommend an award:

- A. The Provost informs the committee of the amount available for funds for the academic year
- B. The decision process/criteria:
 - 1. The committee screens requests according to:
 - a. Applications for funds needed during the current fiscal year (before June 30),
 - b. Applications that are appropriate in purpose (e.g., develop the faculty member directly), and

- c. Applications that provide all the information that the application procedure requests.
- 2. The committee may also screen according to the:
 - a. Amount of personal and/or departmental commitment to the project,
 - b. Amount of awards applicant has received in the past two to three years,
 - c. Merit of proposal, and
 - d. Clarity and depth of information in application.
- 3. The committee’s recommendations are sent to the provost for final approval/selection.

1.10.2 M. Michael Awad Scholarly Activity Fund [2000, 2001]

The Provost informs the Committee of the amount of funding available for the academic year. The Committee then advertises the criteria, application form, deadline, and process for applying for Scholarly Activity funds. Faculty holding the rank of instructor or above who have completed one full academic year at Southwest Baptist University are eligible to apply for these funds.

Application Procedure

The application for funds should be sent to the current chair of the M. Michael Awad Scholarly Activity Committee and should meet the following requirements:

- A. The completed Scholarly Activity Fund application form as secured from the Committee should be submitted. The application should include a detailed request for funds, along with the College Dean’s written recommendation.
- B. Specific program brochures and supplemental information should be included with the application.

Award Criteria

The process and criteria for the decision to recommend an award:

- A. The Committee screens applications according to:
 - 1. Funds needed during the current fiscal year,
 - 2. Appropriateness in purpose (producing scholarly work), and
 - 3. Completion of all information requested.
- B. The Committee may also screen according to the:
 - 1. Amount of personal and/or departmental commitment to the project,
 - 2. Amount of awards applicant has received in the past two to three years,
 - 3. Merit of the proposal, and
 - 4. Clarity and depth of information on application.

Award Accountability

If awarded Scholarly Activity funds, the recipient is also responsible for providing accountability to the Scholarly Activity Committee upon **completion** of the scholarly activity. If this accountability is not fulfilled, the recipient will have to reimburse the University any monies awarded to him or her through this application. All monies awarded are taxable.

1.10.3 Senior Sabbatical [2001]

Faculty applying for senior sabbatical should submit signed statements of acknowledgment from the department chair and dean of the college and 10 copies of a letter of request to the current chair of the Faculty Welfare and Development Committee by November 1. The committee will make its recommendation to the Office of the Provost, but the final approval comes from the Board of Trustees.

The letter of request should include the following items:

- 1. Dates of the sabbatical.
- 2. Purpose of the sabbatical.
- 3. A statement of justification. Please describe how you and the university will benefit from this request in regards to your professional development.

1.10.4 Junior Sabbatical [2001]

Faculty applying for junior sabbatical should submit signed statements of acknowledgment from the department chair and dean of the college and 10 copies of a letter of request to the current chair of the Faculty Welfare and Development Committee by November 1. The committee will make its recommendation to the Office of the Provost, but the final approval comes from the Board of Trustees.

The letter of request should include the following items:

1. Dates of the sabbatical.
2. Purpose of the sabbatical.
3. A statement of justification. Please describe how you and the university will benefit from this request in regards to your professional development.

1.11 **STUDENT EVALUATION OF INSTRUCTOR AND COURSE**

1.11.1 Purpose

The primary purpose of evaluation of instructors and courses at Southwest Baptist University is to provide direct student feedback to the individual faculty member. The information obtained will provide feedback regarding teacher and course strengths and weaknesses leading ultimately to the desired goal of instructional improvement. The resulting improvements in instruction will have a bearing on promotion and tenure considerations.

1.11.2 Instrument

Student evaluations will utilize either a commercially produced or an SBU produced assessment instrument for lecture and traditional classes. The office of the provost will bear the cost of the instrument including the cost of scoring. Each college will use a common core of questions, but the instrument will allow for the addition of optional questions designed by a particular college, department, or the individual instructor.

1.11.3 Timing

The evaluations should take place as soon as possible after mid-semester. With this procedure, the student has a basis for a valid evaluation, and yet the effect of grade bias can be avoided.

1.11.4 Administration

The faculty member whose class is being evaluated should not be present at the time of assessment. Ideally another faculty member should read the instructions and dispense the evaluation instrument. Of course, this is neither practical nor possible in every situation. However, standardized instructions, without further commentary, should be read so as to minimize student bias.

1.11.5 Frequency

Non-tenured faculty (which includes lecturers and adjunct faculty) should evaluate every fall and spring semester class every semester. Tenured faculty should evaluate at least one course per semester and each course every four years. The department chair shall select the course to be evaluated, or the college dean in regard to courses taught by the chair. The choice of evaluating J-term classes is left to the chair.

1.11.6 Miscellaneous

Ordinarily a course with fewer than ten (10) students should not be evaluated. However, some courses will customarily have fewer than ten (10) students and hence should be evaluated according to the above schedule. Examples would include upper level major requirements and off-campus offerings.

1.11.7 Reporting of Results

Faculty are entitled to timely feedback by their immediate supervisor. The results of evaluations should be delivered to faculty at least a week before the final week of the semester. The college dean and department chair are to receive copies of the evaluations. All part-time faculty and adjunct faculty, both on-campus and off-campus, are entitled to their results as well. If faculty members do not teach the semester following the evaluation, either the department chair or the director of the off-campus center where they taught will be responsible for mailing them their results. Secretarial services will score the evaluations, and administrative assistants will type the students' comments.

1.12 STUDENT INFORMATION--RELEASE OF RECORDS

A file on students who have provided written consent for the release of their education records is maintained in the Office of Student Life. Please check with this office before releasing education records to a party other than the student or a school official with a legitimate educational interest in the records. See the Student Handbook for an explanation of what constitutes a "school official" and in what instances a school official has a "legitimate educational interest" in the records.

Request for information and disclosure or non-disclosure of information will be documented in the Office of Student Life. The documentation will also indicate date, name of student, I.D. number of student, the name of the party making the request, any additional party to whom the student record may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

1.13 ACADEMIC SERVICES

1.13.1 Bookstore

The bookstore is located in the Student Union building and serves the academic community. Faculty request course textbooks through the bookstore, receive discounts on many purchased items, and may rent their academic regalia on an annual basis.

Although the bookstore is owned and operated by the University, it is expected to operate and succeed on its own as any other retail business. Therefore, textbook selection should be done with forethought. About ten weeks into the semester, textbook request forms for the next semester are sent to faculty. These forms are filled out and signed by faculty members, and then sent to their College Dean. The correct author, book title, ISBN, publisher, date and edition must be entered on the forms. Textbooks should be previewed before adoption, and if possible, be used for a reasonable period of time. Failure to take textbook ordering seriously increases costs for the bookstore and students.

1.13.2 Department of Computer Services

The Department of Computer Services is responsible for both academic computing and administrative computing. Academic computing provides computer resources for faculty and

student use in the classroom and other academic settings. Administrative computing provides computer resources used in the maintenance of the university's administrative record system.

1.13.2.1 Academic Computing

The Department of Computer Services is responsible for providing user support, university-wide computer resources, and access to the computer resources on campus. Each department is responsible for budgeting and funding the purchase of computer equipment and software resources required by individual faculty members.

Faculty members with questions or those desiring to obtain computer resources, including hardware, software, peripherals and components, or to access the campus network, should contact the Department of Computer Services to help ensure compatibility, to help avoid possible duplication of resources or to see if other alternatives already exist on campus.

1.13.2.2 Administrative Computing

Administrative computing provides computer resources to the administrative offices of the University but is not responsible for the data maintained by each office. Requests for information from the administrative records systems should be made to the appropriate office responsible for the data being requested as listed below:

- A. student records and information--Registrar's Office or Student Life
- B. enrollment, rosters, grades and course information--Registrar's Office
- C. budget, departmental accounting and student accounts information--Office of Accounting Services
- D. registration information--Office of Accounting Services
- E. personnel and payroll information--Personnel and Purchasing
- F. requisitions, PO's and purchasing information--Personnel and Purchasing or the Office of Administration
- G. alumni information--Office of Alumni Relations
- H. gifts, donations, grants--Office of University Advancement
- I. student recruitment and applications--Admissions
- J. financial aid information--Office of Student Financial Planning

Questions or requests for further clarification and information may be directed to the Department of Computer Services.

1.13.3 Campus Computer Networks

The University has a campus computer network backbone providing campus area network services to most of the academic and educational areas, faculty and departmental offices, and administrative offices. Faculty in a building with network access may utilize the network services with their network computer account. Faculty may request a network computer account by contacting the Department of Computer Services.

The campus network consists of a Novell campus-area network and a UNIX-based campus network. Most of the systems, software and support on campus is IBM-compatible, MS-DOS and MS-Windows based. Some Apple Macintosh hardware and applications are available and supported.

Software available on the campus network includes word processing, spreadsheets, desktop publishing, presentation software, databases, certain programming languages, and electronic mail.

Access to the Internet is also provided via the campus network which includes the Internet applications of e-mail, telnet, ftp, gopher and world-wide web access.

1.13.4 Campus Computer Labs

The University has four computer labs for academic computing. The hours of operation of each lab are posted in the respective lab.

- A. Taylor Hall, rooms 223 and 225--MS-DOS/Windows microcomputer lab
- B. Wheeler Building, room 143--MS-DOS/Windows and Apple/Macintosh microcomputer lab

- C. Taylor Hall, room 221--Unix terminal lab
- D. University Library

1.13.4.1 Course Use of Computer Lab Facilities

Computer lab facilities are open to university personnel and students with current computer accounts. Student computer accounts are issued at the beginning of the semester to students enrolled in classes where a computer lab fee is charged based upon the course description in the current university Catalog. Certain additional services such as laser printing may require an additional fee.

Instructors who plan to add a required computer use component to existing or new courses must notify the Accounting Office at least two months prior to the beginning of the course that the appropriate lab fee is to be collected. Written notice certifying that the Accounting Office has been notified should then be provided to the Department of Computer Services.

1.13.4.2 Other Use of Computer Lab Facilities

Students not enrolled in classes for which a computer lab fee is charged wanting a network account, or any student wanting optional services requiring additional fees, may obtain them at any time during the semester by paying the appropriate fee at the Accounting Office. The student is then issued a receipt which should be given to the Department of Computer Services, and the account will be issued or updated for the remainder of the semester. All student accounts will be made inactive at the end of each semester.

Other individuals who want a network account but are not currently employed or enrolled in classes must be approved by the Department of Computer Services following policies and procedures established by the Educational Technology Committee.

1.13.5 Computing Resources Policy

Information technology resources, services, and facilities of Southwest Baptist University are provided to support the mission of the University. Access to such resources increases the potential for improved instructional effectiveness and increased information provision. This policy has been written to ensure both wise and fair decision making regarding access priorities and user behavior. Please note that computing support services are provided to faculty, staff and students, to the extent that personnel and funding are available, by the University’s technology service unit(s) for all computing resources and facilities and networking resources. The policy will be reviewed and may be revised at any time.

1.13.5.1 University Computing Resources

1. In this policy the term “computing resource(s)” will be understood to include all computing resources available through the university for access and use by students and university personnel.
2. The Technology Council and appropriate departmental personnel with administrative approval may, within budgetary limits, restrict or otherwise organize the use of any computing facility or site according to the special needs of each facility or site and the availability of resources at each facility or site.
3. The provisions of this policy will apply to all use of computing resources regardless of the location of those resources.

1.13.5.2 Wide-Area Networks and Network Resources

1. Training, orientation or evidence of proficiency in the use of networks and network resources may be required as a condition for access. Otherwise, all of the provisions of this policy that pertain to computing resources and their use also apply to the use of wide-area network resources accessed through computing resources.
2. Access to wide-area networks and resources through computer facilities is provided primarily to address the computing and information needs associated with the

educational and the scholarly activities of the University. Access will also be dependent upon availability of necessary resources and personnel.

1.13.5.3 Computing Resource Users

1. All currently enrolled students will be allowed to use appropriate University computing resources as a privilege, subject to availability, current academic priorities, adherence to this and subsequent computing resource policies and where appropriate, the payment of lab or technology fees.
2. All University personnel have access to University computing resources where appropriate as long as the individual complies with the terms of this policy.
3. Faculty, staff and students of SBU will have priority access to SBU computing labs.
4. Group users, such as schools or libraries, may be allowed access to some specific computing resources, on a case-by-case basis depending upon the satisfactory completion of arrangements with appropriate University personnel.
5. Restrictions may be placed on any user's access when necessary to ensure the proper functioning and security of the computing resources.

1.13.5.4 Expectations of Privacy

The University will attempt to provide a normal level of security to user accounts but due to the nature of computer resources and electronic transmissions of information, all users should have no expectation of privacy in connection with the use of the University's E-mail, Internet, network or computer resources.

1.13.5.5 Acceptable, Unacceptable and Illegal Use

Computing resources are provided only for genuine academic and educational research activities and for other activities necessary to support the mission of the university. All users are expected to abide by all applicable laws and legislation pertaining to the use of these resources. It is also the responsibility of users to conduct their use of these resources in an ethical manner and to refrain from any activities that might adversely affect other users or the computing resources belonging to the University or accessed through the university system. Uses of computing resources that are deemed inconsistent with the mission of the University will not be allowed. This section of the policy addresses acceptable, unacceptable and/or illegal use of computing resources.

A. Acceptable uses of computing resources includes, but may not be limited to:

1. instructional use in university courses;
2. faculty research and consulting;
3. faculty directed student research;
4. genuine scholarly activities;
5. administrative support functions of the University.

B. Unacceptable use or abuse of the privilege of using the computing resources includes, but is not limited to:

1. use for cheating, plagiarism or information theft;
2. any unauthorized intentional copying, sending or receiving of any file, data, or computer program when the user does not have the legal right and institutional authorization to do so.
3. game playing;
4. accessing, examining or attempting to examine the files, mail, or accounts of other computer users or the system management directories, files or resources;
5. sending unsolicited, annoying, harassing or obscene messages to other computer users;
6. use of technology resources for outside business interests, private consulting, solicitation for or personal gain except as outlined in the University's policy on Intellectual Property.
7. altering or attempting to alter hardware or software configurations and/or system files; and

8. violations of any rules or regulations posted in University computing resource facilities and sites.
9. use of technology resources for purposes which violate:
 - a) Civil or criminal laws of local, state or federal jurisdictions
 - b) the University's statement on Principles and Expectations
 - c) other institutional rules for that particular user (student handbook, faculty handbook, etc), or

including, but not limited to:

- 1) access to pornography
- 2) violation of copyrights
- 3) counterfeiting of government documents including currency
- 4) access to information on the construction of explosive devices
- 5) creation or distribution of hate speech
- 6) creation of any forged document or use of a forged signature for any purpose when the purpose is to present such document or signature as authentic.

C. Illegal Use

1. Certain activities that are possible with computing resources are illegal. Sending threatening or harassing electronic messages is an example. The University expects all computing resources users to abide by all applicable laws. It is the responsibility of each user to know and comply with such laws. Ignorance of such laws does not affect the user's responsibility or liability. Offenses may be prosecuted and the appropriate authorities may enforce legal and/or civil penalties.
2. Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights to individuals. The Revised Statutes of the State of Missouri (5fi9.(09 - 5fi9.099) have established penalties of tampering with intellectual property, tampering with computer equipment, or tampering with computer users. Penalties range from one-year (1) sentence and fine of \$1,000 to a five-year (5) sentence with a \$5,000 fine. Depending on the damage caused by the offense the penalties may be higher.
3. Computer resources users must not: make copies or distribute software, electronically or otherwise, unless the user can show compliance with copyright and licensing agreements; use other user's accounts or files without authorization; allow other persons to use their account under any conditions; make any fraudulent use of resources; send any illegal messages such as harassing obscene messages; or use the resources for any other illegal activities.

1.13.5.6 User Responsibility and Liability

1. In order to maintain the integrity and security of computing resources, the INTERNET and other wide-area networks, it is the responsibility of all users to make sure their use is appropriate, ethical, legal, and secure. All computing resources users are responsible for maintaining the security of their access points including passwords and login identification.
2. Any liability incurred through access from the user's account is the user's responsibility and not that of the University. All users are specifically responsible for
 - the security and use of their personal account(s);
 - all activity performed on their account(s);
 - any penalties, fines, or damages or liability caused by their abuse of privileges or failure to maintain the security of their password(s) or login identification(s);
 - all membership requirements or financial commitments made with commercial or noncommercial entities accessed through their account(s);

- refraining from use of any account other than the one assigned to them;
- compliance with all applicable laws;
- backing up personal files; and
- cooperating with requests and directives from appropriate University personnel concerning University computing resources.

1.13.5.7 University Responsibility

1. The University seeks to enable users to make the most effective use of computing resources by providing orientation, training and support as resources are available. The University will offer training and orientation to the resources as deemed appropriate and as resources and personnel are available. It is the responsibility of the user to obtain such training, if necessary, before using these resources.
2. The University is responsible for periodic or emergency maintenance that may require full or partial shutdown of computing resources. Planned maintenance that takes place during open lab times should be advertised to all users via posted announcements.
3. Security and security systems management will be maintained by network services personnel who will monitor the use of computing resources, including individual accounts as deemed necessary to ensure the integrity and security of the resources. University personnel will not allow outside governmental or investigative agencies unauthorized access to individual accounts or files. Generally such authorization will be in the form of a court order from a court of competent jurisdiction. The University President reserves the right to authorize such access in particularly egregious circumstances.
4. The University is not responsible for the activities of the user or for any damage caused by or liability incurred by a user or for any financial commitments made through a user account. The University does not guarantee access, does not make any claims as to the accuracy of information accessed, or guarantee security for any information sent or accessed through the computing resources available to the user.

1.13.6 Library and Media Services

The mission of the University Library is to provide access to and instruction in, the use of services that support the academic programs and the university community, both on the Bolivar campus and at off-campus sites. As of Spring 1999 branch libraries are located at the Springfield Center and at the Mountain View Center. This mission is exemplified through the "Partners in Instruction" Program. Through this program, all areas of the library work with faculty to assist in the instructional process. A Library Handbook for Faculty is revised as necessary. See this Handbook for more complete information.

1.13.6.1 General Information

The main book collection of the University Library is arranged by the Dewey Decimal Classification System. Access to print and non-print materials is made available to library users through the Dynix Automated Library System. As an aid to faculty members in class preparation, regular stack books may be kept until the end of the current semester. In addition, books may be borrowed via an interlibrary loan system from libraries located throughout the United States.

1.13.6.2 Instruction

As part of the "Partners in Instruction" Program, librarians are available to present instruction in use of materials and to work with faculty in the design of assignments which will provide students with skills necessary to do research. Arrangements for such instruction and/or assistance may be made by contacting the Public Services Librarian.

1.13.6.3 Ordering Library Materials

A comprehensive collection development policy provides guidelines for acquiring, maintaining, and evaluating library materials. This policy, along with the educational goals of the University and the instructional goals of the subject area, serve as a guide for acquiring library materials.

Department chairs or another designated faculty member in each department serve as a library liaison to work with the Collection Development Librarian in developing the library's collection of materials in their department's subject area. Material desired for addition to the library may be directed through the representative or directly to the Collection Development Librarian or the Media Services Librarian.

1.13.6.4 Media Equipment and Materials

The Media Services Department handles the scheduling and circulation of media equipment and materials. Equipment is kept in each classroom building and faculty should check to see how to reserve equipment in each building where they will have classes. Because demand for some equipment is heavy, be sure to schedule as far in advance as possible. Equipment needs which go beyond what is available in the classroom building should be reserved by contacting Media Services at extension 1627.

Many classrooms contain data/video projection equipment and other specialized electronic equipment. Please contact Media Services for training on this equipment.

Faculty using media materials should reserve as far in advance as possible. Reservations may be made by phone (extension 1627), e-mail, or by campus mail.

Videotaping services are available for class presentation and special projects. Contact the Media Services department for more information and for scheduling.

1.13.6.5 Library Hours

Fall/Spring Semesters

Monday through Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:30 p.m. - 5:00 p.m. and 8:30 p.m. - 11:00 p.m.

January term, summer sessions, interims and holiday hours are announced in the Omnibus and posted at the library.

1.13.6.6 Faculty Usage of Library Materials

A policy pertaining to faculty use of library materials was adopted by the Library and Archives Advisory Committee March 1992.

In order to provide faculty with the necessary materials for class instruction, while providing materials to students and other library users, the following loan periods will be in effect:

A. Three-week Circulating Materials

1. Items may be checked out for one semester.
2. Items may be renewed for a second semester.
3. Items not returned after one year will be billed replacement cost for each item, plus a \$10.00 processing fee (as outlined in the Library Policy Regarding Lost, Damaged or Overdue Library Materials and Fines or Charges, except no fines will be assessed faculty.)

B. Reference Books

1. Normal length of check out will be one day.
2. Check out may be extended to 2 or 3 days depending upon use of book.
3. Heavily-used items may only circulate for a class period or when library is closed and must be returned when library reopens.

C. Periodicals

1. Normal length of check out will be one day.
2. Check out may be extended to 2 or 3 days depending upon use of periodical.
3. Heavily-used titles may only circulate for a class period or when library is closed and must be returned when library reopens.
4. Reserve periodicals may be checked out for 2 hours only.
5. Current day newspapers may only be used in the library.

D. Short-Term Circulating Materials, Including Audio-Visual Items

1. Normal length of check out will be one month.
2. May be checked out for as long as one semester, subject to recall if needed.
3. Items not returned after one semester will be billed replacement cost for each item plus a \$10.00 processing fee (as outlined in the Library Policy Regarding Lost, Damaged or Overdue Library Materials and Fines or Charges, except no fines will be assessed faculty).

1.14 OFF-CAMPUS POLICIES [2004, 2008]

The programs offered through the University College are the same programs offered on the main campus with the exception of the B.S.N. degree program. Students are predominately older and employed full-time, highly motivated, and unable to attend classes presented in a traditional college schedule.

The B.S. in Elementary Education, the A.A.S. and A.S. in business and the A.A.S. in Emergency Medical technology are offered at the Mountain View Center. In addition, SBU has a cooperative agreement to provide articulation between the Practical Nursing Program at South Central Career Center in West Plains, and SBU's A.S. degree in Nursing. The Springfield Center is approved to offer the A.A.S. and A.S. in business and A.S. and B.S. in Nursing degrees. The Salem Center currently offers A.S. and A.A.S. degrees in business, B.S. in Psychology and B.S. in Human Services in addition to general education courses. Primary emphases of the Joplin and Lebanon Centers are courses offered through The Courts Redford College of Theology and Ministry. General education courses are offered at the Dexter Center. Faculty teaching off-campus credit courses will be fully qualified to teach the course, as determined by the academic department. Adjunct and/or part-time faculty will possess the same or equivalent qualifications as the regular faculty and will be approved formally by the academic department or college through which the credit course is offered.

Department chairs are responsible for everything related to their department off-campus. Chairs will evaluate both prospective and current adjunct and part-time faculty members on the basis of their vitae and transcripts, and by personal interview upon request. Current adjunct and part-time faculty will be reevaluated annually.

All faculty teaching off-campus will annually submit to the Center Directors completed Faculty Profile Yearly Update forms, which will give information about their annual professional growth and continuing education activities. Repeat adjunct and part-time faculty will be evaluated by students yearly, and the Department Chair will give input and suggestions to the Center Director concerning faculty.

On-campus department faculty members, under the guidance of the Chair and Dean, must take primary responsibility to design and maintain courses that are both academically sound and instructionally appropriate to fulfill the department's segment of the university's academic mission. To assist the departments in discharging this obligation, procedural guidelines have been developed, and college and university curriculum committees established. The Provost, in consultation with the Academic Council, has the responsibility for all established curriculum programs.

Each college and department will determine what courses can be offered at each off-campus site. The site will have some input into this.

The off-campus site will present its schedule to the Provost at the same time that the on-campus programs do. The off-campus instructor will have the freedom to determine how the material will be presented and the time frame within the constraints of guidelines for the semester requirements for minutes a class is to meet. Those requirements are 750 minutes per hour of credit received. (Note: this may vary with classes which have labs.) The course objectives and content are determined by the Bolivar campus department.

Deans are to make the effort for either exams or units of exams to be administered equally, both on- and off-campus. This is for the purpose of assessing the accomplishment of the core objectives of the course. At the end of each semester, the off-campus instructor will provide a copy of the syllabus and other

materials that can be used to evaluate the course. Course evaluations will be sent to Department Chairs for their input. When requested, representative samples of student work will be sent to Department Chairs from off-campus sites; the class mean per examination will also be submitted, along with a copy of the examination given; and student outcomes will be assessed. The Department Chair will be expected to give input and direction for change, if necessary. Off-campus sites will be involved in institutional assessment.

All new sites, new programs, or new courses being considered for off-campus will be investigated thoroughly to determine (1) the availability of library resources needed for each course involved, (2) the cost of information resource provision, and (3) how information resources and bibliographic instruction will be delivered. All off-campus faculty will be oriented to the services and resources of the University Library as soon as possible after they make a commitment to work with SBU as a faculty member.

1.15 POLICY ON RESEARCH REVIEW [2006]

1.15.1 Research Review Board for Research and Research-Related Activities Involving Human Subjects

Southwest Baptist University is committed to excellence in teaching, public service, and the pursuit of knowledge within a Christian environment. Concomitantly, the University is committed to the conduct of these activities with the highest possible ethical standards. For projects involving humans as subjects of research and research related projects, Southwest Baptist University is guided by the ethical principles regarding all research involving humans as subjects as set forth in the **Declaration of Helsinki**, and the **National Commission for the Protection of Human Subjects of Biomechanical and Behavioral Research** titled *Ethical Principles and Guidelines for the Protection of Human Subjects of Research; The Belmont Report*. In addition, the requirements set forth in **Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46)** will be followed when applicable and, except for the requirements for reporting information to DHHS, for all other research without regard to source of funding.

Thus, these broad principles are the basis for development of policies concerning review of research involving humans:

- A. Whereas the participation of humans in research and training projects may raise fundamental ethical and civil rights questions, no distinctions in the monitoring of projects will be drawn between funded and unfunded projects, or between projects carried out by students, faculty, or other University employees, on-campus or off-campus;
- B. All activities involving humans as subjects must provide for the safety, health and welfare of every individual. Rights, including the right of privacy, must not be unduly infringed upon;
- C. The direct or potential benefits to the subject, and/or the importance of the knowledge gained, must outweigh the inherent risks to the individual;
- D. Participation in projects must be voluntary and informed consent must be obtained from all subjects, unless this requirement is waived by the Research Review Board;
- E. An individual does not abdicate any rights by consenting to be a research subject. A subject has the right to withdraw from a research project at any time or may refuse to participate without loss of benefits to which the subject would be otherwise entitled; and
- F. Safeguarding information about an individual that has been obtained in the course of an investigation is a primary obligation of the principal investigator.

1.15.2 Southwest Baptist University Research Review Board (RRB) [2006]

- A. The Research Review Board (RRB) has been established to review all research and training projects which involve humans. The RRB is a five or more member board, appointed by the Provost, composed of faculty and others as necessary, whose main responsibility is to evaluate the use of human subjects in research. In order to approve proposed research protocols the RRB shall determine that all of the following requirements are satisfied (45 CFR 46.111):
 - 1. Risks to subjects are minimized by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and whenever appropriate, by using procedures already performed on the subjects for diagnostic or treatment purposes.
 - 2. Risks to subjects are reasonable in relation to any anticipated benefits to subjects, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the RRB shall consider only those risks and benefits that

may result from the research. The RRB shall not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the purview of its responsibility.

- 3. Selection of subjects is equitable. In making assessment the RRB shall take into account the purposes of the research and the setting in which the research will be conducted.
- 4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by 45 CFR 46.116.
- 5. Informed consent will be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117.
- 6. Where appropriate, the research plan makes adequate provisions for monitoring the data collected to insure safety of subjects.
- 7. Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards will be included in the study to protect the rights and welfare of these subjects.

B. Approval of the RRB is applicable to all activities which, in whole or in part, involve research with human subjects if:

- 1. The research is conducted by or under the direction of any employee or agent of the University using any property or facility of the University; or
- 2. The research is conducted by or under the direction of any employee or agent of the University in connection with his or her institutional responsibilities; or
- 3. The research involves the use of the University's non-public information to identify or contact human research subjects or prospective research subjects.

C. It is always the responsibility of the principal investigator to obtain RRB approval prior to initiation of any research activity involving the use of human subjects. Failure to do so may result in restrictions on the research activities of such individuals.

D. Springfield/Nursing, Salem, Mountain View and other off campus centers are to send all research proposals through the RRB on the Bolivar campus

1.15.3 Types of RRB Review and Approval [2006]

It is the policy of Southwest Baptist University that the RRB will utilize DHHS criteria for all projects involving human subjects in research when evaluating proposed research protocols. The RRB Chair will initially review all "*Applications for Approval of Investigations Involving the Use of Human Subjects*" to determine the appropriate research category and review process (**Exempt from Review, Expedited Review, or Full Review**).

A. Exempt from Review

In order to establish an individual research project as exempt, the principal investigator must complete the "*Application for Approval of Investigation Involving the Use of Human Subjects*." On the application face page the principal investigator should indicate the number of the category under which an exemption is claimed. Final determination as to whether a research project is exempt rests with the RRB Chair and will be communicated to all members of the RRB. If the project is certified exempt, the principal investigator need not resubmit the project for continuing RRB review as long as there are no modifications in the exempted procedures.

The following categories are considered Exempt from Review:

- 1. Research conducted in established or community accepted educational settings, involving normal educational practices such as: research on regular and special educational strategies or; research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

- 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, or achievement), if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- 3. Research involving survey or interview procedures, where all of the following conditions exist:
 - a. responses are recorded in such a manner that the human subject cannot be identified, directly or through identifiers linked to the subject;
 - b. the subject's responses, if they become known outside the research cannot reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability, and;
 - c. the research cannot deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.
- 4. Research involving the observation (including observation by participants) of public behavior where all of the following conditions exist:
 - a. observations are recorded in such a manner that the human subject cannot be identified, directly or through identifiers linked to the subject;
 - b. the observations recorded about the individual, if they become known outside the research, cannot reasonably place the subject at risk of criminal or civil liability, or be damaging to the subject's financial standing or employability; and
 - c. the research cannot deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

B. Expedited Review

Research activities involving no more than "minimal risk" to subjects and in which the only involvement of human subjects will be in one or more of the following categories will be reviewed by the RRB Expedited Review Subcommittee (Chair RRB and other appropriate members as determined by the RRB Chair). The principal investigator shall submit the "Application for Approval of Investigations Involving the Use of Human Subjects." On the application face page the principal investigator should indicate the number of the category under which the research might be considered to follow the expedited review process. The type of data collection that would be considered to fall under the expedited review process would include the following as referenced in Federal Register/vol. 46, no 16, 8392:

- 1. Recording of data from subjects 18 years of age or older using non-invasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface or the body or at a distance and do not involve input of matter or significant amounts of energy into the subject or an invasion of the subject's privacy. It also includes such procedures as weighing, testing sensory acuity, electrocardiography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electroretinography. It does not include exposure to electromagnetic radiation outside the visible range (for example, x-rays, microwaves).
- 2. Voice recordings made for research such as investigations of speech defects.
- 3. Moderate exercise by healthy volunteers.
- 4. The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
- 5. Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigation does not manipulate subject's behavior and the research will not involve stress to subjects.

C. Full RRB Review

Any research or training project involving the use of human subjects which does not fall in the **Exempt from Review** or the **Exempted Review** category must be evaluated by the entire membership of the RRB. The principal investigator shall submit the "Application for Approval of Investigations Involving the Use of Human Subjects" for full review.

1.15.4 Informed Consent

- A. Informed consent is the process of obtaining the knowing, legally effective consent of any individual or the individual's legally authorized representative to participate in a

research project. Informed consent is afforded the subject sufficient opportunity to freely consider whether or not to participate in a given research project. Particular attention should be paid toward minimizing the possibility of coercion or undue influence in obtaining informed consent.

The information given to the subject, or the subject's legally authorized representative must be stated in language that is easily understood by the subject. Written documentation of consent (i.e., a cover letter sheet) is always required.

If the subject is a minor, written parental consent is required unless this requirement is waived by the RRB. In addition to obtaining parental consent, the investigator must obtain the assent of the child unless the child is incapable of giving assent and the RRB has waived the requirement.

Unless waived by the RRB, the following information shall be supplied in all written informed consent documents:

1. A statement that the project is research and an explanation of the scope, aims and purposes of the research, and the procedures to be followed (and identification of any procedures which are considered experimental), including the expected duration of the subject's participation. This statement should include a description of any anticipated benefits the subject might reasonably expect.
2. Identification of the principal investigator, as well as the name of any sponsoring or funding supporting the research. Southwest Baptist University shall be identified as the, or one of the, responsible institution(s).
3. The following statement will be included in ALL written informed consents (including cover letters). It is suggested that this statement be inserted at the bottom margin of the form that is retained by the subject:

THIS PROJECT HAS BEEN REVIEWED BY THE SOUTHWEST BAPTIST UNIVERSITY RESEARCH REVIEW BOARD FOR RESEARCH AND RESEARCH-RELATED ACTIVITIES INVOLVING HUMAN SUBJECTS (417) 326-1659.

4. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
5. A description of any reasonably foreseeable risks or discomforts to the subject. If the risk potential is currently unknown or unmeasurable a statement to that effect will be required.
6. A statement regarding the availability of compensation and/or medical treatment if injury occurs, will be required for research which involves more than minimal risk. If compensation or medical treatment will be provided, information about how it may be obtained or where further information may be secured will be required.
7. A statement that any new information developed during the course of the research which may be related to the subject's willingness to continue to participate will be provided. Related to this, an offer to answer any questions the subject (or subject's representative) might have regarding the subject's rights shall be included. This statement should include the name, address, and/or telephone number of the principal investigator as the contact point if questions or problems should occur.
8. A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
9. A statement that participation is voluntary and that refusal to participate or a subsequent decision to discontinue participation will not result in penalty or loss of benefits to which the subject is otherwise entitled. This statement should include a description of the consequences, if any, that would accompany such a decision to withdraw.
10. A copy of the signed informed consent shall be supplied to the subject or the subject's legally authorized representative.
11. Federal law mandates that copies of all informed consents be retained for a minimum of three years after completion of the research. The principal investigator is responsible for the maintenance and retention of such records. If

the principal investigator is a student, the faculty member is responsible for the maintenance of these records. If the investigator leaves the institution within this three year period, all records must be forwarded to the RRB Chair for retention.

B. Waiver of Informed Consent

A waiver of informed consent requirement in accordance with 45 CFR 36.116 (c and d) may be granted if the investigator can provide adequate justification for the request. However, a statement describing the procedures and objectives of the research shall be supplied to the subjects in a written format.

The RRB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent provided the RRB finds and documents that:

1. The research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine:
 - a. programs under the Social Security Act, or other public benefit or service programs;
 - b. procedures for obtaining benefits or services under those programs;
 - c. possible changes in or alternatives to those programs or procedures; or
 - d. possible changes in methods or levels of payment for benefits or services under those programs;
2. The research could not practically be carried out without the waiver of alterations;
3. The research involves no more than minimal risk to the subjects;
4. The waiver or alteration will not adversely affect the rights and welfare of the subjects; and
5. Whenever appropriate, the subjects will be provided with additional pertinent information after participation.

1.15.5 Principal Investigator Responsibilities [2006]

- A. The principal investigator shall obtain the Guidelines and Procedures for Obtaining Approval for Research and Research-Related Activities Involving Human Subjects from the RRB Chair, College Dean's office, or SBU webpage.
- B. The principal investigator shall complete the "*Application for Approval of Investigations Involving the Use of Human Subjects*" and submit these materials to the respective department chair for evaluation and signature.
- C. After receipt of department chair's and Dean's approval, the principal investigator shall return one complete copy of the application to the RRB Chair who will schedule an initial meeting within two weeks to review the research proposal with the RRB.
- D. Any substantial changes in the protocol, emergence of problems or development of hazardous conditions for the subjects must be reported immediately to the RRB Chair by the principal investigator. An amended protocol must then be approved by the RRB Chair before the research may continue.
- E. The principal investigator shall provide the RRB Chair with a final report detailing number of subjects entered into the protocol, the consent process, outcomes, etc., upon termination of the protocol.
- F. When the principal investigator is a student, responsibility for the conduct of the research and the supervision of human subjects lies with the faculty sponsor.
- G. The principal investigator, student researchers, research assistants, and any research project staff who will have contact with human subjects or data produced by human subjects should complete an approved online course in the Protection of Research Subjects. A list of approved courses may be obtained from the RRB. When the brief, online course is complete, the principal investigator should submit copies of the certificate(s) of completion, with expiration date, to the RRB. No person will be approved to contact human research subjects prior to receipt of this certification.

1.15.6 RRB Review Process

- A. The principal investigator should submit the research proposal material to their department chair and dean of the college for determination that the research is appropriate in the context of the department/college and SBU’s mission.
- B. When approvals have been obtained, then the principal investigator should submit the proposal to the RRB Chair.
- C. Once the RRB Chair has determined the appropriate review process for the submitted research proposal, the RRB Chair will schedule either a meeting of the RRB Expedited Review Subcommittee or a full RRB Review to take place within two weeks. The RRB Chair will make the final determination of any **Exempt from Review** projects.
- D. If the proposed project falls within the **Expedited Review** category the RRB Expedited Review Subcommittee will evaluate the proposal and make a decision. If the project requires **Full RRB Review** then the entire RRB will evaluate the proposal.
- E. For research projects that require **Full RRB Review**, copies are sent to all members of the RRB.
- F. With proposals requiring **Full RRB Review**, the RRB Chair will appoint one member of the RRB with expertise in the area of the proposed research and, if necessary, invite a consultant with expertise in the subject area to assist in the evaluation. They will be assigned to:
 - 1. review the proposed project and informed consent form in detail;
 - 2. discuss same with the principal investigator if necessary; and
 - 3. present the project to the full RRB for discussion.
- G. The RRB Chair will notify the principal investigator in writing of the decision for any research category within one week after the final RRB meeting.
- H. If changes in the proposed protocol are required by the RRB Expedited Review Subcommittee or full RRB, the principal investigator must submit them in writing to the RRB Chair. The proposal may or may not be sent back for further RRB Expedited Review Subcommittee or Board discussion. If the revised proposal and/or consent forms are in accordance with the RRB's suggested changes, the proposal is approved.
- I. When initial approval of a protocol is given, the RRB Chair will indicate the minimum intervals between re-evaluation of the project so that continued acceptance of the protocol is assured. Routine projects will be reviewed at yearly intervals; more complex, and potentially dangerous projects will be reviewed at a frequency commensurate with the related risks. Projects that are determined to be exempt will not require additional reviews.
- J. **The project should not be considered as approved until the RRB Chair has informed the principal investigator in writing that the project has RRB approval.**

1.15.7 Application for Approval of Investigations Involving the Use of Human Subjects

BEFORE COMPLETING THE ATTACHED APPLICATION FORM, THE PRINCIPAL INVESTIGATOR SHOULD BE FAMILIAR WITH THE "GUIDELINES AND PROCEDURES FOR OBTAINING APPROVAL FOR RESEARCH AND RESEARCH-RELATED ACTIVITIES INVOLVING HUMAN SUBJECTS" OF SOUTHWEST BAPTIST UNIVERSITY.

THE PRINCIPAL INVESTIGATOR MAY NOT INITIATE ANY RESEARCH INVOLVING HUMAN SUBJECTS UNTIL WRITTEN NOTIFICATION OF RRB APPROVAL OR COMPLIANCE WITH ANY AND ALL CONTINGENCIES MADE IN CONNECTION WITH SAID APPROVAL HAS BEEN RECEIVED.

This application should be completed by the principal investigator. If the principal investigator is a student, the application must be approved by the applicant's faculty sponsor. The applicant's Department Chair or Department Review Committee and Dean of the college must review and sign the application. After completing the application and obtaining signatures, one copy of the application and all supporting materials such as questionnaires, approval letters from cooperating institutions, informed consents, etc., must be forwarded to the RRB Chair.

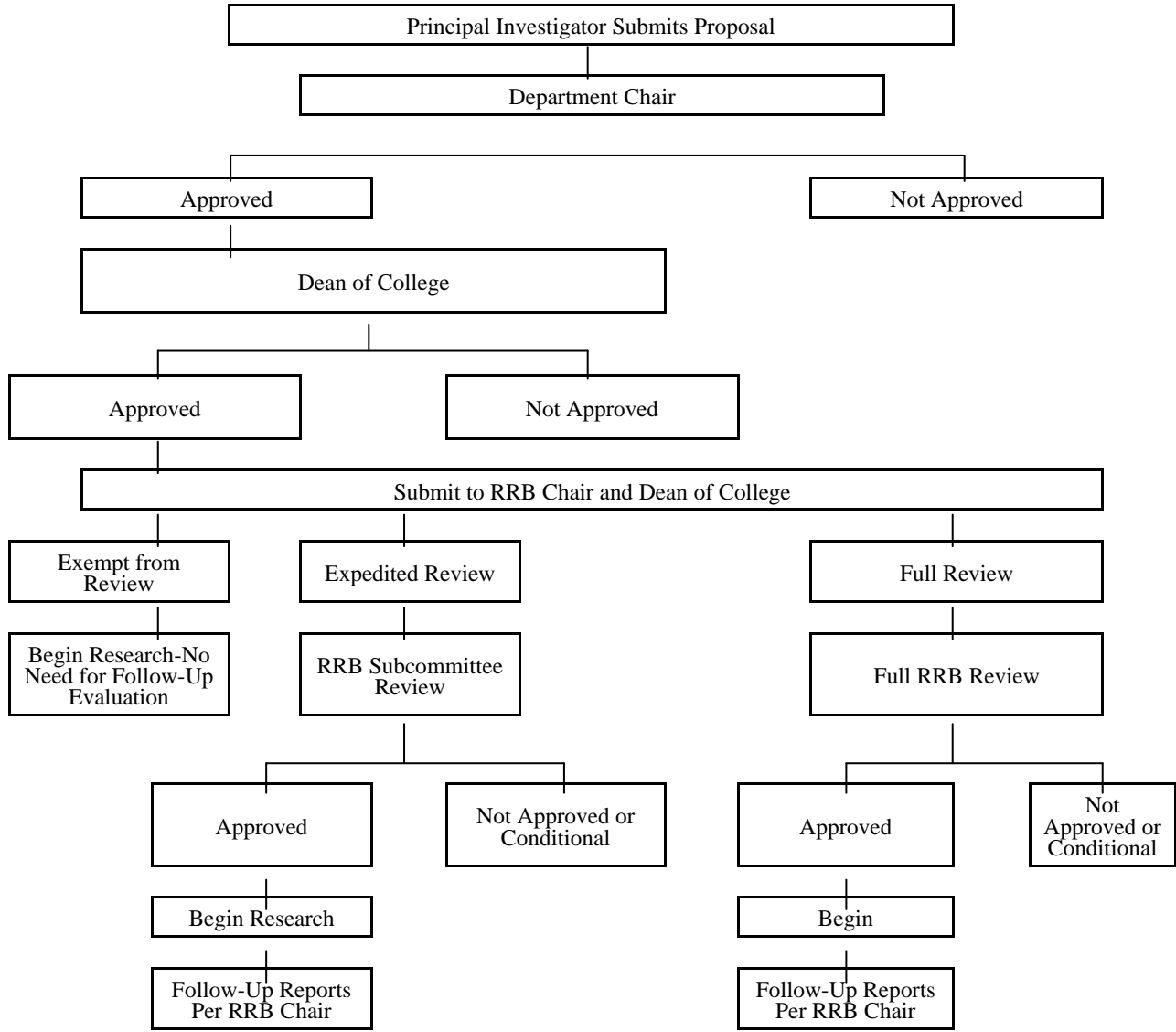
If you have submitted or plan to submit this project to an external agency for funding you must forward one complete copy of the external proposal to the RRB Chair as soon as it is available.

The Chair of the RRB will notify each applicant of the RRB's decision. If you have questions, please contact the RRB Chair.

1.15.8 Composition of the Research Review Board (RRB)

- A. The RRB shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The RRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the RRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and the standards of professional conduct and practice. The RRB shall therefore include persons knowledgeable in these areas. If the RRB regularly reviews research that involves a vulnerable category of subjects, such as children, prisoners, pregnant women, handicapped or mentally disable persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these subjects
- B. Every nondiscriminatory effort will be made to ensure that the RRB does not consist entirely of men or entirely of women, including the institution's consideration of qualified persons of both sexes, so long as no selection is made to the RRB on the basis of gender. The RRB may not consist entirely of members of one profession.
- C. The RRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
- D. The RRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
- E. The RRB may not have a member participate in the RRB's initial or continuing review of any project in which the members has a conflicting interest, except to provide information requested by the RRB.
- F. The RRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the RRB. These individuals many no vote with the RRB.

SBU RESEARCH FLOW CHART



Cover Page
**APPLICATION FOR RESEARCH INVOLVING HUMAN SUBJECTS
IN BIOMEDICAL OR BEHAVIORAL RESEARCH**

Title of Project: _____

Principal Investigator: _____

Faculty Sponsor (for student research only): _____

We, the undersigned, approve this research as appropriate to the mission of our departments, colleges, and Southwest Baptist University.

Faculty Sponsor (only for student research)

Date

Chair, Department of

Date

Dean, College of

Date

(THIS FORM IS FOR RRB USE ONLY)

RRB RESEARCH REVIEW DETERMINATION

- ___ Exempt from Review (Dean of college/school where research is being conducted and Chair RRB)
- ___ Expedited Review (RRB Subcommittee)
- ___ Full RRB Review (Full RRB Committee)

RRB RESEARCH APPROVAL DETERMINATION

- ___ Disapproval
 - ___ Full Approval
 - ___ Conditional Approval* (circle A or B)
 - A. Approval, subject to minor change
 - B. Approval in general but requiring major alterations, clarifications or assurances
- (* Data collection cannot begin until Full Approval is given by the RRB Chair)

COMMENTS:

Chair, Research Review Board

Date

APPLICATION FOR RESEARCH INVOLVING HUMAN SUBJECTS
IN BIOMEDICAL OR BEHAVIORAL RESEARCH

1. Principal Investigator's Name:
Co-Investigator:
Department: _____ Phone: _____

2. If you are a student, provide the following:
Faculty Sponsor:
Department: _____ Phone: _____
Is this your thesis research? Yes ____ No ____

3. Title of Project:

4. Has this project previously been considered by the RRB? Yes ____ No ____
If yes, give approximate date of review:

5. Is a proposal for external support being submitted? Yes ____ No ____
If yes, you must submit one copy of that proposal as soon as it is available and complete the following:
 - a. Is notification of Human Subject approval required? Yes ____ No ____
 - b. Is this a renewal application? Yes ____ No ____
 - c. Sponsor's Name:
 - d. Total project period: From: _____ To: _____

6. In your judgment, does your research fall under one of the EXEMPT categories listed in the RRB Guidelines and Application for Research Involving Human Subjects, section II2IA1-4?
(circle one) Yes ____ No ____
If you believe it does, indicate the number of the category under which you are claiming an exemption:

7. Does your project fall under one of the categories eligible for EXPEDITED REVIEW as listed in the RRB Guidelines and Application for Research Involving Human Subjects, section IIIB1-5?
(circle one) Yes ____ No ____

8. **Have you included copies of all pertinent attachments including, but not limited to: questionnaire instruments, informed consent(s), letters of approval from cooperating institutions, copy of external support proposal, etc.?**
(circle one) Yes ____ No ____

Proposed Research Project: Please type your answers to the following questions and provide supporting documents in appendices.

- A. Provide a brief description of the proposed research. Include major hypotheses (or research question), research design and a brief review of the literature supporting your position.

- B. Describe the source(s) of subjects and the selection criteria. Specifically where will you obtain the names of potential subjects and how will you contact them?

- C. Informed Consent: Describe the consent process and attach all consent documents.

- D. Procedures: Provide a step-by-step description of each procedure, including the frequency, duration, and location of each procedure. Attach copies of surveys or other research materials as appropriate.

(note: additions or changes in procedures involving human subjects as well as any problems connected with the use of human subjects once the project has begun must be brought to the attention of the RRB).

- E. How will confidentiality of the data be maintained?

- F. Describe all known and anticipated risks to the subject including side effects, risks of placebo, risks of normal treatment delay, etc.

- G. Describe the anticipated benefits to subjects, and the importance of the knowledge that may reasonably be expected to result.