

College of Arts and Sciences Renewable Term Faculty Appointments

Specific Criteria for the Department of Anthropology

Definition and scope

The following provisions shall apply to faculty who are appointed year-to-year for a specific team of years. Such faculty shall be referred to below as "term faculty." This policy should be read in conjunction with all applicable University and College policies. In case of a conflict, University and College policies will control.

Appointment and length of term

A term faculty member may be given the title of instructor, lecturer, assistant professor, associate professor, or professor, as appropriate to the individual's professional credentials and background. The length of the term will ordinarily be three to five years, except as approved by the unit, Dean, and Senior Vice President and Provost. Terms may be renewed as provided below.

Rights and duties

Term faculty shall have all the rights and responsibilities of other faculty with their titles, except as provided by this policy or by College and University policies. Rights and privileges restricted to tenured and tenure-track faculty by this policy include:

- voting on tenure and promotion decisions (tenured faculty only)
- by Anthropology Department policy:
 1. All term faculty members are encouraged to attend faculty meeting and participate in the business of the department. Term faculty members may not vote, but they may certainly speak in faculty meetings and advise the tenured and tenure-track faculty of their opinions.
 2. Only tenured and tenure-track faculty may serve on Committee A, although term faculty may act in an advisory capacity to Committee A.
 3. Term faculty members who have a Ph.D. may serve on graduate student committees, and may be a part of the discussions on graduate admissions, annual graduate student evaluations and rankings, and the graduate program. Term faculty with a Ph.D. may chair M.A. committees by a vote of the tenured/tenure track faculty. Term faculty will be considered for chairing Ph.D. committees on a case by case basis and voted upon by the tenured/tenure track faculty.
 4. All term faculty members are encouraged to have input into the development of the undergraduate program and annual undergraduate awards.
 5. All term faculty members are encouraged to serve on departmental and university committees as appropriate and to perform community service as such is related to the faculty member's academic expertise.

Faculty senate policy states that “regular faculty members” include all ranked (Assistant, Associate, Full) renewable term, tenure track, and tenured faculty. Ranked renewable term faculty members can be elected to the faculty senate. Renewable terms instructors and lecturers are not, by definition, members of the regular faculty and cannot be elected to serve on the Faculty Senate. Otherwise, term faculty members share the rights and duties of regular faculty, including but not limited to the following:

- involvement in faculty governance and curriculum development
- eligibility for career development opportunities, for example applying for internal college and departmental support for professional activities.
- The duties of term faculty will ordinarily emphasize teaching and service. However, a term faculty member’s distribution of effort may include all three categories--teaching, research, and service--in any combination consistent with the needs of the Anthropology Department and the college and university rules. In general, however, term faculty will have heavier teaching load than tenured and tenure-track faculty.

Evaluation

Term faculty members shall be evaluated annually as part of the process applicable to all faculty as specified in the University of Oklahoma *Faculty Handbook* section 3.11, typically with similar sources of information as all other faculty. During the final year of the term, and prior to notifying the faculty member whether or not he/she will be reappointed to a subsequent term, the faculty member will receive a comprehensive and thorough evaluation of his/her performance during the entire term. This process shall begin no later than the start of the semester prior to the last semester of the faculty member’s term. The standards of performance and sources of information for evaluating teaching and service, and where appropriate research, are as follows:

In the Anthropology Department, term faculty will be evaluated according to distribution of effort on teaching alone or on teaching and service; term faculty may be evaluated on research if they suggest this, and if Committee A agrees. The decision on the proportion of teaching, research, and service and the kind of service for each term faculty member will be decided during the evaluation process each year for the following year. Teaching evaluations will include in-class visits by a member of the Teaching Oversight Committee or their designee each semester; the reports of these will be part of any promotion dossier.

The procedure for conducting the comprehensive evaluation shall be as follows:

For the Anthropology Department, both teaching and service will be evaluated for term faculty in the same ways used for tenured and tenure-track faculty. If a term faculty member chooses to have research as part of the evaluation, then research will also be evaluated in the same ways as for tenured and tenure-track faculty. All evaluations will be based on the proportions of research, teaching, and service agreed upon by the term faculty member and Committee A during the previous annual evaluation.

Renewal

A term faculty appointment must be renewed annually to remain in effect. The renewal decision shall be accomplished by the same procedures employed for tenure-track faculty in their probationary period. In the anthropology department, teaching quality with service in some cases will be the main criteria; see below for the criteria on which teaching quality will be evaluated. The faculty member will be notified of the department's recommendation of annual renewal or nonrenewal no later than March 1. Consideration of term renewal shall be accomplished as follows: in the anthropology department, this evaluation will include the teaching and service documentation expected of all tenured or tenure-track faculty members. The faculty member will be notified of the department's recommendation of term renewal or nonrenewal no later than March 1.

Promotion

Ranked renewable term faculty members shall be eligible for promotion. Promotion procedures shall be those applicable to all faculty as specified in the University of Oklahoma *Faculty Handbook* section 3.1. Evaluation for promotion will be based upon the following criteria, which clarify standards of performance and sources of information:

The Anthropology Department's criteria for promotion of term faculty are as follows:

1. For term faculty members with Ph.D.s, promotion will be based on evaluation of a dossier showing reaching accomplishments, including curriculum development, and appropriate university, departmental, and community service. Research accomplishments, national service, and participation in professional organizations in the dossier will be viewed with favor but not necessary for promotion. Evaluators from outside the department will be asked to evaluate the dossiers. As noted in our tenure and promotion document, promotion from Associate to Full Professor is based on the same criteria as the awarding of tenure, although it requires accomplishments considerably beyond those necessary for tenure.
2. Renewable term instructors and lecturers are not eligible for promotion except as follows:

A renewable term instructor who is awarded the terminal degree (Ph.D.) can be promoted to renewable term lecturer. The decision to promote will be based on evaluation of dossier showing teaching accomplishments, including curriculum development, and appropriate university, departmental, and community service. Evaluators from outside the department will be asked to evaluate dossiers.

A renewable term lecturer can apply for any nationally advertised faculty search for a regular faculty opening.
3. The quality of teaching will be determined using multiple sources, including but not limited to course syllabi, peer evaluations from inside and possibly from outside of the department, students' evaluations, and teaching awards. Appropriate supervision of graduate assistants and participation on master's and doctoral committees (as appropriate and dependent on graduate faculty status) are valued parts of the teaching responsibility, as are advising students and assisting them in applications to graduate programs and national competitions. Curriculum development and publications involving teaching methods or materials are highly valued.

4. Promotion does not grant tenure, and the faculty member remains on a renewable term appointment.



The University of Oklahoma

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

Arts & Sciences

JAN 11 2012

Dean's Office

TO: Paul B. Bell, Dean College of Arts and Sciences

FROM: Nancy L. Mergler, Senior Vice President and Provost

DATE: January 10, 2012

SUBJECT: Department of Anthropology
Modified "College of Arts & Sciences Renewable Term Faculty Appointments
Specific Criteria for the Department of Anthropology"

A handwritten signature in black ink, appearing to read "Nancy Mergler".

I am pleased to approve the modified "College of Arts & Sciences Renewable Term Faculty Appointments and Specific Criteria for the Department of Anthropology" as approved by the faculty in the Department of Anthropology on November 11, 2011 and submitted to my office on December 6, 2011.

Development of these policies is an arduous but important task. I extend thanks to everyone in the department who contributed to the process.

NLM:mrg

cc: Susan Vehik
Edward Sankowski



The University of Oklahoma
COLLEGE OF ARTS AND SCIENCES
Office of the Dean
Physical Sciences Center, Room 1100
Phone: (405) 325-2077 Fax: (405) 325-7709
<http://www.ou.edu/cas>

TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: December 2, 2011

SUBJ: Department of Anthropology
Modified "College of Arts and Sciences Renewable Term Faculty Appointments
Specific Criteria for the Department of Anthropology"

I have reviewed the attached modification of the "College of Arts and Sciences Renewable Term Faculty Appointments, Specific Criteria for the Department of Anthropology." The changes are highlighted in yellow on the working copy. I am forwarding it to you with the recommendation that it be approved as an amendment to their personnel policies. Please feel free to contact me should you have any questions.

PBB:so

Attachment

cc: Susan Vehik
Edward Sankowski