

Renewable Term Faculty Appointments in the Department of Zoology University of Oklahoma

Definition and Scope

The following provisions shall apply to faculty who are appointed year-to-year for a specific term 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 with the title of Assistant Professor, Associate Professor, or Professor shall have all the rights and responsibilities of regular faculty with those 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 only the following:

- voting on tenure decisions (restricted to tenured faculty; *Faculty Handbook*)
- voting on other personnel decisions as defined in the *Zoology Department's Policy on Voting* (adopted 9 December 1998).

Otherwise, term faculty fully share the rights and duties of regular faculty, including but not limited to the following:

- eligibility for career development opportunities, for example applying for internal college and departmental support for professional activities
- having defined professional responsibilities individually weighted and evaluated among research, teaching, and service
- involvement in discussions of faculty governance and curriculum development
- the right to vote on matters of faculty governance, curriculum development, and any other matters except those excluded above, when the right to vote has been approved by the tenured and tenure-track faculty of the Department (Policy on Voting, section 3). By the *Department of Zoology Policy on Voting*, teaching faculty on continuing, non-tenure-track appointments can be extended the same voting rights as the elected staff and graduate student representatives (*i.e.*, can vote, when they feel informed to do so, on any question except faculty hiring, including creation of a job description, or on personnel questions). Such voting rights will be recommended by Committee A and must be approved by a majority vote of the tenured and tenure-track faculty members present.

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 Department of Zoology and college and university rules.

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 the same as those for other Department of Zoology faculty, as described in the *Criteria and Procedures for Faculty Evaluation in the Department of Zoology, University of Oklahoma*, personnel policy.

The procedure for conducting the comprehensive evaluation will involve a review of student and peer teaching evaluations, mentoring of student research participation, professional contributions through publication, university and professional service, or other professional activities appropriate to the responsibilities of the term faculty member's appointment. Data provided by the term faculty member will include an updated curriculum vitae and a narrative summary of teaching, research, and service activities, as appropriate. Evaluations from anonymous reviewers outside the University will typically not be required.

Renewal

A term faculty appointment must be renewed annually to remain in effect. The renewal decision shall be accomplished by the same procedure employed for tenure-track faculty in their probationary period. 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 by the Chair, with recommendations from Committee A as part of the annual evaluation process for all faculty. The faculty member will be notified of the Department's recommendation of term renewal or nonrenewal no later than March 1.

Promotion

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 on the *Criteria and Procedures for Faculty Evaluation in the Department of Zoology, University of Oklahoma*, which clarify standards of performance and sources of information.

Adopted by the Tenured and Tenure-Track Faculty of the Department of Zoology
2 May 2001
James N. Thompson, jr., Chair

JUN 21 2001

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST
The University Of Oklahoma
Norman Campus

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M E M O R A N D U M

TO: James N. Thompson, Chair, Department of Zoology

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

DATE: June 19, 2001

SUBJECT: Term faculty policy



I am pleased to approve the Department of Zoology's policy on term faculty appointments as submitted to this office on June 19, 2001.

Creation of these guidelines is an important task. I extend thanks to everyone in the department who contributed to the process.

cc: Dean Paul Bell
Ms. Connie Hamilton, Assistant to the Provost



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TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: June 19, 2001

SUBJ: Department of Zoology
Term Faculty Policy

I am pleased to inform you that I have reviewed and approved the attached Term Faculty Policy document for the Department of Zoology. Please feel free to contact me should you have any questions.

PBB:so

Attachment

cc: Edward T. Sankowski
James N. Thompson, Jr.



The University of Oklahoma

DEPARTMENT OF ZOOLOGY

DATE: 18 May 2001

TO: Edward Sankowski, Associate Dean
College of Arts and Sciences

FROM: James N. Thompson, jr., Chair
Department of Zoology



SUBJECT: Term Faculty Policy

The Zoology faculty discussed and approved a Term Faculty Policy at the last faculty meeting of the year. It was updated with the changes (*e.g.*, date of renewal notification) incorporated in the revised university template. I am pleased to attach a copy of the Department of Zoology's version of this new policy. Thank you.