

Department of Classics and Letters
Renewable Term Faculty Appointment Policy

Approved by a Vote of the Faculty of the Department of Classics & Letters: September 16, 2008

Approved by the Provost: September 30, 2008

Definition and scope

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.

The following provisions shall apply to faculty members who are appointed year-to-year for a specific term of years. Such faculty members shall be referred to below as “renewable term faculty.” Renewable term faculty members at the rank of Assistant Professor, Associate Professor and Professor are defined as a part of the regular faculty members on the Norman Campus. [*Norman Campus Faculty Handbook*, section 3.5.2]. Renewable term faculty members at the rank of Instructor and Lecturer are not part of the regular faculty. Renewable term faculty members with the rank of Lecturer or higher must have a doctoral or equivalent terminal degree or equivalent experience.

Appointment and length of term

A renewable 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 renewable 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.

Renewable term faculty members at the rank of Assistant Professor, Associate Professor and Professor must be recruited and hired as part of a national search using the same University recruitment procedures employed to recruit and hire tenure-track and tenured faculty, unless an exception is granted by the Senior Vice President and Provost [*Norman Campus Faculty Handbook*, section 3.5.2].

Renewable term faculty members at the rank of Instructor and Lecturer may be hired in the same manner as temporary faculty. A national search is allowed but not required.

Rights and duties

Renewable term faculty members shall have all the rights and responsibilities of other faculty members 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 members by this policy include only the following:

- . Voting on tenure decisions is reserved to tenured faculty members only [*Norman Campus Faculty Handbook*, section 3.7.5]
- . Serving on Committee A is restricted to tenure, tenure-track and ranked renewable term faculty members [*Norman Campus Faculty Handbook*, section 2.8.2]

Otherwise, renewable term faculty members fully share the rights and duties of the tenured and tenure-track 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 renewable term faculty members will ordinarily emphasize teaching and service. However, a renewable term faculty members 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 Classics and Letters and College and University rules.

Evaluation

Renewable term faculty members shall be evaluated annually as part of the process applicable to all faculty members as specified in the University of Oklahoma Faculty members *Handbook* section 3.11, typically with similar sources of information as all other faculty. In addition to the annual faculty evaluation, renewable term faculty members shall receive a comprehensive and thorough evaluation of their performance for the entire multi-year term as specified in policies and procedures issued by the Senior Vice president and Provost and the Dean.

For the annual evaluations, internal assessment will be conducted by the Chair and committee A as set forth in the *Norman Campus Faculty Handbook*, sec. 3.11.

Reappointment and Non-Reappointment

A renewable term faculty member's appointment must be renewed annually to remain in effect.

Ranked renewable term faculty members (Associate Professors, Associate Professors and Professors) who will not be reappointed to a subsequent year or term must be notified by the Senior Vice President and Provost by the same deadlines as tenure-track faculty members as specified in Section 3.5.5b of the *Norman Campus Faculty Handbook*.

Non-ranked renewable term faculty members (Instructors and Lecturers) who will not be reappointed to a subsequent year or term must be notified by the department and dean no later than March 1 of the final year of appointment.

Promotion

Renewable term faculty members shall be eligible for promotion. Promotion procedures shall be those applicable to all faculty members as specified in the *Norman Campus Faculty Handbook*, section 3.11. Non-ranked renewable term faculty members who were hired without a national search shall participate in a national search for promotion to a ranked renewable term faculty position. Evaluation for promotion will be based upon the following criteria, which clarify standards of performance and sources of information:

Promotion to Lecturer

To be considered eligible for promotion to the rank of Lecturer, a candidate must have completed a doctoral degree (or, in exceptional cases, another terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have demonstrated substantial growth during the time in rank and must have reached an acceptable level of competence in all areas of faculty responsibility, consistent with the faculty member's distribution of effort.

Promotion to Assistant Professor

University policy requires that ranked renewable term faculty members be hired through a national search. Promotion from Instructor or Lecturer to Assistant Professor without a national search would require approval from the Senior Vice President and Provost as an exception to policy. To be considered eligible for promotion to Assistant Professor, a candidate must have completed a doctoral degree (or, in exceptional cases, another terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have reached a level of competence in all areas of faculty responsibility (teaching, service, research) that would make him/her competitive in a national search.

Promotion to Associate Professor

To be considered eligible for promotion from Assistant Professor to the rank of Associate Professor, a candidate must have demonstrated substantial professional growth during the time in rank and must have reached the level of competence appropriate to the rank in all areas of faculty members responsibility (teaching, research and service) as judged by the standards of peer institutions and the faculty members member's discipline. The candidate also must demonstrate the achievement of national professional recognition in teaching or research, consistent with the nature of the faculty member's distribution of effort. It is expected that the candidate will show promise of continuing to develop as a teacher and a scholar.

Promotion to Professor

To be considered eligible for promotion from Associate Professor to the rank of Professor, a candidate must have demonstrated substantial professional growth during the time in rank and must have reached a level of competence appropriate to the rank in all areas of faculty members responsibility (teaching, research and service) as judged by the standards of peer institutions and the faculty members member's discipline. The candidate must also demonstrate the continuation of national professional recognition as a teacher and a scholar. It is expected that the candidate will demonstrate promise for continued contribution as a teacher and a scholar and in service activities that will enhance the reputation of the unit and the university. Further, it is expected that the candidate will evidence the ability to mentor other faculty members and students in their teaching, research and service.



The University of Oklahoma

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

Arts & Sciences

OCT 02 2008

Dean's Office

TO: Paul Bell, Dean College of Arts and Sciences
FROM: Nancy L. Mergler, Senior Vice President and Provost
DATE: September 30, 2008
SUBJECT: Department of Classics & Letters.
Revised Criteria for Renewable Term Faculty Appointments

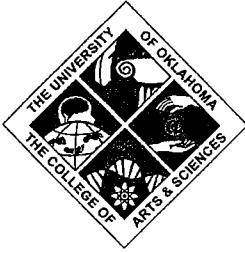
A handwritten signature in black ink, likely belonging to Nancy L. Mergler, the Senior Vice President and Provost.

I am pleased to approve the revisions to the Department of Classics and Letters Criteria for Renewable Term Faculty Appointments policy as approved by the faculty on September 16, 2008 and submitted to my office on September 26, 2008.

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

NLM:mrg

cc: Ralph Doty



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TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: September 25, 2008

SUBJ: Department of Classics & Letters
Renewable Term Faculty Appointment Policy

I have reviewed the attached policy for Renewable Term Faculty Appointments for the Department of Classics & Letters. 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: Ralph Doty
Edward Sankowski