

COLLEGE OF ARTS AND SCIENCES
POLICY FOR PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR
FOR DEAN-DIRECT FACULTY
Prepared August 16, 2011

1.1 Preface

Advancement in rank is a major way in which the University recognizes a faculty member's achievements. A promotion is not a routine reward for satisfactory service but reflects a positive appraisal of high professional competence and accomplishment. *[Faculty Handbook 3/11/3]* Promotion policies contained in this document are subject to the policies and procedures in the OU Faculty Handbook.

2.1 Promotion

Decisions to promote a faculty member must be made in light of a thorough evaluation of his or her performance in all the areas of faculty activity. Qualifications for promotion should include attainment of high standards in teaching, research, and professional and university service and public outreach. Promotion should indicate that the faculty member is of comparable stature with others in his field at the same rank outside the University. Service in a given rank for any number of years is not in itself a sufficient reason for promotion. *[Faculty Handbook 3.11.3(A)]*

2.1.1 Teaching

Teaching, which is the transmission of knowledge and cultural values, focuses upon helping students learn. As a part of its mission, the University is dedicated to undergraduate, graduate, professional and continuing education. Teaching includes, but is not restricted to, giving regularly scheduled instruction, directing graduate work, and counseling and advising students. This includes the direction or supervision of students in reading, research, internships, or fellowships. Faculty supervision or guidance of students in recognized academic pursuits that confer no University credit also should be considered as teaching. *[Faculty Handbook 3.6.1]*

2.1.2 Research

Research, which is the development and validation of new knowledge, focuses upon faculty participation in the extension of knowledge and maintenance of professional development and vitality. Research means systematic, original investigation directed toward the enlargement of human knowledge or the solution of contemporary problems. To qualify as research or creative/scholarly activity, the results of the endeavor must be disseminated and subject to critical peer evaluation in a manner appropriate to the field in question. *[Faculty Handbook 3.6.2]*

2.1.3 Professional and University Service and Public Outreach

Professional and University service and public outreach is work done or duties performed by a faculty member to advance the interests and capabilities of various communities, either inside or outside the University. These activities should stem from the faculty member's professional expertise (which is expertise deriving from the individual's professional activities in the categories of teaching, research, and professional and University service and public outreach, as described herein), and they should support and enhance the faculty member's scholarly stature. [*Faculty Handbook 3.6.3*]

2.2 Criteria for Promotion

2.2.1 Teaching

The candidate's overall teaching performance must have significantly contributed to the instructional needs of the University. Assessment of teaching performance may involve student, faculty, alumni or other evaluations and the quality of theses or dissertations completed under the candidate's direction.

2.2.2 Research

The candidate shall have a significant research program and shall be deemed likely to continue to be a productive researcher. Research and scholarship include the following: books and monographs published by commercial or university presses; chapters in books; collections of essays; articles in refereed print and online journals; citations of papers and articles in the published works of other scholars; other refereed publications (e.g., invited book reviews in professional journals); and interdisciplinary publications in outlets which are germane to the faculty member's area of specialization. Peer-reviewed work is more highly valued than work that is not peer reviewed. However, it is recognized that important, sound, and imaginative work may appear elsewhere. In recommending promotion, quality of the published work must be taken into account; judgments about quality may outweigh considerations concerning quantity. Other indicators of research accomplishment include presentation at professional meetings or specialized symposia, primary editorship of journals, and external funding obtained to support the faculty member's research efforts.

2.2.3 Professional and University Service and Public Outreach

The evaluation of professional and University service and public outreach should be in terms of quality and effectiveness of performance and should take into account: (1) the relation of the service and public outreach to the general welfare and efficacy of the University's missions; (2) the relation to the welfare and furtherance of the faculty member's discipline; (3) the effect of the service and public outreach on development of a faculty member's value, professional competence, or professional skills; (4) the enhancement of the capabilities of University colleagues in their teaching, research and creative/scholarly activity and professional and University service and public outreach. [*Faculty Handbook 3.6.3*]

The candidate must have demonstrated an appreciation of the need for service to the University and profession. Exemplary performance in service will not be accepted in lieu of suitable performance in either teaching or research.

3.1 Review Procedures

3.11 Promotion procedures will adhere to the Faculty Handbook and the Provost's Annual Call for Tenure and Promotion Recommendations. The candidate shall prepare the "candidate data" for the dossier as described in Part II of the Provost's memo.

3.12 In accordance with the policy of the College of Arts and Sciences, the dossier must include at least six confidential letters of evaluation from off-campus scholars or distinguished professionals in the candidate's field, in order to provide an independent, unbiased evaluation of the candidate's scholarly attainment. To obtain the required number of reviews, the candidate and the college will each prepare a list of 10 names in rank order of preference. Six scholars from each list will be contacted by the college by phone or email to determine that they feel competent and willing to serve as reviewers. If someone declines, the next person on the list will be contacted. The goal is to ensure at least six letters for the dossier, with half from each list of proposed reviewers. These external evaluators will be provided copies of the candidate's most significant publications and such other documentation of research productivity and quality as selected by the candidate.

3.13 Upon receipt of the candidate data and the external evaluations, the College will complete preparation of the dossier. There will be no faculty vote on promotion of dean-direct faculty nor will there be a "recommendation of the chair" memo. The dossier will be provided to members of the College's Committee A. The CAS Committee A consists of the Dean and two faculty members elected from the College's Executive Committee. The two elected faculty members of Committee A will write a recommendation memo for inclusion in the dossier. The dossier will then be forwarded to the College Tenure and Promotion Committee, which will vote on the promotion and forward an advisory recommendation to the Dean. The Dean will then prepare a separate recommendation memo for the dossier. The dossier will be forwarded to the Provost for subsequent review.



The University of Oklahoma®


OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

Arts & Sciences

SEP 12 2011

Dean's Office

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

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

DATE: September 4, 2011

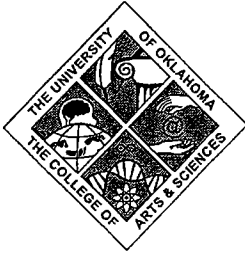
SUBJECT: College of Arts and Sciences
"Policy for Promotion from Associate Professor to Professor for Dean-Direct Faculty"

I am pleased to approve the "Policy for Promotion from Associate Professor to Professor for Dean-Direct Faculty" as prepared on August 19, 2011 and submitted to my office on September 3, 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





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COLLEGE OF ARTS AND SCIENCES

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TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: August 16, 2011

SUBJ: "Policy for Promotion from Associate Professor to Professor for Dean-Direct Faculty"

I have reviewed the attached "Policy for Promotion from Associate Professor to Professor for Dean-Direct Faculty" from the College of Arts and Sciences. I am forwarding the policy to you with the recommendation that it be approved as the policy of the college. Please feel free to contact me should you have any questions.

PBB:so

cc: Suzanne Harrell