

**College of Arts and Sciences**  
**Dean-Direct Renewable Term Faculty Appointments**

**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 members 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 Dean and the 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 members of the College of Arts and Sciences Executive Committee

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' distribution of effort may include all three categories--teaching, research, and service--in any combination consistent with the needs of the Arts and Sciences Online Education Program, 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.

The standards of performance and sources of information for the annual evaluation of teaching and service, and where appropriate research, are as follows:

Teaching: Evaluation of teaching will be based on an examination of course syllabi, student evaluations, and other materials submitted for review by the faculty member. In addition, the Director of the Arts and Sciences Online Education Program will submit to Committee A a memo that reviews all on-line courses that were developed and taught by the faculty member during the evaluation period.

Service: Service is defined as contributions to programs within the College, within the university, within the profession, and in the community.

Research: Renewable term faculty in the College of Arts and Sciences may also have research as part of their distribution of effort. This option will normally be reserved for faculty who possess a terminal degree and who maintain active scholarship. Specific expectations for research will be consistent with expectations for the discipline in which faculty are trained, and will normally consist of articles and books placed in peer-reviewed outlets.

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

In the semester prior to the semester of the review, term faculty are expected to submit a letter requesting reappointment and submit a dossier of supporting material. This material should follow the format of material submitted by tenured faculty who undergo post-tenure review, as outlined in section 3.7.6 of the Faculty Handbook.

### **Reappointment and Non-Reappointment**

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

Ranked renewable term faculty members (Assistant 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 3.5.5.b of the *Norman Campus Faculty members 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 the 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 also must demonstrate the continuation of national professional recognition as a teacher and 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

**TO:** Paul Bell, Dean, College of Arts & Sciences  
**FROM:** Nancy L. Mergler, Senior Vice President and Provost  
**DATE:** December 21, 2006  
**SUBJECT:** Proposed Dean-Direct Renewable Term Faculty Appointments.

I am pleased to approve your proposed renewable term faculty appointments procedures as transmitted to this office on December 6, 2006.

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

NLM:mrg



**The University of Oklahoma**  
**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: December 5, 2006

SUBJ: Term Faculty Appointments Policy

I have reviewed the attached Dean-Direct Renewable Term Faculty Appointments policy for the College of Arts and Sciences. I am forwarding it to you with the recommendation that it be approved. Please feel free to contact me should you have any questions.

PBB:so

Attachment

cc: Kelly Damphousse

12/18/06  
Approved