

**College of Arts and Sciences Renewable Term Faculty Appointments**  
**Department of Economics**  
**Criteria for Evaluation and Promotion**

**Approved by Faculty: 4/28/00**

**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. In Economics, the term is for three years.

**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 only the following:

- voting on tenure decisions and promotion (tenured faculty only)
- voting on Committee A and hiring decisions

Otherwise, term faculty fully 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 Department of Economics 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 as follows:

The quality of teaching will be assessed based on a variety of information including course syllabi; published teaching materials; peer evaluations; Arts & Sciences student evaluations; and College and University teaching awards and honors. As is the case for all faculty, the publishing of scholarly articles is also expected. However, the expectations in terms of publication quality and quantity are lower than for regular tenure track faculty. Individuals on term assignments may also have service responsibilities including service on departmental committees and advising duties. These assignments will be negotiated on a case by case basis between the department and the individual.

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

Annual evaluations will be carried out according to the existing rules and procedures of the University, the College of Arts and Science and the Department of Economics. The department will assess the individual's performance in the areas of teaching, research and service described above.

### **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. 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: At the beginning of the third year of each term, the department will conduct a more thorough evaluation to determine whether the appointment will be extended for another three years. Evaluators from outside the department may be asked to evaluate the individual's record. 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 upon the following criteria, which clarify standards of performance and sources of information:

Promotion to renewable-term associate professor will be considered at the discretion of the economics faculty and no sooner than the second three year contract. Promotion does not grant tenure and the faculty member remains on a renewable term appointment.

Each individual being considered for promotion will assemble a dossier in accordance with directives from the Provost. Annual evaluation of each faculty member will be an integral part of the promotion dossier, as will be peer evaluations. Peer evaluations of teaching, research and

service may be provided by peers in or outside of the department. Outside peer evaluators will be selected from lists provided by the candidate and Committee A.

In order to receive promotion, assistant professors on term appointments must demonstrate excellence in teaching. In judging the effectiveness of teaching, the following points should be considered: 1) a history of excellent annual teaching reviews by the department; 2) the development of unique teaching resources (including textbooks, study guides, multimedia materials, computer-aided learning materials, web-based materials); 3) publishing articles regarding the teaching of economics (e.g., articles in the Journal of Economic Education); and 4) teaching awards. As is the case for all faculty, the publishing of scholarly articles in JEL indexed journals is also expected for promotion. Individuals on Term Assignments must also demonstrate excellence in their service activities to the department, college and/or university to be eligible for promotion. This includes service as a faculty advisor, service on department and college committees, and service to professional organizations.

In order to achieve promotion to renewable term full professor, the faculty member must demonstrate a truly extraordinary record. The individual must have achieved national recognition as an outstanding educator in the field of economics.

ARTS & SCIENCE  
DEAN'S OFFICE  
SEP 05 2001

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

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MEMORANDUM

TO: Dr. Tim Dunne, Department of Economics

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

DATE: August 30, 2001

SUBJECT: Proposed term faculty guidelines



I have reviewed the Department of Economics' revised term faculty guidelines as transmitted to this office on June 20, 2001, and I am pleased to approve them. Development of such policies is a time-consuming but important task; thanks to all in the department who helped in the process.

cc: Dean Paul B. Bell  
Ms. Connie Hamilton



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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: June 20, 2001

SUBJ: Department of Economics  
Renewable Term Faculty Guidelines


I am pleased to inform you that I have reviewed the attached Renewable Term Faculty Guidelines for the Department of Economics. I am forwarding them to you with the recommendation that they be approved as an amendment to your departmental personnel policies. Please feel free to contact me should you have any questions.

PBB:so  
Attachment  
cc: Timothy Dunne  
Edward Sankowski

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Norman, OK 73019  
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TO: Dean Sankowski  
College of Arts & Sciences

FROM: Tim Dunne, Chair 

DATE: May 15, 2001

RE: Renewable Term Faculty Guidelines

Attached are the Renewable Term Faculty Guidelines for the Department of Economics. These guidelines were approved by the Econ faculty last year and have been reformatted under the new template, with no change in substance. The Economics faculty have approved the new formatted document. If you have any questions, please do not hesitate to contact me.

TD/trk