

DEPARTMENT OF HEALTH AND EXERCISE SCIENCE

Renewable Term Faculty Appointments

College of Arts & Sciences

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” or “renewable term faculty”. Renewable term faculty at the rank of Assistant Professor, Associate Professor, and Professor are defined as a part of the **Regular Faculty** on the Norman Campus. Such faculty are recruited and hired using all the same procedures used for recruiting and hiring Tenure track and tenured faculty; these ranked renewable term faculty also can be elected to serve as members of the Norman Campus Faculty Senate. 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 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, promotion, reappointment decisions, and personnel policies
- voting on Committee A and hiring decisions
- serving on Committee A
- chairing the department’s graduate studies committee, undergraduate studies committee, graduate faculty committee, public administration committee or graduate advisory committees

Otherwise, term faculty will 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
- having defined professional responsibilities individually weighted and evaluated among research, teaching, and service

The duties of term faculty will ordinarily emphasize teaching and service and normally will be defined as 80% teaching and 20% service. However, in consultation with the Chair and Committee A, a term faculty member’s distribution of effort **may** include all three categories

“teaching, research, and service” in a combination consistent with the needs of the Department of Health and Exercise Science, and College and University rules.

Evaluation

Term faculty 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 an evaluation of his/her performance during the entire term that is consistent with the assessment received by tenured and tenure track faculty. To be considered in “good standing”, a term faculty member must receive a rating of at least a 3.0 or higher in each of the areas in which they are evaluated. The procedure for conducting the comprehensive evaluation shall be as follows: Committee A will conduct the evaluation in the fall and early spring semesters of the term’s last remaining year, considering the evaluations done for each year of the term and other relevant information. Committee A will then prepare a summary letter and recommendation concerning renewal of the term appointment. The standards and sources of information for evaluating teaching and service (also research when appropriate) are as follows:

Teaching:

Faculty on renewable term appointments shall have a teaching load of three courses per semester unless otherwise specified by Committee A. These may include introductory, upper division, or graduate courses that meet the needs of the department. Evaluation of teaching performance will be based on such indicators as:

- course syllabi and examinations
- student evaluations conducted in Health and Exercise Sciences Department classes
- annual evaluations of teaching performance prepared by Committee A in accordance with departmental standards and procedures on annual evaluations
- student comments in the form of committee interviews or written statements
- College and University teaching awards and honors
- peer visitation

Research:

Faculty holding term appointments are encouraged to participate in research and scholarly publication. Even so, teaching, research, and service activities will be weighed in the annual evaluation process according to the assigned workload distribution, since term faculty will normally have a greater percentage of time assigned to teaching and service than tenure track faculty members. All faculty members seeking promotion must satisfy the department’s minimum requirements based on their differential workload in order to be considered; however, attaining minimum research requirements does not guarantee promotion.

Research and scholarship include the following: books and monographs, chapters in scholarly books edited by others, original contributions to books edited by the term faculty member; articles in referred journals; studies from research grants, review essays, book

reviews, conference papers, mentoring of student research participation, 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.

Service:

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. Term faculty are urged to participate in professional organizations and activities within their field: local, regional, national and international.

Renewal

A term faculty appointment must be renewed annually by Committee A 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 non-renewal no later than March 1. Consideration of term renewal shall be accomplished as follows: At the beginning of the last year of each term, the department will conduct a more thorough evaluation to determine whether the appointment will be extended for another term. Evaluators from outside the University may be invited to evaluate the individual's record. Reappointment will require a vote of the tenured and tenure-track faculty. The faculty member will be notified of the department's recommendation of term renewal or non-renewal 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. Promotion to renewable term Associate Professor will be considered at the discretion of the HES faculty and no sooner than during the second three year contract period. Promotion does not tenure and the faculty member will remain a renewable term appointment. All other criteria for evaluation for promotion will be based on the *Criteria for Promotion and Tenure in the Department of Health and Exercise Science*, which clarify standards of performance and sources of information. Any promotion will be considered at the discretion of Committee A and the tenured faculty in Health and Exercise Science. Promotion does not grant tenure and the faculty member remains on a renewable term appointment.

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

Dean's Office

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MEMORANDUM

TO: E. Laurette Taylor
Health and Exercise Science

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

DATE: February 4, 2005

SUBJECT: Department of Health and Exercise Science
Policy on Renewable Term Faculty Appointments



I am pleased to approve the Department of Health and Exercise Science's policy on Renewable Term Faculty Appointments, approved by the HES faculty on January 24, 2005.

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

NLM/clh

cc: Paul Bell, Dean, College of Arts and Sciences
Connie Hamilton, Assistant to the Provost



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: January 13, 2005

SUBJ: Department of Health and Exercise Science
Renewable Term Faculty Appointments

I have reviewed the attached policy for Renewable Term Faculty Appointments for the Department of Health and Exercise Science. 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: E. Laurette Taylor
Edward Sankowski