

## **RENEWABLE TERM FACULTY APPOINTMENTS**

### **DEPARTMENT OF THE HISTORY OF SCIENCE**

#### **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.

#### **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:

- service on Committee A,
- personnel actions, consisting of voting on tenure decisions (restricted to tenured members of the faculty), voting on promotion and voting on appointment and reappointment 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,
- participation in elections to Committee A and all other department committees,
- 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, research and service in proportions comparable to the expectations of all regular faculty in the department. However, a term faculty member's distribution of effort may be adjusted in any combination consistent with the needs of the Department of the History of Science 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, research and service are described in the department's policy, "Evaluation of Faculty Performance in Fulfillment of Professional Responsibilities".

The procedure for conducting the comprehensive evaluation shall be as follows. The chair of the department shall inform the faculty member of the evaluation prior to the semester in which it is performed. The faculty member shall compile a dossier consisting of:

- the letter of appointment to the original and any subsequent terms
- the annual evaluations and mini-vitae for the period of the current term
- a statement of self-appraisal evaluating the past term and plans for the renewed term
- a current curriculum vitae
- proposals for and reports of prior sabbatical or other leaves of absence.

Committee A shall serve as the evaluation committee and shall prepare a written assessment of the faculty member's performance and a recommendation regarding renewal to a subsequent term. In the case of dual- or split-appointments, the department chair shall solicit an evaluation from the relevant unit or agency. The evaluation(s) will be sent to the dean of the College and the faculty member will be provided a copy no later than January 1.

### **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: Committee A will present the comprehensive evaluation of the faculty member at the first departmental meeting of the spring semester. The tenured and tenure-track voting members of the department will have the opportunity to discuss the performance of the faculty member and request additional information not provided in the dossier or the Committee A evaluation. At the next regularly scheduled meeting of the department, the decision to renew or not renew the term shall be made by secret ballot of the voting tenured and tenure-track members of the department. 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 criteria described in "Evaluation of Faculty Performance in Fulfillment of Professional Responsibilities", which clarifies standards of performance and sources of information.

Approved by the Department, 25 January 2002

Approved by the Dean of the College of Arts and Sciences, 5 February 2002

Approved by the Provost, 15 May 2003



## *The University of Oklahoma*

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

TO: Steve Livesey  
History of Science

FROM: Nancy L. Mergler  
Senior Vice President and Provost

SUBJECT: Renewable Term Faculty Guidelines

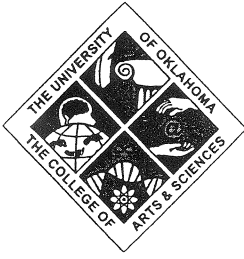
DATE: May 15, 2003

A handwritten signature in black ink, appearing to be "N. Mergler", is written over the "FROM:" line.

I have reviewed the Renewable Term Faculty Guidelines for the Department of History of Science as transmitted to my office and I am pleased to approve them. Development of such policies is a time consuming but important task; thanks to all who helped in the process.

NLM:clh

Cc: Dean Paul B. Bell  
Connie Hamilton



**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: February 5, 2002

SUBJ: Department of the History of Science  
Renewable Term Faculty Guidelines

I am pleased to inform you that I have reviewed the attached Renewable Term Faculty Guidelines for the Department of the History of Science. 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: Steve Livesey  
Edward Sankowski