

NATIVE AMERICAN STUDIES

Criteria and Procedures for Tenure and Promotion

University regulations concerning tenure and promotion, including the definitions of teaching, research/creative activity, and service are listed in Section 3 of the Faculty Handbook. This criteria document implements and is consistent with university policy.

Native American Studies affirms its commitment to excellence in teaching, research/creative activity, and service to both the university and to the profession. The following general formula for these functions is to be used for tenure-track faculty housed in NAS:

45% Teaching,
45% Research/Creative Activity
10% Service

This formula is to be used for tenure-track faculty through the tenure decision and may be changed only in exceptional circumstances. The formula for tenured faculty members will be:

40% Teaching
40% Research/Creative Activity
20% Service

It is recognized that assistant professors are not expected to contribute as much service as senior faculty members, and assistant professors should focus their service efforts within the discipline and the program. As an individual matures in his/her career, greater participation in University governance, and professional and public service is expected.

If the circumstances of a tenured faculty member change in a way to affect their contributions in these areas, there is some flexibility in negotiating individual ratios at the beginning of the calendar year with the director and Committee A, provided ratios remain within the following limits:

Teaching (30 - 60%)
Research/creative achievement (30 - 60%)
Service (5 - 30%)

Faculty with special appointments such as program director or faculty fellows negotiate with the dean and/or director concerning the weighted distribution of their efforts.

Teaching and Advising

The Native American Studies program follows the definition of teaching in section 3.6.1

of the "Norman Campus Faculty Handbook."

Teaching performance includes but is not limited to the following areas:

Regularly assigned classes, including course number, title, enrollment. Faculty members should submit syllabi, bibliographies, tests, and a self-evaluation of teaching effectiveness.

Special projects (directed readings, independent studies, internships, studio projects, laboratory instruction). Faculty members should submit the names of the students, the topics, and the means of evaluation of the special projects.

Advising. Faculty are expected to participate in advising; for undergraduates, this advising extends beyond that of helping students fulfill degree requirements and includes career counseling and mentoring. State number of advisees, nature and extent of advising.

Development of teaching effectiveness. On-going contributions to course development, the implementation of innovative teaching techniques, and uses of new technology in the classroom are important.

Direction of graduate theses and dissertations or service on graduate committees. Submit name of student, nature of committee, and progress of graduate work.

Other teaching-related activities. Supervision of graduate assistants; internal or external grants for the improvement of instruction; conducting colloquia, workshops, or short courses; invited lectures in other than assigned courses; supervision of undergraduate research; and team teaching.

Awards, honors, and citations attesting to teaching excellence.

Evaluation of teaching performance may include, but is not limited to, data from the following sources:

University and departmental evaluation by students.

Letters from current or former students.

Peer evaluations, based on class visitation by members of Committee A or designated faculty representatives.

Syllabi, tests, and other materials used in the course.

The faculty member's own evaluation of a course.

Research or Creative Achievement

The Native American Studies program follows the definitions of research and creative

activity in section 3.6.2 of the "Norman Campus Faculty Handbook."

It is expected that each faculty member demonstrate a significant independent research/creative activity program. This expectation is particularly important for non-tenured faculty. Research or creative activity includes the following:

Refereed journal articles.

Scholarly books published by major academic publishers or university presses

Monographs published as separate pieces by a recognized academic publisher or university press and undergoing peer review.

Mass-market books or undergraduate textbooks which demonstrate significant original scholarship and have undergone review processes comparable to those followed by major academic publishers and university presses.

Edited books

Chapters in scholarly books or collections of essays.

Creative performances, exhibits, or productions which reach public audiences and are subject to critical peer evaluation.

Papers published in conference proceedings. A distinction will be made between selected and non-selected conference proceedings.

Primary editorship of journals.

Grants and fellowships.

Research papers competitively selected for presentation at scholarly conferences.

Book and film reviews. A distinction will be made between summary reviews and critical reviews.

The quality and quantity of research and creative achievement will both be considered in the evaluation.

Service

The Native American Studies program follows the definition of service in Section 3.6.3 of the "Norman Campus Faculty Handbook." Three forms of service contribute to the goals of the NAS program:

Approved by Provost Nancy Mergler, 8/7/98 3

Public service
Professional service
University service

Public Service involves the sharing of knowledge with the larger geographical community, and because of the academic focus of the Native American Studies program, service is particularly important with communities of the federally recognized Indian tribes in the state and the nation. Public service consultation on issues of importance to Indian people is particularly important. Other activities might include participation in a specialized professional capacity in programs sponsored by student, faculty, or community groups; participation in continuing education instructional activities; public speaking engagements; organization of workshops, film festivals, or exhibitions open to the greater community; and attendance at local or regional meetings.

Professional service refers to activities directly related to the faculty member's discipline or profession. Included are such activities as official service in relevant professional societies; service on local, state, national, or international commissions; office in professional organizations; service on editorial boards of professional journals or other publications; refereeing research papers submitted for publication; attendance at national and inter-national professional meetings; presentation of professional symposia, colloquia, or workshops; advising student organizations; and service within the University that reflects an application of specialized knowledge or skill to the institution's affairs.

University service includes participation in University governance through timely service on committees, councils, or other advisory groups at the department/school/program, college, or University level.

Appointment and Evaluation of Native American Studies Faculty with Joint Appointments

The Native American Studies program may appoint faculty with part of their budget line in NAS. When faculty are thus appointed jointly with other programs or departments, search committees will be drawn from budgeted NAS faculty or committee A members and from the academic unit with which the faculty line is split. Committee composition will be approximately proportional to the division of the appointment.

Job descriptions for joint appointments will be determined jointly, search costs will be shared, and no recommendation to appoint will go forward to the provost without endorsement by the academic unit and the director of NAS.

The appointment letter will stipulate the percentage of effort to be devoted to teaching, research, and service in each unit. Any subsequent modification of these weightings must be negotiated by the participating units and the faculty member.

Annual performance evaluations and annual evaluations of progress toward tenure for faculty appointed to Native American Studies and another academic unit shall be conducted jointly by the Committees A, using criteria specified by each unit's tenure and promotion guidelines. Should either unit not agree to a joint review process, the Native American Studies program director will request a copy of that unit's tenure and promotion guidelines, and NAS will evaluate research performance according to it. Teaching of courses that support the NAS curriculum will be evaluated according to NAS guidelines. If annual evaluations are made separately, an adjustment will be made to keep the faculty member's salary proportional between the units at the same rate specified in the original appointment. Each unit shall recommend salary increments proportional to the FTE split between the units.

Criteria for Tenure, Promotion, and Merit Pay Increases

Criteria for Tenure and Promotion to the rank of Associate Professor include the following:

Demonstration of sustained positive contribution to the effectiveness of the program's teaching mission through development of new course materials and positive teaching evaluations from students and peers.

An appropriate level of service to the Program, the University, and the profession which demonstrates a contribution to the well-being of those entities.

Demonstration of sustained productive involvement in research/creative activity through publication of peer-reviewed original research or production of works of art, literature, music, or performance that have been favorably peer reviewed.

Service to American Indian tribes, institutions or organizations that addresses major social, economic, political, and educational issues, and public service that addresses the large mission of the University to serve the public good.

Participation in professional activities, such as presenting papers or creative activities at meetings of professional associations, that establish a scholarly reputation at the national level.

Service to the Program through participation in its activities and to the University through timely and appropriate service on committees, councils, or other bodies concerned with University governance.

Professional stature comparable to same rank at peer institutions.

Promotion to Professor

Approved by Provost Nancy Mergler, 8/7/98 5

Demonstration of sustained positive contribution to the effectiveness of the program's teaching mission through development of new course materials, training of graduate students, and positive teaching evaluations from students and peers.

Demonstration of sustained productive involvement in research/creative activity through publication of peer-reviewed original research or production of works of art, literature, music, or performance that have been favorably peer reviewed and are recognized as contributing to the development of new scholarly approaches to the study of Native American topics.

Effective participation in professional activities through serving on committees, reviewing articles submitted for publication or providing other editorial services to journals, and presenting papers at scholarly meetings.

Service to American Indian tribes, institutions or organizations that addresses major social, economic, political, and educational issues, and public service that addresses the large mission of the University to serve the public good.

Sustained service to the Program through participation in its activities, and to the University through timely and appropriate service on committees, councils, or other bodies concerned with University governance.

Achievements and professional stature recognized as meeting national standards of excellence and verified by peers at comparable institutions across the nation.

Merit Pay Increases

The primary criteria for merit pay increases are the same as for tenure and promotion; that is, quality of contributions to teaching, research, and service. Recommendation for merit pay increase will be based on the cumulative results of the previous three years' activities.

Annual Faculty Evaluation

In keeping with the policy of the University and College of Arts and Sciences, annual faculty evaluations use the criteria already stated in the areas of teaching, research/creative achievement, and service. The annual review shall take into consideration the cumulative results of the previous three years' activities.

Tenure-Progress Review

Each tenure-track faculty member shall participate in an annual tenure-progress review supervised by Committee A and the director. The review is designed to enhance teaching, to evaluate a faculty member's progress, and to assist him/her in developing the qualifications and

materials necessary for an affirmative tenure decision. In the event that a leave of absence will prevent a tenure-track faculty member from complying with the customary schedule, it shall be the faculty member's responsibility to consult in advance with Committee A and obtain approval from the Dean and the Senior Vice President and Provost regarding an alternative schedule for undergoing review.

Third-Year Review

In the spring semester of an untenured faculty member's third year, a review of performance will be conducted. With the assistance of the director, the faculty member will assemble a dossier, to be distributed to all tenured faculty in the program. Two or three external letters will be solicited from scholars in the field. The tenured faculty will meet to discuss and vote on the performance of the faculty member. Tenured faculty will have three options available in the voting process:

- Satisfactory progress toward tenure.
- Unsatisfactory progress, but potential is recognized.
- Unsatisfactory progress, recommend termination.

Committee A and the director will discuss the vote and forward a written evaluation and recommendation to the dean.

Procedures for Tenure/Promotion Application

The Native American Studies program will follow the review procedures described in the "Norman Campus Faculty Handbook," section 3.7.5. Application for tenure and/or promotion should be initiated in the spring of the calendar year in which a faculty member plans to apply for tenure and/or promotion. Faculty being considered for tenure will be evaluated for tenure and promotion simultaneously in the sixth year of probation. Exceptions to this policy are governed by section 3.7.3 in the "Faculty Handbook." Prior full-time service as instructor and prior full-time service in temporary appointments at the University of Oklahoma may be counted as part of the probationary period if this arrangement is agreed upon in writing at the time of appointment to a tenure-track position.

External reviewers should have no close academic or personal connections with the candidate: Ph.D. advisors and committee members, co-authors, and close personal friends should not be asked to evaluate the candidate. Committee A and the director will develop a list of reviewers from peer institutions and/or scholars who have expertise in the candidate's area. The candidate will have an opportunity to identify names of potentially biased reviewers. In late spring, the director and Committee A will select the names remaining on the list and send letters requesting service from the reviewers, to whom the director will send the candidate's updated curriculum vitae, statement of creative activity or research productivity, selected reprints of publications, and a copy of this document. Reviewers will be asked to evaluate the applicant's

research/creative activity record and standing in the discipline. All letters received will be placed in the candidate's dossier.

The dossier should include, at a minimum, a completed curriculum vitae, the candidate's student teaching evaluations from previous years, any letters of support, and copies of all relevant publications (in tenure applications, all publications; in promotion applications, all publications since the previous promotion), and all annual faculty reports. The applicant may supplement these required items with any other materials which he or she considers relevant. The applicant shall compile the dossier with the assistance of the director and shall have the opportunity to review the dossier prior to its release for review by appropriate faculty, who will also be given copies of the confidential letters of the outside evaluators. After a vote of the faculty, as described in section 3.7.5 of the "Faculty Handbook," the director shall add to the dossier all additional items required by the college and university policies, including the ballot count, a copy of the promotion/tenure guidelines, copies of letters from outside evaluators, the recommendation of Committee A, and the recommendation of the director. The dossier is then forwarded to the Dean's office by the appropriate deadline.

Revised 3/05/02

NATIVE AMERICAN STUDIES Governance Structure

Faculty

Faculty members of Native American Studies with full voting rights shall be tenured and tenure-track faculty appointed in Native American Studies and other faculty who teach core courses in the program's undergraduate curriculum in other Departments or Schools of the College of Arts and Science and other Colleges of the University.* The voting members will determine eligibility of faculty and vote on their inclusion in the Native American Studies faculty.

Other faculty whose scholarly interests include Native Americans may submit an expression of interest in affiliation with the faculty to the Membership Committee and will be appointed to Affiliate membership upon a positive vote by the voting faculty. Affiliate membership will not carry voting rights but will allow full participation in discussion in faculty meetings.

Committee Structure

Committee A is composed of the program director and two members of the faculty elected for staggered two-year terms. Only tenured faculty may serve, and at least two members must be in the College of Arts and Science. Tenured Associate members are eligible to serve on Committee A upon election by the voting faculty.

The Membership Committee is composed of the program director and two faculty members with full voting rights elected annually.

The Curriculum Committee is composed of the program director and two faculty members with full voting rights elected annually.

*These Departments/Schools and Colleges currently include English, Anthropology, and History (College of Arts and Sciences) and the School of Art and School of Music (College of Fine Arts).

Sankowski, Edward T

From: Kidwell, Clara S
Sent: Monday, March 18, 2002 2:55 PM
To: Sankowski, Edward T
Subject: FW: Governance structure - Native American Studies



bylaws rev2.doc

-----Original Message-----

From: Mergler, Nancy L
Sent: Tuesday, March 05, 2002 2:22 PM
To: Kidwell, Clara S
Subject: RE: Governance structure - Native American Studies

Clara Sue - Thanks, this is fine.
Nancy

-----Original Message-----

From: Kidwell, Clara S
Sent: Tuesday, March 05, 2002 2:02 PM
To: Mergler, Nancy L
Cc: Bell, Paul B, Jr; Heiser, Gregory M
Subject: RE: Governance structure - Native American Studies

Nancy:

Thank you for the approval of our by-laws. In the past we have elected members of Committee A at our meeting in the early fall, and their terms begin upon election. I have generally conducted an informal poll of those eligible to serve, and those willing to serve volunteer at the meeting. Since the pool of eligible individuals has in the past been small, the vote has been to affirm an individual willing to serve. In the future, if we have more than one individual and membership becomes a matter of contention, I would suggest to the members that a simple majority vote of those present at the meeting would determine the election. I hope this information is sufficient.

Clara Sue

-----Original Message-----

From: Mergler, Nancy L
Sent: Tuesday, March 05, 2002 9:31 AM
To: Kidwell, Clara S; Bell, Paul B, Jr
Cc: Heiser, Gregory M
Subject: Governance structure - Native American Studies

Clara Sue and Paul,

I am pleased to approve the submitted governance structure for Native American Studies with one change - What you were calling Associate membership should be called Affiliate membership. This eliminates the possibility of any confusion with the rank of Associate Professors.

I need some additional information from you regarding when elections for Committee A are held and when the term of the newly elected member begins.

Thank-you for your careful attention to matters of faculty governance.

Nancy Mergler