

DEPARTMENT OF POLITICAL SCIENCE

College of Arts and Sciences Renewable Term Faculty Appointments
Department of Political Science
University of Oklahoma

(Approved by Political Science Faculty August 9, 2002)

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:

- *voting on tenure, promotion, reappointment decisions, and personnel policies
- *voting on Committee A and hiring decisions
- *serving on Committee A
- *chairing administrative committees or graduate advisory committees

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
- *having defined professional responsibilities individually weighted and evaluated among research, teaching, and service

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 a combination consistent with the needs of the Department of Political 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 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 and sources of information for evaluating teaching and service, and where appropriate research, 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 Political Science 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:

As in the case for all faculty, the publishing of scholarly works is also expected. All members of the faculty holding term appointments are expected to pursue research. Such faculty have a greater percentage of time assigned to teaching, and teaching will be weighed in the annual evaluation process accordingly. All faculty members seeking promotion must satisfy the department's minimum research and publication requirements 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 refereed 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 nonrenewal no later 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 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 on the *Criteria For Promotion And Tenure* in the Department of Political 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 Political Science. Promotion does not grant tenure and the faculty member remains on a renewable term appointment.

Approved by the Provost on November 21, 2002.

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

=====

M E M O R A N D U M

TO: Dr. Greg Russell, Chair, Department of Political Science

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

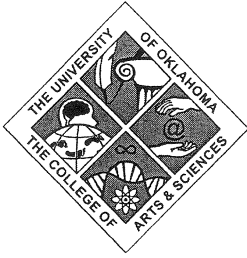


DATE: November 21, 2002

SUBJECT: Proposed term faculty guidelines

I have reviewed the Political Science term faculty guidelines as transmitted to this office on September 16, 2002, and I am pleased to approve them. Development of such policies is a time-consuming but important task; thanks to all in the unit who helped in the process.

cc: Dean Paul B. Bell
Ms. Connie Hamilton



The University of Oklahoma
COLLEGE OF ARTS AND SCIENCES

Office of the Dean

Physical Sciences Center, Room 1100

Phone: (405) 325-2077 Fax: (405) 325-7709

<http://www.ou.edu/cas>

TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: September 16, 2002

SUBJ: Department of Political Science
Renewable Term Faculty Policy

I have reviewed the attached Renewable Term Faculty Policy for the Department of Political Science. I am forwarding it to you with the recommendation that it be approved as an amendment to their departmental personnel policies. Please feel free to contact me should you have any questions.

PBB:so

Attachment

cc: Greg Russell
Edward Sankowski