

RELIGIOUS STUDIES PROGRAM
UNIVERSITY OF OKLAHOMA

Criteria and Procedures for Merit Evaluation, Tenure and Promotion

Approved by the Religious Studies Faculty February 25, 2005

Approved by Dean of the College of Arts & Sciences, July 15, 2005

Approved by the Provost, July 21, 2005

University regulations concerning merit evaluation, 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 intended to be consistent with university policy. In cases of an inadvertent conflict, university policy takes precedence.

The Religious Studies Program 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 RELS, and may be changed only in exceptional circumstances:

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

The formula for tenured faculty members will normally be:

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

However, the contributions of tenured faculty members may not, and need not match these proportions, and there is some flexibility in making contributions in areas of individual strength. At the beginning of the calendar year, faculty members can negotiate with the director and Committee A concerning the relative weight to be assigned to each function within the following limits:

Teaching (30-60%)
Research/Creative Achievement (30-60%)
Service (5-30%)

FACULTY MERIT EVALUATION POLICY

I. Evaluation of merit shall be in accordance with the following:

A. A faculty member is evaluated on the basis of teaching, research, and service on the basis of the percentages in their job description. For tenure track faculty members the normal semester teaching load will be six hours (two courses) and the merit evaluation weighting will be 45% for teaching, 45% for research, and 10% for service. For tenured faculty the normal semester teaching load will be six hours

(two courses) and the merit evaluation weighting will be 40% for teaching, 40% for research, and 20% for service. Deviations from this will be computed accordingly.

- B. Committee A shall judge merit over a period of three years. Appropriate accommodation will be made for those who have not accumulated a full period of three years on which to be judged.
- C. Both teaching and research shall be judged on the basis of quality and quantity.

Each year, Committee A will request that members of the faculty submit evaluation material to include a complete and current curriculum vitae, a one-page mini-vita, and a teaching portfolio that addresses the content and rigor of courses. Faculty are also asked to submit statements addressing teaching, research, and service. In assessing teaching, Committee A considers student response, peer review of teaching portfolios, and the nature and extent of other teaching-related activities such as service on student committees, direction of internships and independent studies, mentoring activities, and so forth. In assessing research, Committee A considers the nature and quality of research. Grant and contract activity and work in progress are also considered. Evaluation of service is based on peer assessment of the nature and range of activities.

II. ANNUAL EVALUATION OF PROBATIONARY FACULTY

Performance of faculty members on probationary appointment shall be reviewed annually by Committee "A," in conformity with requirements of the Faculty Handbook. It includes both the regular merit review process and a separate progress towards tenure review. During the first three years of probationary period, there is also an annual reappointment review.

III. THIRD YEAR REVIEW OF PROBATIONARY FACULTY

During the third probationary year (or, for candidates who join the faculty with prior service, at a time specified by the Chair in writing at the time of hiring), performance of faculty members on probationary appointment shall be reviewed by the tenured faculty of the department. This evaluation of progress toward meeting tenure requirements shall be advisory to Committee A. The evaluation shall take the form of one of the following recommendations:

- Recommend reappointment
- Recommend reappointment with reservations
- Recommend against reappointment

If a tenure-track faculty member is reappointed with a reservation, the reservation will be stated in writing; the faculty member will be reconsidered by the tenured faculty the following year. Normally, a faculty member will be reappointed with a reservation only once.

CRITERIA FOR PROMOTION AND TENURE

The recommendation of tenure and promotion in the Department of Religious Studies shall be consistent with established policies of the University of Oklahoma, as outlined in the Faculty Handbook, section 3.7. The essential qualification for tenure is the attainment of high standards in research and teaching.

I. PROCEDURES

The Department of Religious Studies adheres to the procedures specified in the University of Oklahoma Faculty Handbook in making promotion and tenure decisions. The Department adheres to timetables specified by the Provost and Dean of the College of Arts and Sciences. Normally, the process of assembling a dossier for tenure-track faculty seeking promotion begins during the Spring prior to the year in which the promotion and/or tenure decision will be made. Materials available at that time will be submitted to external evaluators. These may include all or a representative sample of publications, manuscripts accepted for publication or presentation, or other draft materials at the discretion of the Department.

II. CRITERIA

Evaluation for promotion and granting of tenure will be based upon the criteria of performance in teaching, research, and service (university and professional) as outlined in the University's Personnel Policy and stated in the Faculty Handbook. Demonstrated competence and promise in these areas will also be major considerations for the employment of new faculty members.

Each year upon notification by the University administration that recommendations for promotion and tenure are due, the Chairman shall notify faculty of this fact and request that anyone who is eligible for promotion or tenure prepare a justification that addresses itself to each of the detailed criteria set out below.

Promotion to the associate Professor rank and the granting of tenure are essentially similar and will normally be based upon the same criteria. Promotion to Professor will require significant publications and the attainment of recognized professional reputation. Elaboration of these criteria appears below.

Faculty performance will be evaluated against norms of performance obtaining in departments of religious studies at comparable institutions, as indicated by the evaluation of external reviewers.

A. TEACHING

The criteria and indicators listed below apply to all cases of tenure, promotion from Assistant to Associate Professor, and promotion from Associate Professor to Professor.

1. Faculty are expected to maintain a high standard of scholarship for themselves and for their students. This will ordinarily be reflected by:

- a. a thorough and up-to-date knowledge of his/her field of specialty;
 - b. good skills in the planning, organization, and presentation of the course material;
 - c. ability to stimulate participation, thought, and inquiry by students;
 - d. ability to provide effective advisement and direction of students in their academic work and especially in their research tasks, including involvement on doctoral and master's committees.
2. Evaluation of teaching performance will be based upon indicators such as:
- a. student evaluations conducted in Religious Studies Department classes;
 - b. peer evaluations through the process of faculty visitations;
 - c. annual evaluations of teaching performance prepared by Committee A of the department in accordance with department standards and procedures on annual evaluation;
 - d. student comments in the form of committee interviews or written statements (informal feedback which approaches the level of gossip should not be used).

B. RESEARCH

All faculty are expected to contribute to the development of their discipline through research and publication. Quality as well as quantity of work will be considered.

1. Tenure and Promotion from Assistant to Associate professor.
 - a. Standards and Expectations. Recommendations for granting tenure and promotion to Associate Professor will be based on the judgment of the tenured faculty regarding the candidate's performance in the following areas:
 - b. Type of publications. The Religious Studies Program acknowledges the contribution of both scholarly books and articles. During the probationary period the publication of a book and a series of articles or the publication of substantial body of peer-reviewed articles in major journals, would meet minimum expectations, but would not ensure a favorable tenure decision unless in combination with the continuity and quality of research.

- c. Continuity of Research. The candidate should have demonstrated a continuous record of productivity over the probationary period. His/her record should indicate a strong likelihood that research productivity will continue or increase.
- d. Quality of Research. The candidate's scholarly contributions should be recognized to have made a noteworthy scholarly contribution. Evidence of this contribution can include peer faculty assessments, the prestige of outlets, and favorable peer evaluation of scholarly work by recognized scholars outside the University, who have not been closely associated with the candidate.

2. Promotion from Associate Professor to Professor.

- a. additional major publication in the form of a significant scholarly book and articles beyond the requirements for promotion to Associate Professor, or publication of a substantial body of articles; and evaluation of the significance and extent of the entire body of research accomplished by a candidate during his/her career.
- b. favorable peer evaluation of scholarly work by recognized scholars outside the University, who have not been closely associated with the candidate, and who judge the candidate to have attained national or international recognition for a significant body of work.

3. Other accomplishments that may be taken into account for tenure or for the promotion to Associate Professor or Professor includes the following:

- a. published scholarly monographs, chapters in scholarly books edited by others, original contributions to books edited by the candidate, electronic publications not duplicated in print outlets, studies from research grants, review essays, and book reviews;
- b. the presentation of conference papers at national, international, or regional symposia;
- c. the citation of the faculty member's published works by other investigators in the field;
- d. the ability to obtain grants and support for research independently and through university affiliated organized research programs;
- e. the ability to attract high quality graduate students to his/her field of specialization where relevant to the faculty member's assigned duties;
- f. the ability to involve other faculty and students in research.

C. UNIVERSITY, PROFESSIONAL AND COMMUNITY 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. Higher levels of participation and responsibility in professional and University affairs will be required for promotion to Professor than are required for promotion to Associate Professor.

Three forms of service contribute to the goals of the RELS program:

1. Professional Service
2. University Service
3. Public Service

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; offices in professional organizations; service on editorial boards of professional journals or other publications; refereeing research papers submitted for publication; attendance at national and international 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. The nature of the academic enterprise is such that the faculty shares in responsibilities involving formulation of University policies. The faculty has a major responsibility in making and carrying out decisions affecting the educational and scholarly life of the University. Faculty members have a responsibility to contribute to the government of the University through timely participation on committees, councils, or other advisory groups at the department/school/program, college, or University level. (Faculty Handbook, 3.6.3)

Public Service involves the sharing of knowledge with the larger geographical community. Public service activities might include participation in community groups; participation in continuing education instructional activities; public speaking engagements; press commentary, organization of workshops, public service consultation.

A. In evaluating the contribution of a faculty member to the profession, the following criteria will be used:

- a. active participation in scholarly and professional societies such as service as an officer, editorial board member, or major committee member;
- b. serving as a manuscript evaluator for scholarly journals or publishers;
- c. service as consultant to national, state, or local agencies or other public bodies, where that consultation contributes to the goals and purposes of the Department and University

A. In evaluating the contribution of a faculty member to University governance, the following criteria will be used

- a. active participation in University-wide or college counsels, boards, and committees;
 - b. service to the department by participation in Committee “A” and/or other departmental committees, and departmental student activities;
 - c. other professional activities undertaken on behalf of the university
- C. In evaluating the contribution to community service the depth and breadth of service will be the criteria for evaluation.

III. RULES FOR SELECTING EXTERNAL REFEREES FOR THE TENURE PROCESS

For tenure consideration, the Department will require the candidate’s research be evaluated by 6-10 scholars from institutions other than the University of Oklahoma, consistent with College of Arts and Science guidelines. Referees will be selected by the chair in consultation with the faculty member and Committee A if approved by the dean or associate dean of the College of Arts and Sciences. The candidate will be invited to submit a list of five scholars he or she considers qualified to review his or her work. Committee A will also provide a list of potential external referees. The Chair and Committee A will choose at least two but no more than half of the total candidate’s referees, but the Department’s list of referees will not include friends, former professors, or co-authors of the candidate’s publications.

All referees sought by the Chair or suggested by the candidate will be tenured faculty members with distinguished records of publication and preferably scholars with experience of evaluating the work of others, such as journal editors or board members or chairs of departments at peer institutions. In addition, referees will be sought from the ranking Religious Studies Departments in the country or from departments that academically excel in areas of research in which the candidate for tenure is engaged.

IV. APPOINTMENT AND EVALUATION OF RELS FACULTY WITH JOINT APPOINTMENTS

The Religious Studies program may appoint faculty with part of their budget line in RELS. When faculty are thus appointed jointly with other programs or departments, search committees will be drawn from budgeted RELS 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 both academic units.

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 Religious Studies and another academic unit shall be conducted jointly by the Committees A, using

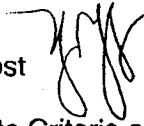
criteria specified by each unit's tenure and promotion guidelines. Should either unit not agree to a joint review process, the Dean should specify the review process after discussion with the relevant units. Teaching of courses that support the RELS curriculum will be evaluated according to RELS guidelines. If annual evaluations are done separately, an adjustment will be made to keep that 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.



The University of Oklahoma

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

TO: Allen Hertzke
Religious Studies

FROM: Nancy L. Mergler
Senior Vice President and Provost 

SUBJECT: Approval of Proposed Changes to Criteria and Procedures for Merit
Evaluation, Tenure and Promotion

DATE: July 21, 2005

I am pleased to approve, as an amendment to the unit's personnel policies, the proposed changes to the Criteria and Procedures for Merit Evaluation, Tenure and Promotion for the School of Religious Studies, which were received in my office on July 18, 2005.

NLM:clh

Cc: Edward Sankowski



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: July 15, 2005

SUBJ: Religious Studies
Criteria and Procedures for Merit Evaluation, Tenure and Promotion

I have reviewed the attached Criteria and Procedures for Merit Evaluation, Tenure and Promotion for the Religious Studies Program. 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: Allen Hertzke
Edward Sankowski