

**Procedures for the Appointment and Evaluation of Renewable Term Faculty for the
Religious Studies Program**

Approved by the Faculty of Religious Studies Program September 29, 2004

Approved by the Provost January 11, 2005

Revision Approved by the Faculty of the Religious Studies Program April 22, 2009

Approved by the Provost August 18, 2009

Definition and scope

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.

The following provisions shall apply to faculty members who are appointed year-to-year for a specific term of years. Such faculty members shall be referred to below as “renewable term faculty.” Renewable term faculty members at the rank of Assistant Professor, Associate Professor and Professor are defined as a part of the regular faculty members on the Norman Campus. [*Norman Campus Faculty members Handbook*, section 3.5.2]. Renewable term faculty members at the rank of Instructor and Lecturer are not part of the regular faculty. Renewable term faculty members with the rank of Lecturer or higher must have a doctoral or equivalent terminal degree or equivalent experience.

Appointment and length of term

A renewable 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 renewable 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.

Renewable term faculty members at the rank of Assistant Professor, Associate Professor and Professor must be recruited and hired as part of a national search using the same University recruitment procedures employed to recruit and hire tenure-track and tenured faculty, unless an exception is granted by the Senior Vice President and Provost [*Norman Campus Faculty Handbook*, section 3.5.2].

Renewable term faculty members at the rank of Instructor and Lecturer may be hired in the same manner as temporary faculty. A national search is allowed but not required.

Rights

Renewable term faculty members shall have all the rights and responsibilities of other faculty members 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 members by this policy include only the following:

- Voting on tenure and promotion decisions (tenured faculty only) [*Norman Campus Faculty Handbook*, section 3.7.5]
- Serving on Committee A

Otherwise, renewable term faculty members fully share the rights and duties of the tenured and tenure-track faculty, including but not limited to the following:

- Voting on faculty/personnel issues such as hiring
- Supervision of students undertaking independent research projects
- Involvement in faculty governance and curriculum development
- Eligibility for career development opportunities, for example applying for internal college and departmental support for professional activities

Evaluation

Renewable term faculty members shall be evaluated annually as part of the process applicable to all faculty members as specified in the University of Oklahoma Faculty members *Handbook* section 3.11, typically with similar sources of information as all other faculty. In addition to the annual faculty evaluation, renewable term faculty members shall receive a comprehensive and thorough evaluation of their performance for the entire multi-year term as specified in policies and procedures issued by the Senior Vice President and Provost and the Dean.

The standards of performance and sources of information for the annual evaluation of teaching and service, and where appropriate research, are as follows:

The duties of renewable term faculty members will ordinarily emphasize teaching and service. However, a renewable term faculty member's distribution of effort may include all three categories--teaching, research, and service--in any combination consistent with the needs of Religious Studies and College and University rules. Such combination shall be specified in the individual contract for each term faculty member, and is subject to approval by the Dean and Senior Vice President and Provost.

The procedure for conducting the comprehensive evaluation shall be as follows:

Committee A will review the evaluation materials and assign appropriate annual rankings to the term appointee.

Reappointment and Non-Reappointment

A renewable term faculty member's appointment must be renewed annually to remain in effect.

Ranked renewable term faculty members (Assistant Professors, Associate Professors and Professors) who will not be reappointed to a subsequent year or term must be notified by the Senior Vice President and Provost by the same deadlines as tenure-track faculty members as specified in Section 3.5.5.b of the *Norman Campus* Faculty members *Handbook*. Non-ranked renewable term faculty members (Instructors and Lecturers) who

will not be reappointed to a subsequent year or term must be notified by the department and dean no later than March 1 of the final year of the appointment.

Notification of renewal or nonrenewal will be no later than March 1.

Promotion

Renewable term faculty members shall be eligible for promotion. Promotion procedures shall be those applicable to all faculty members as specified in the *Norman Campus Faculty Handbook*, section 3.11. Non-ranked renewable term faculty members who were hired without a national search shall participate in a national search for promotion to a ranked renewable term faculty position. Evaluation for promotion will be based upon the following criteria, which clarify standards of performance and sources of information:

Promotion to Lecturer

To be considered eligible for promotion to the rank of Lecturer, a candidate must have completed a doctoral degree (or, in exceptional cases, another terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have demonstrated substantial growth during the time in rank and must have reached an acceptable level of competence in all areas of faculty responsibility, consistent with the faculty member's distribution of effort.

Promotion to Assistant Professor

University policy requires that ranked renewable promotion to Assistant Professor, a candidate must have completed a doctoral degree (or, in exceptional cases, another terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have reached a level of competence in all areas of faculty responsibility (teaching, service, research) that would make him/her competitive in a national search.

Promotion to Associate Professor

To be considered eligible for promotion from Assistant Professor to the rank of Associate Professor, a candidate must have demonstrated substantial professional growth during the time in rank and must have reached the level of competence appropriate to the rank in all areas of faculty members responsibility (teaching, research and service) as judged by the standards of peer institutions and the faculty members member's discipline. The candidate also must demonstrate the achievement of national professional recognition in teaching or research, consistent with the nature of the faculty member's distribution of effort. It is expected that the candidate will show promise of continuing to develop as a teacher and a scholar.

Promotion to Professor

To be considered eligible for promotion from Associate Professor to the rank of Professor, a candidate must have demonstrated substantial professional growth during the time in rank and must have reached a level of competence appropriate to the rank in all areas of faculty members responsibility (teaching, research and service) as judged by the

standards of peer institutions and the faculty members member's discipline. The candidate also must demonstrate the continuation of national professional recognition as a teacher and scholar. It is expected that the candidate will demonstrate promise for continued contribution as a teacher and a scholar and in service activities that will enhance the reputation of the unit and the university. Further, it is expected that the candidate will evidence the ability to mentor other faculty members and students in their teaching, research and service.

The term faculty appointee will be evaluated for promotion on teaching and/or research and/or service according to her/his designated emphases for annual evaluation as determined by the Religious Studies Program, subject to approval by the Dean and Provost.

Limitations

The Religious Studies Program will strive to follow the spirit of the Faculty Senate's commitment to limit dependence upon term faculty.



The University of Oklahoma


OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

Arts & Sciences

AUG 19 2009

Dean's Office

TO: Charles Kimball
Director, Religious Studies Program

FROM: Nancy L. Mergler 
Senior Vice President and Provost

SUBJECT: Approval of Amended Religious Studies Procedures for the Appointment
and Evaluation of Renewable Term Faculty

DATE: August 18, 2009

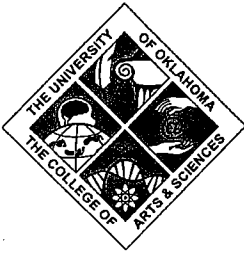
I am pleased to approve the amended Religious Studies Program procedures for the appointment and evaluation of renewable term faculty as forwarded to my office on August 12, 2009.

Revising these procedures is an arduous but important task and I extend thanks to everyone in the department who contributed to the process.

NLM:mrg

cc: \Paul Bell, Dean, 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: August 11, 2009

SUBJ: Religious Studies
Amended Procedures for the Appointment and Evaluation of Renewable Term Faculty
for the Religious Studies Program

I have reviewed the attached amended Procedures for the Appointment and Evaluation of Renewable Term Faculty 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: Charles Kimball
Edward Sankowski