

University of Oklahoma School of Social Work Renewable Term Faculty Policy

Approved by the Faculty in the School of Social Work March 14, 2003.

Approved by the Senior Vice President and Provost on April 9, 2003.

Definition and Scope

The following provisions shall apply to particular faculty who are appointed year-to-year for a specific term of years who are hired as of September 27, 2002. 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.

A term faculty member may be given the title of instructor, lecturer, assistant professor, associate professor or full professor according to the individual’s academic and professional credentials and background. The terminal degree for term faculty hired as a lecturer or higher is a doctorate or Ph.D. in the profession. The terminal degree for any term faculty person hired as an instructor will be decided by the faculty with the approval of the Dean and Provost required. Term faculty appointments will be filled through a faculty search process involving both the School’s faculty and Committee A.

Appointment and Length of Term

Term faculty members shall have term appointments with assignments that differ from other temporary faculty, tenure-track, and tenured faculty in the distribution of effort. These assignments will ordinarily emphasize teaching and service and will usually have a heavier teaching load than tenure-track or tenured faculty. The positions are designed to meet departmental needs and term faculty responsibilities may change with each renewal. The length of any term will be three years, and any term may be renewed as provided by this policy.

Rights and Duties

Term faculty with the title of instructor, lecturer, assistant professor, associate professor or full professor are considered full members of the faculty for all purposes except those restricted to tenure-track or tenured faculty. Specifically they shall not vote on tenure, tenure-track promotions, tenure-track hiring, and other personnel decisions involving tenure-track or tenured faculty. Otherwise, faculty members on term appointments will fully share the rights and duties of regular faculty including involvement in faculty governance and curriculum development and 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, service, and research. However, a term faculty member’s distribution of effort may include all three categories – teaching, service, and research – in any combination determined by the

needs of the School of Social Work and within college and university rules. That distribution of effort and specific duties will be defined by the School's Committee A.

Evaluation

Term faculty members shall be evaluated annually by Committee A 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. The standards of performance and sources of information for evaluating teaching and service, and research are as follows:

Teaching: Term faculty may have heavier teaching responsibilities than other full-time faculty members. The quality of teaching will be assessed based on a variety of sources of information including Arts & Sciences student evaluations; peer evaluations; course syllabi and additional materials; published teaching materials; and College and University teaching awards and honors.

Service: Term faculty may have heavier service responsibilities than other full-time faculty members. For example, they may be assigned curricular advisement for a higher percentage of students; assigned program development roles such as developing and/or monitoring practicum sites; and/or, asked to supervise large numbers of practicum students. Service may also include participation on masters and doctoral committees (as appropriate and dependent upon graduate faculty status), and evaluating comprehensive examinations, and writing departmental grants.

Faculty members on term appointments are eligible to serve on departmental, college, and university committees. Service in community activities is encouraged as such service is related to the individual's academic expertise and the nature of his/her departmental assignment.

Research: Though publication is not a requirement for appointment or renewal, there is an expectation to publish scholarly articles and conduct conference presentations. This expectation is lower than for regular appointed faculty who can receive tenure.

Renewal

Annual: 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. Annual evaluations will be conducted according to the existing rules and procedures of the University, the College of Art & Sciences, and the School of Social Work. The School's Committee A will assess the individual's performance in the areas of teaching, service, and research described above, according to his/her specific distribution of effort.

The faculty member will be notified of the department's recommendation of annual renewal or non-renewal no later than March 1.

Term: Consideration of term renewal shall be accomplished as follows: At the beginning of 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. The process shall begin no later than the start of the semester prior to the last semester of the faculty member's term. The School's Committee A will judge the individual's performance in the areas of teaching, service, and research described above, according to his/her specific distribution of effort.

The faculty member will be notified of the department's recommendation of term renewal or non-renewal 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. Faculty members on term appointments will be eligible for promotion at the discretion of School of Social Work's Committee A and no sooner than the end of the second three year contract. Promotion does not grant tenure or guarantee move to a tenure line; and, the faculty member remains on a renewable term appointment. Evaluation for promotion will be based upon the following criteria, which clarify standards of performance and sources of information:

In order to receive promotion, term faculty (instructors, lecturers, or clinical assistant professors) must demonstrate excellence in all assigned areas. Because promotion is a substantive reward parallel to tenure track faculty, a minimal expectation of publication will be required for term faculty seeking rank promotion. In assessing these areas, the following points should be considered:

Teaching: 1) a history of excellent annual teaching reviews by the department; 2) reviews from varied tenured faculty; 3) teaching awards and honors; and 4) the development of unique teaching resources (including textbooks, study guides, multimedia materials, computer-assisted learning materials, web-based materials).

Service: Term faculty seeking promotion must also demonstrate excellence in their service activities to the department, college and/or university. This includes services as faculty advisor, practicum liaison, service on departmental committees, college and university committees, and service to professional organizations.

Research: As is the case for faculty eligible for rank promotion, the publishing of scholarly articles will be an expectation for term faculty seeking promotion. She or he will be expected to produce at least one publication every other year in a refereed journal in their area of academic expertise. This expectation is lower than for regular appointed faculty who can receive tenure.

Each individual being considered for promotion will assemble a dossier in accordance with directives from the Provost. Annual evaluation of each faculty member will be an integral part of the promotion dossier, as will be peer evaluations. Peer evaluations of teaching, research and service may be provided by peers, in- or out-side of the department. Outside peer evaluators will be selected from lists provided by the candidate and Committee A.

In order to achieve promotion to full professor, the faculty member must demonstrate a truly extraordinary record that significantly surpasses the above guidelines.

(February 27, 2003)



The University of Oklahoma

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

TO: Roosevelt Wright, Director
School of Social Work

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

DATE: April 9, 2003

SUBJECT: School of Social Work Renewable Term Faculty Policy

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

I have reviewed the School of Social Work's Renewable Term Faculty Policy as transmitted to this office on April 3, 2003, and I am pleased to approve the policy as an amendment to the School's personnel policies. Development of such policies is a time-consuming but important task; thanks to all in the school who helped in the process.

Cc: Paul Bell, Dean, College of Arts and Sciences
Greg Heiser, Provost Office
Connie Hamilton, Provost Office



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TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: April 3, 2003

SUBJ: School of Social Work
Renewable Term Faculty Policy

I have reviewed the attached Renewable Term Faculty Policy for the School of Social Work. 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: Roosevelt Wright
Edward Sankowski