

Department of Sociology
Renewable Term Faculty Appointments
Revision approved by the Faculty October 2009
Approved by the Provost April 8, 2010

Definition and scope

This policy should be read in conjunction with all applicable University and College of Arts and Sciences policies. In case of a conflict, University and College of Arts and Sciences 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 part of the regular faculty on the Norman Campus. [*Norman Campus Faculty 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 degree in Sociology or a related field.

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 Dean of the College of Arts and Sciences and the 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 and duties

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 of Arts and Sciences and University policies. Rights and privileges restricted to tenured and tenure-track faculty members by this policy include only the following:

- Voting on tenure decisions is reserved for tenured faculty members only [*Norman Campus Faculty Handbook*, section 3.7.5].

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

- Serving on Committee A.
- Voting on personnel issues as they pertain to the hiring of faculty.
- Involvement in faculty governance such as serving in the Faculty Senate and serving on College of Arts and Science and University committees and councils.
- Curriculum development.
- Eligibility for career development opportunities, for example applying for internal College of Arts and Sciences and departmental support for professional activities.
- Participation in graduate education provided the accomplishment of a research record sufficient to obtain the necessary Graduate Faculty status.

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 the Department of Sociology.

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 *Norman Campus Faculty 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 of the College of Arts and Sciences.

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

Teaching: Evaluation of teaching will be based on an examination of course syllabi, student evaluations, classroom observations and other materials submitted for review by the faculty member.

Service: Service is defined as contributions to the Sociology Department, the College of Arts and Sciences, the University, the profession, and the community.

Research: Renewable term faculty in the Sociology Department may also have research as part of their distribution of effort. This option will be reserved for faculty who possess a doctoral degree in Sociology or a related field and who maintain active scholarship. Specific expectations for research will be consistent with expectations of the discipline and will consist of articles, books, and book chapters placed in peer-reviewed outlets.

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

In the semester prior to the semester of the review, term faculty are expected to submit a letter requesting reappointment and submit a dossier of supporting material. This material should follow the format of material submitted by tenured faculty who undergo post-tenure review, as outlined in section 3.7.6 of the *Norman Campus Faculty Handbook*. The timing of the review will follow the Provost's guidelines for faculty reviews.

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 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.

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 must participate in a national search to be considered 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 in Sociology or a related field. The candidate must additionally have demonstrated substantial growth during the time as an Instructor 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 term faculty members be hired through a national search. Promotion from Instructor or Lecturer to Assistant Professor without a national search would require approval from the Senior Vice President and Provost as an exception to policy. To be considered eligible for promotion to Assistant Professor, a candidate must have completed a doctoral degree in Sociology or a related field. The candidate must additionally have reached a level of competence in all areas of faculty responsibility (teaching, service and research), consistent with the faculty member's distribution of effort, 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 the faculty member's responsibility (teaching, research and service), consistent with the faculty member's distribution of effort, as judged by the standards of peer institutions and the discipline of Sociology. 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. For teaching, national recognition could be indicated by such things as publishing textbooks, publishing articles on pedagogy in peer reviewed journals and participation in the American Sociological Association's teaching program activities. Although not national in scope, winning teaching awards at the University level also is an indicator of professional status in teaching. For research, national recognition must be indicated by publishing articles, books, and book chapters in peer-reviewed outlets. It is expected that the candidate will show promise of continuing to develop as a teacher and/or 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 responsibility (teaching, research and service), as judged by the standards of peer institutions and the discipline of Sociology. The candidate also must demonstrate the continuation of national professional recognition as a teacher and a 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 Sociology Department 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 University of Oklahoma
OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

Arts & Sciences

APR 12 2010

Dean's Office

TO: Craig St. John, Chair Department of Sociology
FROM: Nancy L. Mergler, Senior Vice President and Provost
DATE: April 8, 2010
SUBJECT: Department of Sociology
Renewable Term Faculty Policy

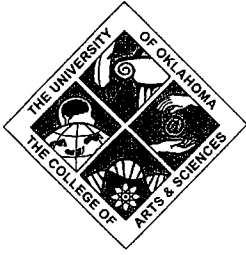
I am pleased to approve your proposed Renewable Term Faculty Policy for the Department of Sociology as approved by the faculty in October 2009 and submitted to my office on March 25, 2010.

Development of these policies is an arduous but important task. I extend thanks to everyone in the department who contributed to the process.

NLM:mrg

✓cc: Paul B. Bell Jr., Dean, College of Arts and Science





The University of Oklahoma
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: March 23, 2010

SUBJ: Department of Sociology
Renewable Term Faculty Policy

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

PBB/sh

Attachment

cc: Craig St. John
Edward Sankowski