

College of Arts and Sciences Renewable Term Faculty Appointments:

Women's Studies

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 and promotion decisions (tenured faculty only)
- voting on personnel issues such as hiring, continuation of an appointment, or reappointment or non-reappointment
- serving on Committee A

Otherwise, term faculty fully share the rights and duties of regular faculty, including but not limited to the following:

- 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

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 any combination consistent with the needs of the Women's Studies Program and college and university rules.

Evaluation

Term faculty members 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 of performance and sources of information for evaluating teaching and service, and where appropriate research, are as follows:

The term appointee must submit a full cv and mini-vita for each of the last three calendar years and will be evaluated according to the Women's Studies Criteria for Tenure, Promotion and Evaluation.

The procedure for conducting the comprehensive evaluation shall be as follows:
Committee A will review the evaluation materials and assign appropriate rankings to the term appointee.

Renewal

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 except that there will be no third-year review. The faculty member will be notified of the unit's recommendation of annual renewal or non-renewal no later than March 1. Consideration of term period appointment renewal shall be accomplished as follows. At the beginning of the last year of each term, the unit will conduct a more thorough evaluation, mentioned above, to determine whether the appointment will be extended for another term. The faculty member will be notified of the unit'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. Evaluation for promotion will be based upon the following criteria, which clarify standards of performance and sources of information:

The term faculty appointee will be evaluated on teaching and/or research and/or service according to her/his designated emphases for annual evaluations and the requirements of the Women ' s Studies Criteria for Tenure, Promotion and Evaluation.

08/26/02

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

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M E M O R A N D U M

TO: Dr. Betty J. Harris, Director, Women's Studies

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

DATE: November 21, 2002

SUBJECT: Proposed term faculty guidelines



Arts & Sciences
NOV 25 2002
Dean's Office


I have reviewed the Women's Studies term faculty guidelines as transmitted to this office on September 8, 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



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TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr. 
Dean

DATE: September 8, 2002

SUBJ: Women's Studies
Renewable Term Faculty Guidelines

I have reviewed the attached Renewable Term Faculty Guidelines for Women's Studies. I am forwarding them to you with the recommendation that they 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: Betty Harris
Edward Sankowski