

**Renewable Term Faculty Policy**

**Department of Chemistry and Biochemistry**

Approved by Faculty Vote

January 19, 2005

## **Renewable Term Faculty**

**A. Definition:** Term faculty are appointed year-to-year for a specified number of years. Such appointments are non-tenure track and are used to recruit and retain high quality faculty to support and enhance the undergraduate instructional programs and initiatives in the Department of Chemistry and Biochemistry. The primary responsibilities of Renewable Term Faculty will be undergraduate teaching and teaching-related activities including advising of majors, spearheading grant-writing efforts that benefit both instructional and research aspects of the undergraduate program, and service activities of direct relevance to the undergraduate program. Renewable term faculty at the rank of Assistant Professor, Associate Professor or Professor are defined as members of the regular faculty on the Norman Campus. Such faculty are recruited and hired using similar procedures used to recruit and hire tenure-track and tenured faculty. Such ranked renewable term faculty can be elected to serve as members of the Norman Campus Faculty Senate. Notwithstanding the term of the appointment, this policy is subject to all applicable College of Arts and Sciences and University policies. In case of conflict, College and University policies will take precedence.

**B. 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 (3) to five (5) years as approved by the Department of Chemistry and Biochemistry, the Dean of the College of Arts and Sciences, and the Senior Vice-President and Provost. Terms may be renewed as provided below.

**C. Rights and Duties:** Except as provided by this policy or by College and University policies, term faculty shall have all the rights and responsibilities of other faculty with the same title. Rights and privileges restricted to tenured and tenure-track faculty by this policy are listed below:

- voting on tenure decisions (tenured faculty only)
- voting on promotion decisions for tenured/tenure-track faculty
- appointment as chair
- direction of the research of graduate student MS theses and Ph.D dissertations or serving as major advisor to graduate students
- voting on issues relating to research and graduate education if the term appointment does not have a research component

- service on or chairing graduate student Ph.D advisory committees

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

- involvement in faculty governance and curriculum development including chairing of relevant departmental and college committees
- 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 effort may include teaching, service *and* research in any combination consistent with the needs of the Department of Chemistry and Biochemistry and College and University policies.

**D. Evaluation:** Term faculty 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) and in the Department of Chemistry and Biochemistry Faculty Personnel Policy (section VI. A,B), typically with similar sources of information as with other faculty evaluations. The results of these evaluations are employed, in part, to support any recommendation for merit salary advancement.

During the final year of a term appointment, and prior to notifying the term faculty member whether or not he/she will be reappointed to a subsequent term, the faculty member will undergo a comprehensive and thorough evaluation of his/her performance during the entire current term. This process shall begin no later than the start of the semester prior to the final 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 described in the Department of Chemistry and Biochemistry Faculty Personnel Policy (approved by the Provost, November 10, 1997) and relevant appendices.

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

1. At the time of initiation of the comprehensive evaluation the Chair shall request the candidate to submit materials that will be helpful in the evaluation. The materials should provide information bearing on the candidate's abilities and accomplishments in teaching, service, and, if appropriate, research. The candidate should consult with the Chair and other colleagues concerning what to include. Nevertheless, the responsibility for the

contents resides wholly with the candidate. The evaluation for term reappointment dossier must include all relevant items required by the Senior Vice-President and Provost as well as those listed in Appendix II of the Department of Chemistry and Biochemistry Faculty Personnel Policy. The protocols for teaching evaluation and, where appropriate, external review of research, are found in Appendix I of the Department of Chemistry and Biochemistry Faculty Personnel Policy.

2. The Chair in consultation with the candidate will appoint an *ad hoc* Committee consisting of 3 faculty members mutually acceptable to the Chair and the candidate, to facilitate discussion of the candidate's record and to acquaint the faculty with the issues involved. If three faculty members cannot be found who are mutually acceptable to the Chair and the candidate, the faculty shall elect three members. The Committee should be prepared to digest and summarize the candidate's material for presentation to the meeting at which the faculty votes, and to discuss the candidate's strengths and weaknesses in each of the term appointment criteria categories.

3. Preceding the vote, all available members of the faculty, with the exception of the candidate, will meet for a discussion of the candidate's qualifications.

4. Formal consideration originates with the polling by secret ballot of the tenured members of the faculty including, when practical, the counting of *in absentia* ballots. Members of Committee "A" act as tellers. The vote count of the poll taken must be forwarded with the recommendations.

5. The Chair and Committee "A" will submit separate recommendations with supporting reasons in writing, and forward these with the faculty vote to the Dean. The right of written dissent of each member of Committee "A" is preserved.

6. The Chair will inform the candidate and the faculty of the recommendations made and their progress through the various stages of the review process as the Chair receives word of them.

**E. Renewal:** A term faculty appointment must be renewed annually to remain in effect. The renewal procedure shall be accomplished by the same procedures employed for tenure-track faculty in their probationary period except that, normally, only satisfactory performance in teaching and service shall be required unless research is a component of the appointment. The faculty member will be notified of the department's recommendation following **annual** renewals no later than March 1 of each year.

Consideration of term renewal shall be based on the renewal criteria/procedures described in Section D above. The faculty member will be notified of the department's recommendation of **term** renewal or non-renewal no later than March 1.

**F. Promotion:** Term faculty shall be eligible for promotion. Promotion procedures shall be those applicable to all faculty as specified in the University of Oklahoma *Faculty Handbook* (section 3.11) and the Faculty Personnel Policy of the Department of Chemistry and Biochemistry (section V. A.3,4 and B.1 and 2) except that normally promotion will be based upon excellent accomplishments in teaching and service.