

UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES

Last updated January 2019

Faculty Handbook

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UNIVERSITY OF OKLAHOMA

SCHOOL OF LIBRARY AND INFORMATION STUDIES

FACULTY HANDBOOK

Introduction

The purpose of this handbook is to supplement the [University of Oklahoma Norman Campus Faculty Handbook](#) and to provide further information that is specific to policies and procedures of the School of Library and Information Studies. It is intended to be a constantly evolving document, with updates and additions made as the faculty continues to codify policy, make changes in procedures, and change its collective mind about how the School should operate.

The policies and procedures in this handbook apply to regular tenured and tenured-track faculty and to renewable term faculty, except where university policies and regulations limit the applicability. Should there be any conflict between statements in this handbook and in the OU Faculty Handbook, the OU document will prevail in all instances. Note that the SLIS faculty have specifically discussed family leave policies and voted to adhere to the OU Faculty Handbook's policy on this matter.

Other documents that should be consulted by faculty as needed include:

1. Faculty Resources
 - a. For teaching resources, see the [Center for Teaching Excellence](#)
 - b. For research resources, see the [VPR's Office](#)
 - c. Provost's website on [Faculty Support and Policies](#)
2. Accreditation Resources
 - a. [American Library Association accreditation](#) of the MLIS
 - b. [Higher Learning Commission accreditation](#) of the University of Oklahoma
3. Program Resources
 - a. [Graduate College Bulletin](#)
 - b. OU Graduate College's [Graduate Dashboard](#)
 - c. [Degree checksheets](#). All OU academic programs have checksheets that indicate program requirements
 - d. [Institutional Research and Reporting](#)
4. [University of Oklahoma Staff Handbook](#)
5. Student Resources
 - a. SLIS [MLIS Student Handbook](#)
 - b. [University of Oklahoma General Catalog](#)
 - c. OU [Student Handbook](#)
 - d. [Student Academic Integrity Code](#)

GENERAL SCHOOL INFORMATION

SLIS Staff

The office is staffed 8 a.m. to 5 p.m., Monday through Friday. Voice mail is available at all other times.

The office staff includes two permanent positions, the *Student Academic Services Administrator* (currently Sarah Connelly), and the *Administrative Assistant* (currently Cony Craighead). Although each of these staff members will from time to time assume a variety of duties as required to keep the School running smoothly, the primary division of responsibilities is as follows.

Student Academic Services Administrator (Sarah Connelly)

The person in this staff position works with duties that pertain to undergraduate and graduate students.

Activities generally performed by this staff member:

- Admissions, recruitment, and scholarships
- Supervise student staff and graduate assistants
- Administer end-of-program assessments
- Advise undergraduate students
- Assist graduate students as needed

Administrative Assistant (Cony Craighead). This is a 32 hour per week position

The person in this position coordinates with the Shared Business Service Center on budget and personnel matters for the School. Other administrative duties include class scheduling, accreditation matters, and coordination of scholarship distributions. The job requires discretion in handling a wide variety of administrative details under general supervision.

Activities generally performed by this staff member:

- Administrator for department financial matters, including budget and scholarships
- Manages Personnel and HR actions for Department, including tenure and promotion
- Coordinates scheduling for SLIS courses and rooms
- Liaison to other campus entities, especially for reporting purposes
- Assistant to the Director and general facility support

School Resources

Phones

Most faculty offices do not have individual phone lines. University phones can be used to call other phones on the OU Norman campus, or to phone outside of the university.

1. To place a call internally within the University, dial 5-XXXX (the University extension).
2. To place a call outside the University but within the local calling area, use an external line and dial 8 + the number.
3. To place a long distance call, use an external line and dial 8-1-area code-number. Long distance charges accrue per minute of the call. In order to control costs, faculty are encouraged to communicate with colleagues, students, and anyone else through email instead of by long distance, whenever possible.

To help the office staff provide better support and service to faculty and students alike, faculty are requested to do the following:

- Let staff know if you do not wish to receive phone calls, when it would be convenient for callers to call back, or when you will be available to return calls.
- Let the staff know if you will be unavailable for several days (out of town, for example) and when you will be back, so that callers/student inquirers can be given an indication of when you can be reached.
- Leave an emergency number for someone who could reach you, if you are out of town.

Photocopier

Access to the photocopier is provided for faculty and their graduate assistants for use in support of instruction, School and University service, professional service, and research. Any use for the latter two categories beyond routine copies should be discussed with the Director in order to ensure that appropriate supplies are available and that adequate funding can be identified.

Faculty are urged to use two-sided copying whenever possible. If a large volume of copying is required, the materials should be sent to OU copy services.

Mail

Mail for individual faculty members is distributed to the faculty mailboxes once a day. It is University policy to discourage receipt of personal mail. It is University policy not to deliver

personal parcels received at Central Mail. First class mail can be forwarded to faculty during intersession or summer, on request.

Conference Room

The Conference Room is available for use by faculty for committee meetings, consultation with students or prospective students, and other similar uses. The room should be reserved through the Administrative Assistant for other meetings or other uses. The room technology allows Zoom connections to people at a distance. When reserving the room, ask the Administrative Assistant to send a Zoom meeting invitation, if needed.

Supplies

Supplies are kept in the cabinets in the Conference Room. Faculty are asked to be judicious in the use of supplies and to notify the Administrative Assistant if stock of an item is low. If there will be a need for an unusual quantity of a particular item or if items not available will be needed for instructional purposes, the Administrative Assistant should be notified in advance. Supplies can usually be obtained within a few working days, but for some items a week may be needed.

Individual faculty projects, either research or service, that will incur use of large quantities of School resources or charges to School accounts (supplies, postage, etc.) should be supported through external sources of support with reimbursement to School accounts, whenever possible. If there is no external support available and reimbursement is not possible, expenditures for such projects must be discussed in advance with the Director. Once approved, special supplies or large quantities of supplies can be obtained through the SLIS Office, but arrangements should be made sufficiently in advance to ensure that items are available when needed.

Keys

Faculty are issued keys to their individual offices and a sub-master key that will open the door to the SLIS main office. Keys to other areas such as the computer lab, student lounge, and the Bizzell 100 classroom may be issued as needed. Graduate Assistants are issued keys that provide them access to the office space assigned to them and to other areas as needed.

Internal Communication and the SLIS Server

Internal communication, e.g., memos, announcements, drafts of faculty meeting agendas, committee agendas, phone messages, is done electronically through the email system. The School's email distribution list is faculty@lists.ou.edu. This email list includes faculty and staff. The school also maintains a jobs list for MLIS students and alumni, and a weekly student digest that is administered by the Student Academic Services Administrator. Items that are of permanent value, such as approved minutes of faculty meetings or committee

meetings, various SLIS documents and forms, and similar items are located on the [SLIS Server](#), which is cloud-based. Access to the server must be set-up by the College of Arts & Sciences IT coordinator. Separate directories have been established for the standing committees, SLIS documents, faculty meeting minutes, course schedules, recruitment, and exit interviews. Files can be added to the archive by individual faculty, but rights to change and delete files are restricted. The documents on the SLIS Server form the foundation of the “evidence” that the ALA accreditation team will view during accreditation review.

SLIS Web Site and Faculty Web Pages

The [SLIS Web Site](#) is maintained by the Director. The site includes information about faculty of the School. Faculty may ask to have their own web pages linked to their SLIS website profiles, have their CV available in PDF on the SLIS website, or otherwise provide information about themselves for the SLIS website.

SLIS Student Lounge

There is a lounge located in SLIS adjacent to the computer lab. This area is open for general student use during times when the SLIS main office is open. The area can also be used for meetings, receptions, etc.

OU Libraries Requests

OU Libraries provides some funds for new faculty members to request purchases for the library collections during their first year at OU. Any faculty member can also request that the library purchase books, serials, or electronic resources to support their teaching or research. These requests should go through the SLIS library liaison.

College of Arts & Sciences Computer Lab Located in SLIS

The lab is maintained by the College and administered by the SLIS staff. It is open Monday - Friday, 8 a.m. - 5 p.m. for student use when it is not scheduled for a class. Reservations for classes should be made through the SLIS office. This lab is increasingly being scheduled for use by other OU departments so it is important to make a reservation if it will be needed at a particular time.

Requests for hardware and software needed to support courses should be submitted to the Administrative Assistant who will relay the requests to the Director and the College technology manager.

Faculty Office Computer Maintenance

Faculty who need assistance with either hardware or software problems on their office computers should send a request to the Administrative Assistant who will schedule service

by the College technology manager or through other appropriate means. Requests for office computer software or hardware purchases should be submitted to the Director.

SLIS Tulsa

SLIS faculty offices on the Tulsa campus are located in the OU Tulsa Schusterman Library. The library has numerous study areas, computer availability, and other resources for students and faculty.

FACULTY DEPARTMENTAL SERVICE

Faculty Meetings

Faculty meetings are held at least monthly, usually on Mondays, or at other times that are not in conflict with classes or other regularly scheduled meetings that one or more faculty must attend. The meetings generally last one and a half hours, but may run longer, depending on the agenda. A draft agenda is emailed by the Director to prior to the meeting, with a request for any additions. Committee chairs are requested to advise the Director if committee reports will require more than the usual time (5 to 10 minutes) and if there are action items to be brought to the faculty by the committee.

Students are represented at the meetings by the President of OLISSA (the student association) or that person's designee. The student is present for all business, except that which would cause a conflict of interest or which would involve discussion of the academic progress of fellow students.

Faculty meetings are open to adjunct and emeritus faculty, although neither category has voting privileges. For the purposes of faculty meeting participation and voting, renewable term faculty members have the same rights as tenured and tenure-track faculty.

Minutes of the meetings are taken by the Student Academic Services Administrator and submitted to the director to disseminate for review by faculty.

Special meetings of the faculty to discuss specific issues or to explore areas that require discussion beyond the time afforded in regular meetings are scheduled as needed by the Director or at the request of faculty.

Annual Planning Day Retreat

Every August on the Friday before classes start, the SLIS faculty meet for a full day of program planning. Discussions include:

1. Review of data gathered during the previous year including program assessment data, survey data, student data, etc. (ALA accreditation activity)
2. Decisions concerning ways to use the data for program improvement and program planning (ALA accreditation activity)
3. Setting program planning goals for the coming academic year
4. Other program and School matters as needed

The Planning Day venue alternates between the Norman and Tulsa campuses.

Committees

SLIS has a number of standing committees and occasionally has adhoc committees for special purposes. Committee charges, actions, and meeting minutes are stored on the SLIS server as “evidence” for accreditation. This evidence is gathered annually with the end-of-year committee reports submitted by the committee chairs in May. There is a template for these end-of-year reports and committee chairs are required to submit the reports in the template format.

Any faculty are welcome to attend any committee meeting, with the exception of personnel-related portions of Committee A meetings. Drafts of committee documents that are to be discussed by faculty at either a regularly scheduled or special faculty meeting should also be distributed via email by the committee chair prior to the meeting. Committees should meet on an as needed basis, generally once a month. Reports on the activities of each committee are made at regular faculty meetings by the committee chair or another designated member.

Appointment to all committees except Committee A are made on an annual basis by the Director, taking into consideration the planned research, teaching, and other service activities of the faculty member projected for the coming year; the preferences of faculty; the needs of the School; and considerations of balance and equal participation. Student representatives are included on each committee except Committee A and serve as full voting members. Recommendations of OLISSA officers and of faculty are sought in making student appointments.

The members of Committee A other than the Director are elected each April for two-year staggered terms. Nominations are solicited from each faculty member by the Director, and an election held if needed. Committee A members whose term has expired are eligible for reelection.

Current SLIS Committees:

1. Committee A: Director and two elected, tenured faculty members

2. Admissions and Scholarships Committee: Director, one faculty member, and the Student Academic Services Administrator
3. Assessment Committee: Director and the chairs of the Undergraduate Studies Committee, the Graduate Studies Committee, and the Doctoral Program Committee
4. Doctoral Program Committee: three faculty members
5. Graduate Studies Committee: three faculty members
6. Undergraduate Studies Committee: three faculty members

TEACHING INFORMATION AND POLICIES

Class Enrollment Capacity and Faculty Teaching Loads

The College of Arts & Sciences expects tenured and tenure-track faculty to teach an average of 100 students per year. Since faculty have a 2x2 teaching load, this is generally interpreted as 50 students per semester or 25 students per course section. However, sometimes faculty will teach one course with lower enrollment and another course with larger enrollment to reach approximately 50 students during a semester. Other times, a faculty member may teach a double section and have 50 students in one online course.

Renewable-term faculty are expected to teach a 4x4 course load or some other distribution of courses over Fall, Spring, and Summer terms to equal 8 courses per academic year.

Renewable-term faculty may teach fewer than 8 classes if they are given a course release to administer a program, be an advisor, or other administrative or service role.

Typically, for on-campus and blended/hybrid courses, there will be both a Norman and a Tulsa section and these will count towards the faculty member's 2x2 load as one course. Many courses are also slash-listed with both undergraduate and graduate sections simultaneously and this will also count in faculty work load as one course.

The College generally requires a graduate course to have a minimum enrollment of 6 students to "make", although SLIS teaches some doctoral courses with fewer students than this. These very small doctoral courses do not count for the faculty member's 2x2 workload, although the students do count towards the enrollment goal of 50 per semester.

Undergraduate courses require 15 to 19 students to "make", with the exception of the required undergraduate capstone course which is taught every fall and spring semester.

With permission of the Director and the Associate Dean for Instruction in the College, a faculty member may teach one of their Spring or Fall courses in the summer, which would result in a 2x1x1 or 1x2x1 teaching load. Alternatively, at the request of the Director, faculty

may teach an overload in the summer and be paid for the course using the College's summer pay scale (generally 1/10th of the faculty member's 9 month salary, within certain limits).

Adjunct faculty may be hired for Fall, Spring, Summer, or Intersessions and are paid according to the College summer pay scale. This pay scale is based on number of students enrolled or expected to enroll in the course.

Textbook Orders

For courses in which a textbook will be required or recommended, orders should be submitted usually three to six months prior to the beginning of the course (lead times vary; fall orders should be submitted the prior spring). Textbook orders should be submitted to soonerbooks.com. The university prefers that faculty make these entries themselves, although the Administrative Assistant is available to help coach faculty through the process. Information needed includes the author, title, edition, publisher, date, course number. A desk copy of the text can generally be requested from the publishers. This request can be made by the faculty member, or the Administrative Assistant can request the desk copy for the faculty member.

Syllabi

Preparation of course syllabi is the responsibility of the faculty member. If photocopies of the syllabus are needed, this work is generally done by the faculty's GA. Should the faculty member not have a GA, such as during summer term, assistance in the duplication and assembling of the syllabi may be provided by the office. In this circumstance, the materials to be duplicated should be submitted to the office at least one week prior to the time they will be needed.

A copy of each course syllabus to be used during a term should be emailed to the Administrative Assistant at the beginning of each term to be stored on the SLIS server. The university requires that syllabi be posted to the Course Management System ([Canvas](#)) by the first Monday of the semester, even for on-campus courses. Instructors are encouraged to post syllabi the Friday prior to the start of the semester.

It is the practice of the School to send out syllabi requested by other schools or individuals only with the consent of the faculty member, except in situations where a course is to be taught by an adjunct and the syllabus needs to be provided to ensure appropriate coverage in a course. Normally, a request for a syllabus will be forwarded to the faculty member concerned, who may respond positively or negatively to the request.

Class Meetings

Faculty are expected to be in attendance at all of their on-campus and hybrid course meetings. If an absence is required for professional reasons, arrangements for visiting lecturers or other substitutes or for a make-up session must be made. If a faculty member will not be meeting a regularly scheduled class, the office should be informed in advance of the arrangements made in order that visitors can be appropriately assisted or questions from students can be answered. If an emergency situation arises (such as weather conditions, illness) that prevents a faculty member from meeting their class, they need to call the office so that the School can notify students that the class will not meet. Whenever possible, the Office will try to call and notify students in advance if a class must be canceled, in order to prevent needless trips for distant commuters.

Classes taught entirely online also require instructors to participate in the class regularly. Online classes are not correspondence classes and must follow a regular, weekly schedule like on-campus classes.

Online and hybrid/blended courses are taught through the [Canvas](#) course management system. The creation of Canvas course shells can be facilitated by the [OATS](#) office. OATS also requires that new online and hybrid courses be student-ready the semester before the course is scheduled to be taught. Contact the OATS office for specific scheduling requirements.

Grading

Final grades given in letter-graded courses are A, B, C, D, F, and I. Only A, B, and C grades are passing grades, and the School limits to 2 the number of C grades a student may receive and remain in good standing. If a student receives a C in a required course, they must repeat the course and attain an A or B. The Graduate College has less stringent grade requirements for graduate students, and calculations are based on overall GPA, which cannot fall below 3.0. If a graduate student's GPA falls below 3.0 the Graduate College will put the student on probationary status which will require that the student improve their GPA to 3.0 or higher within 12 credit hours.

The University has specific conditions which must be met to assign a grade of Incomplete (I). An Incomplete is intended for when a student in good standing in a class experiences some sort of emergency (generally medical) that precludes them finishing the end of the semester. The student must have completed 70% of the graded work in the class to qualify for an Incomplete. If they have done less of the work than 70%, then they should withdraw. An [*Incomplete Contract*](#) must be submitted for each I grade assigned.

Course Evaluations

Student evaluations of courses are administered centrally, and the evaluations are sent electronically to each student enrolled in the course. After the end of the semester, results will be made available to the faculty member. Faculty can view their evaluation results at the [eValuate](#) portal

Faculty Office Hours

It is the practice of the School for faculty to schedule a minimum of 5 office hours per week during the academic term. These hours should be reported to the Administrative Assistant at the beginning of each semester, included in each course syllabus, and posted on the faculty member's office door. If a faculty member will not be available during scheduled office hours, it is helpful to let the office staff know, so that they can respond appropriately to student inquiries received during those hours. Dates on which faculty will be in Tulsa and the times that they will be available to meet with students should also be reported to the Administrative Assistant prior to the beginning of each semester and included in each Tulsa course syllabus. The Tulsa dates and times of availability for each faculty may be provided to the OU Tulsa office at the beginning of each semester.

Advising and Student Contact

Each student admitted to the program is assigned a faculty advisor. Prior to enrolling in classes, the student is expected to consult with the advisor to plan the program of study, which must be approved by the advisor and sent to the Student Academic Services Administrator for recording and filing. The SLIS [Program Planning Form](#) is an internal document. However, in order to register to complete their end of program assessment, the student must file an official [Program of Study](#) form with the Graduate College. Changes to this official form must be approved by the Graduate College. The Program of Study forms are due in September for Spring end of program assessments and March for Fall.

Projection of a student's program of study is based on the class schedules (generally available for one year in advance) as well as the Planned Course Rotation Schedule. These documents, together with the degree requirements and any other statement of requirements (such as for school media certification), make it possible to project which courses a student should take as well as in which semesters the courses will be taken.

Students should also consult with their advisors prior to each enrollment period in order to verify the continued validity of the program of study and receive advice about enrolling for the next semester. Advisors should ensure that their advisees complete LIS 5023, 5033, 5043, 5053, and 5063 prior to the semester in which they will be taking comprehensive exams or defending their portfolio.

In addition to general program planning and advice on course selection, faculty advisors also meet with students to plan any directed reading, directed research, or internship enrollments. Planning for enrollment in any of these three areas needs to be undertaken well in advance of the semester in which the enrollment occurs and may need to involve faculty other than the advisor as well as information professionals external to the School.

Faculty are required to follow university policies governing student-faculty interaction as specified in the OU [Student Handbook](#). Faculty should review these policies carefully, especially those related to racial and ethnic harassment and sexual harassment. In addition, faculty should be familiar with [FERPA](#) privacy requirements concerning the sharing of academic information.

RESEARCH RESOURCES WITHIN SLIS

Graduate Assistants

Contingent upon funding, each faculty member is assigned during fall and spring semesters a .25 FTE (10 hours/week) graduate assistant for the purpose of assisting with instruction and research. Selection of students eligible for graduate assistantships is made by the Director in consultation with the faculty and the Student Academic Services Administrator. Faculty are asked to review the files of students in this pool and make evaluation and recommendation of the students whose background and capabilities are most appropriate for their graduate assistant needs. Final assignment of graduate assistants are made by the Director.

Although graduate assistants are assigned to individual faculty, administration and general coordination of GAs is done by the Student Academic Services Administrator. An orientation for all new and continuing graduate assistants is conducted by the Student Academic Services Administrator at the beginning of each semester. GAs report their time through the OU [time system](#). Graduate assistants are evaluated by their individual faculty at the end of each semester, using forms provided by the Student Academic Services Administrator. Faculty who experience any difficulty with a GA completing assignments or performing satisfactorily are encouraged to discuss the situation with the GA and try to find a workable solution. If this approach does not work, faculty should contact the Student Academic Services Administrator to determine what corrective action can be taken.

Faculty may also hire GAs with funding from their external grants.

Faculty Travel

Contingent on funding, each faculty member is allocated a specified amount of Faculty Development Funds each year, to be used for travel to support research or attend professional meetings. For out of state travel, University policy requires preapproval through [Concur](#). University policy also requires booking of flights (for reimbursed travel) through Concur, unless it can be shown that cheaper fares are available through outside booking, travel is on an emergency basis, travel originates from outside Oklahoma, or air travel is included as part of a package for a conference or meeting. University travel policy applies to all travel (including any grant funded travel), except any which may be supported through OU Foundation accounts. The Shared Business Service Center (SBSC) staff are available to assist faculty with Concur. Contact the SBSC directly at sbsc@ou.edu.

Travel required in connection with delivery of courses in Tulsa is reimbursed through the SLIS Tulsa account. Reimbursement is limited to mileage and toll fees, except in the case of courses delivered in intensive weekend format. If a class ends after 5:00 p.m. or in the case of bad weather, faculty may stay overnight, at their option, and receive reimbursement for lodging and meals subject to OU travel regulations. Arrangements for lodging related to delivery of Tulsa classes should be made through the Administrative Assistant. Reimbursement requests should be submitted through Concur.

Grant SRI Policy

When faculty members receive external grants, some percentage of the grant dollars comes to SLIS in the form of SRI, and is usually distributed in October. The SLIS faculty have voted that these funds should be split 80% to the faculty member who received the grant and 20% to the department.

The funds allocated to the faculty member can be used at the researcher's discretion.

The funds allocated to the department are to be used in ways that support and enhance the research culture. This will predominately be related to supplementing faculty research travel and for supporting graduate student conference travel. Other possible uses might include bringing speakers to campus, supporting research-related colloquia and workshops, and similar uses.

FACULTY EVALUATION

Annual Reviews

Faculty are evaluated annually by Committee A, following the general policies and procedures established by the University and the College, as well as those of the School. The evaluation process occurs during the early part of spring semester and is based on documentation submitted by the faculty. Deadlines for submission of documentation are set by Committee A in conjunction with College and Provost deadlines.

Annual review materials for the previous calendar year are due around the end of January and consist of information entered into the Provost's [Faculty Activity System](#) and completion of the SLIS internal Faculty Activity Report. Submitted materials are reviewed by Committee A and scores for research, teaching, and service are assigned to each faculty member in [this format](#). These scores are used in tenure and promotion decisions and may also be used for decisions concerning merit raises.

Tenure and Promotion

Tenure-track faculty members are required to meet with Committee A for progress towards tenure meetings every October and February for their first five years at OU.

After two years as an Assistant Professor, in the Fall semester of their third year, tenure-track faculty will submit a dossier for third year review, a process which will conclude in the spring semester of the third year. This process requires evaluation letters from external experts in the faculty member's research area.

Tenure-track faculty members will submit their tenure and promotion dossier in May at the end of their fifth year in the position. In the subsequent summer, Committee A will seek evaluation letters from external evaluators. At the beginning of October, the tenured SLIS faculty will vote on tenure and promotion (two separate votes), Committee A will vote, and the Director will also vote. After departmental votes are completed, the dossier will advance to the College Tenure and Promotion Committee and the Dean. The dossier will then go to the University committee, followed by the Provost, followed by the State Regents. The final tenure and promotion decision will be relayed to the candidate in May at the end of the 6th year as an Assistant Professor.

The SLIS tenure and promotion policy is available on the SLIS server, from Committee A, and from the Director. If the SLIS faculty vote to change the policy, tenure-track faculty have the option to formally request, in writing, to switch to the newer policy if they wish to

do so. The Provost's [website](#) contains a number of memos and forms related to tenure, promotion, and faculty evaluation. Faculty are encouraged to peruse these documents.

Post-tenure Review

Every five years, tenured faculty members are required to be evaluated in a post-tenure review. Faculty up for review will be notified by the College and Provost's office in the October before the review. Committee A will request the candidate's review materials to be submitted in February or March. The completed review materials with Committee A's evaluation are due to the College in April.

Faculty who are serving in an administrative role such as chair, director, or associate dean will have their "clock" stopped and be exempt from post-tenure review during their administrative period. Once they return to the faculty, their "clock" resumes.

Post-tenure review materials are to be submitted following the Provost's form and guidelines.

Sabbatical Eligibility

Faculty are eligible to apply for a sabbatical leave after 6 years of service. Sabbatical leave is not automatically granted, and faculty must write a proposal for how they intend to use their time, generally to enhance their research and scholarly activity and output. Sabbatical leave is for one academic semester. A full academic year may be taken for half pay. There is a lengthy section on sabbatical policies and procedures in the OU Faculty Handbook. Please refer to that document for more specific information.

New Faculty Mentors

Each new tenure-track faculty member is assigned a mentor from the SLIS faculty by the Director. The mentor serves as a guide, an advisor, and a supporter for the faculty member throughout the tenure-earning period. Faculty are also encouraged to consult informally with Committee A on any questions they may have related to evaluation, expectations, or other matters related to the development of their activities in instruction, research, and service. Untenured faculty are particularly urged to meet with Committee A informally at least once a semester to discuss progress on their research agendas.