University regulations concerning tenure and promotion, including the definitions of teaching, research, and service and the procedures to be followed, are listed in Section 3 of the Faculty Handbook. This document implements and is intended to be consistent with College and University policy. In case of a conflict, College and University policies will control.

The Film and Video Studies Program (FVS) affirms its commitment to excellence in teaching, research/creative activity, and service to both the University and to the profession. The following general formula for these functions is to be used for faculty housed in FVS:

- 40% Teaching
- 40% Research/Creative Activity
- 20% Service

This formula is to be used for tenure-track faculty through the tenure decision and may be changed only in exceptional circumstances. However, the contributions of tenured faculty members may not, and need not match these proportions, and there is some flexibility in making contributions in areas of individual strength. At the beginning of the calendar year, faculty members can negotiate with the Director and Committee A concerning the relative weight to be assigned to each function within the following limits:

- Teaching (30-60%)
- Research/Creative Activity (30-60%)
- Service (5-30%)

Faculty with special appointments such as Program Director negotiates with the Dean and/or Director concerning the weighted distribution of their efforts.

Promotion and tenure decisions rely in part on the candidates’ annual evaluations, but the dossier is far more than the sum of those evaluations. The following procedures and criteria will be used in reaching decisions on tenure and promotion cases within the Film and Video Studies Program.
TENURE

Probationary Period

Except in unusual cases, where specific criteria are established, in writing, by the Dean and Provost, faculty members on tenure-track appointments will be assistant professors. These appointments are made, by state law, on a yearly basis. (See Faculty Handbook, 3.5.6-7).

Reappointment is not automatic. The decision to reappoint will be based on careful review, by the Director and Committee A, of the faculty member’s satisfactory performance in the areas of teaching and research and of Program needs, by means of formal, annual evaluation not only of the faculty member’s performance but of her/his cumulative progress towards meeting the criteria for tenure and promotion to associate professor.

Tenure-Progress Review

Each tenure-track faculty member shall participate in an annual tenure-progress review supervised by Committee A and the Director. The review is designed to enhance teaching, to evaluate a faculty member’s progress, and to assist her/him in developing the qualifications and materials necessary for an affirmative tenure decision. In the event that a leave-of-absence will prevent a tenure-track faculty member from complying with the customary schedule, it shall be the faculty member’s responsibility to consult in advance with Committee A and the Director and obtain approval from the Dean and the Senior Vice President and Provost regarding an alternative schedule for undergoing review.

Third-Year Review

Not later than April 1 of the faculty member’s third year, she/he will be asked to submit part of a version of the tenure dossier which will include the following: 1) a mini-vita covering the faculty member’s years in the Program; 2) research or creative work published, accepted, submitted, and in progress; 3) evidence of teaching effectiveness.

The Director and Committee A will, after consulting the faculty member, appoint three senior tenured faculty members within the Program in appropriate fields to evaluate research/creative work and write an assessment of its quality, judged on a national scale, and of the candidate’s potential for further development in the areas of scholarship and/or creative work. This ad hoc committee should also indicate ways in which the work may be improved or new directions explored.

The Director and Committee A will assess the faculty member’s progress as a teacher and, if appropriate, suggest means of improvement.
Finally, the Director and Committee A will decide whether or not to appoint the probationary faculty member beyond a fourth year and will forward a written evaluation and recommendation to the Dean.

The goal of these reviews and of less formal mentoring and advising is to help tenure-track faculty develop professionally and to prepare a solid case for tenure. It is the sense of the Program that the evaluation process should be used to advise and aid the probationary faculty member. It is expected that under normal circumstances appointment will be continuous up to the time of the tenure decision unless there is compelling evidence that the faculty member is failing to perform satisfactorily.

**Tenure Decision**

The *Faculty Handbook*, section 3.7.5, describes the procedures for the tenure decision, and these will be followed. Faculty being considered for tenure will be evaluated for tenure and promotion simultaneously in the sixth year of probation. Exceptions to this policy are governed by section 3.7.3 in the *Faculty Handbook*. Prior full-time service as instructor and prior full-time service in temporary appointments at the University of Oklahoma may be counted as part of the probationary period if this arrangement is agreed upon in writing at the time of appointment to a tenure-track position.

Tenure votes are normally held in the fall semester of the candidate’s sixth year of appointment. The candidate, with the advice of the Program Director and Committee A, should begin preparation of the tenure dossier in the preceding spring. The candidate will suggest names of evaluators outside the University who are acquainted with the candidate’s research/creative work and professional standing. The Director and Committee A will select an equal number of outside referees and request evaluations from both lists. The dossier must contain letters from at least six referees who are outside the University. External reviewers should have no close academic or personal connections with the candidate: Ph.D. advisors and committee members, co-authors, and close personal friends should not be asked to evaluate the candidate. Before external reviewers evaluate the candidate, they must be approved in advance by the Dean’s office.

The College of Arts and Sciences and Faculty Senate offices have copies of the format in which dossier materials are to be presented.

For other details about procedure, see *Faculty Handbook* 3.7.5.

The tenure decision is based primarily upon the candidate’s record in teaching and research. To qualify for tenure, the faculty member must have a) established herself/himself as a successful teacher; b) engaged in research or creative activity that has won national and/or international recognition in significant refereed publication or in other venues, and that demonstrates in concrete fashion promise of continuing achievement. Committee service within the Program is expected, but service outside the Program or College or University levels is less important than teaching and research/creative activities.
Teaching

Teaching is defined and discussed in Faculty Handbook, 3.6.1. In order to be granted tenure, the candidate should demonstrate teaching effectiveness in introductory and lower division courses and a high quality of performance in his/her area of specialization. Evaluation of teaching is based upon the following: a) student evaluations; b) annual classroom visits by a member of the tenured faculty, chosen in consultation with Committee A; c) course materials submitted by the candidate; d) other relevant indications of success.

Research and Creative Activity

See Faculty Handbook, 3.6.2. In order to meet the criteria for tenure and promotion, research (and, insofar as possible, creative activity) must be subjected to peer review before publication and to the evaluation of outside referees as part of the tenure process.

Research and creative activity must be demonstrated by national and/or international recognition of work completed. For research, this ordinarily means a book published or in galleys from a press with an editorial board, or the equivalent in peer reviewed articles in ranked journals. For creative activity, this could mean a significant body of work in professionally and/or critically recognized projections of film, television, or related media (“projections” meaning public screenings of motion pictures in paid or free settings at such venues as movie theaters, museums, art galleries, and college campuses, or broadcast via television, computer, or satellite, and/or disseminated to public audiences via viewable media such as film, videotape, digital discs, or the like). Areas of contributions might include screenwriting, directing, cinematography, editing.

Professional and University Service

While service plays a secondary role in the tenure decision, and therefore probationary candidates are cautioned not to overburden themselves with service responsibilities outside the Program, either for the University or for regional or national organizations, candidates are, however, expected to perform service duties within the Program.

PROMOTION

I. Associate Professor

Consideration for promotion to associate professor will normally coincide with the decision to grant tenure. In cases where promotion is being considered separately, the decision will be based on the criteria for tenure.

II. Professor

The candidate for promotion to the rank of professor should, in addition to successful teaching and service, provide evidence of continued growth as a scholar and/or as a
creative artist beyond work prior to tenure and promotion to associate professor and should have warranted national recognition for that work. Both quality and quantity are important. Research and creative activity before but particularly after tenure count as part of the overall record for promotion to full professor. Though exceptions will be considered, a book written and published after tenure is granted will be expected.

Evaluation of teaching, including peer evaluation, will also be conducted in evaluating a faculty member for promotion to full professor.

**Procedures**

Each year the Director and/or Committee A shall notify members of the faculty of deadlines for the promotion process in the coming academic year. Those wishing to be considered for promotion will be given a copy of the schedule and format for assembling a dossier.

As in tenure cases, both the candidate and Committee A will prepare a list of external referees able to judge the amount and significance of the candidate’s work.

The dossier, including external evaluations, the candidate’s vita and narrative of accomplishments after promotion to associate professor, and copies of published and creative work, will be available to all full professors in the Program.

**VOTING POLICIES FOR TENURE AND PROMOTION**

Status as an FVS faculty member is reviewed each semester by the FVS Membership Committee, and is outlined in the Film and Video Studies Faculty Membership Policies document (revised May 2001). As that document (below) makes clear, faculty must have Full Voting status in order to vote on tenure cases, and furthermore, only Full Voting faculty with tenure may vote for tenure candidates.

In cases of promotion to associate professor status, only Full Voting associate or full tenured professors may vote. In cases of promotion to full professor, only Full Voting full professors may vote. In each case a majority of the faculty eligible to vote is sufficient for approval.

**Film and Video Studies Membership Policies**

(Revision approved May 2001)

The Film and Video Studies Program has a core of six founding departments/schools from three colleges: the Department of Broadcasting and Electronic Media (College of Journalism and Mass Communication); the Departments of Communication; English; and Modern Languages, Literature, and Linguistics (College of Arts and Sciences); the School of Art (College of Fine Arts); and Educational Technology/Psychology (College of Education).
All full voting and associate faculty as of January 1, 2000 are considered members in good standing in their respective categories under the new rules, and are hereafter subject to the same guidelines for good standing outlined below.

1. Full Voting Faculty. Faculty members of Film and Video Studies with full voting rights shall be adjunct, non-tenure track, tenured, or tenure-track faculty in good standing that are approved for membership on the faculty according to the procedures outlined below. The requirement of good standing for adjunct or non-tenure track faculty is based on the criterion that they are teaching or having taught at least one FVS-prefixed course within the past three years. Good standing for tenured and tenure-track faculty is based on one of two criteria: (1) teaching or having taught at least one course for which FVS students can receive credit toward the major within the past three years (the course prefix can be from any relevant department, school or college: COMM, ENGL, FVS, JMC, MUNM, etc.); or (2) serving or having served on Committee A within the past three years. An example of the first criterion, a faculty member teaching an FVS course in Fall 1999 would be eligible to be a voting member from the beginning of Fall 1999 to the end of Spring 2002.

2. Associate Faculty. Associate faculty members shall be faculty in good standing who are approved for membership according to the procedures outlined below. The requirements for good standing fall into one of two categories: (1) adjunct, non-tenure track, and visiting faculty members teaching or having taught at least one course during the past three years for which FVS students can receive major credit; and (2) tenured, tenure-track, adjunct, non-tenure track, or visiting faculty serving FVS in a substantive capacity other than teaching courses within the past three years. For the second category, eligible faculty members would include those who have served as advisors to FVS majors, served on FVS committees, or offered substantial support for other FVS activities or programs. Such candidates will be considered on a case-by-case basis.

3. Membership Application Process. Faculty applying for status as full voting or associate membership should send their requests to the Membership Committee.

3.1. Faculty applying for Full Voting Membership for the first time can apply during a period ranging from the first semester in which they are teaching to two-and-a-half years after their last FVS course. Full voting members whose standing is about to or has already expired may reapply for voting membership when they have a course slated for teaching or service on Committee A pending in an upcoming semester. Under those circumstances, the Membership Committee will delay making its recommendation to the faculty at large until the semester in which a faculty member’s course and/or Committee A service is actually underway, in order to ascertain that the course has in fact gathered enough students, etc. to be a part of the semester’s curriculum, or that the service in question is in progress.

Applicants should send: (1) a letter of interest, (2) a curriculum vitae, (3) records of student evaluations (for candidates applying on the basis of teaching). Applicants without prior FVS teaching experience should, if possible, include records of student evaluations from other college-level courses; those with prior FVS teaching experience should include records of student evaluations from FVS courses and, if relevant, from other courses; and (4) any material pertinent to the candidate’s application.

3.2. Faculty applying for Associate Membership for the first time can apply during a period ranging from the first semester in which they are teaching and/or serving the program to
two-and-a-half years after their last such course and/or service. Associate members whose standing is about to or has already expired may reapply for membership when they have a course slated or other support pending in an upcoming semester. Under those circumstances, the Membership Committee will delay making its recommendation to the faculty at large until the semester in which a faculty member’s course and/or service is actually underway, in order to ascertain that the course has in fact gathered enough students, etc. to be a part of the semester’s curriculum, or that the service in question is in progress.

Applicants should send: (1) a letter of interest, (2) a curriculum vitae, (3) records of student evaluations (for candidates applying on the basis of teaching). Applicants without prior FVS teaching experience should, if possible, include records of student evaluations from other college-level courses; those with prior FVS teaching experience should include records of evaluations from FVS courses, and if relevant, from other courses; and (4) any material pertinent to service rendered to the FVS program currently or in the past.

3.3. Approval Process. The Membership Committee members shall review applications as expeditiously as possible, providing the voting FVS faculty with its recommendations at the next possible faculty meeting, after which the faculty will vote on all applications tendered (whether or not they are recommended by the Membership Committee) at the next regularly scheduled meeting. The FVS Director will then inform the applicants of the results in writing.

4. Maintenance of the Faculty Roster. At the beginning of each new semester, the director of the program will draw up the list of full voting faculty members in good standing, distributing the roster to the faculty in writing within the first month of the semester.
TO: Paul Bell, Dean College of Arts and Sciences  
FROM: Nancy L. Mergler, Senior Vice President and Provost  
DATE: August 4, 2008  
SUBJECT: Revised Film and Video Studies Criteria for Tenure and Promotion Renewable Term Faculty Appointments for Film and Video Studies.

I am pleased to approve the revisions to the Department of Film and Video Studies Criteria for Tenure and Promotion and Renewable Term Faculty Appointments policy as approved by the faculty on May 5, 2008 and submitted to my office on August 1, 2008.

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

NLM:mrg

cc: Timothy Shary
TO:        Nancy L. Mergler
           Senior Vice President and Provost

FROM:     Paul B. Bell, Jr.
           Dean

DATE:     July 31, 2008

SUBJ:     Revised Film and Video Studies Criteria for Tenure and Promotion
           Renewable Term Faculty Appointments for Film and Video Studies

I have reviewed the attached revised Film and Video Studies Criteria for Tenure and Promotion and the Renewable Term Faculty Appointments policy for Film and Video Studies. I am forwarding the policies to you with the recommendation that they be approved as amendments to their personnel policies. Please feel free to contact me should you have any questions.

PBB:so
Attachments
cc:       Edward Sankowski
           Timothy Shary