Definition and scope

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.

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 as “renewable term faculty.” Renewable term faculty members at the rank of Assistant Professor, Associate Professor and Professor are defined as a part of the regular faculty members 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 or equivalent terminal degree or equivalent experience.

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 unit, Dean, and 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.

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 with their titles, except as provided by this policy or by College and University policies. Rights and privileges restricted to tenured faculty members by this policy include only the following:

- Voting on tenure and promotion decisions is restricted to Full Voting tenured faculty members only [Norman Campus Faculty Handbook, section 3.7.5]
- Serving on Committee A is restricted to tenured faculty members. [Norman Campus Faculty Handbook, section 2.8.2]
Otherwise, renewable term faculty members fully share the rights and duties of regular faculty members, including but not limited to the following:
· 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 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 Film & Video Studies Program and College and University rules.

### Evaluation

Renewable term faculty members shall be evaluated annually as part of the process applicable to all faculty members as specified in the *Norman Campus Faculty Handbook*, section 3.11, typically with similar sources of information as all other faculty members. 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.

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

- Demonstrated teaching effectiveness in assigned courses based upon any or all of 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.
- Demonstrated productivity in research and/or creative activity. Research can take the form of publications such as books, book chapters, journal articles, book or film reviews, or online essays (in all cases, peer-reviewed publications carry greater weight). Creative activity can take the form of work in professionally and/or critically recognized productions of film, television, or related media, in areas such as screenwriting, directing, cinematography, editing, etc.
- Service to the program beyond teaching, such as attendance at faculty meetings, participation on committees, maintaining regular office hours, etc.

There is some flexibility in making contributions in areas of individual strength. At the beginning of the calendar year, term faculty members can negotiate with the Director and Committee A the relative weight to be assigned to each evaluation area; otherwise, these weights will be set according to the percentages below.

- Teaching: 60%
- Research/Creative Activity: 20%
- Service: 20%
The procedure for conducting the comprehensive evaluation shall be as follows:

Each term the faculty member shall participate in an annual review supervised by Committee A and the Director. The review is designed to enhance teaching, and to assist the faculty member in research and creative activity.

The faculty member will be asked to submit a version of a dossier which will include the following: 1) a mini-vitae and a full vitae 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 as defined below in “Evaluation of Teaching.”

The Director and Committee A will indicate ways in which the work may be improved or new directions explored.

The Director and Committee A will use the procedures in “Evaluation of Teaching” to assess the faculty member’s progress as a teacher and, if appropriate, to suggest means of improvement.

**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 the *Norman Campus Faculty Handbook*, section 3.5.5.b.

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 Director and the 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 shall participate in a national search 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 (or, in exceptional cases, another terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have demonstrated substantial growth during the time in rank 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. Non-ranked renewable term faculty members who were hired without a national search can participate in a national search for promotion to a ranked renewable term faculty position. 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 (or, in exceptional cases, another terminal degree or substantial publications or creative work that would be the equivalent of a terminal degree) in a field appropriately related to the programs and needs of the unit. The candidate must additionally have reached a level of competence in all areas of faculty responsibility (teaching, service, research) that would make the candidate 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 faculty responsibility (teaching, research and service) as judged by the standards of peer institutions and the faculty member’s discipline. 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. It is expected that the candidate will show promise of continuing to develop as a teacher and 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 faculty member’s discipline. The candidate also must demonstrate the continuation of national professional recognition as a teacher and 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 unit 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.

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 of scholars able to judge the amount and significance of the candidate’s work, and submit the list to the Dean’s Office for final approval.

The dossier, including external evaluations, the candidate’s vita and narrative of accomplishments, and copies of published and creative work, will be available to tenured FVS Professors.
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