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 members. Ranked renewable term faculty members may be Assistant Professors, Associate Professors, or Professors. Unranked renewable term faculty members may be Instructors or Lecturers. 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.

I. Appointment and Length of Term

A. General: 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 MLLL, the Dean, and the Senior Vice President and Provost. Terms may be renewed as provided below.

B. Appointment to Lecturer: To be considered eligible for appointment at the rank of Lecturer, a candidate must have completed a doctoral degree in a field appropriately related to the programs and needs of the unit.

II. Some Roles for Term Faculty Members

Two examples of contexts in which term faculty positions could be added to the Department are that of spousal accommodation and that of language coordinator.

The Department recommends that each program have at least one tenured or tenure-track faculty member.

III. Rights and Duties

A. General: Term faculty members shall have all the rights and duties 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 the following only:

• voting on tenure, promotion, and reappointment decisions (tenured faculty only)
• serving on Committee A

Otherwise, term faculty members shall fully share the rights and duties of Regular Faculty, including but not limited to the following:

• involvement in faculty governance and curriculum development
• eligibility for career development opportunities, for example, applying for College and Departmental support for professional activities
• voting in Committee A elections

**B. Distribution of Effort:** The duties of term faculty members 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 MLLL and College and University rules.

Term faculty members can request that Committee A consider changes in their distribution of effort weightings. Changes require approval of Committee A and the Dean of the College of Arts and Sciences.

**C. Graduate Faculty Status:** Renewable term faculty members holding the terminal degree in their field may be appointed as Special Members to the Graduate Faculty. Ranked renewable term faculty members (i.e. Assistant Professors, Associate Professors, and Professors) may receive M1 status on a case-by-case basis with the approval of the Graduate Studies Committee and the Graduate College for the purpose of chairing Masters committees.

**IV. Evaluations:** 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:

**A. Teaching:** Faculty on renewable term appointments shall have a teaching load of three courses per semester unless otherwise specified. In some instances this may include beginning language courses, which consist of five hours each.

In conducting the evaluation for teaching, the Chair and Committee A shall use as many sources as possible to obtain data upon which to base a proper evaluation. Such sources may include, but are not limited to: 1) University and Departmental evaluations by students (the Chair and Committee A may use the students’ written comments, unless the faculty member requests otherwise); 2) letters from current students; 3) letters from colleagues outside the Department or from other institutions with knowledge of the faculty member’s teaching; 4) syllabi and tests used in courses; 5) the faculty member’s own evaluation of a course; and 6) other materials deemed relevant by the Chair and Committee A.

**B. Research:** If applicable, the Department will evaluate research in literature, linguistics, pedagogy, and related fields as a significant aspect of professional activity.

Research and scholarship include the following: 1) books and monographs published by publishing houses in good academic standing (e.g. university presses, monograph series with editorial boards, etc.); 2) editions and critical translations; 3) articles in refereed journals; 4) chapters in books, collections of essays, and *Festschriften*; 5) papers published in conference proceedings (a distinction will be made between selected and non-selected conference proceedings); 6) primary editorship of journals; 7) book reviews (a distinction will be made between summary reviews and critical reviews—longer reviews will be considered as articles); 8) papers read at scholarly conferences; and 9) funded grant proposals, the amount and nature of which will be taken into account.
Published and formally accepted work will be regarded as the prime material to be evaluated. Documented work in progress may be taken into account as an indication of research activity. In all cases, the responsibility will lie with the faculty member to provide the Chair and Committee A with sufficient information to evaluate her/his research.

C. Service: Service is determined in relation to the academic profession and to the Department, College, and University.

Faculty members are urged to participate in local, regional, national, and international professional organizations and activities within their field.

Departmental, College, and University service consists of those activities through which the faculty member contributes to the governance and development of these entities by serving as a chair or a member of councils, committees, and other advisory groups.

Service may also consist of serving as coordinator of beginning language sections.

V. 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, that is, the faculty member shall prepare an updated curriculum vitae, which will be presented to tenured faculty for its vote. The faculty member will be notified of the Department’s recommendation of annual renewal by the deadline set by the Provost.

Consideration of term renewal shall be accomplished as follows:

- Faculty considered for renewal will assemble a dossier in accordance with directives from the Provost. Annual evaluations of each faculty member will be an integral part of the promotion dossier, as will be peer evaluations.

- Peer evaluations of teaching may be provided by peers in or outside the Department. In promotion and reappointment reviews, peer evaluators must be at a higher rank than the candidate. Such peer evaluators will be appointed by Committee A. Student letters will also be part of the dossier.

- In order to be renewed, faculty on term appointments must demonstrate above average teaching by several of the criteria listed above. In judging the effectiveness of teaching, the following points should be considered: 1) teaching which reflects knowledge of the latest developments in the field as evidenced by reading scholarly and professional literature and applying this information to the courses taught; 2) continuous growth in teaching abilities; 3) guidance and advising of students, including accessibility, time invested, and familiarity with Departmental requirements; 4) independent study assignments and products; and 5) creation of new courses or significant revision of Departmental courses.

- When applicable, outside evaluators will be consulted for the evaluation of research. A record of published research will be expected consisting of articles and/or book chapters. A monograph is not expected. Other aspects listed under “research” (above) will be considered.

- Faculty on term appointments should demonstrate in their service activities commitment to the subject disciplines as well as to the needs of the Department. Service activities will be evaluated by Committee A. The evaluations will be based on annual evaluations and criteria outlined under “service” (above).
The faculty member will be notified of the Department’s recommendation of term renewal or non-renewal by the deadline set by the Provost.

VI. Promotion

A. Promotion to Associate Professor: Consideration of a faculty member for promotion to Associate Professor shall be initiated by Committee A or the Chair at the request of the individual faculty member. Faculty members wishing to be considered for promotion should contact the Chair.

In order to be recommended for promotion to the rank of Associate Professor, the faculty member should have substantial achievements in all three areas of teaching, research, and service, with particular emphasis, however, on teaching and research. For promotion to the rank of Associate Professor a record of published research is expected. The candidate is also expected to show evidence of ongoing research.

The faculty member’s annual evaluation materials will be used to assess the three areas of teaching, research, and service. Additionally, outside evaluators designated (with approval by the Dean) by the Chair, Committee A, and departmental specialists in the area will be asked to assess the quality of the faculty member’s research. Consideration for promotion will be based in part on the faculty member's distribution of effort, as established and stated in the annual evaluation. Interested faculty members are encouraged to consult periodically with the Chair on promotion matters.

B. Promotion to Professor: Consideration of a faculty member for promotion to Professor shall be initiated by Committee A or the Chair at the request of the individual faculty member. Faculty members wishing to be considered for promotion should contact the Chair. In addition, the Chair and Committee A shall consider each spring whether they wish to nominate one or more faculty members on term appointments for promotion to Professor. Procedures for promotion to the rank of Professor are also outlined in the Faculty Handbook and in the Provost’s annual guidelines.

The candidate for the promotion to the rank of Professor is expected to have made a substantial contribution to scholarship since promotion to the rank of Associate Professor. This contribution will be confirmed by outstanding scholars in the profession. It should be noted that the quality of research is more important than quantity. Excellence in teaching and in service will also be expected for promotion to the rank of Professor. In addition to scholarship, faculty members may also present as indications of significant progress: evidence of excellence in teaching (such as outstanding student teacher evaluations, teaching awards, and honors), significant grants and awards (such as Fulbright, National Endowment for the Humanities, Danforth, Mellon, and Regents’ awards), invited lectures, and an ongoing contribution to the mission of the University. Consideration for promotion will be based in part on the faculty member's distribution of effort, as established and stated in the annual evaluation.
TO: Pamela Genova, Chair Department of Modern Languages, Literatures and Linguistics

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

DATE: May 25, 2010

SUBJECT: Department of Modern Languages, Literatures and Linguistics
        Renewable Term (Non-Tenure Track) Faculty Appointments

I am pleased to approve your proposed Renewable Term (Non-Tenure Track) Faculty Appointments for the Department of Modern Languages, Literatures and Linguistics as approved by the faculty on February 2, 2010 with revisions on April 22, 2010 and submitted to my office on May 11, 2010.

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

NLM:mrg

cc: Paul B. Bell Jr., Dean, College of Arts and Science
TO: Nancy L. Mergler  
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.  
Dean

DATE: May 7, 2010

SUBJ: Department of Modern Languages, Literatures and Linguistics  
Renewable Term (Non-Tenure Track) Faculty Appointments

I have reviewed the attached revised policy for Renewable Term (Non-Tenure Track) Faculty Appointments for the Department of Modern Languages, Literatures and Linguistics. I am forwarding it to you with the recommendation that it be approved as an amendment to their personnel policies. Please feel free to contact me should you have any questions.

PBB:so  
Attachment  
cc: Kelly Damphousse  
Pamela Genova