

Attachment B: College of Arts and Sciences: Personnel Procedures for Non-Tenure Track Faculty

The following information and policy draws upon the following documents: the College of Arts and Sciences Personnel Procedures (6/2020), Oklahoma State University Policy and Procedures 2-0903 “Non-Tenure Track Faculty Positions” (April 2017), and Oklahoma State University Policy and Procedures 2-0902 “Reappointment, Promotion, and Tenure Process for Ranked Faculty” (September 2015).

The purpose of this attachment is to provide greater clarity on non-tenure track policy and procedures.

Non-Tenure Track Faculty Personnel Procedures:

Description of Appointments:

Non-tenure track faculty appointments are renewable appointments not subject to the seven-year probationary period applicable to tenure-track faculty.

The following **career-track** faculty titles in the College of Arts and Sciences are covered by this policy document:

1. Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor
 - a. The primary responsibility will be to provide clinical supervision, teaching, and care.
2. Instructor of Professional Practice, Assistant Professor of Professional Practice, Associate Professor of Professional Practice, Professor of Professional Practice
 - a. The primary responsibility will be teaching, research, or outreach and service or some combination of these duties.
3. Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor
 - a. The primary responsibility will be teaching, although the assignment may include some research or outreach and service.

Term of Appointment:

Tenure cannot be awarded to individuals appointed to these positions, but appointees may apply for a tenure-track position should one become available. A renewable term of appointment for non-tenure track faculty members may range from one (1) to five (5) years and will be determined by the academic unit administrator (as outlined in the position announcement and offer letter) following appropriate faculty counsel and availability of funding. The university does not accrue any obligation to renew the appointment. During the first year of a multi-year appointment, the faculty member will be in probationary status for the first six months of the appointment. Before the completion of the first six months of appointment, (having secured written evaluations from pertinent program faculty and any other appropriate assessments) the unit administrator will conduct a preliminary Appraisal & Development evaluation of the faculty member. If performance is not satisfactory, the individual will have an opportunity to address their shortcomings over the next three months, at the end of which the unit administrator, having sought out appropriate faculty counsel, will indicate whether the candidate has satisfied expectations sufficient to continue serving the specified contractual review period outlined in the offer letter.

Participation in Service and Faculty Governance:

Privileges regarding faculty governance at the academic unit level shall be determined by the unit in which the non-tenure track faculty member resides. Individuals may be afforded the opportunity to serve on departmental, college, and university committees. Non-tenure track faculty members may serve on the unit personnel committee and/or the College RPT Committee only in cases of promotion and reappointment of non-tenure track faculty.

Participation in Annual Review and Criteria for Performance Appraisal:

Non-tenure track faculty members will participate in the annual Appraisal & Development (A&D) process and be evaluated by unit administrators and unit personnel committees, as applicable, using Academic Unit Standards developed by the sponsoring academic unit. Criteria for performance appraisal will be similar to those for tenure-track faculty except that instruction, outreach, service, clinical and/or extension activities will be the primary performance indicators. This A&D process is conducted yearly to determine whether an individual has adequately satisfied expectations to continue serving the specified contractual period outlined in their offer letter.

During the first year of a multi-year appointment, the faculty member will be in probationary status for the first six months of the appointment. Before the completion of the first six months of appointment, (having secured written evaluations from pertinent program faculty and any other appropriate assessments) the unit administrator will conduct a preliminary Appraisal & Development evaluation of the faculty member. If performance is not satisfactory, the individual will have an opportunity to address their shortcomings over the next three months, at the end of which the unit administrator will indicate whether the candidate has satisfied expectations sufficient to continue serving the specified contractual review period outlined in the offer letter.

In the event that the performance of a non-tenure track faculty member, who has already completed 12 months of employment at OSU, has been judged inadequate, the unit administrator may inform the individual that their contract will end 12 months from that date or at the end of the next academic year. If it is determined that the position is no longer needed, or that there is insufficient funding to support it, the unit administrator may inform the individual that their contract will end 12 months from that date or at the end of the next academic year.

Reappointment Review and Promotion of Non-Tenure Track Faculty:

Reappointment to a new term of service is contingent upon the availability of funds and satisfactory performance as determined through performance appraisal. Non-tenure track faculty will be evaluated for reappointment and promotion based on their identified responsibilities.

In the final year of a non-tenure track faculty member's multi-year contract, they will go through a formal reappointment review, which is a more rigorous process than the annual A&D review conducted by the unit administrator. A possible outcome of this review is a new multi-year contract. Criteria for performance appraisal will be similar to those for tenure-track faculty except that instruction, outreach, service, clinical and/or extension activities will be the primary performance indicators.

Non-tenure track faculty will be eligible to seek promotion after an appropriate period in rank. To be considered for promotion, the candidate must demonstrate substantial professional growth during the time in rank and must reach a level of competence appropriate to the next rank in all areas of their responsibility, as judged by the faculty of the unit. Unit specific criteria that specify the performance

expected at each rank and how the quality of service in assigned academic responsibilities is to be documented must be included in the unit's RPT document as part of their Academic Unit Standards.

Salary increases based on merit and/or promotion to a higher rank may be awarded.

Personnel Committee

In any personnel action considering reappointment of a non-tenure track faculty member to a new multi-year term and/or promotion of non-tenure track faculty member, the unit personnel committee must include at least one non-tenure track faculty member of a higher rank than the candidate. If no person holding this rank is available in the unit, then it is appropriate to invite an individual at this rank from another academic unit or college at OSU to serve in this capacity. This requirement for a non-tenure track representative is also true for the college level RPT committee.

Notification of the Non-Tenure-Track Candidate for Reappointment and Self-identification of the Non-Tenure-Track Candidate for Promotion:

On or about September 1, the candidate shall be notified whenever they are to be considered for reappointment to a new multi-year contract, and they shall be invited to submit evidence supporting the candidacy. Candidates who seek promotion must make their intent known to the unit administrator by or before November 1. The candidate will be provided copies of all recommendation letters coming from the unit's personnel committee and administrator as they are submitted. External letters are not required for non-tenure track faculty promotion cases.

Evidence supporting reappointment to be included in the candidate's documentation file:

(The candidates' documentation file should be delivered to the chair of the unit's personnel committee by or before December 15.)

1. Vita for the individual
2. Most recent appointment letter
3. Description of workload
4. Copy of the unit's RPT document, including Academic Unit Standards for non-tenure track faculty
5. All annual appraisal and development evaluations since the candidate's initial appointment to OSU. An early A&D must be completed in the fall semester immediately preceding the reappointment and promotion decision.
6. Copy of the letter from the personnel committee to the unit administrator concerning the action. The candidate has three working days from the receipt of the letter to respond (1000 words or less) to a majority negative recommendation from the committee. This response should be submitted to the unit administrator and included in the documentation file for the candidate.
7. Letter from the unit administrator to the Dean concerning the action. The candidate has 3 working days to respond to a negative recommendation on reappointment or promotion from the unit administrator. This response may be no more than 1000 words. This response should be submitted to the Dean and included in the documentation file for the candidate.

The documentation file for candidates for reappointment only to a new multi-year term is sent to the CAS Dean, who will review the file and write a letter to the unit administrator, recommending or denying this action.

If a decision not to recommend reappointment of a non-tenure track faculty member is based on performance rather than lack of funding, the following schedule should be observed:

For non-tenure track faculty with less than one year of service, notice shall be given at least three months before expiration of the appointment. For non-tenure track faculty with more than one year of continuous service, notice shall be given at least twelve months before the expiration of an appointment.

Evidence supporting promotion or promotion and reappointment to be included in the candidate's documentation file:

(The candidates' documentation file should be delivered to the chair of the unit's personnel committee by or before December 15.)

1. Vita for the individual
2. Most recent appointment letter
3. Self-assessment statement (addressing the candidate's assigned areas of responsibility)
4. Copy of job description
5. Description of workload
6. Copy of the unit's RPT document, including Academic Unit Standards for non-tenure track faculty
7. Evidence of instructional excellence, as applicable to the individual's assignment. These may include student teaching evaluations; peer evaluations; teaching assessment reports from ITLE; copies of syllabi; exams and assignments; and other evidence of student success, etc.
8. Evidence of excellence in service, outreach and/or clinical activities, as applicable to the individual's assignment. Letters from individuals external to OSU who may attest to the candidate's contributions in these areas may be included, but are not required.
9. Unit input [internal letters] (not sent forward to the Dean's office); unit input shall be solicited by the chair of the personnel committee from the unit faculty at least ten days in advance of the first meeting of the committee to consider the candidate's file. Candidates may opt to waive their right to see these internal faculty comments.
10. All annual appraisal and development evaluations since the candidate's initial appointment to OSU. An early A&D must be completed in the fall semester immediately preceding the reappointment and promotion decision.
11. Copy of the letter from the personnel committee to the unit administrator concerning the action. The candidate has three working days from the receipt of the letter to respond (1000 words or less) to a majority negative recommendation from the committee. This response should be submitted to the unit administrator and included in the documentation file for the candidate.
12. Letter from the unit administrator to the Dean concerning the action. The candidate has 3 working days to respond to a negative recommendation on reappointment or promotion from the unit administrator. This response may be no more than 1000 words. This response should be submitted to the Dean and included in the documentation file for the candidate.

The documentation file for candidates for promotion or promotion and reappointment is reviewed by the College RPT committee and the Dean, with each writing letters of recommendation, which become part of the documentation file. The candidate has three working days to respond in a letter of no more than 1000 words to receipt of a negative recommendation on either reappointment or promotion at all points in this process. This letter becomes part of the official dossier.

The file is then submitted to the VPAA's office for review and a formal recommendation, but not to the Board of Regents. Candidates may be turned down for promotion but recommended for reappointment in the same review.