University of Oklahoma Anne and Henry Zarrow School of Social Work
Renewable Term Faculty Policy

Definition and Scope

The following provisions shall apply to particular faculty who are appointed year-to-year for a specific term and is informed by the evolution of the role of the term-faculty member that has occurred within the school since the original preparation of this document. This role involves considerable involvement in service to the school, service to the profession, and the facilitation of knowledge development, utilization and/or dissemination within systems of social services either locally, statewide, nationally, or internationally. The distinctiveness of this role resides in the practice orientation of the social work profession, which involves practice-oriented knowledge, that is, knowledge created through practice research, instruction, engagement in practice, and/or action research.

Such faculty shall be referred to below as "term faculty." This policy should be read in conjunction with all applicable University and College policies. In case of a conflict, University and College policies will be controlling. A term faculty member may be given the title of instructor, lecturer, assistant professor, associate professor or full professor according to the individual's academic and professional credentials, background, and expertise. A term faculty position may also be referred to as clinical. The terminal degree for term faculty hired as a lecturer or higher is the MSW, the professional degree in social work, and may possess a doctoral degree. The terminal degree for any term faculty person hired as an instructor will be decided by the faculty with the approval of the Dean and Provost. Term faculty appointments will be filled through a faculty search process involving both the School's faculty and members of Committee A.

Appointment and Length of Term

Term faculty members shall have term appointments with assignments that will likely differ from temporary faculty, tenure-track, and tenured faculty in the distribution of effort. These assignments will ordinarily emphasize teaching and service and term faculty members will under most circumstances carry a heavier teaching load than tenure-track or tenured faculty since the focus of their efforts does not normally involve research. The teaching load of a term faculty member will be influenced by other responsibilities normally involving engagement in service, such as service as an academic program coordinator. The positions are designed to meet departmental needs, teaching requirements, and support of student learning. The responsibilities of this role may change with each renewal.

Rights and Duties

Term faculty members are regular faculty for all purposes except those restricted to tenure-track or tenured faculty. Specifically they shall not vote on tenure and tenure-track promotions. Otherwise, faculty members on term appointments will fully share the rights and duties of regular faculty including involvement in faculty governance, curriculum development, and eligibility for career development opportunities; for example, applying for internal college and departmental support for professional activities.

The effort of a term faculty member is within two principal domains—teaching and service although this effort may include the domain of research but this is not an essential...
requirement of the role. Under normal circumstances, term faculty members do not engage in research and/or publication as a requirement of their role and accompanying duties.

**Evaluation**

Term faculty members shall be evaluated annually by Committee A as part of the process applicable to all faculty as specified by the appropriate section of the University of Oklahoma Faculty Handbook, typically using similar formats and sources of information as all other faculty. The standards of performance and sources of information for evaluating teaching and service are as follows:

**Teaching:** Term faculty will likely carry heavier teaching responsibilities than other full-time faculty members who are on the tenure track or who possess tenure. The quality of teaching will be assessed based on a variety of sources of information including Arts & Sciences student evaluations; peer evaluations; course syllabi and additional materials; published teaching materials; and College and University teaching awards and honors.

**Service:** Term faculty may have heavier service responsibilities than other full-time faculty members. They may be assigned curricular advisement for a higher percentage of students; assigned program roles such as developing and/or monitoring practicum sites; and/or, asked to engage in the supervision of practicum students as a principal instructional responsibility. Service may also require a term faculty member’s participation on masters and doctoral committees (as appropriate and dependent upon graduate faculty status), evaluating comprehensive examinations, and writing departmental grants, particularly when those involve the advancement of training and teaching.

Faculty members with term appointments will likely serve and/or lead departmental, college, and university committees. Since term faculty members offer considerable expertise in practice it is likely they will offer service to the profession at different levels as a part of their responsibilities within the school. They may serve the profession locally, at state levels, nationally and/or internationally. Within those service roles they may engage in important forms of knowledge translation, dissemination and/or utilization thereby furthering the capacities of systems of social services to engage recipients through innovative, effective and meaningful activities.

**Research:** Publication is not a requirement for appointment or renewal of a term faculty member, and there is no expectation that a term faculty member will publish scholarly articles or conduct conference presentations, although these may stand as important avenues of professional development and contribution that term faculty members undertake as part of their involvement in scholarship. Term faculty members may emphasize those forms of scholarship at their own discretion and therefore receive recognition for the advancement of practice through such means. They also may be active in the dissemination of useful knowledge concerning the design and provision of social services as well as active in facilitating the utilization of knowledge by social service entities seeking to advance their effectiveness. Using knowledge to facilitate change in social service entities that can occur by training professionals, providing technical assistance, translating research into practice, engaging in evaluation, and engaging in consultation are seen as important avenues of advancing practice by term faculty members and, consequently, hold importance for annual evaluation or promotion.

**Renewal**
**Promotion Factors**

**Term Faculty Members**

**Annual:** 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. Annual evaluations will be conducted according to the existing rules and procedures of the University, the College of Art & Sciences, and the School of Social Work. The School's Committee A will assess the individual's performance in the areas of teaching and service, and in knowledge utilization relevant to their service roles, according to his/her specific distribution of effort.

The faculty member will be notified of the department’s recommendation of annual renewal or non-renewal no later than March 1.

**Term:** Consideration of term renewal shall be accomplished as follows: At the beginning of 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.

The process shall begin no later than the start of the semester prior to the last semester of the faculty member’s term. The School's Committee A will judge the individual's performance in the areas of teaching, service, and research described above, according to his/her specific distribution of effort.

**Promotion**

Term faculty members shall be eligible for promotion. Promotion procedures shall be those applicable to all faculty as specified in the appropriate section of the University of Oklahoma *Faculty Handbook*. Faculty members on term appointments will be eligible for promotion at the discretion of School of Social Work's Committee A and no sooner than the end of the second three year contract. Promotion does not grant tenure or guarantee move to a tenure line; and, the faculty member remains on a renewable term appointment. Evaluation for promotion will be based upon the following criteria, which clarify standards of performance and sources of information:

In order to receive promotion, term faculty must demonstrate excellence in all assigned areas involving teaching and service and, when relevant, research. The involvement of a term faculty member in knowledge translation, dissemination and utilization, the intent of which is to improve or otherwise advance practice as its principal aim, is recognized as an important factor influencing promotion. In assessing these areas, the following points should be considered for the purposes of determining promotion:

- **Teaching**, which can include: 1) a history of excellent annual teaching reviews by the department; 2) reviews from varied faculty whether tenured, tenure track, or clinical indicating excellence, creative and/or innovative approaches to instruction; 3) teaching awards and honors; or 4) the development of internal teaching resources (including study guides, multimedia materials, computer-assisted learning materials, web-based materials) although those materials may achieve the status of publications. The scope of teaching for a term faculty member can be broad and can include classroom based forms of instruction, supervision within practicum settings, advisement for the purposes of supporting students’ academic and/or professional development, and supervision of students’ projects.

- **Service:** Term faculty seeking promotion must also demonstrate excellence in their service activities to the department, college, university and/or the profession and/or the
community. Service can include involvement in departmental committees, college and university committees, service as an administrator, such as academic program coordination, and service to professional organizations at either local, state, national or international levels.

- Knowledge Development. While this is not a core requirement of the portfolios of term faculty members it does hold importance for those faculty members who pursue forms of knowledge development including knowledge creation through research or practice, knowledge translation, knowledge dissemination, and knowledge utilization for the purposes of advancing instruction, service and practice. Term faculty members may create products of their knowledge development immediately useful to the instructional unit and serve as important resources within the school. Or, term faculty members may create products from their knowledge development that achieve publication through journals, books, book chapters, and conference presentations. Engagement in knowledge development strengthens a term faculty member’s case for promotion. It does not, however, supersede nor substitute for a term faculty member’s achievement of excellence in teaching and service as principal factors governing the evaluation of the member for promotion unless the member’s appointment involves principally research, such as in the case of a research professor.

Each individual being considered for promotion will assemble a dossier in accordance with directives from the Provost. Annual evaluation of each faculty member will be an integral part of the promotion dossier, as will be peer evaluations from at least peer institutions. Peer evaluations of teaching, research and service may be provided by peers, in- or out-side of the department. Outside peer evaluators will be selected from lists provided by the candidate and Committee A. Peer evaluations are those from term or clinical faculty members at other institutions of higher education who possess the rank for which the faculty member is applying. Thus, in the case of term faculty applying for the position of full clinical professor, peer evaluators hold the rank of full clinical professor.

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