

# Oklahoma State University Policy and Procedures

## NON-TENURE TRACK FACULTY POSITIONS

2-0903  
ACADEMIC AFFAIRS  
April 2017

### GENERAL STATEMENT

Faculty positions and titles covered in this policy are renewable term, non-tenure track appointments. These non-tenure track positions will be used to support and enhance instructional, outreach, clinical, and/or extension programs and initiatives at Oklahoma State University. The sources of funding are dependent on respective departmental resources. Notwithstanding the appointment periods, the existence of any non-tenure track faculty position is contingent upon availability of funding.

Unless otherwise specified, all provisions of the Policy Statement to Govern Appointments, Tenure, Promotion, and Related Matters of the Faculty of Oklahoma State University (hereinafter referred to as the Policy Statement) shall apply to non-tenure track faculty.

The policies and procedures outlined below shall govern when making non-tenure track faculty appointments.

### NON-TENURE TRACK FACULTY TITLES

Non-tenure track faculty titles covered by this policy include adjunct faculty titles, clinical faculty titles, extension specialist titles, professional practice faculty titles, and teaching faculty titles, as outlined below.

Research faculty titles and temporary faculty titles are not addressed by this policy. Research faculty are covered by OSU policy 2-0904 (Research Professor Track). The Faculty Handbook should be consulted for information on temporary faculty positions and titles.

1.01 Adjunct: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor

- A. The primary responsibility will be teaching, research, or outreach and service or some combination of these duties.
- B. Adjunct faculty will normally be professional persons affiliated with a specific academic program and/or service.

1.02 Clinical: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

- A. The primary responsibility will be to provide clinical supervision, teaching, and care.

- B. The number of clinical faculty positions shall be limited to no more than 50% of the total tenured and tenure-track faculty (expressed as FTE) of the OSU Center for Health Sciences and the Center for Veterinary Health Sciences.

1.03 Extension Specialist: Assistant Extension Specialist, Associate Extension Specialist, and Senior Extension Specialist

- A. Primary responsibilities will focus on issues identified by state, county, or area Oklahoma Cooperative Extension Service (OCES) programming needs in the areas of agricultural and natural resources, human sciences, 4-H and Youth Development, or economic/community development. Salary and benefits will normally be paid from OCES funds.
- B. The majority of duties will reflect Cooperative Extension needs; however, an Extension Specialist may have a blended assignment to include teaching or research responsibilities, paid proportionally from teaching or agriculture research (OAES) funds.

1.04 Professional Practice: 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.
- B. Persons appointed to these positions should have substantial non-academic experience and credentials appropriate to the discipline.

1.05 Teaching: Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor

- A. The primary responsibility will be teaching, although the assignment may include some research or outreach and service as determined by the unit administrator.

## **RECRUITMENT AND APPOINTMENT**

2.01 Non-tenure track faculty appointments are initiated by an academic unit, defined herein as a department, school, or center. Appointments that are sponsored by a center or other multi-disciplinary unit must be co-sponsored by a department or school.

2.02 The sponsoring unit(s) assumes the responsibility of providing non-tenure track faculty with appropriate resources such as space and office support.

2.03 Academic units in which a non-tenure track faculty member resides shall have policies and procedures in place for recruiting, evaluating, and promoting faculty members at the ranks outlined in Section 1 above. These policies and procedures shall be developed utilizing appropriate faculty counsel and be approved by the appropriate dean and the Provost. The academic unit will follow

the provisions of Section 1.2 (Recommendations for Faculty Appointments, Reappointments, Nonreappointments, and Promotions) of the Policy Statement and University Affirmative Action guidelines in appointing individuals to non-tenure track positions.

2.04 Appointment recommendations from academic units must be approved by the appropriate unit administrator(s), dean(s), and the Provost.

2.05 Non-tenure track faculty appointments are renewable appointments not subject to the seven-year probationary period applicable to tenure-track faculty. Tenure cannot be awarded to individuals appointed to these positions; but appointees may apply for a tenure-track position should one become available. The 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 (i.e. department head, center director, and/or school head), following appropriate faculty counsel and based on the availability of funds. Appointment terms of one (1) to five (5) years are renewable, although the University does not accrue any obligation to renew any non-tenure track faculty appointments. Appointments automatically expire at the time specified in the original appointment letter or reappointment action.

### **SALARY AND PERFORMANCE EVALUATIONS**

3.01 Initial salary offers to non-tenure track faculty will not normally exceed those of their disciplinary peers at Oklahoma State University holding tenure-track faculty appointments at a given rank. The salary and rank awarded to non-tenure track faculty will be commensurate with experience and university standards.

3.02 Non-tenure track faculty members will participate in the annual Appraisal & Development process and be evaluated by unit administrators and deans using Academic Unit Standards developed by the sponsoring academic unit(s). Criteria for performance appraisal will be similar to those for tenure-track faculty except that instruction, outreach, clinical, and/or extension activities will be the primary performance indicators.

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

### **CONTINUED EMPLOYMENT AND PROMOTION**

4.01 Continued employment of a non-tenure track faculty member during the term of appointment will depend on satisfactory performance of assigned responsibilities and the availability of funding; provided, however, that if employment is not being continued as a result of funding for the position ceasing during the term of appointment, the non-tenure track faculty member will be allowed to complete the current academic year. 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, the unit administrator will conduct a preliminary Appraisal & Development process with 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 into the second year of the multi-year term.

4.02 Reappointment to a new term of service is contingent upon the availability of funds and satisfactory performance as determined through performance appraisal.

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

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

B. 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.

4.04 Non-tenure track faculty will be eligible to seek promotion, after appropriate time of service in rank, according to Academic Unit Standards developed by the sponsoring academic unit(s). Both tenure-track and non-tenure track faculty should be involved in developing criteria for promotion in rank. These criteria should specify the performance expected at each rank and how the quality of service in assigned academic responsibilities is to be documented. The provisions of Section 1.6 (Promotions in Rank) of the Policy Statement shall be followed in decisions to promote or not promote non-tenure track faculty members.

## **RIGHTS AND PRIVILEGES**

5.01 Non-tenure track faculty may be eligible for employment benefits as determined by OSU Human Resources. They shall not be eligible to participate in sabbatical leaves.

5.02 Privileges regarding faculty governance at the academic unit level shall be determined by the unit(s) in which the non-tenure track faculty member resides. Individuals may be afforded the opportunity to serve on departmental, college, and University committees.

5.03 Non-tenure track faculty shall be excluded from Faculty Council, Graduate Council, and those committees that confer voting privileges on matters of reappointment, promotion, and tenure of tenure-track faculty members. General Faculty voting privileges of non-tenure track faculty shall be as described in Appendix A, Charter and Bylaws of the General Faculty of Oklahoma State University, Article I, Section 1: "All full-time resident members (minimum 75% appointment) and members emeriti of the Faculty with the academic rank of instructor or above and other members designated by the Faculty Council of the University as having the rank equivalent to that of instructor or above are members of the General Faculty and are entitled to vote in General Faculty elections."

5.04 The Administration should seek appropriate faculty counsel on all matters concerning non-tenure track faculty.

5.05 Termination of employment before the expiration of the period of appointment, except by resignation or retirement, will only be for good cause. Loss of funding shall not be considered a termination under this Section. The provisions of the Policy Statement Sections 1.1.4 (Academic Freedom), 1.11 (Resignations), 1.12 (Administrative Suspensions), 1.13 (Disciplinary Actions),

and 1.14 (Termination of Appointments) shall be applicable to persons holding non-tenure track faculty positions.

### **PROGRAM REVIEW**

6.01 The Provost, or his/her designee, in cooperation with the Faculty Committee of the Faculty Council, will periodically review the status of the non-tenure track faculty program and present a report of the findings, including suggestions for modifying this policy to improve the non-tenure track faculty program, to the Faculty Council.

Approved by:

Faculty Council, December 2004

Council of Deans, January 2005

OSU Board of Regents, January 2006

Revisions (50% for CVHS) effective July 1, 2014, approved by:

Faculty Council, December 10, 2013

Council of Deans, January 9, 2014

Executive Team, January 15, 2014

OSU Board of Regents, January 2014

Revisions approved by:

Faculty Council & Dean Working Group, April 10, 2017

Faculty Council, April 11, 2017

Council of Deans, April 13, 2017

Executive Team, April 18, 2017

OSU Board of Regents, April 21, 2017