

**FACULTY COUNCIL MEETING**  
**3:00 p.m., Tuesday, April 11, 2017**  
**Council Room, 412 Student Union**

**AGENDA:**

1. Roll Call
2. Approval of the March 21, 2017 Minutes
3. Approval of Agenda
4. Special Report:
  - A. Dr. Leon McClinton – Director of University Housing
  - B. Kyle Wray – VP of Enrollment Management and Marketing
5. Gary Clark for the President – Remarks and Comments
6. Report of Status of Faculty Council Recommendations:  
President Hargis, Provost Sandefur, and/or Vice Presidents
7. Reports of Liaison Representatives –
  - A. Women’s Faculty Council: Steph Link

On March 29<sup>th</sup>, the WFC held a general meeting where we discussed the upcoming WFC award reception, upcoming officer elections, and suggestions for Fall 2017 activities.

Nominations for WFC Vice-Chair and Secretary/Treasurer should be sent to Tracy Quan ([tracy.quan@okstate.edu](mailto:tracy.quan@okstate.edu)); self-nominations are welcome. After the meeting, there was a Gender Bias, Women, and Advocacy panel with Drs. Shelia Kennison, Kitty Cardwell, and Estella Atekwana. The discussion centered on implicit bias and how it affects diversity in administrative positions, nominations and winners of awards, and issues important to women/minorities. Recommendations were made for increased education in diversity and implicit bias, as well as the need for improved mentorship, and increased nominations of women/minorities for awards and leadership positions.

- B. AAUP – Barry Lavine

"The State AAUP Chapter, of which the OSU AAUP Chapter is a member, successfully lobbied the state legislature not to support HB1172 which would have transformed OTRF into a 401(k) style plan for new employees. AAUP members reached out to their state legislature representatives on this matter expressing their concerns, and this appears to have made a difference.

# The Department of Wellness

Employee Programs: April/ May 2017

## Family FIT

Saturdays, Mar. 25, Apr. 22, 29, May 6  
9:30- 10:15 a.m.  
Colvin Recreation Center, Dance Studio 1  
Free

Looking for a way to keep your family active? You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle. This 6-week series features different class formats each week- such as yoga, dance party, POUND or total fitness.



## Wellness Wednesday:

### Fire is Everyone's Fight

Wednesday, April 19  
Noon  
Seretean Wellness Center  
Registration Deadline: April 14, noon  
Free; \$10 fee for no-shows

Join Nancy Trench, a leader in designing and implementing home fire safety projects. She will discuss home fire facts and provide steps you can use to be more fire safe.



## Sneaker Day

Friday, May 5  
Noon  
Student Union Plaza  
Free

No matter what your attire is, wear your sneakers and get as many steps as you can throughout the day. Join us at the Student Union Plaza for a group photo with President Burns Hargis and First Cowgirl Ann Hargis, free samples from University Dining services, Health and Wellness booths and Pete's Pet Posse therapy dogs!



Phone 405-744-WELL (9355)  
Web [wellness.okstate.edu](http://wellness.okstate.edu)  
Email [wellness@okstate.edu](mailto:wellness@okstate.edu)  
Facebook [facebook.com/osuwell](https://facebook.com/osuwell)  
Instagram @OSUWELL  
Twitter @OSUWELL  
Snapchat OSUWELL

## Yoga in the Garden

Thursdays, April 6- May 25  
5:30 p.m.  
Botanic Garden  
Free

Come relax and unwind through yoga practice and guided relaxation in the Botanic Garden. Bring your mat and join Yoga Therapist Gabbee Lofton as we shed the worries of the day and welcome nature's energy into our body, mind and spirit. In addition to a yoga mat, participants may want to bring water, sunscreen, insect repellent and a small hand towel.

## Summer Hustle

Mon. Tues. Wed., June 5 - July 28  
Noon or 5:15 p.m.  
Seretean Wellness Center  
Registration Deadline: Monday, May 1

Join us for an 8-week program designed for individuals who have not been exercising more than twice a week. Participants will work to develop and maintain a healthy lifestyle with guidance from an Exercise Physiologist and Registered Dietitian.

## Wellness Wednesday: Helping Achieve Financial Security

Wednesday, May 17  
Noon - 12:50 p.m.  
Seretean Wellness Center  
Registration Deadline: Friday, May 12  
Free; \$10 fee for no-shows

Everyone talks about a budget, but how many of us actually make or stick to one? Join us for budgeting and saving strategies. Learn the importance of cash flow and find ways to plan for your future financial well-being.

#### D. Emeriti Association – Anne Matoy

2016 continued to provide opportunities for the Emeriti Association to meet the organizational purpose of enhancing and encouraging the educational, professional, and social interactions among retirees at Oklahoma State University and to interact with other individuals and groups in ways that enhance the education and welfare of retired persons.

Accomplishments were not possible without the dedication and commitment of many individuals including the officers, council members, and committee chairs, many who have continued to serve the Association and members through years of service.

The Emeriti Association's financial condition continues to be solid and the Association continues to subsidize the monthly dinner gatherings which are central to Association's activities. We greatly appreciate the support of the Provost's Office who covers many of our expenses and provides administrative support.

Our endowed scholarship fund with the OSU Foundation provided funding for awarding our first scholarship. We look forward to the time that we can award more than just one scholarship a year.

Interest groups (Technology, Making the Most of Retirement, Armchair Travel Series, and Investment Club) and travel opportunities continued to provide fun and fellowship opportunities and provide new avenues for continued learning. Entertainment at our monthly meetings were both entertaining and educational. Meet and Greet before the monthly meetings provided yet another way to make new friends and renew acquaintances with old ones.

The Ambassadors and serving on University and Faculty Committees provided an opportunity for service to the University and a means of keeping us informed of pertinent happenings around campus.

It has been my pleasure to serve as President during 2016 and look forward to 2017 as a year in which we can continue to serve the University, the community and each other as Emeriti.

#### E. Graduate Faculty Council – Brenda Smith

Monthly Graduate Faculty Council meeting was held March 24, 2017.

- *Academic Program Committee.* Council reviewed and approved the following recommendations from the Academic Program Committee: 1) a change in requirements for the Master in Computer Science (reduce credit hours from 36 to 33 hrs); 2) a change in options in the MS in

Management Information Systems: 3) a new graduate certificate program in Integrative Design of Building Envelope.

- *College Program Fee Update.* Dr. Tucker reported to Council that the fee that has been proposed will be \$3 per credit hour. The fee will cover the cost of Graduate College programming and graduate student, professional development opportunities. The recommendation is moving through the approval process.
- *TOEFL Working Group.* Council reviewed and endorsed recommended changes to the catalog language regarding the TOEFL requirement for admission. The revisions do not represent a change in the required score (i.e., TOEFL score  $\geq 79$  iBT, 550 PBT or IELTS of  $\geq 6.5$ ).
- *Subject Matter Group Meetings.* The Council provided positive feedback on the combined Subject Matter Group meeting format held on March 22<sup>nd</sup>. Thank you to everyone who participated.
- *Graduate Education Week.* Remember that Graduate Education Week is April 10-14. A schedule of events is provided on the Graduate College website and includes the OSU Presidential Fellows' Three Minute Challenge Competition (April 13<sup>th</sup> at 3:30 in SU Little Theatre), the Graduate College Awards Ceremony (April 14<sup>th</sup> at 3:00 in SU Council Room), among other activities throughout the week.

F. Staff Advisory Council – Melanie Bayles

Committees continue with their Spring projects:

- The Events Committee have planned for the OSU Store to be open at the Boone Pickens Stadium during the Staff Celebration Day Event on May 23. Buffy and Jody from Eskimo Joe's will be present for pictures as well as Pistol Pete. There will be a fun photo booth once again this year. In addition to great food from Mexico's Joes, a Comedian/Magician will be entertaining the staff as they eat and walk around visiting the many areas. OSU Vendors that will be handing out free products for the day and providing door prizes throughout the day.
- The Policies, Benefits & Budget Committee continues to work with OSU Human Resources on responding to the 450 Staff Survey questions.
- The Fund Raising Committee is preparing for the annual upcoming Staff Parking Space Raffle. You can purchase tickets from any SAC member or call Michelle Chitwood or John Stephens of the committee. Tickets are \$1.00 each or 6 for \$5.00. The drawing for the raffle will be the day of the Staff Celebration Day Event, May 23.

- The Rules and Procedures Committee are accepting the nominations for open SAC positions for the coming year. Nominations ended on **April 7, 2017 at 5 p.m.** The 2017 elections will be April 24 - May 5, 2017. The voting ballot will be placed on the SAC webpage.
- The Communications Committee has been working with the Rules and Procedures Committee to help promote the SAC elections. More email and Facebook advertising is planned. They are redoing the Recommendations webpage on the SAC website.

Submitted by Sue Goad, SAC Chair

Report given by Melanie Bayles, Rules & Procedures Committee

8. Reports of Standing Committees:
  - a. Academic Standards and Policies: David Oberhelman – No Report
  - b. Athletics: Tom Royer – Update
  - c. Budget: Glenn Brown – No Report
  - d. Campus Facilities, Safety, and Security: Erik Ekman – No Report
  - e. Diversity: Louise Siddons – Update  
Recommendation: Changes to Faculty Handbook Policy 1.16.2\*  
Resolution\*
  - f. Faculty: Pamela Lloyd – Update  
Recommendation: Revisions to policy 2-0903, Clinical Faculty Track\*\*
  - g. Long-Range Planning and Information Technology: Jason Vogel – No Report
  - h. Research: Andrew Doust – No Report
  - i. Retirement & Fringe Benefits: Chris Richards – No Report
  - j. Rules and Procedures: Deb VanOverbeke – Update
  - k. Student Affairs and Learning Resources: Gina Peek – No Report
9. Old Business
10. New Business
11. Adjournment

*Refreshments will be served at 2:45 p.m.*

*\*Attached*

	<b>Amended by</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>16-04-01-Diversity</u>	1. _____	_____	_____
<b>Moved by:</b> _____	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>    </u> <b>Passed</b> <u>    </u> <b>Tabled</b> <u>    </u> <b>Failed</b>	4. _____	_____	_____

**Title:** Deletion of Faculty Handbook Policy 1.16.2(e)

**The Faculty Council Recommends to President Hargis that:**

We delete Faculty Handbook Policy 1.16.2(e), “acts of moral turpitude.”

**Rationale:**

The line in question is one item in a list of faculty actions that constitute “Grounds for Dismissal.” It is the belief of the Diversity Committee, which is sponsoring this recommendation, that the item is vague and undefined, and that concerns which might conceivably and legally fall under its purview are more accurately represented by the other items in section 1.16.2.

**Proposed Faculty Council Resolution**  
**submitted by the FC Diversity Committee**  
**April 11, 2017 meeting**

Whereas, Oklahoma State University has a history of supporting values consistent with a diverse and engaged faculty, and

Whereas, faculty have expressed concern about the university's commitment to those values in the face of external pressures, and

Whereas, many faculty are unaware of the extent to which their rights are and have been protected by university policy.

Therefore, be it resolved that the members of Oklahoma State University Faculty Council re-affirm our support for current OSU policy regarding diversity, discrimination, political action, and academic freedom, namely:

“It is the continuing policy of the University to actively and aggressively locate, recruit, place, upgrade, and promote members of ethnic minority groups and women at all levels at the University.”

Equal Opportunity/Affirmative Action 1-0101, section 2.01 (original policy: January 7, 1970; most recent revision: May 5, 2004)

“In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with campus police or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses.”

Gender Discrimination/Sexual Harassment 1-0702, section 1.01 (April 2005)

“It is the policy of the Board that all employees of institutions under the jurisdiction of the Board enjoy full rights and privileges of citizens to participate in political activities in the State of Oklahoma and the United States.”

Political Activities of Employees 1-0705, section 1.01 (original policy: February 6, 1981; most recent revision: June 20, 1997)

“The University endorses the general statement on academic freedom, as it applies to state universities, which is embodied in "Academic Freedom and Tenure (1940 Statement of Principles)" as drafted by the Association of American Colleges and the American Association of University Professors.”

Faculty Handbook, Policy to Govern Appointments, Tenure, Promotions, and Related Matters, 1.1.4

	<b>Amended by</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>16-04-04-FACULTY</u>	1. _____	_____	_____
<b>Moved by:</b> <u>Faculty Committee</u>	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>      </u> <b>Passed</b> <u>      </u> <b>Tabled</b> <u>      </u> <b>Failed</b>	4. _____	_____	_____
<b>Title:</b> <u>Revisions to policy 2-0903, "Clinical Faculty Track"</u>			

**The Faculty Council Recommends to President Hargis that:**

The title of policy 2-0903 be changed to "Non-Tenure Track Faculty Positions," and that the wording of the policy be modified as shown in the attached document.

**Rationale:**

Faculty Council approved new non-tenure track faculty titles in 2016 (at the 5/10/2016 and 10/11/2016 Faculty Council meetings). The revisions to policy 2-0903 will follow up on those actions by providing policy guidelines for the new non tenure-track titles. Titles included in the revised policy are:

1. Adjunct faculty titles
2. Clinical faculty titles
3. Extension specialist titles
4. Professional practice faculty titles
5. Teaching faculty titles



# Oklahoma State University Policy and Procedures

~~CLINICAL FACULTY TRACK (Non-Tenure Track  
Faculty Positions)~~

2-0903

ACADEMIC  
AFFAIRS

~~January 2014~~Pending 2017

## GENERAL STATEMENT

~~Clinical faculty appointments positions and titles covered in this policy~~ are renewable term, non-tenure track appointments, ~~at the rank of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.~~ ~~These non-tenure track~~ positions will be used to support and enhance ~~clinical training instructional, outreach, clinical, and/or extension~~ programs and ~~clinical~~ initiatives at Oklahoma State University. ~~Clinical~~ ~~These appointments are intended to offer a career pathway to individuals who have more focused clinical experiences and clinical qualifications, in contrast to the traditional teaching, research, and service experience and qualifications of tenure track faculty.~~ ~~All clinical faculty will be expected to provide clinical supervision, teaching and clinical care.~~ The sources of funding are dependent on respective departmental resources. Notwithstanding the appointment periods, the existence of any ~~clinical 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 ~~clinical non-tenure track~~ faculty.

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

## NON-TENURE TRACK FACULTY TITLES

~~Non-tenure track faculty titles covered by this policy include the following:~~ 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 50% of the total tenure and tenure track faculty of 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 representreflect 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.

1.06 Research: Research track faculty titles are covered by policy 2-0904.

## **RECRUITMENT AND APPOINTMENT**

~~12.01~~ ~~Clinical-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.

~~12.02~~ The sponsoring unit(s) assumes the responsibility of providing ~~clinical-non-tenure track~~ faculty with appropriate resources such as space and office support.

~~12.03~~ Academic units in which a ~~clinical-non-tenure track~~ faculty member resides shall have policies and procedures in place for recruiting, evaluating, and promoting ~~clinical~~ faculty members at the ranks ~~outlined in Section 1 above. of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.~~ –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 ~~clinical-non-tenure track~~ positions.

~~12.04~~ Appointment recommendations from academic units must be approved by the appropriate unit administrator(s), dean(s), and the Provost, ~~, the President, and the Board of Regents.~~

~~12.05~~ ~~Clinical-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 length term of appointment for ~~clinical-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. Appointments terms of one (1) to five (5) years are renewable, although the University does not accrue any obligation to renew any ~~clinical-non-tenure track~~ faculty appointments. Appointments automatically expire at the time specified in the original appointment letter or reappointment action.

~~1.06~~ ~~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 50% of the total tenured and tenure track faculty of the Center for Veterinary Health Sciences.~~

## **SALARY AND PERFORMANCE EVALUATIONS**

~~23.01~~ Initial salary offers to ~~clinical-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 ~~clinical-non-tenure track~~ faculty will be commensurate with experience and university standards.

~~23.02~~ ~~Clinical-Non-tenure track~~ faculty members will participate in the annual Appraisal & Development process and be evaluated by unit administrators and deans using guidelines 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 ~~clinical teaching and clinical~~

~~care-instruction, outreach, clinical, and/or extension~~ activities will be the primary performance indicators.

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

### **CONTINUED EMPLOYMENT AND PROMOTION**

34.01 Continued employment of a ~~clinical-non-tenure track~~ faculty member during the term of appointment will depend on satisfactory performance of assigned responsibilities and the availability of funding. 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.

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

34.03 If a decision not to recommend reappointment of a ~~clinical-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 ~~clinical-non-tenure track~~ faculty with less than one year of service, on one-year appointments or less, notice shall be given at least three months before the expiration of the appointment;
- B. For ~~clinical-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.

34.04 ~~Clinical Instructors, Clinical Assistant Professors, and Clinical Associate Professors Non-tenure track faculty~~ will be eligible to seek promotion, after appropriate time of service in rank, according to ~~guidelines for promotion Academic Unit Standards~~ developed by the sponsoring academic unit(s). Both tenure-track and ~~clinical-non-tenure track~~ faculty should be involved in developing criteria for promotion in rank. to Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. -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 ~~clinical-non-tenure track~~ faculty members.

### **RIGHTS AND PRIVILEGES**

45.01 ~~Clinical-Non-tenure track~~ faculty will participate in all usual employment benefits sponsored by the University. They shall not be eligible to participate in sabbatical leaves.

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

5.03 ~~Clinical-Non-tenure track f~~Faculty shall be excluded from Faculty Council, Graduate ~~Faculty~~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. ~~This states:~~ "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."

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

4.045.05 Termination of employment before the expiration of the period of appointment, except by resignation or retirement, will only be for good cause. 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 ~~clinical non-tenure track~~ faculty positions.

## **PROGRAM REVIEW**

5.01 The Provost, or his/her designee, in cooperation with the Faculty Committee of the Faculty Council, will periodically ~~(at least every five years)~~ review the status of the ~~clinical non-tenure track~~ faculty program ~~at OSU~~ and present a report of the findings, including suggestions for modifying this policy to improve the ~~clinical 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, have been 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:  
Faculty Council & Dean Working Group, April 2017

# Oklahoma State University Policy and Procedures

## Non-Tenure Track Faculty Positions

**2-0903**  
**ACADEMIC**  
**AFFAIRS**  
**Pending 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.

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  - 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.
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- 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.
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- 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**

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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. 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:

C. 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;

D. 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 will participate in all usual employment benefits sponsored by the University. 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. 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**

5.01 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, have been 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:

Faculty Council & Dean Working Group, April 2017