

**OKLAHOMA STATE UNIVERSITY
BOONE PICKENS SCHOOL OF GEOLOGY**

**PERSONNEL PROCEDURES CONCERNING
REAPPOINTMENT, PROMOTION, AND TENURE**

July 2016

GOALS AND OBJECTIVES IN ESTABLISHING CRITERIA FOR REAPPOINTMENT, PROMOTION, AND TENURE

The stature and competence of the Boone Pickens School of Geology is based on the qualifications and performance of the faculty. To maintain and improve our reputation, scholarly performance standards and procedures for reappointment, promotion, and tenure (RPT) must be established and enforced.

Each faculty member has a diverse set of responsibilities. These responsibilities include i) research and publication of the results of research, ii) supervision of graduate student research, iii) teaching both graduate and undergraduate courses, iv) enhancing the reputation of the University through outreach, and v) service to the School of Geology, College of Arts and Sciences, University, and professional community. Consequently, each faculty member should carefully develop a career plan that takes these responsibilities into account and execute a strategic plan for program development.

The following criteria serve as an outline of the School's goals and aspirations, which are aligned with the strategic plans of the School of Geology and the College of Arts and Sciences, as well as all relevant rules, procedures, and policies of Oklahoma State University (OSU).

Research

The most important factor in building and enhancing the reputation of the School of Geology is faculty research and contributions to scientific literature. Accordingly, a key imperative is to increase the quality, quantity, and impact of research and scholarship through refereed publications and extramurally funded research programs. Publications derived from graduate theses and dissertations also serve to demonstrate the vigor and effectiveness of the School's graduate program, which is intended to prepare students to conduct applied and basic research in the geosciences. Research is a responsibility of each faculty member. Because research is expensive, each faculty member is expected to seek funds for his or her research from sources outside the University.

Teaching

The effectiveness of a faculty member as a teacher is essential to the School of Geology, College, and University. A core objective is to improve student learning through enhancement of curriculum, adoption of leading-edge instructional technology, and continual assessment of learning outcomes to maintain the goal of exceptional rates of retention, progression, and graduation. Considerable effort is required and expected for preparation and presentation of sound, relevant courses. Additionally, faculty members are expected to execute their teaching responsibilities competently and enthusiastically in every course they teach, bearing in mind the importance to the students of a sound general education. Effective teaching of service courses is especially important because they provide an essential mechanism for interaction between the School of Geology and other academic units in the University.

Outreach

Outreach and extension are the signature activities of land-grant institutions like OSU and support the relevance of the School of Geology to the profession of geology and the public at large. Outreach activities include the teaching of on and off-campus courses and delivering public seminars, the development and/or presentation of workshop materials for non-resident students, consultation or problem solving for groups or individuals, and the publication of applied materials for general public use.

Service

Service is a cornerstone of public universities and is expected of all faculty members at OSU. Service activities include acting as an advisor to student organizations; service on School, College, or University committees; service in academic programs exterior to the university; service on state or federal committees, boards, or commissions; peer review service at various levels for editorial or funding organizations; and service in professional societies and organizations.

COMPOSITION AND OPERATION OF PERSONNEL COMMITTEES

The Personnel Committee acts in an advisory capacity to the School Head in matters of tenure and promotion, including promotion to Regents Professor. The composition and operations of the Personnel Committee shall comply fully with the College of Arts and Sciences Personnel Procedures (approved September, 2015). At the discretion of the School Head, the Personnel Committee also may participate in the identification of students and faculty for recognition through nomination for University and society awards and may participate in other personnel actions, such as recommendations of individuals outside the School of Geology for adjunct faculty status.

The Personnel Committee shall review requests for promotion and tenure as they come from individual faculty members, from the committee itself, or from the School Head. They shall act on these matters according to established School, College, and University policies, and then forward their recommendations to the School Head, who in turn will make a recommendation to the Dean of the College of Arts and Sciences.

The committee will be elected by the faculty of the School of Geology after advisement of the probable agenda for the forthcoming year and shall consist of five tenured faculty members. A faculty member must recuse himself/herself from the committee when he/she is under consideration for tenure or promotion or if another conflict of interest is identified (e.g., those who are a family member of the candidate) in accordance with School, College, and University policies. At least two committee members should have the rank of Professor. Female and minority faculty members should be encouraged to stand for election to the committee. The Chairman of the committee shall be a full Professor, and it is preferred that a new Chairman be elected annually. If a sufficient number of full or associate professors is not available, faculty members from other Arts and Sciences departments (preferably from either the physical or life sciences) will be asked to substitute for School of Geology faculty. Using these guidelines,

faculty members will be nominated to serve on the committee in an open faculty meeting. The committee must be approved prior to service by a majority of the voting tenure-track faculty on a secret ballot.

Faculty members voting for reappointment, promotion, or tenure on the Personnel Committee must be at the same level as, or above, that being sought by the candidate. In the event that the School Head is a candidate for promotion, it will be necessary for the Dean to appoint a senior member of the School faculty to serve in the role of the unit administrator (i.e., Acting Head). While a candidate for promotion, the Head will continue performing routine administrative duties, and the Acting Head will assume the vital functions relating to the promotion of the Head and perform other functions where a conflict of interest may otherwise exist regarding this promotion. The Acting Head will review the documentation file and write a Statement of Recommendation. The Acting Head also will record his/her recommended action and signature on the RPT Summary of Recommendation form.

PROCEDURES

The candidate will be notified by the School Head in the first month of the academic year he/she is to be considered for tenure or promotion, and shall be invited to submit evidence supporting the candidacy in a dossier by October 15th (see Appendix 1 for timeline). The faculty member also receives a letter from the Office of the Provost informing them of their eligibility for tenure. The School Head shall notify the Chairman of the Personnel Committee when a faculty member is to be considered for tenure or promotion.

All discussions of the Personnel Committee shall be confidential.

In cases where University policy requires action, the School Head will notify the Chairman of the Personnel Committee. A faculty member also may be considered for promotion and/or tenure at his/her own request or at the request of the Personnel Committee. In all cases the School Head will request the required documents and information from the individual concerned.

Prior service at another institution may be considered as “time-in-rank” if the candidate under consideration was performing in an environment and at an academic level similar to that at OSU. Evidence of this service as established by the School Head is to be included in the dossier.

The Personnel Committee will review the dossier and any other relevant information furnished by the School Head and then make a written recommendation to the School Head. This document must include dissenting opinions, if any, along with the number of dissenting votes, and be signed by all members of the Personnel Committee. The School Head will review the documents provided by the candidate for tenure and/or promotion and the Personnel Committee and any other information he/she considers relevant and make written recommendations. These will be given to the candidate, who will be given the opportunity to respond to them.

Written input regarding RPT for a candidate up for promotion shall be solicited by the Chairman of the Personnel Committee from the School faculty at least ten days in advance of the first meeting of the committee to consider the candidate’s file. The committee shall consider this

input in their deliberations. This input shall not be placed in the candidate's file, and the Chairman of the Personnel Committee will maintain this input until the conclusion of the RPT process. Candidates may opt to waive their right to see these internal faculty comments. Notification in the form of a signed statement will be made available to the School's faculty as to whether or not the candidate in question has signed the waiver.

The documents related to RPT that shall be forwarded to the Dean's Office and subsequent levels of administration are those indicated by the official Oklahoma State University Reappointment, Promotion/Tenure Recommendations Form, "Development of the RPT Documentation File," and by OSU Policy & Procedures 2-0902. Accordingly, the School Head will forward to the Dean the following documents concerning the candidate for tenure and/or promotion:

- 1) The Recommendation for Promotion and Reappointment form with required documentation.
- 2) A copy of the written recommendation from the Personnel Committee to the School Head. The candidate has three working days from the receipt of this letter to respond in writing (maximum 1,000 words) to a majority negative recommendation from the committee. This response should be submitted to the School Head and should also be included in the documentation file for the candidate.
- 3) The written recommendation from the School Head to the Dean of Arts and Sciences. This letter must state the unit administrator's reasons for supporting or denying approval of the action in question. Where the position of the candidate is specialized, differing significantly from the normal assignments within the School, this shall be detailed. A copy of the letter shall go to the Personnel Committee and the candidate.
- 4) At least three external review letters from senior faculty members or research scientists outside of OSU, who are deemed experts in the candidate's field. A list of potential external reviewers will be chosen from lists provided by the candidate, Personnel Committee, and the School Head. These letters should be solicited by the School Head and should not be available to the candidate if he/she has waived his/her right to access. A minimum of two letters must be obtained from individuals not suggested by the faculty member. Letters from the candidate's former M.S. and Ph.D. advisors, post-Doctoral mentors, or former co-workers are not acceptable for the purpose of external review. Likewise, letters from the candidate's former M.S. and Ph.D. advisees and post-doctoral fellows are not acceptable, except as an indicator of teaching quality. Reviewers should also provide a copy of their CV when submitting letters.
- 5) Waiver or Non-Waiver of right to review the external peer review letters and comments from the School faculty members who are not serving in the Personnel Committee.
- 6) A copy of the *curriculum vitae* for the candidate and any other supporting evidence, which will inform the recommendations of the School Head and/or the Personnel Committee.
- 7) Supporting evidence of excellence in research such as reprints of selected published papers and other scholarly work and written peer reviews of scholarly work.
- 8) Supporting evidence of teaching effectiveness, such as course evaluations, syllabi, and exams.
- 9) Supporting evidence of service activity, both internally and externally.
- 10) An A&D document inclusive of the summer and fall immediately preceding the reappointment or promotion recommendation. All previous A&D documents from the time in service at OSU also shall be included in the file.

- 11) Any unsolicited material submitted by the candidate. These materials should be marked “unsolicited”.

LEVELS OF ACHIEVEMENT FOR TENURE, PROMOTION, AND REGENTS PROFESSOR APPOINTMENTS IN THE SCHOOL OF GEOLOGY¹

Assistant Professor of Geology Job Description

Requirements

To be considered for appointment, an individual must have a Ph.D. in the geosciences or closely related fields from an accredited university. In addition, the individual must have strong recommendations establishing his/her potential for teaching and performing original research in the geosciences. According to university guidelines “Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.”

Responsibilities

The major responsibilities of an Assistant Professor of Geology are research and teaching, with a lesser emphasis placed on service and outreach. An individual in this position is expected to budget the time spent teaching and researching in accordance with the School’s workload policy, unless otherwise specified in writing by the School Head. Assistant Professors should have the capabilities for teaching introductory geology courses at the undergraduate level, for teaching advanced undergraduate and graduate courses in their area of expertise, and for supervising graduate students in laboratory or teaching assignments. It is imperative that an Assistant Professor of Geology develops an active research program and makes a strong effort to obtain outside support for his/her research. This research should be of the highest caliber, of sufficient interest to attract graduate students to graduate research projects, and lead to publications in national and international journals subject to peer review. Scholarly activity in the area of geoscience education also is considered a research activity applicable to the criteria stated above. An Assistant Professor of Geology is expected to act as student advisor, chair thesis and dissertation committees, serve on graduate thesis and dissertation committees (within the regulations established by the Graduate College), and serve on significant School, College or University faculty committees. In addition, an individual in this position is encouraged to participate in other scholarly activities, such as peer review and serving in various capacities for granting agencies and professional organizations. An individual in this position also may be required to participate in related areas, such as student advising, outreach programs and honors courses.

¹ Concerning levels of achievement, the **School of Geology** follows the general guidelines set forth in the current version of the **College of Arts and Sciences Personnel Procedures**.

Qualifications for Reappointment as Assistant Professor

An initial appointment to OSU is normally four years in duration. Consequently, a new Assistant Professor will be evaluated for reappointment during the second semester of the third year. The reappointment review should be complete by the end of the second semester of the third year. Should a faculty member not be granted reappointment, the year following the review will be used to complete OSU research and teaching commitments.

If the candidate satisfies the criteria listed below and reappointment is granted, the new term of reappointment will be for an additional three years, with tenure and promotion review occurring in the second semester of year six since initial appointment to OSU or year three of the reappointment period.

The following are qualifications for the reappointment of an Assistant Professor to an additional three-year term:

1. A record of research publications and promise as an independent investigator are important criteria. Candidates for reappointment should demonstrate they are developing a growing research program as evidenced by publications, grant applications, and funded grants. A record of publication in peer reviewed national or international venues is expected (e.g., national and international scholarly journal, U.S. Geological Survey Professional Paper, national and international professional special publication). Papers in press will be accepted when the candidate can provide a letter of acceptance from the corresponding editor of the journal. Quality as well as quantity of publication will be assessed. The candidate should demonstrate evidence of a substantial scholarly contribution when not the senior author of a publication.
2. Publications with minimal or no peer review or limited distribution, such as contract reports, guidebooks, and proceedings volumes do not substitute for venues of national and international stature as defined above but can be used as additional evidence of scholarly activity.
3. An important criterion is evidence of the desire and ability to secure financial support for his/her research program, as shown by applications submitted for external funding. At least one external, senior-principal investigator (PI), grant proposal per year is expected. If the candidate secured funding on a multi-year proposal, additional proposals will not be required for the years in which the funded project related to the proposal is active. In cases where large "start-up" costs are provided by the University, extramural funding is expected.
4. Teaching performance is important. The candidate should have a rating of "above expectation" as a teacher at the undergraduate and graduate levels (see guidelines for rating of teaching in Appendix 1). The candidate's lectures may be peer-reviewed by senior faculty members. The teaching evaluations written by students will be one of the criteria used in judging teaching performance. The candidate also is typically expected to

serve as the research advisor for at least one graduate student during his/her first three years at the School of Geology.

5. Other factors to be considered in the evaluation include performance of other assigned duties (e.g., committees), performance on special projects (e.g., outreach, honors courses) and involvement in professional activities (invited presentations, peer review, editorial service, leadership and committee service, participation in national and international meetings, and professional conduct).

Reappointment is justified only if evidence is compelling that there is a strong probability that the candidate will earn tenure and promotion to Associate Professor Rank. Additional information on basic competence and other criteria for reappointment is provided in the OSU Faculty Handbook.

Associate Professor of Geology Job Description

Requirements

To be considered for appointment, an individual must have a Ph.D. in the geosciences or closely related fields from an accredited university. In addition, an Associate Professor of Geology shall have established a reputation of excellence in the scientific community at the national or international level. This shall be verified by a record of publications in national and international journals subject to peer review. Also, demonstrated skill or, in the case of distinguished professionals coming from industry or government, potential for skill in teaching is required. If a person has been involved in classroom teaching, this will be demonstrated by favorable evaluations by students, current or former supervisors, and/or peers. If a person has not been formally involved with classroom teaching, strong recommendations establishing their potential in this area are required.

Responsibilities

The major responsibilities of an Associate Professor of Geology are research, teaching, and service/outreach. An individual in this position is expected to budget the time spent teaching and researching in accordance with the School's workload policy, unless otherwise specified in writing by the School Head. Associate Professors of Geology are responsible for conducting classes at both the undergraduate and graduate levels. If the courses they teach utilize undergraduate or graduate assistants or instructors in laboratory or teaching assignments, an Associate Professor should supervise their work. In addition, they are expected to assist in curriculum and course development and in developing new and better techniques for presenting course material. An Associate Professor of Geology should have a proven record of research accomplishments and show strong evidence that he/she will continue to perform creative work and to expand his/her efforts in this area. He/she should be involved in the supervision of research projects leading to theses for Masters and Doctoral degrees. An Associate Professor of Geology should actively seek and secure outside funds to support his/her research. He/she should document his/her results by publication in peer-reviewed national and international journals, should actively participate in national and international meetings, and provide substantial service to professional organizations in his/her field. Scholarly activity in the area of

educational developments in the geological sciences is also a research activity applicable to the other criteria stated above. The Associate Professor of Geology shall also assume major responsibilities within the School as assigned by the School Head and provide active leadership in School, College and University committees.

Qualifications for Tenure and/or Promotion to Associate Professor Rank

The Associate Professor position carries tenure if an Assistant Professor is promoted to that rank. If the initial appointment is as Associate Professor, the appointment is typically four years unless credit for prior appointment at another institution is approved. Following reappointment, tenure is conferred. The following are qualifications for the promotion of an Assistant Professor to an Associate Professor with tenure:

1. A candidate for tenure and/or promotion to Associate Professor Rank should receive “above expectation” ratings in research and teaching. No Assistant Professor will be appointed to Associate Professor with tenure unless there is a reasonable expectation that the individual will eventually meet the requirements to be promoted to Professor.
2. At the time of consideration for tenure, an average of more than one paper per year is expected to be published or accepted for publication in a peer reviewed national or international venue (e.g., national and international scholarly journal, U.S. Geological Survey Professional Paper, national and international professional special publication) while an Assistant Professor at OSU. At least three of these publications should be based primarily on research conducted since appointment at OSU. Quality as well as quantity of publication will be assessed. The candidate should show evidence of a substantial scholarly contribution when not the senior-author of a publication (e.g., corresponding author, student senior author, contributions as part of collaborative team). In cases where a faculty member is 2nd author to a student for whom they served as primary supervisor, the faculty member shall receive credit equivalent to being senior author.
3. Publications with minimal or no peer review or limited distribution, such as contract reports, guidebooks, and proceedings volumes, do not substitute for venues of national and international stature as defined above but can be used as additional evidence of scholarly activity.
4. An important criterion is evidence of the willingness and ability to secure financial support for his/her research program, as shown by major applications submitted for external funds. At least one external, senior-PI, grant proposal submitted per year will "meet minimum expectation". If the candidate secures a one-to-three year grant as a PI, this performance will be considered as "meeting minimum expectation" to "above expectation" for that one-to-three year period, depending on the importance and funding level of the project. However, at the time of tenure, the candidate should have established an active and sustained externally funded research program.

5. The candidate should have a minimum rating of "above expectation" (see Appendix I for rating of teaching) as a teacher at the undergraduate and graduate levels. The candidate's lectures may be peer-reviewed by the Personnel Committee members. The teaching evaluations written by students will be one of the criteria used in judging teaching performance. The candidate also is expected to serve as research advisor for at least two graduate students during his/her first five years at the School of Geology and provide evidence that they have been an effective advisor.
6. The candidate must have a "satisfactory" service rating (see Appendix I for service rating criteria), in terms of having functioned on School, College, or University committees, having served on thesis and/or dissertation committees, or having generated University outreach activities. Other service deemed important may include serving as an officer, committee chair, or committee member of a national or international society; acting as an editor or peer reviewer for a scholarly journal; peer reviewing grant applications; serving on a granting agency panel; convening sessions at professional meetings; organizing and leading professional field trips.
7. Candidates appointed at the Assistant Professor rank and who had prior professional experience will have such experience evaluated on an individual basis. The weight of this experience towards tenure should be documented in writing at time of hiring of the candidate.
8. Favorable letters of evaluation from external reviewers (senior faculty or research scientists outside of OSU), who are deemed experts in the candidate's field, are an important component of the tenure decision. Of particular importance in these evaluations will be an indication of whether the reviewer concludes that the candidate would be promoted and/or tenured at OSU or a similar peer institution. Unfavorable evaluations from one or more of the external reviewers should be seriously considered by the personnel committee. This must be done very carefully as to distinguish an honest evaluation from one that, for personal or other nonprofessional reasons, seeks to damage the candidate's reputation. Likewise, letters that clearly inflate an otherwise weak candidate's qualifications should be noted. A majority of the outside letters should support the granting of tenure.
9. Finally, exceeding the minimum standards outlined above and demonstrated potential for sustained effectiveness in the future is required for the granting of promotion and tenure. A candidate who only meets the minimum standard shall be considered unlikely to eventually meet the standards to be promoted to the rank of Professor and therefore denied promotion and tenure at the Associate professor rank.

Qualifications for Reappointment at the Associate Professor Rank

Should a faculty member be appointed initially at the rank of Associate Professor without tenure, he/she must be evaluated after 3 years of service (if the initial appointment is for 4 years, as is typical). No Associate Professor will be reappointed with tenure unless there is a reasonable

expectation that the individual will eventually meet the requirements to be promoted to Professor. Because reappointment also confers tenure (see current Faculty Handbook), the candidate is expected to satisfy the conditions for tenure and promotion to Associate Professor as defined in the preceding section.

Professor of Geology Job Description

Requirements

In addition to meeting the requirements for an Associate Professor, a Professor of Geology will have established a highly meritorious record in the area of teaching, and an international reputation in the area of research. A consistent record of high evaluations by students, the School Head, and peers will demonstrate the former. The latter will be demonstrated by a sustained record of publications in refereed national and international venues, success in obtaining extramural funding for research projects, and active participation in national and international professional organizations and meetings (e.g., professional assignments with technical committees, technical editing, conference chair positions, service on advisory boards). An individual in this position should also have established a meritorious record of supervising graduate student research projects.

Responsibilities

In addition to the duties of an Associate Professor, a Professor of Geology is responsible for providing leadership in School, College, and University matters. As an experienced teacher and a recognized professional in scientific research, a Professor of Geology should be active in attracting students to OSU, in developing high caliber instructional and research programs, and in making significant contributions to national and international professional organizations.

Qualifications for Promotion to Professor Rank

Candidates for Professor of Geology typically hold the rank of Associate Professor with tenure. There is no requirement that an Associate Professor must apply for the rank of Professor at any given time, and application for promotion to full Professor is made at the candidate's discretion. A candidate for Professor of Geology, in most cases, should have spent at least four years as an Associate Professor. Failure to achieve the rank of Professor does not result in termination of employment at the University and does not prevent the candidate from reapplying for this promotion at a later time. Full Professor is typically the highest academic rank achieved in the profession; hence, great care must be taken in promoting individuals to that rank. To be appointed as full professor, the candidate should have a record of demonstrated and sustained effectiveness in each of the three areas of teaching, research/creative activity, and service, appropriate to the assignment, and a record of excellence in teaching and/or research/creative activity. The following are qualifications for the promotion of an Associate Professor to a Professor:

1. In addition to continuing to meet the requirements for an Associate Professor, a Professor of Geology will have established a highly meritorious record of instruction and will have established a record of scholarly research of the highest caliber as recognized at the

national and international level. Such recognition may include a record of invitations to lecture, to contribute manuscripts, to chair society committees, or to organize and lead professional meetings, and/or awards recognizing research accomplishments. To be promoted to the rank of Professor of Geology; a sustained record of performance “above expectation” in teaching, research, and service is expected.

2. A strong record of performance has been established in directing students toward completion of the M.S. or Ph.D. in Geology or the allied sciences, as well as the Ed.D. in Applied Studies in Education.
3. A candidate for Professor of Geology should demonstrate a record of leadership in service to the School, College, University, and profession.
4. External review letters should indicate that the quality of research and professional activities are at the level expected for the rank of Professor of Geology. Of particular importance, in these letters, will be an indication of whether the reviewer determines that the candidate would be promoted to the rank of Professor at OSU or a peer institution.

Qualifications for Promotion to Regents Professor Rank

This is the highest honor bestowed upon a faculty who has made outstanding contributions in the geosciences through teaching, research or other scholarly activities, and extension or outreach activities. As stated in the Faculty hand book, “to be appointed as a Regents Professor, the faculty should have national and international recognition for past and continuing scholarly accomplishments. Evidence of accomplishments may be demonstrated through their record of publication in nationally recognized journals or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by their unit administrators, peers and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension or outreach activities will also be considered”.

The following are qualifications for the appointment as a Regents Professor:

- A. Sustained record of original publications, creative works and/or performances that demonstrate major and influential research, scholarly, or artistic advances;
- B. Evidence of recognition of the nominee’s expertise by the discipline/profession. Such recognition may include appointment to serve as editor or as a member of editorial boards of national/international scholarly publications, grant review panels, national and international adjudication teams, accreditation teams, and/or similar groups;
- C. An exemplary and sustained record of successful competition among peers as evidenced by extramural support for the nominee’s scholarly and/or creative activities, pedagogy, and/or extension activities;

- D. A record of important contributions to national and/or international professional associations;
- E. Participation as an invited speaker, panel member or performer for international and national symposia, conferences, workshops, master classes and/or other events; and
- F. Special awards and recognition from national and international societies or associations for scholarly and/or creative accomplishments.

Research Faculty

The Policy on Research Faculty to be used by the School of Geology will follow that specified in the current OSU Faculty Handbook, Section 1.7 of Appendix D, July 2001, (Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty) with the following additional features:

Recruitment and Appointment Part D

Research faculty may be recruited from the outside market for existing or new positions, from the ranks of existing faculty, or from soft money positions such as post-doctoral faculty. Research faculty will be reviewed with all other faculty according to the existing A&D review process, understanding that research faculty are responsible only for self-supported research. The research expectations for tenured faculty serve as the criterion for promotion of research faculty to Assistant, Associate, and Full Professor.

Salary and Performance Evaluations Part B

Research faculty will be subjected to the same performance A&D evaluations as tenured and tenure-track faculty. Their performance is based primarily on their self-supported research. Faculty review serves as a guarantee of academic credibility. Given the highly specialized nature of research, promotion to higher rank requires outside letters of recommendation similar to those required for promotion of tenure-track faculty.

Rights and Privileges Part B

Research faculty will have voting rights on issues involving research but not on academic issues. It may not be possible to separate research from academics in some cases. In these situations, the permanent tenure-track and tenured faculty have priority.

Research Associate, Research Scientist and Postdoctoral Fellows

These positions are temporary, full-time or part-time appointments. A Ph.D. degree in geology or a related field is required. An individual in these positions will work under the supervision of a permanent faculty member. The responsibilities will mainly involve research, although some teaching duties may be assigned in writing by the School Head.

Visiting Professor, Visiting Associate Professor or Visiting Assistant Professor of Geology

These visiting positions will be filled with persons having the same qualifications as those listed for permanent positions of equivalent rank. Visiting positions will be used to meet short-term needs, and the appointments will generally be made for one year. Visiting positions are renewable for up to three years. Annual evaluations will be performed so the individual can be reappointed and receive salary increases.

PROFESSIONALISM

Professionalism is a core value of all faculty in the Boone Pickens School of Geology and is a criterion that is to be considered by the Personnel Committee and the School Head when making recommendations for RPT at all levels. Documentation of unprofessional or unethical behavior can include information from A&D records and other written records from the faculty member's personnel file. Unprofessional conduct is an extremely serious matter that may involve prior disciplinary action, and evidence of such conduct is to be furnished to the Personnel Committee by the School Head.

Conversely, evidence of meritorious professionalism that enhances the reputation of the School of Geology also can be considered as criteria for RPT. Meritorious professionalism can be documented through A&D reports and personnel records, as well as through written testimonials, media materials, and other sources.

Professional courtesy and ethics are critical for the proper functioning of the School. Accordingly, faculty must comply with Federal, State, University, and College rules regarding professional ethics. All students, colleagues, and members of the public are expected to be treated equally and with courtesy, and the rights of all are to be respected.

Conduct that is out of compliance with University, College, and School rules, regulations, and policies is discouraged, may be subject to disciplinary action, and may be considered when making recommendations for RPT. Actions that expose the School or University to undue liability or pose a danger to University personnel, students, and/or the public also may be considered as criteria for promotion and tenure.

Punctuality is an important aspect of professionalism that facilitates the orderly functioning of the School of Geology, and faculty are expected to attend committee meetings and other vital functions on time or to notify the appropriate person in advance if they are going to be late or absent. All faculty are expected to be prepared for classes, show up on time, and to make appropriate arrangements to cover classes if they need to be late or absent.

Appendix 1

PERFORMANCE ASSESSMENT OF CANDIDATES FOR TENURE / PROMOTION²

Criteria and Rating Scale for Research Performance

Because research is a major responsibility of all faculty employed by the School of Geology, performance in research must be evaluated carefully. It is important that all new faculty be highly encouraged by the Head of the School to initiate strong research efforts.

The following ratings and criteria will be applied in assessing performance in research of all candidates for promotion and tenure in the School of Geology:

Quantity-Based Assessment Based on Work Completed at OSU

Within the first 2.5 years following the appointment of a new faculty member as an Assistant Professor, the "minimum expectation" level of achievement shall be development of a growing research program as evidenced by publications, grant applications, and funded grants. A record of publication in peer reviewed national or international venues is expected (e.g., national and international scholarly journal, U.S. Geological Survey Professional Paper, national and international professional special publication). Papers in press will be accepted when the candidate can provide a letter of acceptance from the publisher. Quality as well as quantity of publication will be assessed. The candidate should demonstrate evidence of a substantial scholarly contribution when not the senior author of a publication.

1. In subsequent years, an average of one peer-reviewed publication per annum in a national or international venue will meet "minimum expectation", and more than one publication, or additional regional or local publications, as defined above, each year will be regarded as "above expectation".
2. Unless an individual has an external grant in force, one new grant application to a major agency submitted per year will meet "minimum expectation" and more than this will be "above expectation".
3. Two abstracted papers presented every year at regional or national meetings will meet "minimum expectation," and more than this will be "above expectation".
4. To meet "minimum expectation," a candidate employed initially at the Associate Professor rank without tenure would be expected to publish at least three peer reviewed papers as defined above within three years of the date of employment, at the end of which time a tenure decision must be made.

² Concerning assessment reviews, the **School of Geology** follows the general guidelines set forth in the current version of the **College of Arts and Sciences** Personnel Procedures.

Criteria and Rating Scale for Teaching Performance

The following ratings and criteria will be applied in assessing performance in teaching of all candidates for tenure and promotion in the School of Geology:

Quantity-Based Assessment of Work Completed at OSU

Faculty normally are expected to teach courses at the lower division (1000 and 2000 level), upper division (3000 and 4000) level, and graduate (5000) level. Teaching responsibilities should conform with the School's workload policy, and candidates for tenure and promotion are expected to contribute over a range of course types. Documentation of teaching responsibilities can be provided through A&D documents or through work assignments and FTE worksheets.

Extra consideration will be given to courses taught as an overload, courses that are taught for the first time ("new preps"), courses being revised and upgraded, honors sections taught, courses with large enrollments (>40 students), courses with field trips, courses with a lab component, supervision of teaching assistants, and independent studies. Teaching load in excess of that specified by the School's workload policy shall be compensated in a manner that is consistent with University policy and the School's Workload Policy.

Quality-Based Assessment of Work Completed at OSU

In assessing the quality of teaching performance, the Personnel Committee will consider these factors: (i) awards for excellence of teaching; (ii) scores on Student Teaching Evaluations (STE scores). (iii) evaluation of classes, as determined by classroom visits by members of the Personnel Committee; (iv) written evidence of innovative teaching developments; and (v) written alumni (recent graduates who have been taught by the candidate) and peer-evaluations of the candidate's effectiveness as a teacher. The School recognizes that an important consideration in the assessment of STE scores is the number and types of courses taught. In particular, it is recognized that, in lower-level and service courses, STE scores are consistently lower than those in senior or graduate-level courses.

As noted above, a faculty member who is to be evaluated will request (in writing) an on-site appraisal of teaching performances. In the course of the evaluation, members of the Personnel Committee will request instructional materials for new-course development, upgrading of courses, etc., and all other information considered to be pertinent; these data are to be supplied by the candidate prior to an actual visitation to the class by a member or members of the Personnel Committee.

In appraisal of a candidate's performance in teaching, the Personnel Committee should use the following criteria. The candidate should achieve at least three of the five following objectives in order to receive a performance rating of "above expectation":

1. Win University-sponsored teaching award, such as the Amoco or Burlington Northern Awards and/or Arts and Sciences Teacher of the Year Award or other prestigious teaching award.
2. Receive STE scores of above 3.25/5.0 from the lower division undergraduate courses, 3.5/5.0 from the upper division undergraduate courses and 3.75/5.0 from the graduate level courses taught.
3. Receive an "above expectation" rating on aspects of his/her teaching performance, a rating determined by members of the Personnel Committee, as a result of several individual visits to the classes of the candidate.
4. Produce written evidence of substantial innovative teaching developments in more than one course.
5. Produce evidence of teaching performance that is "above expectation," documented by letters from alumni and fellow faculty. Evaluations of teaching by faculty outside the School of Geology, the Institute for Teaching and Learning Excellence (ITLE), and the College of Education also may be used to document performance that is "above expectation."

For ratings of "meets expectations", the candidate should achieve the following objectives:

1. Receive STE scores of >2.5 from the lower division undergraduate courses, >3.0 from the upper division undergraduate courses and graduate level courses taught.
2. Receive an "above expectation" rating on aspects of his/her teaching performance, a rating determined by members of the Personnel Committee and other qualified evaluators, as a result of several individual visits to the classes of the candidate.
3. Produce written evidence of innovative teaching developments.
4. Produce evidence of "above expectation" performance in teaching, as indicated by letters from alumni and fellow faculty.

The following will constitute a rating of "below expectation".

1. Receive STE scores of <2.5 from the lower division undergraduate courses, <3.0 from the upper division undergraduate courses and graduate level courses taught.
2. Receive "below expectation" level ratings on all aspects of his/her teaching performance as assessed by members of the Personnel Committee and other qualified evaluators as a result of visits to the classes of the candidate.
3. Show little evidence of innovative developments in teaching.

Criteria and Rating Scale for Service to OSU and The School of Geology

Service is required of all Faculty in the School of Geology. A candidate for tenure and promotion to the rank of Associate Professor must have a “satisfactory” service rating, in terms of having functioned on School, College, University, or society committees, having served on thesis and/or dissertation committees, or having generated University outreach activities. Additional service that warrants an “above expectation” rating may include serving as an officer, committee chair, or committee member of a national or international society; acting as an editor or peer reviewer for a scholarly journal; peer reviewing grant applications; serving on a granting agency panel; convening sessions at professional meetings; or organizing and leading professional field trips.

Candidates for promotion to Full Professor must demonstrate consistent and outstanding service to the profession. An “outstanding” service rating constitutes having achieved international prominence through service in the University, College, scholarly societies, and other organizations that advance the profession of geology.

Appendix 2

SUGGESTED TIMELINE FOR PROMOTION AND TENURE

September 1-15: Department Head notifies candidates of eligibility for tenure and promotion (or reappointment)

September 15th: Faculty member sends letter of intent to chair of RPT committee and Department Head to inform them of intent to apply.

October 1st: Faculty member submits names of potential external reviewers to personnel committee chair and department head, and signs forms to waive or not waive access to external reviews and/or internal comments. Faculty member's reviewer list should consist of at least 3 names for evaluating his or her research program and should include a description of each reviewer's research expertise, institutional affiliation, and contact information.

October 15th: Faculty member submits dossier to the personnel committee

October 30th: Personnel committee sends materials to external reviewers, requesting evaluations by December 15th.

Late December to early January: Department Head conducts early appraisal and development (A&D) with the candidate and adds it to the application file.

January 15th: Personnel committee makes decision and provides letter of decision to candidate and department head. Faculty member has three days to respond if the majority vote is a negative.

January 25th: Department Head provides decision to faculty member

February 1st: Faculty member's file due in Dean's office.