

Computer Science Department
Policies and Procedures for Faculty Appointment,
Reappointment, Promotion, and Tenure

Effective date: 11/09/06

Preface

This document sets forth the principles and guidelines relevant to the appointment, reappointment, promotion, and tenure of faculty members of the Computer Science Department. It should serve not only to guide colleagues and administrators in the evaluation of individuals in the context of the long-range departmental programs, but also to challenge and inspire the faculty and to inform them of the scale on which they will be measured.

Evaluation of faculty members should be based upon performance of assigned duties and effectiveness in developing and maintaining quality programs in instruction, research, and extension/service/outreach. However, faculty members have many opportunities, perhaps responsibilities, beyond their explicitly assigned duties to contribute to the effectiveness of the Department, College, and University. Specifically, it is the obligation of every faculty member to contribute time and energy to the performance of services that provide an environment conducive to scholarly activities, although these services may only benefit others, such as the Department, the College, or the University.

The College and University Policies and Procedures documents, as well as the Faculty Handbook, prescribe the rules regarding granting of tenure. Recognizing that tenure is a consequence of promotion or reappointment, a recommendation to promote or reappoint will be predicated on the determination that the subject member has a place in the long-range program of the Department

In order to establish normal expectations for the full range of possible assignments, we first outline the objectives of the Department and how they relate to those of the College of Arts and Sciences, as well as our relationships with the rest of the campus. We also detail the job descriptions of the traditional faculty positions.

This document was approved by the departmental faculty members on November 9, 2006. It is recommended that it be reviewed periodically and revised as necessary to clarify or to update it.

If the policies and procedures described in this document conflict with those set forth in the Policy and Procedures manuals of Oklahoma State University and the College of Arts and Sciences, the latter two supersede the former. Matters not described in this document shall be dealt with in accordance with the Policy and Procedures manuals of Oklahoma State University and the College of Arts and Sciences.

Goals and Objectives

1. Excellence in instructional programs. This is interpreted to mean delivering the best educational programs which are appropriate for our varied clientele and consistent with available resources, including laboratory facilities. It is intended that we provide our majors a solid foundation of fundamental principles upon which a lifetime of productive endeavors can be built. Short term vocational objectives and current market trends have minimal priority. Additionally, we seek to provide general education and support courses for a variety of other academic programs.

Specifically, we strive to have our undergraduate program recognized regionally in the top 10% as judged by external industry and academic review. Our goal for the graduate program is to be recognized nationally as an outstanding computer science program and to provide leadership in this area.

2. Advancement of the frontiers of our field through research and other professional activities. The broad application of computer science and the rapid advances being made in this discipline require active research and participation in professional activities. This will thereby provide a firm foundation for general excellence of the Department.

3. Service to the academic and state-wide community. The Department recognizes the need to engage in cooperative activities with other campus agencies in pursuit of common goals in instruction, research, and extension/service/outreach. The Department pursues the opportunities to extend our programs off-campus to additional audiences to the extent permitted by available resources including access to adequate library and laboratory facilities.

Operating Procedures for Appointment, Reappointment, Promotion, and Tenure

The Department Head shall consult the faculty when hiring a new faculty member.

The Personnel Committee will entertain requests for promotion and/or tenure, which may come from the individual faculty member, from the Committee itself, or from the Department Head. It shall act on these matters according to established departmental, college, and university policies, and then forward its recommendation to the Department Head. The Head shall make a separate recommendation. The Head will forward both recommendations, together with all pertinent documentation (see below), to the Dean of the College.

All discussions of the Personnel Committee are confidential.

The candidate shall be notified whenever he or she is to be considered for reappointment, promotion, or tenure, and shall be invited to submit additional evidence supporting the candidacy. If a faculty member was hired prior to the adoption of the original set of departmental policies and procedures, or while a different set of policies and procedures was in effect, consideration should be given to the policies and procedures in effect at the time of hiring. This also must be reflected in the Personnel Committee report.

Care will be taken to follow all University affirmative action guidelines in all personnel decisions.

Documentation

All personnel actions (appointment, reappointment, promotion, and tenure) are to be initiated at the departmental level. The necessary documents to be forwarded to the Dean's office for reappointment, promotion, or tenure are as follows:

1. Form for Recommendation of Promotion or Reappointment

This form is to be completed by the Department Head with the necessary information supplied by the faculty member and the Department. The completed Employment Action Form is also to be attached as stated on the form.

2. A Letter from the Personnel Committee Concerning the Action

This letter is to express all of the views of the Committee and must include the reasons for which the Committee recommends or denies approval of the action. Minority opinions and dissenting votes shall be noted anonymously. The letter is to be signed by all members of the Committee.

3. A Letter from the Department Head Concerning the Action

The purpose of this letter is to set forth the Department Head's reasons for recommending or denying approval of the action in question. Where the position is specialized, differing from normal departmental assignments, this shall be detailed.

4. A Vita for the Individual

The vita should describe all of the professional accomplishments of the individual, as opposed to the individual's most recent contributions.

5. Supporting Evidence

A limited amount of evidence in support of the reasons given in 2 and 3 above should accompany these documents. This evidence should not be voluminous. A copy of the departmental criteria should be included.

6. External Peer Review

Each proposal for promotion or tenure must follow all requirements of the University and of the College of Arts and Sciences. At present the College requires external peer review. Therefore, the Committee will select a minimum of three external reviewers. These persons will be contacted and invited to write reviews. In case of refusal to serve, additional persons will be invited until a minimum of three persons have agreed to serve. At least 50% of these persons should be from a list provided by the candidate, unless the candidate waives this right. The reviewers will be provided with copies of the materials relevant to the case, including reprints, reports and proposals for grants and contracts, etc. The review letters will be considered by the Committee and the Head, and will be forwarded to the College with the other documentation of the case.

Qualifications for Appointment, Reappointment, Promotion, and Tenure

Qualitative Assessment

Activity in the three mission areas of the University (teaching, research, and extension/service/outreach) will be assessed according to the available evidence. To be considered for promotion or tenure, a faculty member must have demonstrated meritorious performance in two of the three areas. Meritorious performance in two areas constitutes a minimum level for consideration and does not guarantee a favorable employment action by the University. The following list suggests some forms of evidence of activity in these areas.

Teaching

- Evaluation by students, observation by administrators and peers, feedback from graduates and advisors, etc.
- Proposals for improvement of instruction, research and publications relating to teaching methods, etc.
- Service in curriculum development, honors programs, etc.
- Publication of textbooks
- Theses and dissertations supervised
- Advising students on curricular and career choices

Research

- Refereed articles
- Colloquia or talks delivered at conferences, symposia, or workshops, or other active participation in conferences
- Grants and contracts funded as principal investigator
- Candidates are expected to achieve extramural funding comparable to the amount of their respective start-up funding subject to the guidelines delineated in their respective offer letters
- Collaboration on grants or contracts in a non-principal investigator capacity
- Development of published or distributed software
- Technical reports and unrefereed articles

- Proposals for grants or contracts

Extension/Service/Outreach

- Conducting extension/service/outreach activities
- Publications and other products of extension/service/outreach programs
- Proposals for extension/service/outreach activities
- Feedback on the results achieved in extension/service/outreach

programs

Other Assessable Activities

In considering promotion or tenure for an individual, that person's other professional and service activities shall also be judged. Acceptable activities include the following:

- Service on graduate and administrative committees at the departmental, college, or university levels
- Service to other university organizations such as the Faculty Council, Women's Council, etc.
- Work done in professional organizations such as the Association for Computing Machinery (ACM)
- Recruiting trips to high schools and colleges
- Professional honors
- Engagement in consulting work having a public service component

Rating of the Candidate

The Committee will assign a rating in each of the three areas of academic endeavor, to the candidate. According to the rules of the College, a rating of "meritorious" or better is required in two of the three areas. Meritorious performance in two areas constitutes a minimum level for consideration and does not guarantee a favorable employment action by the University. However, if some persons have been employed with job descriptions oriented specifically toward teaching, account must be taken of this in decisions affecting those individuals.

Minimum Time in Rank

There is no strict minimum or maximum time in rank; however, time in rank may influence the recommendation of the Committee.

Prior Service

Pertinent prior service should be taken into account in any personnel action.

Working Relationships and Collegiality

It is expected that every faculty member work cooperatively with the Department Head and other faculty members for the benefit of the Department.

Assessing Departmental Needs in Granting Tenure

The projected needs of the Department should be taken into account in every personnel action involving tenure. In order to be considered for tenure, a faculty member shall have demonstrated the capability and willingness to continue to make significant contributions to the long-range academic endeavors of the Department. Candidates should be evaluated in terms of:

1. Relation to present and planned programs
2. Other imminent personnel actions (hiring, retirement, etc.)

Composition of the Personnel Committee

Membership

The Committee consists of three members representing, insofar as the ranks are populated, the three tenure track ranks of Assistant Professor, Associate Professor, and Professor. The Department Head is not eligible for membership. Care will be taken to follow all University affirmative action guidelines in constituting the Committee.

Selection

Members are nominated and elected by the tenure track faculty of the Department, each person having one vote.

Term of Service

Members serve three-year terms, staggered to effect continuity. Thus, one member is replaced each year.

Chairman

The chairman is nominated and elected by the Committee.

JOB DESCRIPTIONS

Temporary Faculty

There are three types of temporary faculty appointments in the Computer Science Department: visiting faculty, adjunct faculty, and lecturers. Appointments to any temporary position may be initiated by the Department Head. Visiting and adjunct faculty holding professorial ranks normally will meet the same academic requirements as tenure track faculty. Any adjunct faculty member holding a professorial appointment in the Oklahoma Higher Education System will have the same adjunct rank at Oklahoma State University. The position of lecturer is described in a separate section of this document

Lecturer

Requirements

A Lecturer must hold at least an earned Master's Degree in Computer Science or the equivalent from an institution of higher learning accredited by one of the regional accrediting agencies, or have comparable professional experience. To be considered for appointment, an individual must have strong and supportive recommendations from former employers or others able to assess the person's potential as a Lecturer.

Responsibilities

Although often working under the supervision of a senior faculty member, a Lecturer is responsible for conducting university classes (including laboratories and other guided experiences) for undergraduate students. In courses assigned, the Lecturer may prepare materials, may prepare and deliver lectures, may evaluate student learning, and may advise students.

Appointment and Review

Lecturers are appointed for a term not to exceed one academic year and may be reappointed. They shall be provided annually with a written evaluation by the Department Head in line with established appraisal and development procedures. Lecturers may not be promoted to the rank of Assistant Professor though they may apply for any opening at such rank, to be considered among other applicants resulting from a national recruiting effort.

Instructor

Requirements

An Instructor must hold at least an earned Master's Degree in Computer Science or the equivalent from an institution of higher learning accredited by one of the regional accrediting agencies, or have comparable professional experience. To be considered for appointment, an individual must have strong and supportive recommendations from former employers or others able to assess the person's potential as an instructor.

Responsibilities

Although often working under the supervision of a senior faculty member, an Instructor is responsible for conducting university classes (including laboratories and other guided experiences) for undergraduate students. In courses assigned, the Instructor may prepare materials, may prepare and deliver lectures, may evaluate student learning, and may advise students. Instructors may have limited responsibilities for overseeing work performed by either undergraduate or graduate student assistants.

Appointment and Review

Instructors are appointed for a term not to exceed one academic year and may be reappointed during a probationary period not to exceed seven years. They shall be provided annually with a written evaluation by the Department Head in line with established appraisal and development procedures. Instructors may not be promoted to the rank of Assistant Professor though they may apply for any opening at such rank, to be considered among other applicants responding to a national recruiting effort.

Assistant Professor

Requirements

An Assistant Professor must hold the Ph.D. degree in Computer Science from an accredited institution of higher learning. In appropriate cases, the equivalent in another discipline from an institution of higher learning accredited by one of the regional accrediting agencies or demonstrated professional competence may be specified and accepted by the Department. To be considered for appointment, an individual must have strong and supportive recommendations from prior professional employers and/or other individuals qualified to assess the person's ability as a potential teacher, as a scholar, as a researcher, and as an effective participant in extension/service/outreach and public service work, if appropriate.

Responsibilities

An Assistant Professor shall be responsible for conducting university classes for undergraduate and/or graduate students and may have full responsibility for one or more courses; may supervise the efforts of undergraduate or graduate student assistants and instructors; and may serve under applicable regulations on graduate student committees. The Assistant Professor may also advise students on curricular and career choices; may assist student organizations; and may engage in public service activities and serve on faculty committees. The Assistant Professor shall begin developing scholarly maturity as evidenced by publication of research results in refereed journals or conference proceedings; by development of substantial course and curriculum materials; and/or by significant participation in extension/service/outreach activities.

Appointment and Review

The Assistant Professor is appointed for four years and may be reappointed. As to expected performance, a written appraisal of effectiveness will be provided annually. Especially exacting reviews will be conducted as a part of decisions affecting reappointment, promotion, and/or tenure. Promotion to Associate Professor shall occur when the Assistant Professor already performs at the level of meritorious achievement expected of Associate Professors. All reviews shall conform to established university and college procedures, which are set forth in the Policy and Procedures manuals of Oklahoma State University and the College of Arts and Sciences.

Associate Professor

Requirements

An Associate Professor must meet the requirements of an Assistant Professor. Additionally, the Associate Professor shall demonstrate meritorious achievement as judged by departmental administrators, peers, and off-campus professionals in two of the following areas of responsibility: instruction, research, and extension/service/outreach. Meritorious performance in two areas constitutes a minimum level for consideration and does not guarantee a favorable employment action by the University. Excellence in instruction may be demonstrated by favorable assessments of the person's ability to help students learn as evaluated by departmental administrators, peers, and students; and by significant participation in instructional program and course development as recognized by departmental administrators and peers. Excellence in research may be demonstrated by publication of research results in refereed professional journals or conference proceedings (or by participation in other creative activities). Excellence in extension/service/outreach may be demonstrated by significant development of and/or participation in extension/service/outreach activities.

Responsibilities

An Associate Professor shall be responsible for conducting university classes for undergraduate and/or graduate students and for assisting in course and curriculum development. A major responsibility shall be assumed by supervising graduate students completing theses or dissertations. Major responsibilities shall also be assumed within the Department for those areas assigned by the Department Head and as an active participant on university and college committees. In addition, the Associate Professor may undertake leadership roles in appropriate professional organizations.

Appointment and Review

The Associate Professor has tenure if promoted from Assistant Professor to that rank. If the person is initially appointed as Associate Professor, the appointment is for four years, and if reappointed, tenure is conferred. The Associate Professor will be provided annually with a written appraisal of effectiveness in terms of expected performance. Especially exacting reviews will be conducted as part of decisions affecting reappointment, promotion, and/or tenure. All reviews shall conform to established university and college procedures, as set forth in the Policy and Procedures manuals of Oklahoma State University and the College of Arts and Sciences.

Professor

Requirements

In addition to meeting the requirements for an Associate Professor, the Professor will have established a highly meritorious record in at least two of the three areas of responsibility (instruction, research, extension/service/outreach) as judged by departmental administrators, peers, and off-campus professionals. Meritorious performance in two areas constitutes a minimum level for consideration and does not guarantee a favorable employment action by the University. The Professor shall also have gained recognition as a highly competent professional in his or her discipline.

Responsibilities

The Professor, in addition to the duties of an Associate Professor, is responsible for providing leadership in developing instructional program(s) in the area of the person's expertise, and for attracting students of high quality to teaching and/or research programs. A major responsibility shall be assumed for discharging successfully the tasks assigned on departmental, college, and/or university committees, and in some instances for developing and coordinating departmental extension/service/outreach programs. As a seasoned and mature professional, the Professor contributes significantly to regional and national professional organizations. The Professor is expected to exhibit the highest caliber of instructional and scholarly skills, and to be responsible for, and capable of, providing leadership for the overall development of the Department, the College, and the University. Likewise, the Professor is responsible for using his or her skill and reputation to advance the profession.

Appointment and Review

A Professorship is a tenured appointment. In accordance with Appraisal and Development procedures, the Professor will receive a written appraisal of personal effectiveness in terms of expected performance. These reviews will conform to established university and college procedures set forth in the Policy and Procedures manuals of Oklahoma State University and the College of Arts and Sciences.

CRITERIA FOR THE SELECTION OF A REGENTS PROFESSOR

The position of Regents Professor may be awarded to recognize a scholar of exceptional ability and accomplishment who has achieved national distinction. The nominee must be recognized nationally by colleagues for past and current unique contributions and accomplishments within the discipline. The prognosis for continuing contributions must be high.

The basic criterion for appointment as a Regents Professor is a distinguished record of past and continuing excellence and prominence at the national level. Indicators that this criterion has been met are: publications in peer-reviewed nationally recognized journals, a continuing history of demonstrated success in competing for funding from outside sources; past and continuing performance in nationally recognized professional arenas and other evidence of professional accomplishment. National recognition among professional peers and colleagues is essential. The nomination must present evidence of productivity, accomplishment, and recognition that establishes prominence among the top scholars in Computer Science at the national level, and clearly establishes that the criterion, as set forth above, has been met.

Evidence to support the nomination must be demonstrated by contributions and accomplishments in the following areas:

- Original publications, or creative works resulting from scholarly or artistic activities
- Appointment to serve as editor or as a member of editorial boards of national/international scholarly publications
- Extensive and continuing record of successful competition among peers as evidenced by outside agency support for research, teaching, and extension/service/outreach, and for artistic and/or scholarly activities
- Visibility at the national level as evidenced by invitation to serve on agency research proposal review panels, national adjudication teams, accreditation teams or similar activities
- Involvement in national associations in leadership and development roles (active participation by being elected as a national officer, etc.)
- Participation as invited speaker, panel member, or performer for international and national symposia or conferences
- Special awards and recognition from national and international societies or associations for scholarly and creative accomplishments

PROCEDURES FOR THE SELECTION OF A REGENTS PROFESSOR

Nominations and Reappointments

Nominations and reappointments should be submitted to the Office of Academic Affairs. All appointment dates will be effective July 1 of the calendar year. The period of appointment is four years.

Reappointments

Reappointments may be made every four years. Supporting documentation should include only the accomplishments during the four-year period since the previous action.

Amendment to the Computer Science Department RPT Document

Composition of the Personnel Committee

Membership

The Committee consists of three members representing, insofar as the ranks are populated, the two tenured ranks of Associate Professor and Professor. The Department Head is not eligible for membership nor is a faculty member being evaluated for promotion in a given year. Care will be taken to follow all University affirmative action guidelines in constituting the Committee.

Selection

Members are nominated and elected by the tenured and tenure-track faculty of the Department, each person having one vote.

Term of Service

Members serve three-year terms, staggered to effect continuity. Thus, one member is replaced each year.

Chair person

The chair person is nominated and elected by the Committee.