

Oklahoma State University Policy and Procedures

CAREER-TRACK FACULTY POSITIONS

2-0903
ACADEMIC AFFAIRS
July 2024

GENERAL STATEMENT

Faculty positions and titles covered in this policy are renewable term, non-tenure track appointments. These positions, called career-track faculty positions, will be used to support and enhance instructional, research, outreach, clinical, and/or extension programs and initiatives at Oklahoma State University. Persons appointed to career-track faculty positions should have experience and credentials appropriate to the discipline and, when applicable, consistent with the requirements of accreditors. The sources of funding are dependent on respective departmental resources. Notwithstanding the appointment periods, the existence of any career-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 career-track faculty.

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

CAREER-TRACK FACULTY TITLES

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

1.01 Clinical Faculty: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

- A. The primary responsibility will be to provide clinical supervision, teaching, patient care, service, or some combination of these duties.

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

- A. Primary responsibilities will focus on issues identified by state, county, or area Oklahoma Cooperative Extension Service (OCES) programming needs in the areas of agricultural and natural resources, human sciences, 4-H and Youth Development, or economic/community development. Salary and benefits will normally be paid from OCES funds.

- B. The majority of duties will reflect OCES needs; however, an Extension Specialist may have a blended assignment to include teaching and/or research responsibilities, paid proportionally from teaching or Oklahoma Agricultural Experiment Station (OAES) funds.

1.03 Professional Practice Faculty: 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, outreach, and/or service or some combination of these duties.
- B. Persons appointed to these positions should have substantial professional, non-academic experience and credentials appropriate to the discipline.

1.04 Teaching Faculty: Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor

- A. The primary responsibility will be teaching, although the appointment may also include research, outreach, and/or service as determined by the unit administrator.
- B. Responsibilities may also include coordination of courses and supervision of temporary instructional faculty and graduate teaching assistants.

1.05 Research Faculty: Research Instructor, Research Assistant Professor, Research Associate Professor, and Research Professor

- A. The primary assignment will be research, and these individuals will be expected to develop independent research programs and serve as principal investigators on proposals to external agencies.
- B. Persons appointed to these positions should become engaged in the academic and scholarly activities including but not limited to performing collaborative research with academic faculty; supervising undergraduate or graduate research; serving on departmental or college committees; and organizing, attending, and presenting at professional conferences and seminars.
- C. These individuals will not serve as primary instructors in regular course offerings of departments or degree programs. Instructional activities will be limited to offerings specific to their research expertise and supervision of graduate students as provided for by membership in the Graduate Faculty.
- D. Salary and fringe benefits are to be paid from external grants and sponsored programs as detailed below.

RECRUITMENT AND APPOINTMENT

2.01 Career-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 multidisciplinary unit must be co-sponsored by a department or school.

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

2.03 Academic units in which a career-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. Whenever possible, the unit's career-track faculty should be involved in discussions, establishment, and revisions of these policies and procedures. 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 career-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 Career-track faculty appointments are renewable appointments, although the University does not accrue any obligation to renew any non-tenure career-track faculty appointments. The term of appointment for career-track faculty members may range from one (1) to five (5) years and will be determined by the academic unit administrator (i.e., the 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. Appointments automatically expire at the time specified in the original appointment letter or reappointment action. Tenure cannot be awarded to individuals appointed to these positions, but appointees may apply for a tenure-track position should one become available.

2.06 Conditions specific to Research faculty positions:

- A. A research program is eligible for a Research faculty position when it can document that sufficient funds have been awarded to the University and/or to a principal investigator to support the research program along with the faculty member's salary and fringe benefits. Alternatively, F&A bridge funds as described below may be used to provide start-up salary and fringe benefits while a Research faculty member seeks external funds.
- B. Whenever recruitment is possible, the academic unit will follow normal procedures for hiring faculty. However, these positions may be offered to individuals already present in the university system. For example, the availability of the position depends on the receipt of a grant awarded to an individual selected by the sponsoring agency; it would not then be possible to search for another person to fill the position.

- C. There will be limits on the number of Research faculty appointments that can be made within a college, equal to 25% of the total regular, tenured and tenure-track faculty (expressed as FTE). In addition, there will be a campus limit on the number of Research faculty appointments, not to exceed 15% of the total regular, tenured and tenure-track faculty (expressed as FTE).

SALARY AND PERFORMANCE EVALUATIONS

3.01 Initial salary offers to career-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 career-track faculty will be commensurate with experience and university standards.

3.02 Career-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).

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

3.04 Conditions specific to Research faculty positions:

- A. Salary increases are contingent upon availability of funds within the budget of the extramural funding used to support the position.
- B. The salaries and fringe benefits are to be paid from external grants and sponsored programs, but not from general (E&G or other appropriated base) funds. Notwithstanding the appointment period, the existence of any Research faculty position is contingent upon availability of funding.
- C. The University will develop budgetary policies and procedures for establishing a “bridge fund” from F&A monies accrued by the University from external grants and contracts. The bridge fund will be used to provide start-up as warranted for new appointments and to support existing Research faculty in the event of a break in the continuity of external funding.

CONTINUED EMPLOYMENT, REAPPOINTMENT, AND PROMOTION

4.01 Continued employment of a career-track faculty member during the term of appointment will depend on satisfactory performance of assigned responsibilities and the availability of funding. If employment is not being continued as a result of funding for the position ceasing during the term of appointment, the career-track faculty member will be allowed to complete the current academic year. During the first year of a multi-year appointment, the faculty member will be in probationary status for the first six months of the appointment. Before the completion of the first six months of appointment, the unit administrator will conduct a preliminary Appraisal & Development process with the faculty member. If performance is not satisfactory, the individual will have an opportunity to address their shortcomings over the next three months, at the end of

which the unit administrator will indicate whether the candidate has satisfied expectations sufficient to continue serving into the second year of the multi-year term.

4.02 Reappointment to a new term of service is contingent upon the availability of funds and satisfactory performance appraisals based on the career-track standards established by the academic unit. An application for reappointment is required prior to the end of the contract period. For Research faculty positions, reappointment is also contingent upon the availability of external grant funds and/or bridge funds.

4.03 Not renewing a career-track faculty member's appointment for financial reasons shall be among the last options implemented by the appropriate dean, unit administrator, or director. It may be instituted in cases of bona fide budget reduction, lack of work, lack of funds, program discontinuation, technological replacement, obsolete job qualification requirements, or any other condition of serious financial distress that may be determined or declared at any time in the future.

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

- A. For career-track faculty with less than one year of service, notice shall be given at least three months before the expiration of the appointment.
- B. For career-track faculty with more than one year of continuous service, notice shall be given at least twelve months before the expiration of an appointment.

4.05 Career-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 career-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 career track faculty members.

RIGHTS AND PRIVILEGES

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

5.02 Career-track faculty shall not vote on matters of reappointment, promotion, and tenure of tenure-track faculty members.

5.03 General Faculty voting privileges of career-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 tenured, tenure-track, and career-track faculty (minimum 75% appointment) are members of the General Faculty and are entitled to vote in the General Faculty elections and initiatives." As

members of the General Faculty, career-track faculty shall be afforded the opportunity to serve on departmental, college, and University committees.

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

5.05 Termination of employment before the expiration of the period of appointment, except by resignation or retirement, will only be for good cause. Loss of funding shall not be considered a termination under this Section. The provisions of the Policy Statement Sections 1.1.4 (Academic Freedom), 1.11 (Resignations), 1.12 (Administrative Suspensions), 1.13 (Disciplinary Actions), and 1.14 (Termination of Appointments) shall be applicable to persons holding career-track faculty positions.

PROGRAM REVIEW

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

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OSU Board of Regents, January 2006

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