

4.1.2 Types of Appointments to Faculty

Full-time faculty hold one of three types of appointments; however, the President may recommend exceptions.

a. **Tenured**

A tenured appointment is reserved for those full-time faculty members who have been granted tenure after completing the application process and obtaining administrative approval. Tenured faculty members are on continuous appointment unless their appointment is being terminated; however, both tenured and non-tenured faculty will be notified of their annual reappointment through a letter of intent to reappoint pending budget approval sent from the Office of Academic Affairs after board review of faculty rehire list. This letter will be sent no later than June 15 of each year. Tenured faculty are required to have at least an earned master's degree in a field appropriate to their teaching assignment and three years of full-time experience with the master's degree at Northern Oklahoma College.

Note: The procedures for tenure application and the procedures for dismissal of tenured faculty are covered in Sections 4.6.3 and 4.6.4.

b. **Tenure Track**

Tenure track appointments are for one (1) year, renewable annually at the option of the College. A person on tenure track will be given written notification of non-reappointment by June 15, prior to the termination of the current appointment. Recommendations for tenure are usually made at the close of the spring semester.

c. **Non-Tenure Track**

A non-tenure track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as on a non-tenure track. Non-tenure track may be assigned for a coaching position or a split staff/faculty position. Faculty with this type of appointment will be given written notification of non-reappointment no later than June 15, prior to the termination of the current appointment. A non-tenure track appointment may be changed to a tenure-track appointment upon written agreement signed by both the President and the faculty member.

4.3.2 Evaluation of Continuing Full-time Faculty

The evaluation process for full-time faculty consists of three parts: (1) student evaluations; (2) self-evaluation and service report; (3) division chair and/or campus vice president evaluation. Student evaluations are conducted each semester while the others are done in the spring semester. All full-time faculty, including new faculty, will be subject to this process. Adjunct faculty will have classes observed by their supervisors, and they are responsible for having classes complete the student evaluations but are not required to turn in self evaluations or service reports.

a. Student Evaluations

Student evaluation forms will allow students to respond to a set of questions about classroom performance on a scale from “Strongly Disagree” to “Strongly Agree” and will also allow students to write in comments about what they like and dislike about the course and whether or not they recommend the instructor.

The following procedure was adopted in December of 2010 by division chairs and faculty liaisons as the means of choosing which courses would be evaluated:

Components of the Faculty Evaluation by Students

Faculty to be Evaluated

The following categories of faculty members will be evaluated as follows:

- Adjunct Faculty in years 1-3 of service.....Every class – Every semester

With approval of liaison and division chair after year 3:

- Adjunct Faculty teaching 1-2 classes.....One class per semester
- Adjunct Faculty teaching 3-4 classes.....Two classes per semester
- First year full-time Faculty.....Every class – Every Semester
- Non-Tenured Faculty.....Every class – Every Semester
- Tenured Faculty..... Two classes per semester selected by the division chair or supervisor

Selection of Classes in which Tenured Faculty Member is to be Evaluated

The classes per faculty that will be evaluated are as follows:

- Online Classes.....Every class – Every semester*
- ITV Classes.....Minimum of 1 per instructor teaching ITV*
- (Results from Online and ITV Class evaluations will be assessed in a different group from the faculty member’s other classes)
- Faculty member’s classes.....Faculty selects one class
- Faculty member’s classes.....Division Chairs and/or Director of Institutional Research selects one to two classes

*Required ITV and Online Evaluations may count toward the two class minimum course evaluations for tenured faculty.

Timelines for Evaluations

The evaluation instruments will be disseminated to students in the following weeks of the semester:

- Eight Week Classes.....6th-8th week
- Full Semester Classes (on site and online).....12th-14th week
- Seminars..... At the conclusion of the class

Evaluation Instruments to be Utilized

The evaluation instruments to be utilized have been designed and developed as a collaborative effort of the Faculty Affairs & Personnel Policies Committee, the President, the Vice President for Academic Affairs, and the Division Chairs of Northern Oklahoma College.

b. **Self-Evaluation**

This form requires faculty to assess their current year performance in a series of broad areas relating to their effectiveness as a faculty member and service to the institution.

c. **Division Chair Evaluation**

The division chair (with input from the campus vice president when the faculty member is based on an alternate campus from the chair) will evaluate the faculty member on the same form used by the faculty for their self-evaluation.

If the evaluation process reveals significant deficiencies in professional performance, an official plan of improvement will be developed and monitored during subsequent academic year.

4.6.3 Faculty Tenure

Tenure is a privilege and a distinctive honor. Tenure is defined as continuous reappointment, which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the College. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit upon eligibility after three years of service (with a minimum of a master's degree for those three years as well) a candidate applying for tenure must submit a typed letter no later than April 1 to his or her division chair requesting that consideration and attaching a portfolio of evidence to support excellence in the following areas, using headings or cover pages for each numbered item:

- a. Evidence of effective classroom teaching (supervisor evaluations, student evaluations*, results of classroom-based research comparing teaching strategies, assessment data, etc.)
- b. Student involvement (e.g. academic advisement, sponsorship of and/or involvement in student activities, hosting study groups, providing individual assistance to students as needed, etc.)
- c. Evidence of professional development (e.g. research/publications, presentations, conferences attended, webinar participation, continuing education, participation in on-site professional development, etc.)
- d. Evidence of institutional contributions (e.g. adherence to college policies, committee participation, timely submission for deadlines, such as grades, no show rosters, feedback on schedules, assessment data, and other divisional contributions).

Supervisors may provide candidates additional information on the weight of each element as appropriate to the specific needs of the discipline in which he or she teaches and can verify what evidence might already be on file (*e.g. student evaluations). No application for tenure should exceed 100 pages, including the evidence file.

No instructor may be granted tenure if he or she has been on a plan of improvement in the 12 months preceding the tenure request, and an instructor who is denied tenure should meet with his or her division chair to determine areas of improvement for future applications. Non-tenured faculty will remain in the probationary stage of employment, and division chairs may recommend that they not be rehired if there is evidence they do not fit the mission of the College nor the expectations for Northern faculty.

After reviewing tenure applications, supervising division chairs (in consultation with a review committee of the chair, two colleagues, and campus vice presidents when appropriate) should make tenure recommendations in writing to the Office of Academic Affairs no later than May 31. Chairs may wish to select one person on the review committee who represents a different academic division for feedback on the applicant's overall level of collegiality in other areas

such as committee work. Tenure is granted by the Board of Regents for Northern Oklahoma College upon the further endorsement and recommendation of the Vice President for Academic Affairs. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this chapter. Tenure status is imparted to the instructor by a letter from the Vice President for Academic Affairs to this effect, and in this manner only.

Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status previously granted as a member of the faculty.

The President intends that tenured personnel are reappointed to the faculty the next academic year but reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to appropriate or the Oklahoma State Regents for Higher Education fails to allocate sufficient funds to meet obligations for compensation.

4.6.4 Faculty Discipline and Dismissal

Any person given tenured faculty status may be removed from his/her position of employment or his/her services otherwise terminated at any time, at the discretion of the President with subsequent approval of the Board of Regents, for any of the following causes:

- a. Personal misconduct; unethical or unprofessional conduct; failure to exercise proper professional courtesies and restraints; failure to meet legitimate personal obligations or debts in a timely manner; conduct which materially and adversely affects one's value or usefulness to the College; abuse of academic freedom as defined in college policies.
- b. Professional incompetence; failure to perform one's duties in an acceptable manner; capricious or unjust dealing with students; sexual relationships with students that jeopardize instructor objectivity in assigning grades (In addition to this guideline see Section 3.4 of this handbook for the policy on sexual harassment as it applies to all employees); failure to perform assigned duties or functions; failure to fulfill time obligations; failure to maintain office hours; habitually dismissing classes early; absence from the campus without clearance; deliberately missing class; failure to comply with deadlines for no-shows, grade submission, and retention initiatives such as using the early alert system.
- c. Failure to obey the law as materially and adversely to affect one's value or usefulness to the College (e.g. use of illegal substances, purchasing alcohol for a minor and/or providing alcohol to any student on College grounds or on any College-sponsored activity or trip).
- d. Insubordination or non-cooperation affecting professional effectiveness or working relationships within the institution; failure to observe defined or established institutional channels; failure to follow institutional policies and procedures; unwillingness to accept supervision; failure to follow administrative directives, written or oral, when such administrators are acting within their province of authority or discretion.
- e. Failure to meet the standards or requirements of a formal Plan of Improvement.
- f. Encouragement of or participation in student protest matters or other activities inconsistent with the harmonious conduct of college activities, business, or other affairs; attempting to involve or involving students in staff, staff-administrative, personal, or other controversies within the institution; actions or activities adversely affecting the institution's relationship and rapport with outside agencies, offices, organizations, institutions, constituency, or the general public or groupings thereof.
- g. Inability or unwillingness to adjust to changes in the institutional program, philosophy, or purposes.
- h. Bona fide lack of need for one's services – e.g. the program of tenured faculty is discontinued.
- i. Bona fide necessity for reduction in faculty force (e.g. RIF).

- j. Normal retirement as defined in other Board policies.
- k. Significant weaknesses or gaps in professional performance revealed in the evaluation process as referred to in Section 4.3.

For infractions of any of the foregoing list of causes by tenured faculty, the Vice President for Academic Affairs may have the option of returning the faculty member to probationary status when such an action is merited as an alternative to dismissal.

The decision of the Vice President for Academic Affairs to return a tenured faculty member to probationary status must be approved by the President. A tenured faculty member informed of such action or recommendation may request a hearing before the President, who may also appoint a hearing committee of three tenured faculty to meet within thirty (30) days of notification of the status change. The request for a hearing shall be in writing, made through the President, and shall summarize in concise form the reasons for requesting such a hearing. Both action on the request and the conduct of a hearing, if allowed, shall be fully within the discretionary province of the President. The judgment of the President in such cases shall be final, including their right to alter the recommendation of the Vice President for Academic Affairs to a dismissal action.

In dismissal procedures involving tenured faculty, at whatever time the action is taken, it is expected that such employee(s) shall be informed by the Vice President for Academic Affairs of the reasons for this action and has thirty (30) days to request a hearing before the President. This request shall be in writing and shall state concisely and in summary form the principal points of defense and main reasons why a hearing should be held. The granting of such a hearing and the form of its conduct is at the discretion of the President whose decision is considered final. The decision and judgment of the President relating to the interpretation of terms of this policy and to the discharge or removal of a faculty member shall be final for all purposes.

These regulations are a part of all future employment conditions by implications, whether or not referred to specifically in letters and contracts.