

## **The University of Oklahoma Biological Station (UOBS)**

### **Faculty Policies, Committee A Composition & Annual Evaluations**

**(approved by UOBS Faculty November 30, 2007; approved by the Provost June 13, 2008)**

**Mission Statement:** The University of Oklahoma Biological Station (UOBS) has a three-pronged mission to support research, teaching, and educational conferences. The Biological Station was established as a permanent field station designed and operated for instruction and research. UOBS is a small, organized research and instructional unit of the University of Oklahoma College of Arts & Sciences (CAS), and plays an important role in the mission of both the university and CAS. In addition, UOBS is closely-partnered with the Department of Zoology.

#### **Faculty:**

Historically, most faculty positions at UOBS have had the Department of Zoology serve as their academic home department. One member of the faculty serves as the Director of UOBS. Core faculty members (i.e. tenure-track, or tenured) are either appointed fully (i.e. 1.0 FTE) through UOBS or have a split appointment between UOBS and the academic home department.

In addition, visiting professors from other universities are periodically granted special adjunct status. Such adjunct faculty members are not granted any voting privileges nor do they have a say in any annual evaluations, although they may be contacted for their input related to the annual evaluation of the Director (see below).

#### **Committee A:**

The Committee A structure at UOBS consists of the Director and two UOBS faculty members who serve two-year terms, but are eligible for re-election with no limit on the number of terms that they can serve. The role of Committee A is to administer the annual faculty evaluations and to provide input to the Director related to research directions, research staff issues (e.g. UOBS postdoctoral position), and hiring for future tenure-track positions. Only core, tenured UOBS faculty members are eligible to serve on Committee A. Under special circumstances (e.g. insufficient eligible UOBS faculty members to serve on Committee A), the Director has appointed the Chair of the Department of Zoology to serve temporarily on Committee A.

#### **Annual Evaluation of Faculty:**

The evaluation of each UOBS core faculty member (including the Director) is conducted jointly by Committee A, after having independently scored this faculty member in the areas of teaching, research, and service. When the evaluated faculty member is a member of Committee A, he or she will recuse him/herself from the evaluation. The two non-director Committee A members also conduct the annual evaluation of the administrative effectiveness of the Director by soliciting input from faculty, staff and students at UOBS.

Further, to reduce redundancies in the process, UOBS defers to the academic home department for providing the CAS Dean's office with the one-page mini-vita for each faculty member, as well as a complete updated vita for each faculty member for the annual evaluation.

**Annual Evaluation of Staff:**

All staff evaluations are administered by the Director, who evaluates the Assistant to the Director and the Facilities Manager. The Assistant to the Director, in consultation with the Director, conducts the staff evaluations for the Norman-based Secretary and the Texoma-based Secretary. A similar arrangement is made between the Facilities Manager and the Director, for the Texoma-based Physical Plant personnel.

**Faculty Tenure & Promotion:**

UOBS defers to the academic home department to put together the tenure and promotion dossiers for core UOBS faculty, as well as administering the vote for tenure and/or promotion. The UOBS Director, in consultation with the Chair of the academic home department, provides input related to potential external evaluators, as well as providing a letter of assessment which is included in the tenure and/or promotion dossier for each candidate. The Director along with all tenured core UOBS faculty members (in the academic home department) take an active role in all faculty deliberations related to tenure and/or promotion decisions of UOBS candidates.



Arts & Sciences

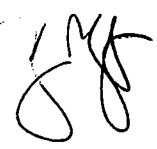
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Dean's Office

*The University of Oklahoma*

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

**TO:** Paul B. Bell, Dean College of Arts and Sciences

**FROM:** Nancy L. Mergler, Senior Vice President and Provost 

**DATE:** June 13, 2008

**SUBJECT:** Proposed Departmental Criteria and Procedures for Annual Evaluations, Committee A composition and Faculty Policies for University of Oklahoma Biological Station

I am pleased to approve your proposed procedures for annual evaluations, Committee A composition and Faculty policies as transmitted to this office on June 4, 2008.

Development of these procedures is an arduous but important task. I extend thanks to everyone in the department who contributed to the process.

NLM:mrg



**The University of Oklahoma**  
**COLLEGE OF ARTS AND SCIENCES**  
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<http://www.ou.edu/cas>

TO: Nancy L. Mergler  
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.  
Dean

DATE: January 18, 2008

RE: University of Oklahoma Biological Station's Faculty Policies, Committee A  
Composition and Annual Evaluations

I have reviewed the attached University of Oklahoma Biological Station's (UOBS) Faculty Policies, Committee A Composition and Annual Evaluations policies. I am forwarding the document to you with the recommendation that it be approved. Please feel free to contact me should you have any questions.

PBB:so  
Attachment

cc: Lawrence J. Weider  
Kelly Damphousse



*The University of Oklahoma*

BIOLOGICAL STATION

Arts & Sciences

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Dean's Office

30 November 2007

To: Paul B. Bell, Jr., Dean, College of Arts & Sciences (CAS)

From: Lawrence J. Weider, Professor and Director  
The University of Oklahoma Biological Station (UOBS)

Re: UOBS Faculty Policies, Committee A Composition & Annual Evaluations

Please find attached The University of Oklahoma Biological Station's (UOBS) faculty policies, Committee A composition and annual evaluation procedures, as requested by your office and the Provost's office. Please let me know if you require any clarification or additional information.

Cc: Kelly Damphousse, Associate Dean, CAS  
Suzanne Harrell, CAS  
Donna Cobb, Assistant to the Director, UOBS  
K. David Hambright, UOBS Committee A member  
Gary A. Wellborn, UOBS Committee A member