

## WORK ASSIGNMENT IN DEPARTMENT OF MATHEMATICS – Clinical Instructor (NTT):

The work assignment for non-tenure-track (NTT) clinical faculty is made to maximize their opportunity to develop professionally in their performance in clinical duties and in teaching; however, professional opportunities in research/scholarship will be recognized, as will unusual service rendered to the Department, the University, or the Profession. The relevant Personnel Document of the Department (Guidelines for Promotion and Reappointment of Clinical Faculty) states:

### **5.1 Criteria for Promotion to Clinical Assistant Professor**

5.1.1. It is expected that most clinical faculty members who possess a doctorate in mathematics or a closely related field will be hired at the Clinical Assistant Professor level.

5.1.2. In order to be recommended for promotion, a candidate must demonstrate excellence in his or her clinical duties. The course(s) (or the MLSC as appropriate) the candidate supervises should be running smoothly, providing a uniform, high-quality mathematics course that prepares students well for subsequent courses. The candidate should exhibit success in mentoring instructional staff, especially graduate teaching assistants.

5.1.3. Teaching is a vital component of the assignment of a clinical faculty member, and clinical faculty members serve as role models for those whose teaching they supervise. In order to be recommended for promotion, the candidate must have a record of high-quality teaching.

5.1.4. Some clinical faculty members may have an agreement with the Department Head in which the clinical faculty member has additional duties in his or her workload, including but not limited to research, scholarly activity, and outreach. These responsibilities are secondary to the clinical and teaching duties. They may play a proportionate role in a promotion case, but no clinical faculty member will be promoted without exhibiting a strong record of clinical duties and teaching.

5.1.5. The Department does not require letters from external referees as part of the file for a candidate seeking promotion to Clinical Assistant Professor because there is no requirement in this rank that the candidate establish a strong professional reputation outside Oklahoma State University. The candidate may ask that the Clinical Personnel Committee seek external letters to evaluate research and/or scholarly activity. In that case, the development of a list of external reviewers and the solicitation of the letters shall be handled in the manner described for tenure-track faculty in the Personnel Document of the Department of Mathematics.

Hence, primary assignment is made to facilitate these criteria for evaluation when reappointment, promotion, or tenure is to be considered. However, non-tenured faculty serve on the Personnel Committee and every faculty member has an annual assignment to a Department Committee. The annual percentage of assignment to Clinical, Teaching, and Scholarly/Professional/Service/Outreach is represented on the annual A&D and may vary slightly but on average over time is approximately 40-50, 25-40, 10-25 for clinical faculty.