

CAMPUS INFORMATION ON TENURE

A. FACULTY DEVELOPMENT

From the American Association of University Professors (AAUP)
(<https://www.aaup.org/issues/tenure>):

“What is academic tenure?”

A tenured appointment is an indefinite appointment that can be terminated only for cause or under extraordinary circumstances such as financial exigency and program discontinuation.

Since its founding in 1915, the AAUP has assumed responsibility for developing standards to guide higher education in service of the common good. The modern conception of tenure in US higher education originated with the 1940 [*Statement of Principles on Academic Freedom and Tenure*](#). Jointly formulated and endorsed by the AAUP and the Association of American Colleges and Universities (AAC&U), the 1940 *Statement* has gained the endorsement of more than 250 scholarly and higher-education organizations. It is widely adopted into faculty handbooks and collective bargaining agreements at institutions of higher education throughout the United States.

Why is tenure important? What purpose does it serve?

The principal purpose of tenure is to safeguard academic freedom, which is necessary for all who teach and conduct research in higher education. When faculty members can lose their positions because of their speech or publications research findings, they cannot properly fulfill their core responsibilities to advance and transmit knowledge.

How does tenure serve the public interest?

Education and research benefit society, but society does not benefit when teachers and researchers are controlled by corporations, religious groups, special interest groups, or the government. Free inquiry, free expression, and open dissent are critical for student learning and the advancement of knowledge. Therefore, it is important to have systems in place to protect academic freedom. Tenure serves that purpose.”

For tenure to be granted, faculty are expected to have demonstrated excellence in teaching and professional growth. Faculty are also expected to have demonstrated a commitment to the college and campus academic life by participating in campus and department activities. These activities include, but are not limited to, department committees, participation in faculty

governance (Faculty Senate committees), student activities and wide range of campus-wide initiatives. When the institution grants tenure, it makes long-term commitment to a faculty member. Without tenure, the faculty member's fulltime position may be terminated.

B. UCE (Collective Bargaining Agreement-CBA)

17.0 REAPPOINTMENT, TENURE & JOB SECURITY: FACULTY AND CLASSROOM ASSISTANTS

17.0 REAPPOINTMENT, TENURE & JOB SECURITY: FACULTY AND CLASSROOM ASSISTANTS 17.1

The use of the word "evaluation" in this Section shall refer to an evaluation of the individual's total performance and contribution to the College. For classroom faculty, evaluation shall always include classroom observations as one method of evaluating the individual's performance. For faculty and classroom assistants evaluations shall always include peer and student classroom evaluations or equivalent peer observations where classroom observations are not applicable as one method of evaluating the individual's performance. A written summary of criteria used for evaluation of faculty and classroom assistants will be developed and distributed at the time of initial appointment.

It shall be the responsibility of the Department Chair or Director to arrange for all new faculty members and classroom assistants to be evaluated and a report of the evaluations made to the Department before the end of the third month of service. The Department Chair or Director shall arrange that observation assignments be balanced among all tenured members of the Department, and that no faculty member shall be observed by the same person more than once in one (1) semester. Only one observer may be present at any one time. Notice of at least one (1) week shall be given to the person being observed. Evaluations in newly-created Departments shall be done by a Departmental Tenure and Promotion Committee as provided for at Section 24.3.5.

A faculty member who is assigned and conducts a classroom observation of an evening and/or weekend course shall be compensated at one-half (1/2) his/her hourly teaching rate. No more than two (2) observations per semester shall be required of any faculty member during evening and/or weekend hours without the consent of the faculty member. An observation shall be deemed to require two (2) hours work. To be paid, the faculty member must spend a minimum of fifty (50) minutes in the classroom engaged in the observation.

Full-time non-tenured faculty and classroom assistants shall be observed at least twice per semester in their first year of service and at least once per semester thereafter, and at least twice per semester if in the second semester the vote was approved with reservations. During the first eighteen (18) months qualified members of the Department (excluding the candidate) shall vote for one of the following options to recommend: (a) Reappointment with unqualified approval (requires two-third (2/3) majority vote); (b) Reappointment with reservations (requires simple majority vote); (c) Non-reappointment (requires simple majority vote). During

the second eighteen (18) months each qualified voter in the Department shall have only one (1) of the following two (2) options to recommend: (a) reappointment; or (b) non-reappointment. A simple majority vote shall be sufficient to constitute a recommendation of appointment or non-reappointment.

A third observation will be required if two (2) peer observations are conflicting (done in the same semester) or peer observations and student evaluations are conflicting (done the following semester). The third observation will be done by either a faculty member or Chair.

All Department votes and supporting material regarding reappointment shall be forwarded by the Departmental Tenure and Promotion Committee with the appropriate Dean's recommendation to the College-wide Tenure and Promotion Committee. The College-wide Tenure and Promotion Committee shall review only those votes for reappointment with reservations or for non-reappointment for the third, fourth and fifth semesters.

Approval with reservations and recommendations for non-reappointment shall be accompanied by a written statement by the Department Tenure and Promotion Committee to the College-wide Tenure and Promotion Committee with a copy to the candidate, the Vice President for Academic Affairs, and to the President of the College.

If the Department votes for non-reappointment during the Fall semester, the candidate shall be notified on or before December 1st; if the Department votes for non-reappointment at the end of the Spring semester, the candidate shall be notified on or before May 1st. All reappointed non-tenured and noncertified faculty members and classroom assistants shall be reevaluated every semester before May 1st (or December 1st) and the resulting recommendations reported to the College-wide Tenure and Promotion Committee.

If the Dean or Vice President recommends non-reappointment, the employee shall be notified on or before December 15th for the Fall semester and on or before May 15th for the Spring semester. If the President's decision is non-reappointment, the employee shall be notified on or before December 15th for the Fall semester and on or before May 15th for the Spring semester.

Anyone who has satisfied the requirements for tenure (unless these requirements are waived by the President), has completed three (3) consecutive years of full-time service and is reappointed on a fulltime basis for a fourth year, receives tenure.

Anyone who has completed three (3) consecutive years of service and has been denied tenure cannot be employed on a part-time basis unless (s)he is already certified. Time spent in non-tenure bearing positions shall not accrue towards tenure.

It shall be the responsibility of the School Dean to ascertain and assure that the Department and Departmental Tenure and Promotion Committees perform the responsibilities assigned above within the time limits. The Faculty Services Office shall prepare a list of those in their first, second, and third years of employment and shall forward that list to both the Chair of the

College-wide Tenure and Promotion Committee and to the Chair of the applicable Departmental Tenure and Promotion Committees.

Before granting credit for prior service towards tenure, the President of the College shall have available for his review an evaluation by the Department, the School Dean, the Vice President of Academic Affairs and the College-wide Tenure and Promotion Committee of the individual's prior service in an accredited institution and/or his/her industrial experience. The foregoing also applies to staff members and classroom assistants transferring to faculty status.

If tenure is not recommended by the College-wide Tenure and Promotion Committee and the President chooses to recommend tenure, (s) he shall meet with College-wide Tenure and Promotion Committee and Vice President of Academic Affairs and state his/her reason(s).

Beginning the Fall 2007 semester, for the purposes of reappointment, tenure and certificates of continuous employment, the candidate's records to be presented at the department meeting will be made available by the Tenure and Promotion Committee to interested department members at least two weeks (14 calendar days) prior to the vote. Any objections to the records must be made to the department Tenure and Promotion Committee prior to the meeting. The parties to the contract agree to the process for the conduct of such meetings. The department vote will not be subject to the grievance and arbitration procedures. The only grievance that may be filed is one alleging that the process as defined below has not been followed. The T&P committee will prepare its report on the candidate to distribute to the department two weeks (fourteen (14) calendar days) before the vote. Any objections to the report must be made prior to the date of the vote. The objection must be resolved before the date of the vote. No objections may be filed at the meeting.

Department Meeting Process

1. An announcement must be distributed two weeks prior to a department meeting stating the purpose of the meeting. If there is a vote scheduled, the candidate must be invited.
2. Discussion takes place as follows: a. T&P Committee reads evaluations and candidate information in the presence of candidate (if in attendance). Faculty may question candidate at this time. b. Candidate may comment or clarify any questions that may arise. c. Candidate leaves the meeting room. d. Discussion takes place. e. Candidate returns and answers any additional questions.
3. Voting a. Prepared ballot should be distributed to eligible voters (the candidate may not vote) b. A secret ballot is conducted. c. The ballots are counted in the presence of the candidate. d. Result of the vote is announced and recorded. e. The T&P chair shall retain the original ballots for a period not to exceed one semester.

C. FACULTY SERVICES

Tenure application is initiated the semester prior to the candidate's 3rd year – after 2 ½ years of service since tenure is granted three (3) years from the date of hire

- Faculty Services maintains a record of all new hires and communicates with new faculty regarding student evaluations, peer observations, etc.
- Faculty services distributes a list of all Full-time Faculty on Tenure Track to VPs, Deans, relevant T&P Chairs, Dept. Chairs/Directors/senior administrators
- All new full-time faculty members are required to be scheduled for peer observations two times per semester for the first academic year and then once per semester thereafter. (Note – there is contractual language that requires additional observations depending on reappointment vote.)
- Tenure Review Semester – the semester before tenure is granted T&P Chairs are provided with the following documents:
 1. Tenure Application
 2. Memo to chair and department tenure & promotion chair re process
 3. Human Resources Release form to be signed by candidate consenting to T&P review of personnel file
 4. Student Evaluation Packets – a collection of all evaluations since initial hire including a summary of the scores
- T&P Chair schedules the department meeting when tenure vote is scheduled.
- All application materials must be available for two weeks prior to the scheduled tenure vote so that faculty in the department may review and pose questions within this time frame.

Faculty Services notifies the candidate

- Candidate-notification memo includes the following:
 - a. Memo to candidate re procedure and date due
 - b. Sample copy of tenure application
 - c. Student evaluation summary

Department Example

Each department manages the tenure process a bit differently, and you should be aware of your department's process. However, please note the following example:

Fashion Business Management Department

All full-time faculty members meet with the chair of the Departmental Tenure and Promotion Committee. Any full time faculty also meets with the Department Chair and the course coordinators during the semester.

The following items are reviewed with the faculty members:

Reappointment

Reminders: A quorum must be maintained to finalize the reappointment process. All eligible voting faculty are expected to remain in the room until all ballots are counted. Voting faculty must be specific when filling out the comment sheet. These comments are critical! Non-voting members are not permitted to fill out a comment sheet.

Reappointment voting for Temporary Full-Time faculty: If you are an adjunct and vote for the Temporary Full-Time candidates for reappointment, you will be ineligible to run for this position in the case of non-reappointment.

Tenure, Promotion, Certificate of Continuous Employment (CCE)

All Tenure, Promotion and CCE applications, binders, and student evaluations have been available for voting faculty to review for two weeks. Any issues must have been brought to the attention of the T&P chair and shared with applicants prior to this meeting.

Reminders: A quorum must be maintained to finalize the promotion process. All voting faculty are expected to remain in the room until all ballots are counted. Voting faculty must be specific when filling out the comment sheet. These comments are critical! Non-voting members are not permitted to fill out a comment sheet.

Review of candidate credentials:

- T&P Committee confirms verification requirements have been met: resume on file, professional (years required) and educational requirements
- Overall score from Peer Evaluation/s from current semester. All comments will be read.
- Student Evaluations scores and comments from the prior semester: overall and by course number
- Faculty may ask candidate questions
- Candidate may comment or clarify any questions that arise

Meeting Procedure: See **Collective Bargaining Agreement**, pages 21-22, Section 17.12

Department Meeting Process (CBA §17.12)

1. An announcement must be distributed two weeks prior to a department meeting stating the purpose of the meeting. If there is a vote scheduled, the candidate must be invited.

2. Discussion takes place as follows:

- a. T&P Committee reads evaluations and candidate information in the presence of candidate (if in attendance). Faculty may question candidate at this time.
- b. Candidate may comment or clarify any questions that may arise.
- c. Candidate leaves the meeting room.
- d. Discussion takes place.
- e. Candidate returns and answers any additional questions.

3. Voting

- a. Prepared ballot should be distributed to eligible voters (the candidate may not vote)
- b. A secret ballot is conducted.
- c. The ballots are counted in the presence of the candidate.
- d. Result of the vote is announced and recorded.
- e. The T&P chair shall retain the original ballots for a period not to exceed one semester.

Note: *CCE (Certificate of Continuous Employment) applies to adjunct faculty.*