

Policy: PAC-27
Tenure Review

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PURPOSE: To define the criteria, procedures, and conditions of the review of University academic faculty personnel for the awarding of tenure.

I. GENERAL PRINCIPLES

ACADEMIC

PRINCIPLES: Faculty members have an important responsibility in providing evaluations of peers in the tenure process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculty and academic administrators.

The tenure procedures consist of peer and administrative levels of judgement and review at the department and the University levels. These judgments and reviews regarding tenure must evaluate, certify and document that the performance level of a tenure-track faculty member is at or above the performance level commensurate with that of a tenurable faculty member in that department, as based on the criteria established by the department Faculty Evaluation Plan. ~~several levels of judgment and review: the department, the college, and the University. The initial reviews will take place at the level of the department and college and will~~

~~focus on professional and scholarly judgments of the quality of the individual's academic work. Subsequent levels of University review will bring broader faculty and administrative judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used. At each level, the review process will reflect the competence and perspective of the reviewing body.~~

The department level reviews by the Department Tenure Committee, the Department Chair, and the College Dean, will focus on the professional and scholarly judgments regarding the quality and quantity of the individual's academic work in the department. The standards and criteria for evaluating the individual's academic work shall be consistent with and derived from the academic department's Faculty Evaluation Plan; and the documentation of the individual's academic work shall be derived from the annual department Performance

Based Salary Increase portfolios which have been submitted and evaluated for the years being considered for tenure.

The University level reviews by the University Tenure Committee, the Executive Vice President for Academic Affairs and Dean of Faculty, the President and the Board of regents may bring broader faculty and administrative judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used.

The assistant professor who successfully gains tenure will be automatically promoted to the rank of Associate Professor ~~next higher rank~~ without further review. Associate Professors who obtain tenure will have to petition separately for promotion to Professor. Therefore, tenure decisions must reflect satisfactory performance for promotion.

~~EXPECTATIONS AND STANDARDS
OF EACH UNIT:~~

~~An important part of the whole tenure process for faculty members is that all parties to the process share common expectations and understandings. Since general statements of principles will be broad and inclusive, each academic unit may develop its own specific expectations and standards in addition to the broad, University-wide standards as the operational basis for tenure recommendations. Statements concerning these additional expectations and standards will be available and on file in the Office of the Executive Vice President for Academic Affairs and Dean of Faculty, and will be given to each faculty member.~~

~~An important part of the whole tenure process for faculty members is that all parties to the process share common expectations and understandings. The review process for tenure is concerned with the academic and professional merits of particular candidates, judged in reference to all alternative candidates, including prospective faculty members. Tenure standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty.~~

APPOINTMENT WITH
TENURE FOR ACADEMIC
ADMINISTRATORS:

The appointment of certain academic administrators, namely the Executive Vice President for Academic Affairs and Dean of Faculty, college and academic deans, and academic department chairs may be made with a recommendation to the

Board of Regents for tenure if the following procedures are followed:

1. The position's search committee must recommend the potential appointee for tenure and forward its recommendation with the potential appointee's credentials through the Executive Vice President for Academic Affairs' office to the University Tenure Committee for its review and recommendation.
2. The University Tenure Committee, in a timely manner, will forward its recommendation and the potential appointee's credentials to the Executive Vice President for Academic Affairs and Dean of Faculty.
3. When considering an appointment with tenure for a college dean, the Executive Vice President for Academic Affairs and Dean of Faculty will solicit a recommendation from the appropriate department.
4. When considering an appointment with tenure for an academic department chair, the Executive Vice President for Academic Affairs and Dean of Faculty will solicit a recommendation from the appropriate college dean.
5. The Executive Vice President for Academic Affairs and Dean of Faculty will forward recommendations for these appointments with tenure to the President.

6. The President will present them to the Board of Regents for approval.

These types of appointments are not applicable for the chairperson of the Department of Military Science. Furthermore, successful attainment of tenure in these appointments will not result in automatic promotion to the next higher rank.

**CHANGING NEEDS
AND PRIORITIES:**

Although the tenure process is geared, narrowly and properly, to evaluating individual performance, the changing needs and priorities of the institution may also affect the decision to grant tenure. Both equity and the long-range interests of the institution, however, require directing primary attention to University needs and priorities at the time of initial appointment to a tenure-track position.

TENURE DEFINED:

Tenure is a system by which competent, productive faculty members who meet certain stated criteria are informed that they have successfully completed their probationary period and are recognized as continuing members of the faculty free to pursue their academic interests and responsibilities with the confident knowledge that termination of their appointment can be only for cause as outlined in the appropriate Personnel Policies. ~~(see Section III).~~

An important part of the whole tenure process for faculty

members is that all parties to the process share common expectations and understandings. The review process for tenure is concerned with the academic and professional merits of particular candidates, judged in reference to all alternative candidates, including prospective faculty members. Tenure standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty.

II. GENERAL CRITERIA FOR TENURE

GENERAL

CRITERIA:

Tenure shall be based on the potential for future advancement in each of the three areas listed below as documented by evaluated performance using the criteria established by the department Faculty Evaluation Plan during the probationary period. ~~as indicated by performance during the probationary period.~~ Tenure candidates who have attained ranks above the Associate Professor rank will be expected to have performed at levels commensurate with their rank.

The minimal requirements listed below must be met but are not necessarily the sole determinants in the process.

Accomplishments in each of the three areas must be recognized and evaluated by the Department Tenure Committee, the Department Chair, the College Dean, the University Tenure Committee, the Executive Vice President for Academic Affairs and Dean of Faculty, the President and the Board of Regents using the criteria established by the department Faculty Evaluation Plan.

1. Teaching: Teaching at a level which meets or exceeds criteria and standards established by the department's Faculty Evaluation Plan. ~~excellence--as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to, the following: student contact activities (advisement, supervision of internships and theses);~~

~~development of new courses, programs, or innovative instructional techniques; teaching awards and honors.~~

2. Professional achievement: Professional achievement related to the professional area of expertise which meets or exceeds the criteria and standards established by the department Faculty Evaluation Plan. Documentation of professional achievement ~~--as--~~ ~~related to the teaching area~~ may include, but not be limited to, the following: research, scholarly or creative achievements; attendance at professional meetings; ~~and~~ leadership roles in professional organizations; participation in professional seminars and workshops; additional graduate study in the teaching field beyond the minimum required for meeting tenure standards or contract stipulations; work experience; and/or consulting.
3. Service: Service in a professional capacity which meets or exceeds the criteria and standards established by the department Faculty Evaluation Plan. Service to the institution and the community is recognized, evaluated and expected of the faculty member when such service is rendered in a professional capacity as a faculty member of the University. Service may include, but not be limited to, the following: active participation on University, college, department, and/or Faculty Senate ad hoc and standing committees; service as an official representative of the University; sponsorship of

approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, inservice presentations, and special events; development of proposals; development of functioning relationships with professional groups in business, industry, trade, education, and government.;
~~non-University service rendered as a citizen, not as a representative of Morehead State University.~~

III. GENERAL STATEMENTS REGARDING TENURE

PROVISIONS FOR BEING GRANTED ACADEMIC TENURE ~~TO WHOM TENURE~~

~~PROVISIONS APPLY:~~

Provisions for holding academic tenure apply to all faculty members of Morehead Sate University holding full-time, regular Standing I Appointments to the rank of Professor, Associate Professor, and Assistant Professor. Academic tenure is granted only in an academic program area.

PROBATIONARY PERIOD FOR TENURE-TRACK FACULTY

~~OR PRE TENURE:~~

~~The probationary appointment period in the University is seven years of continuous employment, beginning with the first full-time regular standing appointment.~~ Beginning with appointment to the rank of full time instructor or higher rank, the probationary period for tenure review at the University is six years. Time while on leave without pay shall be determined according to PG-9.

However, up to three years of equivalent professional service

at other accredited institutions of higher education ~~or an earlier appointment at Morehead State University~~ may be applied toward this ~~seven~~ six-year probationary period upon appointment ~~or return to active service at Morehead State University~~. Credit for equivalent professional service will be recommended to the Executive Vice President for Academic Affairs and Dean of Faculty by the University Tenure Committee in accordance with the criteria established for tenure. A statement documenting the number of years granted for equivalent professional academic service shall be included in the University Tenure Portfolio which is submitted to the University Tenure Committee.

A faculty member will not be retained beyond a total of seven years of full-time ~~continuous~~ employment in ~~regular-standing appointments~~ without attaining tenure. To be tenured, a faculty member must make application for tenure through the appropriate tenure review structure, be recommended for tenure by the President of the University, and be approved by the Board of Regents for tenure.

A faculty member who holds tenure-eligible rank must be reviewed for the awarding of tenure no later than the sixth year of probationary status.

NON-TENURABLE ACADEMIC APPOINTMENTS:

The tenure provisions defined herein do not apply to the following academic appointments:

1. Appointments designated as Standing II, Fixed-Term I,

Fixed-Term II, or Visiting.

2. Appointments without remuneration.
3. Academic appointments to ranks other than Professor, Associate Professor, or Assistant Professor.

NOTIFICATION ABOUT PROBATIONARY PERIOD

FOR NEW FACULTY:

Each ~~new~~ newly hired faculty member shall be is given a Contract for Academic Services on which the starting amount of probationary credit is stipulated. Candidates for tenure applying previous credit toward tenure should include a copy of this ~~the~~ contract documenting the number of ~~faculty~~ years of previous ~~in~~ service credit in their University tenure portfolio.

A faculty member hired from another institution and granted credit for probationary years upon appointment ~~or promotion to a tenure-eligible rank~~ may request part or all of that time to be rescinded if he/she needs more time to develop credentials for tenure. However, such requests may not be made after the tenure review process has started in the sixth probationary year.

~~A document signed by the Dean, Executive Vice President for Academic Affairs and Dean of Faculty, and the faculty member confirming the change in years of probationary status shall be executed and shall be included in the University tenure portfolio.~~

COMPUTING A YEAR OF CREDIT

TOWARD TENURE:

In order to facilitate the administration of tenure review procedures, there shall be a common tenure anniversary date of July 1. This tenure anniversary date does not necessarily coincide with the faculty member's date of initial appointment. A year of credit toward tenure is earned in any year in which the tenure-eligible faculty member has full-time active employment status of no less than half of the July 1 through June 30 year (one semester if he/she normally is appointed for two semesters).

Since the purpose of the probationary period is to provide opportunity for observing the faculty member, time spent on a leave of absence will not be counted as active employment, except as specified in PG-9 or PAC-28.

NOTICE OF

NON-REAPPOINTMENT AND

TERMINATION:

Standards for notice of non-reappointment for tenure-eligible positions are as follows:

1. Dates

- a. Not later than March 1 of the first academic year of service.
- b. Not later than December 15 of the second academic year of service.
- c. After two or more years of service in the University, twelve months.

2. The President notifies the faculty member to be non-reappointed after consultation with the appropriate Academic Administrators.

All full-time and part-time faculty members of Morehead State University whose appointments are not being renewed ~~have the right to~~ will receive a written statement regarding the notice of non-reappointment ~~of reasons for non-renewal upon request to~~ from the President. ~~A faculty member must request the written statement of reason(s) within thirty (30) calendar days of notice of non-reappointment. A written response~~ Such reasons for non-reappointment will be given ~~by the President within thirty (30) calendar days following the request.~~ All faculty members have the right to appeal to the Faculty Rights and Responsibilities Committee ~~who~~ regarding non-reappointment which will share ~~their~~ its recommendation with the President.

PERIODIC PERFORMANCE ~~Periodic performance reviews are made of all faculty members according to established University procedures. Candidates for tenure may include these periodic performance review summaries in their tenure portfolios.~~

TENURE PORTFOLIO: ~~The tenure portfolio must contain a curriculum vita, supporting documents, and a letter of intent. The format for the presentation of tenure material will be determined by the University Tenure Committee. The letter of intent, addressed to the College Dean, will state the desire to be considered for tenure and should contain a summary of major responsibilities and activities during the probationary~~

~~appointment period. Documentation of the candidate's periodic Performance Review may also be included in the portfolio. If a faculty member applies previous service at another institution to the probationary period the previous service must be documented with respect to teaching excellence, professional achievement and service to that institution and community. The candidate's portfolio must document all qualifications, and it must be complete at the time of submission.~~

CURRICULUM VITAE:

~~The following are guidelines for constructing the curriculum vita. All categories will not apply to each candidate. Whenever appropriate specific titles, dates, pages, and~~

~~publishers should be included. A reasonable sample of items under numbers 3 and 4 should be presented.~~

~~1. Personal Data~~

- ~~a. Name~~
- ~~b. Present rank, administrative title (if applicable), and department~~
- ~~c. Dates of initial rank assignment and promotions at Morehead State University~~
- ~~d. Field or fields of specialization~~
- ~~e. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted~~
- ~~f. Teaching prior to Morehead State University or related work experience prior to Morehead State University~~
 - ~~(1) Institutions~~
 - ~~(2) Dates~~
 - ~~(3) Responsibilities~~
 - ~~(4) Rank changes and dates~~
- ~~g. Memberships in academic honor organizations~~

~~2. Teaching--Note whenever reassigned time was given.~~

- ~~a. Teaching load each semester~~
 - ~~(1) Numbers and titles of courses taught~~
 - ~~(2) Credit hours/workload~~
- ~~b. Student contact activities~~
 - ~~(1) Number of advisees: graduate, undergraduate~~
 - ~~(2) Supervisor of internships~~
 - ~~(3) Direction of theses and service on theses~~

committees

~~(4) — Direction of independent studies~~

~~(5) — Service on oral examination committees~~

~~(6) — Other~~

~~e. — New courses and programs developed~~

~~d. — Innovative instructional techniques developed~~

~~e. — Teaching awards and honors~~

~~f. — Other evidence of effective teaching~~

~~3. — Professional Achievement~~

~~a. — Scholarship~~

~~(1) — List of published articles~~

~~(2) — List of published books~~

~~(3) — List of published reviews~~

~~(4) — List of papers read at conferences~~

~~(5) — Editorship or service on editorial boards of
professional journals~~

~~(6) — Scholarly grants~~

~~(7) — Sabbaticals~~

~~(8) — Pure research completed~~

~~(9) — Applied research completed~~

~~(10) — Fellowships awarded~~

~~(11) — Awards for scholarship~~

~~b. — Creative Productions -- List of:~~

~~(1) — Exhibits~~

~~(2) — Musical compositions published~~

~~(3) — Poems, plays, stories, novels published~~

~~(4) — Artistic performances~~

~~(5) — Speaking engagements~~

~~(6) — Inventions~~

- ~~(7) — Awards for creative productions~~
 - ~~e. — Academic organizations~~
 - ~~(1) — Memberships~~
 - ~~(2) — Leadership roles~~
 - ~~(3) — Attendance at conferences~~
 - ~~(4) — Awards for service.~~
 - ~~d. — Continuing education~~
 - ~~(1) — Seminars attended and form of participation~~
 - ~~(2) — Workshops attended and form of participation~~
 - ~~(3) — Graduate study~~
 - ~~(a) — Institution~~
 - ~~(b) — Degree being pursued and anticipated date of completion~~
 - ~~(c) — Credit hours completed~~
 - ~~e. — Relevant work experience and consulting~~
 - ~~(1) — Institution/agency~~
 - ~~(2) — Responsibilities~~
 - ~~(3) — Dates~~
 - ~~f. — Other evidence of professional growth~~
- ~~4. — Service~~
- ~~a. — List of University, college, department, and Faculty Senate ad hoc and standing committees with level indicated in each case~~
 - ~~b. — Sponsorship or advisor of University-approved extracurricular activities~~
 - ~~c. — Service as official representative of the University~~
 - ~~(1) — Place~~
 - ~~(2) — Responsibility~~
 - ~~(3) — Date~~

- d. ~~Coordination of and participation in Morehead State University workshops, conferences, clinics, inservice, and special events~~
 - ~~(1) Title~~
 - ~~(2) Form of participation~~
 - ~~(3) Date~~
- e. ~~Development of proposals to benefit the University~~
 - ~~(1) Title of proposal~~
 - ~~(2) Date submitted~~
 - ~~(3) Accepted or rejected~~
- f. ~~Development of relations with professional groups (business, industry, trade, education, and government)~~
- g. ~~Honors and awards for service~~
- h. ~~Other University service~~
- i. ~~Non-University service~~

~~SUPPORTING DOCUMENTS:~~ The supporting documents should be arranged in the following categories:

- 1. ~~Documents which support personal data (for example);~~
 - ~~a. Copies of official transcripts~~
 - ~~b. Copies of official letters of promotion at other institutions~~
- 2. ~~Documents which support effectiveness of teaching (for example)~~
 - ~~a. Copies of results of teacher ratings~~
 - ~~b. Copies of descriptions of innovative instructional techniques~~

- ~~c. Copies of teaching awards and honors~~
- ~~d. Letters reflecting teaching competence~~
- ~~3. Documents which support evidence of professional growth (for example)~~
 - ~~a. Copies of published articles, books, reviews~~
 - ~~b. Copies of papers read at conferences~~
 - ~~c. Copies, slides, tapes of, or patents for creative productions~~
 - ~~d. Evidence of roles in academic organizations~~
 - ~~e. Evidence of continuing education including transcripts of graduate work~~
 - ~~f. Programs identifying speaking engagements~~
- ~~4. Documents which support service (for example)~~
 - ~~a. Copies of proposals to benefit the University~~
 - ~~b. Copies of honors or awards for service~~

TENURE COMMITTEES:

~~Department, College, and University Tenure Committees will be formed exclusively with tenured faculty (see exception in #8) and operate within the following structure and procedures:~~

IV. GENERAL PROCEDURES FOR TENURE REVIEW

1. No candidate for tenure, candidate's spouse, immediate family, department chairs, or deans will serve on tenure committees.
2. No faculty member will serve on more than one tenure committee
3. The chairperson of each tenure committee will be elected by the committee from the membership.
- ~~4. In academic areas where schools are the administrative unit above the department level, the peer review will be by the department, college, and University tenure committees.~~
- ~~5. The University Tenure Committee shall consist of faculty members selected by the Faculty Senate from the tenured, full-time faculty and must include two representatives from each college and one at-large faculty member, and shall include both males and females. No two representatives shall be from the same department. The Senate should select members to the Committee by May 1 of the prior academic year. Committee members shall be notified in writing as to their own and others' selection to the Committee prior to the Committee's first meeting. Term of service shall be three years, with one-third being replaced each year. A member may not hold successive terms.~~

- ~~6.4.~~ No member shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time.
- ~~10.5.~~ All voting on candidates will be by secret ballot. Recommendation for tenure requires an affirmative vote by the a majority of the committee membership voting. There shall be no abstentions in the voting process. In all committee recommendations the number of "yes" votes and the number of "no" votes must be recorded.
- ~~12.6.~~ Tenure committees' deliberations must be treated confidentially and must not be discussed outside of tenure committees' meetings.
7. All prospective candidates for tenure review may elect to attend an orientation workshop sponsored and presented by the Executive Vice President for Academic Affairs and Dean of Faculty and the previous year's chair of the University Tenure Committee at a time and place set by the Office of the Executive Vice President for Academic Affairs.
- ~~7. The College Tenure Committee shall consist of one representative from each department of the college. These members should be tenured, full-time faculty members. Each department will elect, by secret ballot, a representative to serve a two-year term on the college committee by September 1. Committee~~

~~members shall be notified in writing as to their own and others' selection prior to the Committee's first meeting.~~

8.V. THE DEPARTMENT TENURE COMMITTEE

1. The Department Tenure Committee will ~~should~~ consist of all eligible tenured faculty members in the department.
However, the minimum number to serve on the Department Tenure Committee is five faculty members. In the event that there are ~~If the departmental committee consists of fewer~~ than five members available to serve on the Department Tenure Committee, the Department Chair will notify the University Tenure Committee of the department's inability to meet the minimum requirement, and the University Tenure Committee will appoint enough tenured faculty members from the same college to meet the minimum number required to serve on the department committee for that year and candidate. ~~, the committee may add enough full-time tenure-track faculty members to form a five-member committee.~~
2. The Department Tenure Committee will meet annually in the Spring Semester to review and evaluate the tenure-track candidate's Department Tenure Portfolio for the previous calendar year. This portfolio will normally consist of the Performance Based Salary Increase document for the previous calendar year, plus any additional information and/or documentation that the candidate might wish to include.

3. The Department Tenure Committee will annually review the portfolio and submit a written evaluation of the strengths and evaluated weaknesses of the portfolio to the candidate using the Department's Faculty Evaluation Plan as the criteria for evaluation. The written evaluation, which shall be signed by all committee members, shall document the validity of the information contained in the candidate's department tenure

portfolio as it relates to the Department's Faculty Evaluation Plan.

The primary purpose of this evaluation is to evaluate and certify the items and statements contained in the candidate's annual Department Tenure Portfolio, and to ensure that the performance level of a tenure-track faculty member is at or above the performance level commensurate with that of a tenurable faculty member in that department, as based on the criteria established by the Department's Faculty Evaluation Plan.

The Department Tenure Committee may also request additional documentation of items and statements made in the candidate's Department Tenure Portfolio from the tenure-track candidate. It is the intent of this policy that documentation and supporting evidence will remain in the Department and will not be sent further up the chain of review.

4. The Department Tenure Committee will then forward the annual Department Tenure Portfolio to the Department Chair, who will add his/her written evaluation of the Department Tenure portfolio to the portfolio, with a copy of this evaluation delivered to the tenure-track candidate.

It is also the responsibility of the Department Chair to
evaluate and certify that the
supporting documentation is at the
performance level commensurate

with that of a tenurable faculty member in that academic department. This evaluation and certification must be part of the Chair's letter of evaluation. It is also the responsibility of the Department Chair to certify that academic requirements, such as terminal degrees, years of teaching/previous service, etc. have been met for the department.

5. In the second, fourth and sixth year (as applicable), the College Dean will review the annual Department tenure portfolios since the last Dean's evaluation and offer a written evaluation of the portfolio, with a copy of this evaluation delivered to the candidate. The College Dean will also include a final recommendation after receiving the University Tenure Portfolio from the Department Chair for submission to the University Tenure Committee through the Office of the Executive Vice-President of Academic Affairs and Dean of Faculty.

6. The candidate may then add a letter of response to these evaluation to the portfolio, thereby concluding the process for that year.
7. In the sixth year of the candidate's probationary period, it is the responsibility of the Department Tenure Committee to furnish written constructive criticism and helpful comments, along with a vote which affirms or denies their support of the Department Tenure Portfolio. Voting shall be by secret ballot, and a sealed ballot by an absent faculty member may be included in the tally if all of the ballots are opened and counted at the same time at the Department Tenure Committee meeting. Abstentions are not allowed at either the Department Tenure Committee and University Tenure Committee levels of review.
- ~~9. The quorum necessary for voting will be two-thirds of the total membership of a committee.~~
- ~~11. Justification for the recommendation of each candidate must be in detailed narrative format on the appropriate form. The narrative must reflect the candidate's teaching excellence, professional achievement, and service activities and include statements of strengths and weaknesses. Minority views shall also be included.~~

VI. THE UNIVERSITY TENURE PORTFOLIO

The University Tenure Portfolio which is submitted to the University Tenure Committee through the Office of the

Executive Vice President for Academic Affairs and Dean of Faculty will normally consist of the following documents:

1. A letter of intent to seek tenure addressed to the Department Chair;
2. A curriculum vita stating:
 - a. Name;
 - b. Present rank and department;
 - c. Dates of initial rank assignment and promotions at Morehead State University.
 - d. Academic area and department in which tenure is requested;
 - e. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted; and
 - f. Teaching and/or related work experiences prior to Morehead State University,
3. The Contract for Services when the candidate is using previous years of academic service for the probationary period.
4. The department's Faculty Evaluation Plan(s) for the years being evaluated; and
5. The annual Department Tenure Portfolios for each of the years being evaluated for the probationary period.
The annual Department Tenure Portfolios will consist of:
(a) the written evaluation of the Department Tenure Committee;

- (b) the written evaluation of the Department Chair;
- (c) the written evaluation of the College Dean when applicable; and
- (d) the response, if any, from the candidate to these evaluations contained in the candidate's annual Department Tenure Portfolio.

It is the sole responsibility of the candidate to keep and maintain these annual Department Tenure Portfolios, although departments may, at their option, keep a copy in a secure location.

6. The completed University Tenure Portfolio will be submitted on or before the required date to the Office of the Executive Vice President for Academic Affairs and Dean of Faculty by the candidate.

Submission dates for the processing of these portfolios will be established and distributed to the academic community by the Office of the Executive Vice President for Academic Affairs and Dean of Faculty.

VII. GENERAL DATES FOR THE TENURE REVIEW

PROCESS

1. Specific dates and deadlines for the tenure review process in each year shall be set and distributed to the faculty in a timely manner by the Office of the Executive Vice President for Academic Affairs and Dean of Faculty.

IV. TENURE PROCESS

GUIDELINES: ~~————— All prospective candidates for tenure review may elect to attend an orientation workshop sponsored and presented by the Executive Vice President for Academic Affairs and Dean of Faculty and the previous year's chair of the University Tenure Committee that shall be held no later than April 15 of each year. Each candidate for tenure will receive peer review at the department, college, and University levels. In addition to peer review, each candidate will be reviewed by his/her Department Chair, Associate Dean (if applicable), College Dean, and the Executive Vice President for Academic Affairs and Dean of Faculty. The President makes the final recommendation to the Board of Regents.~~

INITIATION OF THE

REVIEW PROCESS: ~~————— BY SEPTEMBER 15: The candidate applying for tenure review has the responsibility for submitting the required tenure portfolio, which includes a letter of intent (to the Dean), the curriculum vita and supporting documents. The dean will place the portfolio in a secure area for review by the appropriate Department Tenure Committee, College Tenure Committee, Department Chair, Associate Dean (if applicable), and College Dean.~~

REVIEW OF PORTFOLIOS: ~~————— The review process will proceed as described below:~~

- ~~1. BY OCTOBER 8: Department Tenure Committee,
Department Chair, College Tenure Committee,~~

~~Associate Dean (if applicable), and College Dean independently will have reviewed the portfolios and made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for tenure are documented on the appropriate form and submitted to the Executive Vice President for Academic Affairs and Dean of Faculty.~~

~~2. BY OCTOBER 12: As soon as these reviews have been completed, the College Dean will send the portfolios to the Executive Vice President for Academic Affairs and Dean of Faculty, who will place the portfolios in a secure area for review by the University Tenure Committee. At that time the Executive Vice President for Academic Affairs and Dean of Faculty will convene the University Tenure Committee and convey, to the committee, two copies of recommendations from all prior committees and administrators described in Section IV.1. above to that committee.~~

~~3. BY OCTOBER 12: College representatives of the University Tenure Committee will have informed the candidates of the appropriate Department and College Tenure Committees', Department Chair's, Associate Dean's (if applicable), and College Dean's recommendations through presentation of a photocopy of those recommendations and a summary of the candidate's options at that juncture.~~

~~4. BY OCTOBER 17: All portfolios will be automatically~~

~~reviewed unless a written request to withdraw the portfolio is submitted to a college representative of the University Tenure Committee, who will then return the portfolio to the candidate.~~

~~If the candidate receives any negative recommendation, he/she may request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Chair of the University Tenure Committee.~~

~~5. BY NOVEMBER 8: The University Tenure Committee will have reviewed the candidate's portfolio; the recommendations by the Department and College Tenure Committees, the Department Chair, Associate Dean (if applicable), and College Dean; and any letter of response; and will have made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for tenure is documented on the appropriate form.~~

~~6. BY NOVEMBER 20: College representatives on the University Tenure Committee will have informed their college's candidates for tenure of the University Tenure Committee's recommendation. If the recommendation was for tenure, the portfolio will automatically be made available for review by the Executive Vice President for Academic Affairs and Dean of Faculty, the President, and the Board of Regents. If the University Tenure Committee's recommendation was against tenure, a~~

~~college representative will have informed the candidate, and the candidate may withdraw the portfolio, request that it be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Executive Vice President for Academic Affairs and Dean of Faculty. To withdraw the portfolio, a candidate must submit a written request to the college representative of the University Tenure Committee, who will then return the portfolio to the candidate.~~

~~7. BY DECEMBER 8: The Executive Vice President for Academic Affairs and Dean of Faculty will have reviewed the portfolio, the recommendations, and the letters of response. The Vice President will provide feedback to the University Tenure Committee prior to making a recommendation on each portfolio to the President. The President, in turn recommends to the Board of Regents which will make the final decision at the next Board of Regents' meeting.~~

~~8. BY ONE WEEK AFTER BOARD'S DECISION: Within one week of the Board of Regents' decision, the President will have informed each candidate in writing of the decision. The tenure portfolio will be available for return.~~

~~9. BY TWO WEEKS AFTER BOARD'S DECISION: Each candidate who does not receive tenure will be invited to~~

~~meet with the Executive Vice President for Academic
Affairs and Dean of Faculty for further explanation. The
candidate has the option to decline this invitation.~~