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# 2 **Policy: PAc-27**

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## 4 **Subject: Tenure and Reappointment Review**

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6 Approval Date: 08/06/88

7 Revision Date: 06/13/97; 06/08/01, 06/15/05, 8/21/12

8 Technical Change: 03/02/98

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### 10 **Purpose:**

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12 To define the criteria, procedures, and conditions applicable to the review of probationary faculty  
13 for reappointment and the awarding of tenure.

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### 15 **1. Tenure Defined**

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17 Tenure is a system by which competent, productive faculty members who meet specified criteria  
18 are informed that they have successfully completed their probationary period and are recognized  
19 as continuing members of the faculty free to pursue their academic interests and responsibilities  
20 with the confident knowledge that termination of their appointment can be only for cause as  
21 outlined in the appropriate Personnel Policies.

22

### 23 **2. Academic Principles**

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25 Each department, school, or college will establish standards for evaluating its tenure-track  
26 faculty consistent with the guidelines established in PAc-35. These standards will appear in the  
27 tenure and reappointment sections within the applicable Faculty Evaluation Plan (FEP).

28

29 The tenure process will consist of review and judgment at each of the following levels: the  
30 Department Tenure Committee, the Department Chair/Associate Dean, the College Tenure  
31 Committee, the College Dean, the University Tenure Committee, and the Provost. At each level,  
32 the review process will be guided by the standards outlined in the candidate's FEP.

33

34 The assistant professor who obtains tenure will be automatically promoted to the rank of  
35 Associate Professor without further review. Therefore, tenure decisions must reflect satisfactory  
36 performance for promotion to Associate Professor. Associate professors who obtain tenure and  
37 desire promotion to Professor have to petition separately for promotion to Professor.

38

39 Only full-time standing faculty members of Morehead State University holding the rank of  
40 Professor, Associate Professor, or Assistant Professor in an academic program area can be  
41 granted tenure.

42

### 43 **3. Probationary Period For Tenure-Track Faculty**

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45 The probationary period for tenure-track faculty is six years. However, equivalent service may  
46 be applied toward the six-year probationary period. A faculty member must apply for equivalent  
47 service no later than the end of the first semester following appointment to Morehead State  
48 University. The number of years of equivalent service will be recommended to the Provost by  
49 the Department Tenure Committee, the Department Chair/Associate Dean, and the College  
50 Dean.

51  
52 A faculty member granted a reduced probationary period upon appointment retains the right to  
53 later reject some or all of the years of equivalent service if he/she needs more time to develop  
54 credentials for tenure. However, such a decision ~~may not be made after~~ must be communicated to  
55 the appropriate Department Chair/Associate Dean by August 1 of the academic year in which the  
56 tenure ~~review process has begun~~ portfolio is due.

57  
58 A tenure-track faculty member must be reviewed for the awarding of tenure no later than the  
59 sixth year of the probationary period. A candidate who is denied tenure will receive a fixed-term  
60 terminal contract for the year following tenure review.

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#### 62 **4. Computing Years Of Credit Toward Tenure**

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64 The University recognizes July 1 as the common tenure anniversary date. This tenure  
65 anniversary date does not necessarily coincide with the faculty member's date of initial  
66 appointment. A year of credit toward tenure is earned in any academic year in which the tenure-  
67 eligible faculty member has full-time active employment status of no less than half of the July 1  
68 through June 30 academic year.

69

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

73

#### 74 **5. Notice Of Reappointment Or Non-Reappointment**

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76 The President will notify, in writing, each faculty member who will not be reappointed after  
77 consultation with the faculty member's Department Chair or Associate Dean, Dean, and Provost.  
78 All faculty members have the right to appeal the non-reappointment notice within 30 calendar  
79 days to the Faculty Rights and Responsibilities Committee as provided by PAc-18.

80

81 Notification of reappointment or non-reappointment for tenure-eligible faculty shall be:

- 82 a. Not later than March 1 for faculty in their first academic year of service
- 83 b. Not later than December 15 for faculty in their second academic year of service
- 84 c. Not later than March 1 for faculty with two or more academic years of service.

85

86 Faculty with two or more academic years of service who are not reappointed will receive a fixed-  
87 term terminal contract for the following academic year.

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#### 89 **6. The Reappointment/Tenure Portfolio**

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The reappointment/tenure portfolio will begin with the following items in order:

- (1) a letter of intent, addressed to the Department Chair or Associate Dean, stating the desire to be considered for reappointment/tenure and containing a summary of activities during the probationary period that justifies the case for reappointment or tenure,
- (2) the applicable department FEP(s) and any Flexible Workload Agreements (see PAc-29) that apply to the candidate,
- (3) the annual evaluations by the Department Tenure Committee, the Department Chair/Associate Dean, and the College Dean, as well as any responses by the candidate to those evaluations,
- (4) if applicable, a statement documenting the number of years of equivalent service granted, and
- (5) a curriculum vitae of activities in the format of or from the university-approved faculty activity reporting system.

Materials that support the request for reappointment/tenure should follow the initial contents of the portfolio. They may include but are not limited to the following:

- (a) items indicating the extent and quality of teaching, such as teaching evaluations, innovative teaching techniques, new courses or programs developed, and teaching awards or honors,
- (b) items indicating the extent and quality of scholarship, such as publications, artistic/creative works, and grant activities, and
- (c) items indicating the extent and quality of service to the institution, the profession, or the broader community, such as proposals to improve the university, service on institutional committees, editorships or reviews for professional journals, development of relations with outside professional or public groups, consulting, and awards or honors for service.

Faculty hired with years of service must provide documentation showing that they fulfill all requirements for tenure as detailed in their applicable FEP.

Candidates are strongly encouraged to maintain in their possession copies of the portfolio contents (as described above) in an electronic or paper format plus any supporting materials until the tenure process has been completed and a decision for tenure or non-tenure has been made by the Board of Regents, as portfolios will not be returned by the university in the event of non-reappointment.

**7. The Department, College, And University Tenure Committees**

135 (1) The Department Tenure Committee will consist of all tenured full-time standing faculty  
136 members in the department. ~~In the event that there are fewer than five eligible members in the~~  
137 ~~department, the department will invite enough tenured full-time standing faculty members from~~  
138 ~~the same college to form a five-member committee.~~ If a faculty member is also on the College or  
139 University Tenure Committee, he or she must recuse him or herself from the Department Tenure  
140 Committee when a candidate is being considered for tenure. In the event that there are fewer than  
141 five eligible members in the department, the department will invite enough tenured full-time  
142 standing faculty members from the same college to form a five-member committee.

143  
144 (2) The College Tenure Committee will consist of at least five tenured full-time standing faculty  
145 members from the college elected by each department. If there are not at least five departments,  
146 then the College Dean will select sufficient at-large committee members to make a committee of  
147 five, from a pool of one or more candidates elected by the tenured faculty in each  
148 department, with representation from each department being as equitable as possible. The College  
149 Dean will select committee members from a pool of one or more candidates elected by the  
150 tenured faculty in each department. The committee should, if possible, include both males and  
151 females as well as members of diverse racial and ethnic groups. The term of service will be three  
152 years with one-third of the committee members replaced each year. A member may not hold  
153 successive terms.

154  
155 (3) The University Tenure Committee will consist of two tenured full-time standing faculty  
156 members from each college and one at large tenured full-time standing faculty member selected  
157 by the Faculty Senate. Committee membership will include both males and females and should,  
158 if possible, include members of diverse racial and ethnic groups, ~~especially when a tenure~~  
159 ~~candidate is a member of a diverse group.~~ Two representatives from the same academic  
160 department will not serve on the University Tenure Committee at the same time. The term of  
161 service will be three years with one-third of the committee members replaced each year. A  
162 member may not hold successive terms.

163  
164 (4) Department Chairs, Associate Deans, and College Deans cannot serve on tenure committees.

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166 (5) A faculty member on a leave of absence or sabbatical cannot serve on a tenure committee  
167 while on leave or sabbatical.

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169 (6) A candidate's relative (as defined in PG-22) or domestic partner who is serving on a tenure  
170 committee shall neither engage in discussions about the candidate nor vote on the candidate. The  
171 relative or domestic partner will be replaced by an alternate only when the committee evaluates  
172 the candidate and only if the number of eligible voting members on the committee is less than  
173 five.

174  
175 (7) A faculty member may serve on the Department Tenure Committee and either the College or  
176 University Tenure Committee during an academic year. They may not serve on both the College  
177 and the University Tenure Committees in the same year. A faculty member serving on the  
178 College or University Tenure Committee shall neither engage in discussions about a candidate  
179 nor vote on the candidate at the department level if the candidate is being reviewed for the  
180 awarding of tenure.

181  
182 (8) A faculty member cannot serve on more than one of the following committees during an  
183 academic year—University Tenure Committee, University Promotion Committee, and Faculty  
184 Rights and Responsibilities Committee.

185  
186 (9) The chairperson of each tenure committee will be elected annually by the committee  
187 membership.

188  
189 (10) All voting on candidates will be by secret ballot. Abstentions are not allowed. Any sealed  
190 ballots submitted by absent faculty members shall be included in the tally with all ballots opened  
191 and counted at the same time during the tenure committee meeting. Recommendation for tenure,  
192 or for reappointment in the case of annual review, consists of an affirmative vote by 50% or  
193 more of the committee membership. If the vote is ~~split~~not unanimous, the ~~minority voters can~~  
194 ~~include their opinions in the written evaluation.~~ The letter must reflect the balance and substance  
195 of the entirety of the vote. No separate minority report can be submitted. The letter must also  
196 address how the candidate's performance does or does not meet the requirements of the  
197 department FEP.

198  
199 (11) Tenure committees' deliberations are confidential and will not be discussed outside of tenure  
200 committees' meetings.

## 201 202 **8. Annual Review of Tenure-Track Faculty (Prior To Tenure** 203 **Review)**

204  
205 (1) The Department Tenure Committee will meet annually to evaluate the tenure-track  
206 candidate's reappointment portfolio and supporting materials.

207  
208 (2) The Department Tenure Committee will produce a written evaluation of the portfolio using  
209 the department FEP as the basis for evaluation. As part of the evaluation, the Department Tenure  
210 Committee will vote by secret ballot on the reappointment or non-reappointment of the  
211 candidate. The committee's report will show the vote tally, will explicitly recommend  
212 reappointment or non-reappointment of the candidate, and will be signed by all committee  
213 members. The report will also document the validity of the information contained in the  
214 portfolio. A copy of the report will be placed in the portfolio and also delivered to the candidate.

215  
216 The primary purpose of the evaluation is to ~~certify~~verify the information contained in the  
217 portfolio, and to determine whether the performance level of the candidate is below, at, or above  
218 the performance level commensurate with that of a tenurable faculty member in the department,  
219 as based on the criteria in the department FEP.

220  
221 The Department Tenure Committee may request from the candidate revisions, additional  
222 information, and documentation not provided in the portfolio. If so directed, the candidate will  
223 have the opportunity to reorganize the portfolio.

224  
225 (3) The Department Tenure Committee will forward the portfolio and supporting materials to the  
226 Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the

227 portfolio, with a copy of the evaluation delivered to the candidate. The written evaluation will  
228 recommend reappointment or non-reappointment of the candidate.

229  
230 It is also the responsibility of the Department Chair/Associate Dean to ~~certify~~verify the  
231 information contained in the portfolio, and to determine whether the performance level of the  
232 candidate is below, at, or above the performance level commensurate with that of a tenurable  
233 faculty member in the department, as based on the criteria in the department FEP.

234  
235 The Department Chair/Associate Dean will forward the portfolio to the College Dean.  
236

237 (4) The Department Tenure Committee and the Department Chair/Associate Dean will conduct  
238 an annual review of the tenure-track candidate during the candidate's first five years of  
239 probationary service. If both department reappointment recommendations are positive for the 1st,  
240 2nd, and 4th annual reviews, the College Dean will forward the portfolio (without review) to the  
241 Provost along with his/her approval and recommendation for reappointment. In the event that  
242 clarification of the department recommendations is warranted prior to submitting his/her  
243 reappointment recommendation to the Provost, the Dean may review the portfolio. If at least one  
244 of the department reappointment recommendations is negative for the 1st, 2nd, and 4th annual  
245 reviews, the Dean will conduct a complete review of the portfolio. The Dean will also conduct a  
246 complete review of the portfolio for a candidate's 3rd and 5th annual reviews. When conducting  
247 a complete review, the Dean will review the portfolio, produce a written evaluation of the  
248 portfolio, and recommend reappointment or non-reappointment of the candidate. A copy of the  
249 evaluation will be placed in the portfolio and also delivered to the candidate. The portfolio will  
250 then be forwarded to the Provost.

251  
252 (5) The Provost will review all reappointment recommendations from the department and college  
253 levels, any responses provided by the candidate in rebuttal, the letter of intent, and other  
254 information in the portfolio, and make a recommendation to the President regarding  
255 reappointment of the candidate. The Provost's recommendation for reappointment or non-  
256 reappointment will be sent to the President with copies to the candidate, College Dean, and  
257 Department Chair/Associate Dean. If the Provost recommends non-reappointment, the Provost  
258 will provide written justification for the recommendation.

259  
260 (6) At every level of review, the candidate will receive a copy of his/her evaluation and will have  
261 seven working days to respond, in writing, to the evaluation. The candidate's response, if any,  
262 will be placed in the portfolio and submitted to the next level of review.

263

## 264 **9. Tenure Review**

265

266 (1) The Department Tenure Committee will meet to evaluate the candidate's tenure portfolio and  
267 supporting materials. The committee will produce a written evaluation of the portfolio using the  
268 department FEP as the basis for evaluation. As part of the evaluation, the Department Tenure  
269 Committee will vote by secret ballot on the tenure or non-tenure of the candidate. The  
270 committee's report will show the vote tally, will explicitly recommend the tenure or non-tenure  
271 of the candidate, and will be signed by all committee members. The report will also document

272 the validity of the information contained in the portfolio. A copy of the report will be placed in  
273 the portfolio and also delivered to the candidate.

274  
275 The primary purpose of the evaluation is to ~~certify~~ verify the information contained in the  
276 portfolio, and to determine whether the performance level of the candidate is below, at, or above  
277 the performance level commensurate with that of a tenurable faculty member in the department,  
278 as based on the criteria in the department FEP.

279  
280 The Department Tenure Committee may request from the candidate revisions, additional  
281 information, and documentation not provided in the portfolio. If so directed, the candidate will  
282 have the opportunity to reorganize the portfolio.

283  
284 (2) The Department Tenure Committee will forward the portfolio and supporting materials to the  
285 Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the  
286 portfolio, with a copy of the evaluation delivered to the candidate. The written evaluation will  
287 recommend tenure or non-tenure of the candidate.

288  
289 It is also the responsibility of the Department Chair/Associate Dean to ~~certify~~ verify the  
290 information contained in the portfolio, and to determine whether the performance level of the  
291 candidate is below, at, or above the performance level commensurate with that of a tenurable  
292 faculty member in the department, as based on the criteria in the department FEP.

293  
294 (3) The Department Chair/Associate Dean will forward the portfolio to the College Tenure  
295 Committee. The College Tenure Committee will read the candidate's department FEP and then  
296 produce a written evaluation of the portfolio using the department FEP as the basis for  
297 evaluation. As part of the evaluation, the College Tenure Committee will recommend, in the  
298 form of a vote by secret ballot, tenure or non-tenure of the candidate. The committee's report will  
299 show the vote tally and will be signed by all committee members. A copy of the report will be  
300 placed in the portfolio and also delivered to the candidate.

301  
302 (4) The College Tenure Committee will forward the portfolio to the College Dean. The Dean will  
303 produce a written evaluation of the portfolio. The written evaluation will recommend tenure or  
304 non-tenure of the candidate. A copy of the evaluation will be placed in the portfolio and also  
305 delivered to the candidate.

306  
307 (5) The College Dean will forward the portfolio to the University Tenure Committee. The  
308 University Tenure Committee will read the candidate's department FEP and then produce a  
309 written evaluation of the portfolio using the department FEP as the basis for evaluation. As part  
310 of the evaluation, the University Tenure Committee will recommend, in the form of a vote by  
311 secret ballot, tenure or non-tenure of the candidate. The committee's report will show the vote  
312 tally and will be signed by all committee members. A copy of the report will be placed in the  
313 portfolio and also delivered to the candidate.

314  
315 (6) The University Tenure Committee will forward the portfolio to the Provost. The Provost will  
316 review all tenure recommendations from the department, college, and university levels, including  
317 any responses provided by the candidate in rebuttal and will produce a written evaluation of the

318 portfolio. The written evaluation will recommend tenure or non-tenure of the candidate. A copy  
319 of the evaluation will be placed in the portfolio and also delivered to the candidate. The Provost  
320 will then forward the recommendation to the President.

321  
322 (7) The President will make the final recommendation regarding tenure to the Board of Regents.  
323 The President will inform the candidate in writing of the recommendation at least two weeks  
324 prior to the Board of Regents meeting with copies to the Chair/Associate Dean, Dean, and  
325 Provost. A candidate not recommended for tenure may request a meeting with the ~~Provost~~  
326 President prior to the Board of Regents meeting.

327  
328 (8) At every level of review, the candidate will receive a copy of his/her evaluation and will have  
329 seven calendar days to respond, in writing, to the evaluation. The candidate's response, if any,  
330 will be placed in the portfolio and submitted to the next level of review.

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## 333 **10. Appointment With Tenure For Faculty**

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335 It may be in the best interest of the university to award tenure to a candidate with exceptional  
336 credentials, experience, and previously acquired tenure as a condition of employment.

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338 When a potential new faculty member who has never been employed as a faculty member of  
339 Morehead State University and meets these criteria requests the awarding of tenure as a  
340 condition of employment, the candidate will prepare ~~a tenure portfolio and supporting~~  
341 materials documentation that clearly demonstrates professional activities and accomplishments,  
342 ~~including teaching, and service~~, for the previous six (or more) years. The ~~process materials~~ will  
343 then ~~follow that outlined in Section 9 (Tenure Review)~~ be reviewed by the Department and  
344 College Tenure Committees in an expedited fashion.

345

## 346 **11. Appointment With Tenure For Academic Administrators**

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348 The appointment with tenure of academic administrators such as Provost, College Deans,  
349 Associate Deans, and Department Chairs may be made if the following procedure is followed:

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351 (1) The position's search committee must recommend the candidate for tenure and forward the  
352 recommendation and the candidate's credentials to the hiring supervisor, who will solicit a  
353 recommendation from the appropriate ~~department~~ Department Tenure ~~e~~Committee.

354

355 (2) When considering an appointment with tenure for a College Dean, the Provost will solicit a  
356 recommendation from the appropriate ~~department~~ Department Tenure  
357 committee Committee.

358

359 (3) When considering an appointment with tenure for a Department Chair or Associate Dean, the  
360 Provost will solicit a recommendation from the appropriate ~~department~~ Department Tenure  
361 Tenure committee Committee and College Dean.

362

363 (4) The Provost will forward the recommendations for appointment with tenure to the President.



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365 (5) The President will review the recommendations and present his or her recommendation to the  
366 Board of Regents for approval.

367

368 Appointment with tenure is not applicable for the chairperson of the Department of Military  
369 Science.

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371 **1312. Dates For The Tenure Review Process**

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373 Specific dates and deadlines for the tenure review process in each year will be set and distributed  
374 to the faculty by the Office of the Provost.