

Policy: PAc-27
Tenure Review

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PURPOSE: To define the criteria, procedures, and conditions of the review of University faculty 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. Faculty, academic administrators, the President and the Board of Regents recognize the central authority of the Morehead State University Mission Statement. Tenure evaluations must be consistent with the responsibilities and general principles outlined in the Mission Statement.

All Full-Time Standing faculty in each department will set up acceptable standards for evaluating its tenurable faculty in the department Faculty Evaluation Plan. The appropriate college dean and University Tenure Committee must approve these tenure standards and subsequent revisions to ensure quality, equity, and fairness. Full-Time Standing faculty in IRAPP will follow a consistent model with standards being approved by the Dean of IRAPP and the University Tenure Committee. The Dean of IRAPP shall consult with each faculty member and shall determine a "home" department (other than IRAPP) for each faculty member.

All newly-hired tenure-track faculty members shall be assigned (or shall select in consultation with the Department Chair) a mentor from among the tenured faculty in their department for the duration of the candidate's probationary review. These mentors serve as consultants for the tenure-track faculty member in the process of evaluation. The mentoring responsibility is an important one to provide the faculty member with candid, clear feedback during the probationary period to avoid miscommunications and misunderstandings.

The tenure procedures consist of peer and/or administrative judgment 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 the candidate's department, college, and the university. At each level, the review process will reflect the perspective of the reviewing body and be guided by the standards and expectations outlined in the candidate's

departmental Faculty Evaluation Plan, as well as the principles of the Mission Statement.

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. 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 include, at least in part, a progressive compilation of the annual probationary review portfolios, which have been submitted and evaluated for the years being considered for tenure.

Merit-based salary reviews and tenure evaluations are separate processes; consequently, meeting or exceeding merit review criteria does not automatically ensure a favorable tenure decision. Merit review evaluations are based on annual performance whereas tenure evaluations are based on the cumulative performance of six years. As the University strives to recruit and maintain an outstanding faculty, meeting the minimal expectations of merit reviews will not be sufficient for tenure.

Reviews by the University Tenure Committee, the Provost, and the President will be guided by criteria established in the departmental Faculty Evaluation Plan. University-level reviews will also monitor general standards of quality, equity, and adequacy of the procedures used. University-level reviews by the Provost and the President will bring broader administrative judgments to bear.

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

APPOINTMENT WITH TENURE FOR FACULTY:

It may be necessary and in the best interest of the University to award tenure to a candidate with exceptional credentials, experience, and previously acquired tenure as a condition of employment. The following procedures shall be used in determining the awarding of such tenure. In no way is this procedure meant to replace the normal and customary policies and procedures for the awarding of tenure outlined below. This procedure ensures that candidates are subject to rigorous peer review, beginning at the departmental level, and prior to being awarded tenure.

1. When a potential new faculty member who has never been employed as a faculty member of Morehead State University requests the awarding of tenure as a condition of employment, the candidate shall prepare a tenure portfolio that documents professional activities and accomplishments for the previous six (or more) years.

2. This tenure portfolio will be presented to the Department Tenure Committee for their review and evaluation. A simple majority affirmative vote by the Department Tenure Committee is necessary for the recommendation for tenure.
3. Upon receiving the tenure portfolio, the department chair will review the portfolio, along with the report from the Department Tenure Committee, and add a written statement supporting or rejecting the request for the immediate awarding of tenure.
4. Upon receiving the tenure portfolio, the College Dean will review the portfolio, along with the previous evaluation reports and shall add a written letter supporting or rejecting the request for the immediate awarding of tenure.
5. Upon receiving the portfolio, the University Tenure Committee will review the portfolio, along with the previous evaluation reports and shall evaluate and vote on the request. Written rationale shall be included with the portfolio expressing both majority and minority viewpoints and the numerical score of the vote. The portfolio is then sent to the Provost, who will process the request for the immediate awarding of tenure following normal tenure procedures.
6. It will be the responsibility of the Provost to return the portfolio to the candidate after it has been reviewed by the University Tenure Committee and the Provost.

APPOINTMENT
WITH TENURE
FOR ACADEMIC
ADMINISTRATORS:

The appointment of certain academic administrators, namely the Provost, College and Academic Deans, and 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 Provost's office to the appropriate 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 Provost.
3. When considering an appointment with tenure for a College Dean, the Provost will solicit a recommendation from the appropriate department.
4. When considering an appointment with tenure for a Department Chair, the Provost will solicit a recommendation from the appropriate College Dean and department.
5. The Provost 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 specified 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.

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 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

Tenure shall be based on the potential for future advancement in each of the three areas listed below. Tenure candidates who have attained ranks at or above the Associate Professor rank will be expected to have performed at levels commensurate with their rank.

Accomplishments in each of the three areas listed below must be recognized and evaluated by the Department Tenure Committee, the Department Chair, the College Dean, the University Tenure Committee, the Provost, and the President. Evaluations will be guided by the departmental Faculty Evaluation Plan.

1. Teaching: The candidate should provide evidence to answer the question, “Is this person an effective teacher as recognized by colleagues, department chairs, and deans and as assessed by students?” A faculty member shall strive for continued improvement in teaching.
2. Professional Achievement: The candidate should provide evidence to answer the question, “Is this person maintaining expertise in his or her field of study?”

3. Service: The candidate should provide evidence to answer the question, “Is this person committed to the mission of the University and to the broader community?” Service 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.

III. GENERAL STATEMENTS REGARDING TENURE

PROVISIONS FOR BEING GRANTED ACADEMIC TENURE

Provisions for holding academic tenure apply to all faculty members of Morehead State University holding Full-time Standing 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

The typical 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 under exceptional circumstances, up to three years of equivalent service may be applied toward this six-year probationary period within the first semester following appointment to Morehead State University. Credit for equivalent professional service will be recommended to the Provost by the Departmental Tenure Committee, Department Chair, and College Dean in accordance with the criteria established for tenure. A statement documenting the number of years granted for equivalent academic service shall be included in the Tenure Portfolio, which is submitted to the University Tenure Committee.

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. 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.

Unsuccessful tenure candidates will receive a fixed-term terminal contract for the year following review.

NOTIFICATION ABOUT PROBATIONARY PERIOD FOR NEW FACULTY:

Each newly hired faculty member shall be given a Contract for Services on which the amount of probationary credit is stipulated. Candidates for tenure with reduced probationary periods for tenure shall include a copy of this contract documenting the years of previous service credit in their tenure portfolio.

A faculty member hired from another institution and granted a reduced probationary period upon appointment 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.

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 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 each faculty member who will not be re-appointed after consultation with the appropriate Academic Administrators.

Probationary faculty members whose appointments are not being renewed will receive a written statement regarding the notice of non-reappointment from the President. All faculty members have the right to appeal the non-renewal notice within 30 calendar days to the Faculty Rights and Responsibilities Committee as provided by PAc-18.

TENURE
PORTFOLIO:

The tenure portfolio must contain a letter of intent, extended curriculum vitae, and essential supporting documents (print and/or electronic format). The letter of intent, addressed to the Department Chair, will state the desire to be considered for tenure and shall contain a summary of major responsibilities and activities during the probationary appointment period. If a faculty member applies previous service 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 be complete at the time of submission.

The following are guidelines for organizing the portfolio. Candidates shall be evaluated as to the body of work relating to the appropriate departmental Faculty Evaluation Plan, not whether specific items/categories are present or absent. Whenever appropriate, specific titles, dates, pages, and publishers should be included.

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: At a minimum, portfolio evidence shall include: (a) teaching load each semester (numbers/titles of courses taught and credit hours/workload) (b) course syllabi samples; (c) student evaluations; (d) student assessment samples (exams, assignments, papers, reports, or evidence of performance-based assessments and their use in student-teacher interaction); and, (e) peer/chair evaluations, if completed. Other evidence may include, but not be limited to, the following: samples of written feedback on assessments to students; development of new courses, programs, or innovative instructional techniques; renovation of course materials, attending workshops and conferences to learn new teaching methods and approaches for their discipline; student contact activities (advisement, supervision of internships and theses); teaching awards and honors.
 3. Professional Achievement: At a minimum, portfolio evidence shall include [if appropriate for the discipline]: (a) evidence of scholarly activities such as reprints/manuscripts of peer-refereed journal, conference proceedings/abstracts/presentations, non-refereed publications, books/book chapters, etc.; (b) evidence of creative productions such as musical/theater/dance performances, exhibition of artwork, video productions, etc.; and/or, (c) evidence of grant writing/research contracts (abstract, budget, outcome and review). Other evidence of professional achievement may include, but not be limited to, the following: evidence of work in progress; scholarship of teaching and learning activities; the application of expertise to solve regional problems (“scholarship of application”); research involving students, including collaborations with the Kentucky Community and Technical College System (KCTCS); service learning; book/journal article reviews; membership/leadership roles in professional organizations; participation in professional meetings, seminars and workshops; additional graduate study in the teaching field beyond the minimum required for meeting tenure standards or contract stipulations; and, consulting.
 4. Service: At a minimum, the portfolio shall include a list of service activities. Service may include committee work, but such is not an explicit requirement. Examples of service activities may include, but not be limited to: active participation on University, college, department, and/or Faculty Senate ad hoc and standing committees; service as an official representative of the University; involvement in co-curricular activities; coordination of student involvement in the region; coordination of and participation in University workshops,

conferences, clinics, in-service presentations, and special events; development of strategic proposals; development of functioning relationships with professional groups in business, industry, trade, education, government, and public schools; honors/awards for service; recruiting; outreach instruction such as Upward Bound, Governor's Scholar's Program, or at regional campuses or KCTCS centers; performance of public service within the faculty's field of expertise.

5. In addition, the tenure portfolio must include: (a) the department's Faculty Evaluation Plan(s) for the years being evaluated; (b) the annual written evaluations of the Department Tenure Committee; (c) the annual written evaluations of the Department Chair; (d) the annual written evaluations of the College Dean; and (e) the annual responses, if any, from the candidate to these evaluations.

IV. GENERAL PROCEDURES FOR TENURE REVIEW

1. No candidate for tenure, candidate's spouse, immediate family (as defined by PG-22), Department Chairs, or Deans will serve on tenure committees.
2. A faculty member may serve on the tenure committee at either the department level or the University level, but not both during the same academic year, except in the case of department-level annual review. However, a tenured IRAPP faculty member may serve on the department tenure committee and the IRAPP tenure committee during the same year.
3. The chairperson of each tenure committee will be elected by the committee from the membership.
4. No member of the Faculty Rights and Responsibilities Committee shall serve concurrently on the University Promotion or University Tenure Committee.
5. All voting on candidates will be by secret ballot. Recommendation for tenure requires an affirmative vote by the 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. At all levels, the written evaluation must include the strengths and areas for improvement of the candidate's portfolio. If the vote for tenure is split, minority opinions must be included in the written evaluation.
6. Tenure committee deliberations must be treated confidentially and must not be discussed outside of tenure committee meetings.
7. All prospective candidates for tenure review are required to attend an orientation workshop sponsored and presented by the Provost and the previous year's chair of the University Tenure Committee at a time and place set by the Office of the Provost.

V. THE DEPARTMENT AND UNIVERSITY TENURE COMMITTEES

1. The Department Tenure Committee shall consist of all eligible tenured faculty members in the department, and all tenured faculty are expected to participate in the tenure review process, except in extraordinary circumstances or in the case of conflict of interest. In the event that there are fewer than five eligible members in the department, the department shall collectively invite enough full-time tenured faculty members from the same college to form a five-member committee.
2. The Tenure Committee in IRAPP shall consist of all tenured IRAPP faculty. For all tenure-track candidates, tenured faculty members from the candidate's home department will select two tenured faculty from the candidate's home department to serve on the IRAPP Tenure Committee. Should this strategy fail to produce a committee of five, the tenured faculty members in IRAPP shall collectively invite enough full-time tenured faculty members from IRAPP faculty affiliates to form the committee.
3. The University Tenure Committee shall consist of two tenured full-time faculty members from each college and one at large tenured faculty member selected by the Faculty Senate. Membership shall include both males and females. Two representatives from the same academic department shall not serve on the University Tenure Committee at the same time. Term of service shall be three years with one-third being replaced each year. A member may not hold successive terms. No person shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time, or on the Department and University Tenure Committees at the same time.

VI. ANNUAL REVIEW OF PROBATIONARY FACULTY (PRIOR TO FINAL REVIEW FOR TENURE)

1. The Department Tenure Committee will meet annually to review and evaluate the tenure-track candidate's tenure portfolio. This portfolio will consist of a compilation of documentation previously described in Section III under *Tenure Portfolio*, plus any additional information and/or documentation that the candidate might wish to include.
2. The Department Tenure Committee will annually review the portfolio and submit a written evaluation of the strengths and areas for improvement of the portfolio using the Department's Faculty Evaluation Plan as the criteria for evaluation. As part of this evaluation, the Department Tenure Committee shall also recommend, in the form of a vote by secret ballot, whether the candidate's contract should be renewed. Abstentions are not allowed. A sealed ballot by an absent faculty member may be included in the tally if all ballots are opened and counted at the same time during the Department Tenure Committee meeting. The committee's report shall show the vote tally and shall be signed by all committee members. This report shall also document the validity of the

information contained in the candidate's departmental tenure portfolio. A copy of this report shall be delivered to the candidate.

The primary purpose of this evaluation is to evaluate and certify the items and statements contained in the candidate's annual 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 tenure portfolio from the tenure-track candidate. Any additional documentation and/or supporting evidence will be forwarded with the candidate's portfolio up the chain of review.

3. The Department Tenure Committee will then forward the annual tenure portfolio to the Department Chair, who will add his/her written evaluation of the tenure portfolio to the portfolio, with a copy of this evaluation delivered to the tenure-track candidate. In the case of IRAPP faculty, the department chair in the faculty member's home department shall evaluate the portfolio.

It is also the responsibility of the Department Chair to evaluate and certify that the supporting documentation is at or above 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.

4. The Department Chair will then forward the annual tenure portfolio to the College Dean, who will review the tenure portfolio and offer a written evaluation of the portfolio, with a copy of this evaluation delivered to the candidate. In the case of IRAPP faculty, the Dean of IRAPP shall evaluate the portfolio. The College Dean will also forward a final recommendation for submission to the Office of the Provost.
5. The Provost will review all materials, written evaluations, and recommendations and make a recommendation regarding annual renewal of a probationary faculty's contract to the President. In the case of a negative evaluation, the Provost shall provide justification for the non-renewal. A copy of the Provost's recommendation to the President should also be sent to the faculty member.
6. At every level, the candidate will receive a copy of his/her evaluation at the same time as it is sent to the subsequent level, and the candidate will have the opportunity within five working days to write a clarification/rebuttal to the evaluation.

VII. TENURE REVIEW (FINAL YEAR)

1. The Department Tenure Committee will meet to review and evaluate the tenure-track candidate's tenure portfolio using the Department's Faculty Evaluation Plan as the criteria for evaluation. In the case of IRAPP faculty, IRAPP faculty (as described above) shall evaluate the portfolio. This portfolio will, at a minimum, consist of documentation as specified in Section III *Tenure Portfolio* of the policy for each year of the candidate's probationary period.

No later than in the sixth year of the candidate's probationary period, it is the responsibility of the Department Tenure Committee to furnish written evaluation of the strengths and evaluated weaknesses, if any, of the portfolio, along with a vote which affirms or denies their support of the tenure portfolio, with a copy of this evaluation and vote tally delivered to the candidate. The committee's evaluation and vote tally shall be signed by all committee members. 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 or University Tenure Committee levels of review.

The Department Tenure Committee may also request additional documentation of items and statements made in the candidate's tenure portfolio from the tenure-track candidate. Any additional documentation and/or supporting evidence will be forwarded with the candidate's portfolio up the chain of review.

2. The Department Tenure Committee will then forward the tenure portfolio, written evaluation, and vote tally to the Department Chair, who will add his/her written evaluation and tenure decision to the tenure portfolio, with a copy of this evaluation and decision delivered to the tenure-track candidate. In the case of IRAPP faculty, the department chair in the faculty member's home department shall evaluate the portfolio.

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.

3. The Department Chair will then forward the tenure portfolio, written evaluations, and vote tallies to the College Dean, who will add his/her written evaluation and tenure decision to the tenure portfolio, with a copy of this evaluation and decision delivered to the tenure-track candidate. In the case of IRAPP faculty, the Dean of IRAPP shall evaluate the portfolio. The College Dean will then forward tenure portfolio, all written evaluations, and vote tallies to the University Tenure Committee by way of the Office of the Provost.
4. The University Tenure Committee will review the tenure portfolio, all written evaluations, and vote tallies and provide a written evaluation and vote tally. The University Tenure Committee's written evaluation and vote tally will be delivered

to the tenure-track candidate by a member of the University Tenure Committee. The University Tenure Committee will then forward the tenure portfolio, all written evaluations, and vote tallies to the Provost.

5. The Provost will review all materials, vote tallies, written evaluations, and recommendations and make a recommendation to the President. Should the recommendation of the Provost differ from the recommendation of the University Tenure Committee, the Provost will consult with the University Tenure Committee prior to making a recommendation to the President. The President will make the final recommendation to the Board of Regents.
6. At every level, the candidate will receive a copy of his/her evaluation at the same time as it is sent to the subsequent level, and the candidate will have the opportunity within five working days to write a clarification/rebuttal to the evaluation.
7. The President will inform each candidate of his or her recommendation at least four weeks prior to the Board of Regents meeting. Candidates not recommended for tenure may request a meeting with the Provost prior to the Board of Regents meeting.

VIII. ACADEMIC FREEDOM

Faculty and administration will observe the conditions on academic freedom and responsibility for teaching and research as outlined in PAc-14.

VIX. GENERAL DATES FOR TENURE REVIEW PROCESS

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 Provost.