

1  
2 **Policy: PAc-27**

3  
4 **Subject: Tenure and Reappointment Review**

5  
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  
9

10 **Purpose:**

11  
12 To define the criteria, procedures, and conditions applicable to the review of probationary faculty  
13 for reappointment and the awarding of tenure.  
14

15 **1. Tenure Defined**

16  
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**

24  
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**  
44

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 may request that part  
53 or all of the years of equivalent service be rescinded if he/she needs more time to develop  
54 credentials for tenure. However, such a request may not be made after the tenure review process  
55 has begun.

56  
57 A tenure-track faculty member must be reviewed for the awarding of tenure no later than the  
58 sixth year of the probationary period. A candidate who is denied tenure will receive a fixed-term  
59 terminal contract for the year following tenure review.

60

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

62

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

68

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

72

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

74

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

79

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

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

84

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

87

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

89

90 The reappointment/tenure portfolio will consist of the following items in order:

91

92 (1) a letter of intent, addressed to the Department Chair or Associate Dean, stating the desire to  
93 be considered for reappointment/tenure and containing a summary of activities during the  
94 probationary period that justifies the case for reappointment or tenure,

95

96 (2) the applicable department FEP(s) and any Flexible Workload Agreements (see PAC-29) that  
97 apply to the candidate,

98

99 (3) the annual evaluations by the Department Tenure Committee, the Department  
100 Chair/Associate Dean, and the College Dean, as well as any responses by the candidate to those  
101 evaluations,

102

103 (4) if applicable, a statement documenting the number of years of equivalent service granted, and

104

105 (5) a curriculum vitae of activities in the format of or from the university-approved faculty  
106 activity reporting system

107

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

110

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

116

## 117 **7. Supporting Materials**

118

119 The candidate will submit to the Department Chair/Associate Dean appropriate materials  
120 supporting the request for reappointment/tenure. These supporting materials will remain with the  
121 Department Chair/Associate Dean and must be made available, upon request, to any person  
122 involved in the review of the reappointment/tenure portfolio.

123

124 Supporting materials may include but are not limited to the following:

125

126 (1) items indicating the extent and quality of teaching, such as teaching evaluations, innovative  
127 teaching techniques, new courses or programs developed, and teaching awards or honors,

128

129 (2) items indicating the extent and quality of scholarship, such as publications, artistic/creative  
130 works, and grant activities, and

131

132 (3) items indicating the extent and quality of service to the institution, the profession, or the  
133 broader community, such as proposals to improve the university, service on institutional  
134 committees, editorships or reviews for professional journals, development of relations with  
135 outside professional or public groups, consulting, and awards or honors for service.

136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181

## **8. The Department, College, And University Tenure Committees**

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

(2) The College Tenure Committee will consist of at least five tenured full-time standing faculty members from the college with representation from each department being as equitable as possible. The College Dean will select committee members from a pool of one or more candidates elected by the tenured faculty in each department. The committee should, if possible, include both males and females. The term of service will be three years with one-third of the committee members replaced each year. A member may not hold successive terms.

(3) The University Tenure Committee will consist of two tenured full-time standing faculty members from each college and one at large tenured full-time standing faculty member selected by the Faculty Senate. Committee membership will include both males and females. Two representatives from the same academic department will not serve on the University Tenure Committee at the same time. The term of service will be three years with one-third of the committee members replaced each year. A member may not hold successive terms.

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

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

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

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

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

182 (9) The chairperson of each tenure committee will be elected by the committee membership.  
183

184 (10) All voting on candidates will be by secret ballot. Abstentions are not allowed. Any sealed  
185 ballots submitted by absent faculty members shall be included in the tally with all ballots opened  
186 and counted at the same time during the tenure committee meeting. Recommendation for tenure,  
187 or for reappointment in the case of annual review, consists of an affirmative vote by 50% or  
188 more of the committee membership. If the vote is split, minority opinions must be included in the  
189 written evaluation and the opinions must address how the candidate's performance does or does  
190 not meet the requirements of the department FEP. If the vote is unanimous there is, by definition,  
191 no minority opinion.  
192

193 (11) Tenure committees' deliberations are confidential and will not be discussed outside of tenure  
194 committees' meetings.  
195

## 196 **9. Annual Review of Tenure-Track Faculty (Prior To Tenure** 197 **Review)** 198

199 (1) The Department Tenure Committee will meet annually to evaluate the tenure-track  
200 candidate's reappointment portfolio and supporting materials.  
201

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

210 The primary purpose of the evaluation is to certify the information contained in the portfolio, and  
211 to determine whether the performance level of the candidate is below, at, or above the  
212 performance level commensurate with that of a tenurable faculty member in the department, as  
213 based on the criteria in the department FEP.  
214

215 The Department Tenure Committee may request from the candidate revisions, additional  
216 information, and documentation not provided in the portfolio. If so directed, the candidate will  
217 have the opportunity to reorganize the portfolio.  
218

219 (3) The Department Tenure Committee will forward the portfolio and supporting materials to the  
220 Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the  
221 portfolio, with a copy of the evaluation delivered to the candidate. The written evaluation will  
222 recommend reappointment or non-reappointment of the candidate.  
223

224 It is also the responsibility of the Department Chair/Associate Dean to certify the information  
225 contained in the portfolio, and to determine whether the performance level of the candidate is  
226 below, at, or above the performance level commensurate with that of a tenurable faculty member  
227 in the department, as based on the criteria in the department FEP.

228

229 The Department Chair/Associate Dean will forward the portfolio to the College Dean.

230

231 (4) The Department Tenure Committee and the Department Chair/Associate Dean will conduct  
232 an annual review of the tenure-track candidate during the candidate's first five years of  
233 probationary service. If both department reappointment recommendations are positive for the 1st,  
234 2nd, and 4th annual reviews, the College Dean will forward the portfolio (without review) to the  
235 Provost along with his/her approval and recommendation for reappointment. In the event that  
236 clarification of the department recommendations is warranted prior to submitting his/her  
237 reappointment recommendation to the Provost, the Dean may review the portfolio. If at least one  
238 of the department reappointment recommendations is negative for the 1st, 2nd, and 4th annual  
239 reviews, the Dean will conduct a complete review of the portfolio. The Dean will also conduct a  
240 complete review of the portfolio for a candidate's 3rd and 5th annual reviews. When conducting  
241 a complete review, the Dean will review the portfolio, produce a written evaluation of the  
242 portfolio, and recommend reappointment or non-reappointment of the candidate. A copy of the  
243 evaluation will be placed in the portfolio and also delivered to the candidate. The portfolio will  
244 then be forwarded to the Provost.

245

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

253

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

257

## 258 **10. Tenure Review**

259

260 (1) The Department Tenure Committee will meet to evaluate the candidate's tenure portfolio and  
261 supporting materials. The committee will produce a written evaluation of the portfolio using the  
262 department FEP as the basis for evaluation. As part of the evaluation, the Department Tenure  
263 Committee will vote by secret ballot on the tenure or non-tenure of the candidate. The  
264 committee's report will show the vote tally, will explicitly recommend the tenure or non-tenure  
265 of the candidate, and will be signed by all committee members. The report will also document  
266 the validity of the information contained in the portfolio. A copy of the report will be placed in  
267 the portfolio and also delivered to the candidate.

268

269 The primary purpose of the evaluation is to certify the information contained in the portfolio, and  
270 to determine whether the performance level of the candidate is below, at, or above the  
271 performance level commensurate with that of a tenurable faculty member in the department, as  
272 based on the criteria in the department FEP.

273

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

277

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

282

283 It is also the responsibility of the Department Chair/Associate Dean to certify the information  
284 contained in the portfolio, and to determine whether the performance level of the candidate is  
285 below, at, or above the performance level commensurate with that of a tenurable faculty member  
286 in the department, as based on the criteria in the department FEP.

287

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

295

296 (4) The College Tenure Committee will forward the portfolio to the College Dean. The Dean will  
297 produce a written evaluation of the portfolio. The written evaluation will recommend tenure or  
298 non-tenure of the candidate. A copy of the evaluation will be placed in the portfolio and also  
299 delivered to the candidate.

300

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

308

309 (6) The University Tenure Committee will forward the portfolio to the Provost. The Provost will  
310 review all tenure recommendations from the department, college, and university levels, including  
311 any responses provided by the candidate in rebuttal and will produce a written evaluation of the  
312 portfolio. The written evaluation will recommend tenure or non-tenure of the candidate. A copy  
313 of the evaluation will be placed in the portfolio and also delivered to the candidate. The Provost  
314 will then forward the recommendation to the President.

315

316 (7) The President will make the final recommendation regarding tenure to the Board of Regents.  
317 The President will inform the candidate in writing of the recommendation at least two weeks  
318 prior to the Board of Regents meeting with copies to the Chair/Associate Dean, Dean, and

319 Provost. A candidate not recommended for tenure may request a meeting with the Provost prior  
320 to the Board of Regents meeting.

321  
322 (8) At every level of review, the candidate will receive a copy of his/her evaluation and will have  
323 seven calendar days to respond, in writing, to the evaluation. The candidate's response, if any,  
324 will be placed in the portfolio and submitted to the next level of review.

325  
326

## 327 **11. Appointment With Tenure For Faculty**

328  
329 It may be in the best interest of the university to award tenure to a candidate with exceptional  
330 credentials, experience, and previously acquired tenure as a condition of employment.

331  
332 When a potential new faculty member who has never been employed as a faculty member of  
333 Morehead State University requests the awarding of tenure as a condition of employment, the  
334 candidate will prepare a tenure portfolio and supporting materials that clearly demonstrate  
335 professional activities and accomplishments for the previous six (or more) years. The process  
336 will then follow that outlined in Section 10 (Tenure Review).

337

## 338 **12. Appointment With Tenure For Academic Administrators**

339  
340 The appointment with tenure of academic administrators such as Provost, College Deans,  
341 Associate Deans, and Department Chairs may be made if the following procedure is followed:

342  
343 (1) The position's search committee must recommend the candidate for tenure and forward the  
344 recommendation and the candidate's credentials to the hiring supervisor, who will solicit a  
345 recommendation from the appropriate department tenure committee.

346  
347 (2) When considering an appointment with tenure for a College Dean, the Provost will solicit a  
348 recommendation from the appropriate department tenure committee.

349  
350 (3) When considering an appointment with tenure for a Department Chair or Associate Dean, the  
351 Provost will solicit a recommendation from the appropriate department tenure committee and  
352 College Dean.

353  
354 (4) The Provost will forward the recommendations for appointment with tenure to the President.

355  
356 (5) The President will review the recommendations and present his or her recommendation to the  
357 Board of Regents for approval.

358  
359 Successful attainment of tenure in these appointments will not result in automatic promotion to  
360 the next higher rank.

361  
362 Appointment with tenure is not applicable for the chairperson of the Department of Military  
363 Science.

364



365 **13. Dates For The Tenure Review Process**

366

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