

ARTICLE 15
TENURE

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4 **15.1 Eligibility.** Employees with the rank of Associate Professor and Professor shall normally be
5 eligible for tenure. Tenure shall be in a department/unit or other appropriate administrative unit. Tenure
6 shall not extend to those with visiting, courtesy, clinical, research, provisional, or administrative
7 appointments in the General Faculty or Administrative and Professional classification plans.
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9 **15.2 Tenure Decision.**

10 (a) A full-time employee shall normally be considered for tenure during the sixth year of
11 continuous service in a tenure-earning position, including any prior service credit granted at the time of
12 initial employment. An employee's written request for early tenure consideration is subject to the
13 University's written agreement.

14 (b) By the end of six ~~(6)~~ years of service at the University, an employee eligible for tenure
15 shall either be awarded tenure by the Board of Trustees or given notice that further employment will not
16 be offered. Upon written request by an employee within twenty ~~(20)~~ days of the employee's receipt of
17 such notice, the University shall provide the employee with a written statement of reasons by the
18 president or representative why tenure was not granted.

19 (c) Decision by the Board of Trustees. The Board of Trustees shall award tenure. This
20 decision shall normally be made at the May Board Meeting but no later than the following meeting. The
21 employee shall be notified in writing by the president or representative within five ~~(5)~~ days of the
22 decision of the Board.

23 (d) An employee being considered for tenure prior to the sixth ~~(6)~~ year may withdraw from
24 consideration before the Provost issues a final written recommendation without prejudice.
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26 **15.3 Criteria for Tenure.**

27 (a) The decision to award tenure to an employee shall be a result of meritorious performance
28 and shall be based on established criteria specified in writing by the University. The decision shall take
29 into account the following:

- 30 (1) annual performance evaluations;
31 (2) the needs of the department/unit, college/unit, and University;
32 (3) the contributions of the employee to the employee's academic unit (program,
33 department/unit, college/unit); and
34 (4) the contributions the employee is expected to make to the institution.

35 (b) The University shall give make available a copy of the criteria for tenure to employees
36 eligible for tenure, and, beginning with the second year of employment, each such employee shall be
37 apprised in writing once each year of the employee's progress toward tenure. For example, employees
38 hired without tenure credit in Fall 2014-2019 or Spring 2015-2020 will receive their first cumulative
39 progress evaluation in Spring 2016-2021. The appraisal shall be included as a separate component of the
40 annual evaluation and is intended to provide assistance and counseling to candidates to help them to
41 qualify themselves for tenure. The employee may request, in writing, a meeting with an administrator at
42 the next higher level to discuss concerns regarding the tenure appraisal which that were not resolved in
43 previous discussions with the evaluator.

44 (c) Tenure criteria shall be available in the department/unit office and/or at the college/unit
45 level.
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47 **15.4 Modification of Criteria.**

48 (a) Modifying Criteria. The University may modify the criteria for tenure so long as the
49 majority of the tenured faculty in the department/unit or the dean has initiated this change as the local UFF
50 Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in

51 ~~consultation with the University president or representative.~~ Changes in criteria shall not become effective
52 until one (1)-year following adoption of the changes, unless mutually agreed to ~~in writing by the local~~
53 ~~UFF president and the University president or representative~~ by majority secret ballot of the department or
54 unit's tenured faculty and approval by the university's representative. The date of adoption shall be the
55 date on which the changes are approved by the administrator at the highest level required under applicable
56 university policies and procedures. ~~Any proposal to develop or modify tenure criteria shall be available~~
57 ~~for discussion by members of the affected departments/units before adoption.~~

58 (b) Effect on Employees. ~~The equitable opportunity provisions of Article 9 are applicable to~~
59 ~~the modified criteria. Further, if~~ an employee has at least four (4)-years of tenure-earning credit as of the
60 date on which the tenure criteria are adopted ~~under Section 15.4(a),~~ above, the employee shall be
61 evaluated for tenure under the criteria as they existed prior to modification unless the employee notifies
62 the university at least thirty (30)-days prior to commencement of the tenure consideration that he/she
63 chooses to be evaluated under the newly adopted criteria.

64 65 **15.5 Recommendations and Procedures.**

66 (a) Recommendations for the awarding of tenure shall be made by the employee's supervisor
67 and shall include a poll by secret ballot of the tenured members of the employee's department/unit. The
68 performance of an employee during the entire term of employment at the institution shall be considered in
69 determining whether to grant tenure. Recommendations regarding tenure shall include a copy of
70 applicable tenure criteria, the employee's annual assignments and annual evaluations, and the employee's
71 tenure appraisals cumulative progress evaluations. Prior to the consideration of the employee's candidacy,
72 the employee shall have the right to review the contents of the tenure file dossier and may attach a brief
73 and concise response to any materials therein. It shall be the responsibility of the employee to see that the
74 file dossier is complete and accurate. The provisions of Article 11 of this Agreement shall apply to the
75 contents of the tenure file.

76 (b) If any material is added to the file dossier after the commencement of consideration, a
77 copy shall be sent to the employee within five (5)-days (by personal delivery, by mail, return receipt
78 requested, or through the eP&T portal, if applicable). The employee may attach a brief response within
79 five (5)-days of his/her receipt of the added material. The file dossier shall not be forwarded until either
80 the employee submits a response or until the second five (5)-day period expires, whichever occurs first.
81 The only documents which may be considered in making a tenure recommendation are those contained or
82 referenced in the tenure file dossier. If a document that is not part of the tenure file dossier is considered,
83 then, prior to the committee's decision, it shall be added to the tenure file dossier and the procedures for
84 notifying the employee described in this section shall be followed.

85 86 **15.6 Other Considerations.**

87 (a) During the period of tenure-earning service, the employee is subject to non-
88 reappointment's employment shall be governed by the provisions of Article 12.

89 (b) Part-time service of an employee employed at least one semester in any twelve (12)-
90 month period shall be accumulated. For example, two (2) semesters of half-time service shall be
91 considered one-half year of service toward the period of tenure-earning service.

92 (c) — An employee who is credited with tenure-earning service at the time of initial
93 appointment may request, in writing, that the ~~president or president's~~ university's representative withdraw
94 all or a portion of such credit. An employee may make such a request only one time, and the request must
95 be received before the end of the spring semester prior to the fall semester of the employee's final year of
96 eligibility.

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98 **15.7 Transfer of Tenure.** When a tenured employee is transferred as a result of a reorganization or
99 program curtailment within the University and is employed in the same or similar discipline in which
100 tenure was granted, the employee's tenure shall be transferred to the new department.

102 **15.8 Tenure upon Appointment.** Tenure may be granted to an employee by the Board of Trustees at
103 the time of initial appointment, upon recommendation of the appropriate administrator. The administrator
104 shall consider the recommendation of the department or equivalent unit prior to making his/her final
105 tenure recommendation.

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107 **15.9 Leave.** Authorized leaves of absence shall be credited or not credited toward the period of
108 tenure-earning service according to the provisions of Section 17.4.

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110 **15.10 Termination/Layoff.** Tenure/permanent status guarantees annual reappointment for the
111 academic year until voluntary resignation, retirement, removal for just cause, **compulsory leave**, or layoff.