



Policy and Procedures Manual
Application: All Faculty
Section F2.6 Policies and Procedures of Academic Tenure

F 2.6 Policies on Academic Tenure

F 2.6.1 Definition of Tenure

Tenure is defined in the academic world as a privilege and a distinctive honor that may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of the appointment. Tenure does not apply to an administrative position, but a tenured faculty member appointed to an administrative position retains tenure previously granted. A faculty member is a member of the instructional staff. Qualified, professional librarians shall be considered as faculty members if they are given academic rank.

Because of the budget balancing amendment of the Oklahoma Constitution, the Board of Regents of the Regional University System of Oklahoma cannot obligate funds in excess of the unencumbered balance of surplus cash on hand. Consequently, the Board may not obligate itself by binding contracts beyond a current fiscal year for salaries or compensation in any amount to its employees. The Board does, however, recognize the intent to reappoint tenured personnel to the faculties of the institutions under its control within existing positions that are continued the next year when doing so is compatible with the annual budget for that year.

The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and the faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board.

For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as part of the period of probationary employment, but a leave of absence does not.

F 2.6.2 Schedule for Initial Tenure Evaluation

Faculty members holding academic rank above the level of instructor (assistant professor, associate professor or professor) shall be on probation for five (5) years after the date of first being placed in a tenure track position. Years of experience in any position other than a tenure track position may be used for the probation period only if approved by the university president.

The probationary period begins when the faculty member is first employed in a tenure-track position. Seven (7) years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven (7) years any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the president to the contrary is approved by the Board each and every year thereafter.

Each non-tenured faculty member shall complete a pre-tenure review in his/her fourth year. Under the direction of the dean, the pre-tenure review is to be completed by the last day of November following the completion of the faculty member's first full (August through May academic year) three years of employment. The pre-tenure review shall include the faculty member's mentor, immediate supervisor (department chair or coordinator), and school director, if appropriate. The pre-tenure recommendation shall consider the mentor year performance, and the first three annual Performance Evaluation Reports, and any other pertinent or relevant information and data available at the time of the review. The dean shall file the "Third Year Pre-Tenure Review" form with the Office of Academic Affairs. The committee shall recommend 1) satisfactory progress; 2) unsatisfactory progress with a plan for improvement; or 3) do not renew.

Each department or college/school shall complete the tenure evaluation for its non-tenured faculty members holding rank of assistant professor or above by a date set by the provost/vpaa in early February of the fifth year of probationary employment. If, during the evaluation process, the departmental tenure review committee or the dean determines that it would be to the advantage of the candidate to delay the tenure evaluation until the sixth year of probationary employment, the tenure review may be so delayed upon notification of the provost/vpaa. The rationale for the delay should be discussed with the candidate, and the candidate should agree to the delay, or else the review process will proceed. Under no circumstances may the initial tenure review be delayed beyond the sixth year of probationary employment.

Regardless of all recommendations within the institution, a faculty member does not have tenure until that person has been granted such by the Board. At any time and, in rare instances, tenure may be recommended in fewer than five years. A person whose original appointment was at the rank of instructor has, at most, seven (7) years of probationary employment in which to obtain tenure. If at the end of seven (7) years any faculty member, including an instructor, has not attained tenure, there will be an automatic non-renewal of contract for the faculty member unless a specific recommendation from the president to the contrary is approved by the Board each year thereafter.

A recommendation for tenure may also come directly from the provost/vpaa or from the president of the university without prior recommendation from the division or department. If the president determines to recommend granting of tenure, he or she will make the recommendation to the Board.

F 2.6.3 Criteria for Granting Tenure

The candidate must be a full-time regular faculty member and hold academic rank of assistant professor, associate professor, or professor. Candidates must hold an earned doctorate, or other terminal degree. Eligible faculty apply for

rank promotion from assistant professor to associate professor concurrent with their application for tenure. Upon rare instances the provost/vpaa may recommend tenure for candidates not holding an earned doctorate, or other terminal degree, if the candidate has demonstrated continued progress toward the terminal degree.

Applications for tenure must demonstrate evidence of continuing excellence in each of the criteria being evaluated.

F 2.6.3.1 Evaluation Letters

Included in this section shall be evaluation letters from the department chair and the dean for the years since the faculty member was last promoted and summary letters of recommendation from the chair and the dean supporting or not supporting promotion. If the department conducted peer evaluations, these summaries may be included here also.

2.6.3.2 Indicators of Effectiveness: Teaching, Scholarship/Creative Achievement, and Contributions to Profession and Community

Refer to the following sections for indicators of effectiveness in teaching (2.5.3.2.1), scholarship/creative achievement (2.5.3.2.2), contributions to the profession and community (2.5.3.2.3), and administrative duties (2.5.3.2.4).

F 2.6.4 Procedure for Granting Tenure

Tenure is granted only by the Board. The recommendation to the Board that a faculty member be granted tenure is made by the president. Normally, the president's request that a faculty member be granted tenure will be based on the review procedure described in Sections 2.5.4.3 Portfolio and 2.5.4.4 departmental and school review. The provost/vpaa may request tenure and the president may recommend tenure be granted without a review process.

F 2.6.4.1 Responsibility for Awareness of Policies, Status, and Timetables

1. Faculty Member. It is the responsibility of each faculty member to know the university policies regarding tenure and applicable institutional timetables for the tenure review process. Each faculty member should know the progress and disposition of his/her tenure application.
2. Department Chair. It is the additional responsibility of each chair to know the tenure status of each member of his/her department and to inform the potential candidates for tenure of the timetable for the review process leading to tenure.
3. Dean. It is the responsibility of the deans to inform the department chair about which members of their respective departments are eligible for tenure and of the timetable for the review process leading to tenure.
4. Provost and Vice President for Academic Affairs. It is the responsibility of the provost/vpaa to inform the faculty, by publication in a timely manner, of the criteria and procedures for granting tenure. It shall

also be his/her responsibility to inform the dean about which members of the school are eligible to be considered for tenure and of the timetable for the review process leading to tenure.

F 2.6.4.2 Initiation of the Review Process

Review of a faculty member for tenure may be initiated by the dean, by the department chair, or by the individual faculty member. In the event that the review is initiated by a person other than the individual faculty member, the affected faculty member shall be so informed at the earliest possible opportunity.

F 2.6.4.3 Portfolio

The decision to grant or withhold tenure shall be based on an evaluation of the candidate with respect to the criteria for tenure listed above. To assist in arriving at a decision, each candidate for tenure shall have a portfolio prepared.

1. Basic Material. The candidate for tenure, with the assistance of the department chair, shall provide the following documents for the portfolio:
 1. a one-page vita for overview purposes;
 2. copies of the department chair's and dean's annual letters of recommendation for continued employment for all years of the probationary period;
 3. letters of recommendation for tenure from the department chair and dean;
 4. letters of reference (If letters of reference from individuals outside the university are to be included in the review, they should be solicited by the department chair. The names of the individuals from whom the letters are requested may be supplied either by the candidate or by others knowledgeable in the candidate's discipline.);
 5. evidence of effective classroom teaching and reflection statement;
 6. evidence of scholarship or creative achievement and reflection statement;
 7. evidence of contributions to the institution and profession and reflection statement; and
 8. additional evidence, if it is appropriate, to document that the candidate fulfills the criteria for tenure.
2. Additional Materials. At each stage of the review process, described in Section 2.5.4.4 Departmental and School Review, the portfolio will be updated with the following material:
 1. the addition of new information, if any, which was used in making a recommendation at that stage; and
 2. the recommendation that was made.

F 2.6.4.4 Departmental and School Review

All steps described below shall be carried out in accordance with a timetable to be published at the beginning of each academic year by the office of the provost/vpaa.

F 2.6.4.4.1 Faculty Review Committee

1. Department with at least five (5) tenured members: When a faculty member is to be considered for tenure, the chair of the department shall call a meeting of the tenured faculty members of the department for a discussion of the case. These faculty members, including the chair, if tenured, shall constitute the department review committee. If the department chair is not tenured, he/she shall be an ex officio member of the committee, but shall not have a vote. The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured

members of the department and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made.

2. Department with less than five tenured members:
 - a) In the event that the number of tenured faculty members in a department is fewer than five (5), the actual tenured members in that department and other faculty, selected as indicated below, shall act as an ad hoc group, on request of the affected faculty member, to recommend the granting or withholding of tenure.
 - b) If an ad hoc committee is requested, it shall be composed of five (5) voting members.
 - c) The chair of the affected faculty member's department shall act as chair of the committee. If tenured, the chair shall be a voting member. If not tenured, the chair shall act as an ex officio member and not vote.
 - d) In the event that the department is part of a larger academic unit (college/school), with at least five tenured members, then the committee members from outside the candidate's department shall be drawn from the larger academic administrative unit of which the candidate is a member. If this is not the case, the committee members from outside the candidate's department shall be taken from the faculty at large.
 - e) The committee members will be recommended by the Faculty Senate and appointed by the provost/vpaa.
 - f) After the appointment, and prior to the committee's notification of assignment, the candidate will have the option to delete one member from the committee. If the candidate elects to exercise this option, a new member will be selected by the same procedure used to select the original committee.

F 2.6.4.4.2 Basis for Review

1. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni, and administrative information from department chairs.
2. The committee chair shall be responsible for soliciting information from non-tenured colleagues, students, and alumni.
3. This information shall be added to the candidate's file.

F 2.6.4.4.3 Method of Reaching a Decision

1. A secret ballot shall be taken on the granting of tenure or withholding of tenure.
2. A simple majority shall prevail.
3. The committee shall add, to the documentation file, a statement of its decision.
4. The committee may ask the candidate or other persons to appear before it to clarify information provided to the committee. However, all discussions and voting procedures shall be conducted with only the committee members and a recording secretary, if requested, present.

F 2.6.4.4.4 Recommendation of the Department Chair

1. The department chair will forward the entire documentation file, including the results of the vote and a personal recommendation to the dean. If the school is the smallest academic unit, the file shall be forwarded directly to the provost. The file shall be forwarded regardless of the recommendations that were made.
2. The department chair shall inform the candidate, in writing, within ten calendar days after a decision is reached of the committee's recommendation and of his/her own personal recommendation. The

results of the committee's balloting shall simply be reported as a recommendation for or against the granting of tenure.

F 2.6.4.4.5 Recommendation of the Dean

1. The dean shall add his/her personal recommendation to the candidate's file and forward the file to the provost/vpaa.
2. The file shall be forwarded regardless of whether the recommendation is for or against the granting of tenure.
3. The candidate shall be informed, in writing, within ten calendar days of the time the file is forwarded, whether the recommendation is for or against the granting of tenure.

F 2.6.4.4.6 Recommendation of the Provost and Vice President for Academic Affairs

The provost/vpaa shall review all applications, evaluations, and recommendations. The recommendation of the provost/vpaa and vice president regarding those persons who shall receive tenure shall be added to the candidate's file. All files shall then be forwarded to the president. Each applicant for tenure shall receive written notification of the actions and recommendations of the provost/vpaa and vice president by a date established by the provost/vpaa. At the conclusion of each portfolio review, the provost/vpaa will archive the portfolio and all documents related to the review process.

F 2.6.4.4.7 Recommendation of the President

Acting on the basis of information available to him/her, the president shall submit his/her recommendation for tenure to the Board. When the Board has acted, the faculty member shall be notified in writing by the president that tenure is granted. All portfolios will be returned to the candidates.

F 2.6.5 Procedure for Post-tenure Review

All tenured faculty members of the East Central University faculty will have their tenure reviewed at least every three years. For tenured faculty members whose duties are primarily instructional, the provost/vpaa will appoint a tenure review committee according to the guidelines that follow. For those tenured faculty members whose duties are basically administrative or non-instructional, the provost/vpaa will refer the review to the appropriate supervisor.

F 2.6.5.1 Selection for Review

1. Faculty members who have not been tenured or who have been tenured less than three years will have their review in their third year of tenure.
2. The remaining tenured faculty members will be reviewed each year.
3. Tenured faculty who resign or retire at the end of the academic year may be exempt if their letter of intent to retire/resign is submitted to the vpaa/provost prior to arranging the post-tenure review.

F 2.6.5.2 Review Committee Structure

1. The committee shall consist of five tenured faculty members from the department of the one reviewed when possible. The members will be selected on a rotation basis beginning with the person with the greatest number of years of tenure.
2. If a department has less than five tenured faculty members, then the remaining members will be selected from the list of tenured faculty members in the school/college of the one reviewed. The selection will be made on a rotation basis beginning with the person with the greatest number of years of tenure. If there are not enough tenured members of the department or school to seat a committee, the Faculty Council will be asked to recommend committee members from among the tenured faculty.
3. The committee shall meet and select a chair of the tenure review committee, from among the school faculty on the committee.
4. After the selection of committee members but prior to the committee's notification of assignment, the faculty member being reviewed will be notified of the committee members and has the option to delete one member. If the faculty member exercises this option, a new committee member will be selected by the regular procedure.

F 2.6.5.3 Procedure for Instructional Faculty Members

1. Committee selection will be made by the procedure described above.
2. The provost/vpaa will notify the committee of their appointment.
3. The chair of the reviewing committee will submit a written narrative recommendation to the provost/vpaa no later than December 1. (The recommendation should be signed by each member of the reviewing committee.)
4. The department chair and dean will provide separate recommendations to the provost/vpaa no later than December 1.
5. The provost/vpaa will report the above recommendations as well as his/her recommendation to the president.
6. The president will see that the faculty member obtains a copy of the recommendation of the committee. Furthermore, in case of an unsatisfactory recommendation, the faculty member will have an opportunity to meet with the committee if he so desires, to respond to their recommendation. Following the meeting of the committee and the person reviewed, the president will receive any further recommendations and make the final decision of the review.
7. If the initial three-year review is unsatisfactory, the faculty member will be reviewed by the same procedure the next year.
8. If the second review is unsatisfactory, it will be grounds for the faculty member's dismissal at the end of that contract year.
9. The committee shall obtain the information or instruments listed below to be used in their evaluation.

1. Copies of the annual Faculty Performance Evaluation document for the period being evaluated which includes student evaluation of teaching performance ratings.
 2. Department Surveys on Professional Growth, Reliability and Integrity, compiled by each member of the department, including the department chair.
10. The committee may obtain the information or instruments listed below to be used in their evaluation.
1. Additional evaluation comments written in narrative form and signed by the respective evaluator, either from the department chair or individual department members.
 2. Additional information from any or all committee members.
11. The faculty member being reviewed has the option of submitting a written statement on his/her behalf.
12. The committee will review the results of the surveys and other information that has been collected and determine its recommendation by a majority vote.
13. The committee will file with the provost/vpaa a narrative report, explaining the basis (the evidence reviewed and explanation for the conclusion) for their decision.