

1 **ARTICLE 15**

2 **TENURE**

3

4 **15.1 Eligibility.** Employees in tenure-track positions with the
5 rank of Associate Professor and Professor shall be eligible to
6 hold for tenure. ^[CR1] Tenure shall be in a department/unit^[CR2] ~~or~~
7 ~~other appropriate administrative unit.~~ Tenure shall not extend
8 to administrative appointments in the General Faculty or
9 Administrative and Professional classification plans.

10

11 **15.2 Tenure Decision.**

12 (a) An employee shall normally be considered for tenure
13 during the sixth year of continuous service in a tenure-earning
14 position, including any prior service credit granted at the time of
15 initial employment. ~~An employee's written request for early~~
16 ~~tenure consideration is subject to the University's written~~
17 ~~agreement.~~^[CR3]

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

26 (c) Decision by the Board of Trustees. The Board of Trustees
27 shall award tenure. ~~This decision shall normally be made at the~~
28 ~~May~~^[CR4] ~~Board Meeting but no later than the following meeting.~~
29 The employee shall be notified in writing by the president or
30 representative within five days of the decision of the Board.

31 (d) An employee being considered for tenure prior to the sixth
32 year may withdraw from consideration before the Provost
33 issues a final written recommendation without prejudice.

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35 **15.3 Criteria for Tenure.**

36 (a) The decision to award tenure to an employee shall be a
37 result of meritorious performance and shall be based on
38 established criteria specified in writing by the department,

39 ~~college, and University. The decision shall take into account the~~
40 ~~following:~~

41 ~~(1) annual performance evaluations;~~

42 ~~(2) the needs of the department/unit, college/unit, and~~
43 ~~University;~~ [CR5]

44 ~~(3) the contributions of the employee to the employee's~~
45 ~~academic unit (program, department/unit, college/unit); and~~

46 ~~(4) the contributions the employee is expected to make to the~~
47 ~~institution.~~

48 (b) The ~~department, college, and~~ University shall make
49 available a copy of the criteria for tenure to employees eligible
50 for tenure, and, beginning with the second year of employment,
51 each such employee shall be apprised in writing once each
52 year of the employee's progress toward tenure. For example,
53 employees hired Fall 2019²¹ or Spring 2020² will receive their
54 first cumulative progress evaluation in Spring 2023⁴. The
55 appraisal shall be included as a separate component of the
56 annual evaluation and is intended to provide assistance and
57 counseling to candidates to help them to qualify themselves for
58 tenure. The employee may request, in writing, a meeting with
59 an administrator at the next higher level to discuss concerns
60 regarding the tenure appraisal that were not resolved in
61 previous discussions with ~~an~~ the evaluator. [CR6].

62 (c) Tenure criteria shall be available in the department/unit
63 office and/or at the college/unit level.

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65 **15.4 Modification of Criteria.**

66 (a) Modifying Criteria. The University may modify the criteria
67 for tenure so long as the local UFF Chapter has been notified of
68 the proposed changes and offered an opportunity to discuss
69 such changes in consultation with the University president or
70 representative. Changes in criteria shall not become effective
71 until one year following adoption of the changes, unless
72 mutually agreed to in writing by the local UFF president and the
73 University president or representative. The date of adoption
74 shall be the date on which the changes are approved by the
75 administrator at the highest level required under applicable
76 university policies and procedures. Any proposal to develop or
77 modify tenure criteria shall be available for discussion by
78 members of the affected departments/units before adoption.

79 (b)Effect on Employees. The equitable opportunity
80 provisions of Article 9 are applicable to the modified criteria.
81 Further, if an employee has at least four years of tenure-
82 earning credit as of the date on which the tenure criteria are
83 adopted above, the employee shall be evaluated for tenure
84 under the criteria as they existed prior to modification unless
85 the employee notified the university at least thirty days prior to
86 commencement of the tenure consideration that he/she
87 chooses to be evaluated under the newly adopted criteria.
88

89 **15.5 Recommendations and Procedures.**

90 (a)Recommendations for the awarding of tenure shall be
91 made by the employee's supervisor and shall include a poll by
92 secret ballot of the tenured members of the employee's
93 department/unit. The performance of an employee during the
94 entire term of employment at the institution shall be considered
95 in determining whether to grant tenure. Recommendations
96 regarding tenure shall include a copy of applicable tenure
97 criteria, the employee's annual assignments and annual
98 evaluations, and the employee's cumulative progress
99 evaluations. Prior to the consideration of the employee's
100 candidacy, the employee shall have the right to review the
101 contents of the tenure dossier and may attach a brief and
102 concise response to any materials therein. It shall be the
103 responsibility of the employee to see that the dossier is
104 complete. The provisions of the Evaluation File, Article 11 of
105 this Agreement shall apply to the contents of the tenure file.

106 (b)If any material is added to the dossier after the
107 commencement of consideration, a copy shall be sent to the
108 employee within five days (by personal delivery, by mail, return
109 receipt requested, or through the eP&T portal, if applicable).
110 The employee may attach a brief response within five days of
111 his/her receipt of the added material. The dossier shall not be
112 forwarded until either the employee submits a response or until
113 the second five -day period expires, whichever occurs first. The
114 only documents which may be considered in making a tenure
115 recommendation are those contained or referenced in the
116 tenure dossier. If a document that is not part of the tenure
117 dossier is considered, then, prior to the committee's decision, it
118 shall be added to the tenure dossier and the procedures for

119 notifying the employee described in this section shall be
120 followed.

121

122 **15.6 Other Considerations.**

123 (a) During the period of tenure-earning service, the
124 employee's employment shall be governed by the provisions of
125 Article 12.

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

131 (c) An employee who is credited with tenure-earning service
132 at the time of initial appointment may request, in writing, that
133 the university's representative withdraw all or a portion of such
134 credit. An employee may make such a request only one time,
135 and the request must be received before the end of the spring
136 semester prior to the fall semester of the employee's final year
137 of eligibility.

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139 **15.7 Transfer of Tenure.** When a tenured employee is
140 transferred as a result of a reorganization or program
141 curtailment within the University and is employed in the same or
142 similar discipline in which tenure was granted^[CR7], the
143 employee's tenure shall be transferred to the new department.

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145 **15.8 Tenure upon Appointment.** Tenure may be granted to an
146 employee by the Board of Trustees at the time of initial
147 appointment, upon recommendation of the appropriate
148 administrator. The administrator shall consider the
149 recommendation of the department or equivalent unit prior to
150 making his/her final tenure recommendation.

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152 **15.9 Leave.** Authorized leaves of absence shall be credited or
153 not credited toward the period of tenure-earning service
154 according to the provisions of the Leaves Article.

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156 **15.10 Termination/Layoff.** Tenure/permanent status guarantees
157 annual reappointment for the academic year until voluntary
158 resignation, retirement, removal for just cause, or layoff.