

ARTICLE 15^[CP1]**TENURE**

15.1 Eligibility. Employees in tenure-track positions with the rank of Associate Professor and Professor shall be eligible to hold tenure. Tenure shall be in a department/unit. Tenure shall not extend to administrative appointments in the General Faculty or Administrative and Professional classification plans.

15.2 Tenure Decision.

(a) An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position, including any prior service credit granted at the time of initial employment.

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

(c) Decision by the Board of Trustees. The Board of Trustees shall award tenure. ~~This decision shall normally be made at the May Board Meeting but no later than the following meeting.~~^{[CR2][CP3]} The employee shall be notified in writing by the president or representative within five days of the decision of the Board.

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

15.3 Criteria for Tenure.

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

(b) The department, college, and University shall make available a copy of the criteria for tenure to employees eligible for tenure, and, beginning with the second year of employment, each such employee shall be apprised in writing once each year of the employee's progress toward tenure. For example, employees hired Fall 2021 or Spring 2022 will receive their first cumulative progress evaluation in Spring 2023. The appraisal

40 shall be included as a separate component of the annual evaluation and is
41 intended to provide assistance and counseling to candidates to help them
42 to qualify themselves for tenure. The employee may request, in writing, a
43 meeting with an administrator at the next higher level to discuss concerns
44 regarding the tenure appraisal that were not resolved in previous
45 discussions with an evaluator.

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

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49 **15.4 Modification of Criteria.**

50 (a) Modifying Criteria. The University may modify the criteria for tenure
51 so long as the local UFF Chapter has been notified of the proposed
52 changes and offered an opportunity to discuss such changes in
53 consultation with the University president or representative. Changes in
54 criteria shall not become effective until one year following adoption of the
55 changes, unless mutually agreed to in writing by the local UFF president
56 and the University president or representative. The date of adoption shall
57 be the date on which the changes are approved by the administrator at the
58 highest level required under applicable university policies and procedures.
59 Any proposal to develop or modify tenure criteria shall be available for
60 discussion by members of the affected departments/units before adoption.

61 (b) Effect on Employees. The equitable opportunity provisions of Article 9
62 are applicable to the modified criteria. Further, if an employee has at least
63 four years of tenure-earning credit as of the date on which the tenure
64 criteria are adopted above, the employee shall be evaluated for tenure
65 under the criteria as they existed prior to modification unless the employee
66 notified the university at least thirty days prior to commencement of the
67 tenure consideration that he/she chooses to be evaluated under the newly
68 adopted criteria.

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70 **15.5 Recommendations and Procedures.**

71 (a) Recommendations for the awarding of tenure shall be made by the
72 employee's supervisor and shall include a poll by secret ballot of the
73 tenured members of the employee's department/unit. The performance of
74 an employee during the entire term of employment at the institution shall be
75 considered in determining whether to grant tenure. Recommendations
76 regarding tenure shall include a copy of applicable tenure criteria, the
77 employee's annual assignments and annual evaluations, and the
78 employee's cumulative progress evaluations. Prior to the consideration of
79 the employee's candidacy, the employee shall have the right to review the

80 contents of the tenure dossier and may attach a brief and concise response
81 to any materials therein. It shall be the responsibility of the employee to
82 see that the dossier is complete. The provisions of the Evaluation File,
83 Article 11 of this Agreement shall apply to the contents of the tenure file.

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

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97 **15.6 Other Considerations.**

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

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

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

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111 **15.7 Transfer of Tenure.** When a tenured employee is transferred as a result
112 of a reorganization or program curtailment within the University and is
113 employed in the same or similar discipline in which tenure was
114 granted^{[CR4][CP5]}, the employee's tenure shall be transferred to the new
115 department.

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117 **15.8 Tenure upon Appointment.** Tenure may be granted to an employee by
118 the Board of Trustees at the time of initial appointment, upon
119 recommendation of the appropriate administrator. The administrator shall

120 consider the recommendation of the department or equivalent unit prior to
121 making his/her final tenure recommendation.

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123 **15.9 Leave.** Authorized leaves of absence shall be credited or not credited
124 toward the period of tenure-earning service according to the provisions of
125 the Leaves Article.

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127 **15.10 Termination/Layoff.** Tenure/permanent status guarantees annual
128 reappointment for the academic year until voluntary resignation, retirement,
129 removal for just cause, or layoff.