

1 **ARTICLE 15**

2 **TENURE**

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4 **15.1 Eligibility.** Employees with the rank of Associate Assistant Professor and Associate  
5 Professor shall be eligible to apply for tenure. Tenure shall be in a department/unit or other  
6 appropriate administrative unit. Tenure shall not extend to administrative appointments in  
7 the General Faculty or Administrative and Professional classification plans.  
8

9 **15.2 Tenure Decision.**

10 (a) An 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  
12 the time of initial employment. ~~An employee's written request for early tenure consideration~~  
13 ~~is subject to the University's written agreement.~~

14 (b) By the end of six 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  
16 employment will not be offered. Upon written request by an employee within twenty days of  
17 the employee's receipt of such notice, the University shall provide the employee with a  
18 written statement of reasons by the 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  
21 meeting. The employee shall be notified in writing by the president or representative within  
22 five days of the decision of the Board.

23 (d) An employee being considered for tenure prior to the sixth 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  
28 performance and shall be based on established criteria specified in writing by the  
29 department, college, and University. The decision shall take 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. [TR1]

35 (b) The department, college, and University shall make available a copy of the criteria  
36 for tenure to employees eligible for tenure, and, beginning with the second year of  
37 employment, each such employee shall be apprised in writing once each year of the  
38 employee's progress toward tenure. For example, employees hired Fall ~~2019-2021~~ ~~or~~  
39 ~~Spring 2020~~ will receive their first cumulative progress evaluation in Spring ~~2021~~~~2023~~. The  
40 appraisal 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 to qualify  
42 themselves for tenure. The employee may request, in writing, a meeting with an  
43 administrator at the next higher level to discuss concerns regarding the tenure appraisal  
44 that were not resolved in previous discussions with the evaluator(s).

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

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48 **15.4 Modification of Criteria.**

49 (a) Modifying Criteria. The University may modify the criteria for tenure so long as the  
50 local UFF Chapter has been notified of the proposed changes and offered an opportunity to  
51 discuss such changes in consultation with the University president or representative.  
52 Changes in criteria shall not become effective until one year following adoption of the  
53 changes, unless mutually agreed to in writing by the local UFF president and the University  
54 president or representative. The date of adoption shall be the date on which the changes  
55 are approved by the administrator at the highest level required under applicable university  
56 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  
59 to the modified criteria. Further, if an employee has at least four years of tenure-earning  
60 credit as of the date on which the tenure criteria are adopted above, the employee shall be  
61 evaluated for tenure under the criteria as they existed prior to modification unless the  
62 employee notified the university at least thirty days prior to commencement of the tenure  
63 consideration that he/she chooses to be evaluated under the newly adopted criteria.  
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65 **15.5 Recommendations and Procedures.**

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

77 (b) If any material is added to the dossier after the commencement of consideration, a  
78 copy shall be sent to the employee within five days (by personal delivery, by mail, return  
79 receipt requested, or through the eP&T portal, if applicable). The employee may attach a  
80 brief response within five days of his/her receipt of the added material. The dossier shall not  
81 be forwarded until either the employee submits a response or until the second five -day  
82 period expires, whichever occurs first. The only documents which may be considered in  
83 making a tenure recommendation are those contained or referenced in the tenure dossier.  
84 If a document that is not part of the tenure dossier is considered, then, prior to the  
85 committee's decision, it shall be added to the tenure dossier and the procedures for  
86 notifying the employee described in this section shall be followed.  
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88 **15.6 Other Considerations.**

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

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

94 (c) An employee who is credited with tenure-earning service at the time of initial  
95 appointment may request, in writing, that the university's representative withdraw all or a  
96 portion of such credit. An employee may make such a request only one time, and the  
97 request must be received before the end of the spring semester prior to the fall semester of  
98 the employee's final year of eligibility.  
99

100 **15.7 Transfer of Tenure.** When a tenured employee is transferred as a result of a  
101 reorganization or program curtailment within the University ~~and is employed in the same or~~  
102 ~~similar discipline in which tenure was granted~~, the employee's tenure shall be transferred to  
103 the new department.  
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105 **15.8 Tenure upon Appointment.** Tenure may be granted to an employee by the Board  
106 of Trustees at the time of initial appointment, upon recommendation of the appropriate  
107 administrator. The administrator shall consider the recommendation of the department or  
108 equivalent unit prior to making his/her final tenure recommendation.  
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110 **15.9 Leave.** Authorized leaves of absence shall be credited or not credited toward the  
111 period of tenure-earning service according to the provisions of the Leaves Article.  
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113 **15.10 Termination/Layoff.** Tenure/permanent status guarantees annual reappointment  
114 for the academic year until voluntary resignation, retirement, removal for just cause, or  
115 layoff.