

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 tenure. [CR1][j2] Tenure shall be in a department/unit [CR3][j4].
7 Tenure shall not extend to administrative appointments in the
8 General Faculty or Administrative and Professional
9 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.~~ [CR5][j6]

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 Board Meeting~~ Board Meeting closest to the end of the
29 academic year after receiving university tenure
30 recommendations. ~~but no later than the following meeting.~~ The
31 employee shall be notified in writing by the president or
32 representative within five days of the decision of the Board.

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

36 37 **15.3 Criteria for Tenure.**

38 (a) The decision to award tenure to an employee shall be a
39 result of meritorious performance and shall be based on

40 established criteria specified in writing by the department,
41 college, and University. ~~The decision shall take into account the~~
42 ~~following:~~

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

44 ~~(2) the needs of the department/unit, college/unit, and~~
45 ~~University;~~ [CR7][j8]

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

48 ~~(4) the contributions the employee is expected to make to the~~
49 ~~institution.~~

50 (b) The department, college, and [j9] University shall make
51 available a copy of the criteria for tenure to employees eligible
52 for tenure, and, beginning with the second year of employment,
53 each such employee shall be apprised in writing once each
54 year of the employee's progress toward tenure. For example,
55 employees hired Fall 201921 or Spring 202022 will receive their
56 first cumulative progress evaluation in Spring 202324 [j10]. The
57 appraisal shall be included as a separate component of the
58 annual evaluation and is intended to provide assistance and
59 counseling to candidates to help them to qualify themselves for
60 tenure. The employee may request, in writing, a meeting with
61 an administrator at the next higher level to discuss concerns
62 regarding the tenure appraisal that were not resolved in
63 previous discussions with ~~an~~ the evaluator [CR11][j12].

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

67 15.4 Modification of Criteria.

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

79 modify tenure criteria shall be available for discussion by
80 members of the affected departments/units before adoption.

81 (b) Effect on Employees. The equitable opportunity
82 provisions of Article 9 are applicable to the modified criteria.
83 Further, if an employee has at least four years of tenure-
84 earning credit as of the date on which the tenure criteria are
85 adopted above, the employee shall be evaluated for tenure
86 under the criteria as they existed prior to modification unless
87 the employee notified the university at least thirty days prior to
88 commencement of the tenure consideration that he/she
89 chooses to be evaluated under the newly adopted criteria.
90

91 **15.5 Recommendations and Procedures.**

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

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

119 dossier is considered, then, prior to the committee's decision, it
120 shall be added to the tenure dossier and the procedures for
121 notifying the employee described in this section shall be
122 followed.

123

124 **15.6 Other Considerations.**

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

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

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

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141 **15.7 Transfer of Tenure.** When a tenured employee is
142 transferred as a result of a reorganization or program
143 curtailment within the University ~~and is employed in the same or~~
144 ~~similar discipline in which tenure was granted~~^{CR131}, the
145 employee's tenure shall be transferred to ~~the a~~ new
146 department.

147

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

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155 **15.9 Leave.** Authorized leaves of absence shall be credited or
156 not credited toward the period of tenure-earning service
157 according to the provisions of the Leaves Article.

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159 **15.10 Termination/Layoff.** Tenure/permanent status guarantees
160 annual reappointment for the academic year until voluntary
161 resignation, retirement, removal for just cause, or layoff.