

1 **ARTICLE 15**

2 **TENURE**

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

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10 **15.2 Tenure Decision.**

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

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

21 (c) Decision by the Board of Trustees. The Board of Trustees shall
22 award tenure. ~~This decision shall normally be made at the May Board~~
23 ~~Meeting but no later than the following meeting.~~ This decision shall
24 normally be made at the Board meeting closest to the end of the academic
25 year after receiving university tenure recommendations. The employee
26 shall be notified in writing by the president or representative within five days
27 of the decision of the Board.

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

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32 **15.3 Criteria for Tenure.**

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

36 (b) The department, college, and University shall make available a copy
37 of the criteria for tenure to employees eligible for tenure, and, beginning
38 with the second year of employment, each such employee shall be
39 apprised in writing once each year of the employee's progress toward

Commented [CP1]: All mutually accepted changes have been accepted and comments removed that did not have proposal language.

Commented [CP2]: BOT responds to UFF request for language to replace outdated May meeting verbiage.

40 tenure. For example, employees hired Fall 2021 or Spring 2022 will receive
41 their first cumulative progress evaluation in Spring 2023. The appraisal
42 shall be included as a separate component of the annual evaluation and is
43 intended to provide assistance and counseling to candidates to help them
44 to qualify themselves for tenure. The employee may request, in writing, a
45 meeting with an administrator at the next higher level to discuss concerns
46 regarding the tenure appraisal that were not resolved in previous
47 discussions with an evaluator.

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

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51 **15.4 Modification of Criteria.**

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

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

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72 **15.5 Recommendations and Procedures.**

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

80 employee's cumulative progress evaluations. Prior to the consideration of
81 the employee's candidacy, the employee shall have the right to review the
82 contents of the tenure dossier and may attach a brief and concise response
83 to any materials therein. It shall be the responsibility of the employee to
84 see that the dossier is complete. The provisions of the Evaluation File,
85 Article 11 of this Agreement shall apply to the contents of the tenure file.

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

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99 **15.6 Other Considerations.**

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

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

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

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

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

120 recommendation of the appropriate administrator. The administrator shall
121 consider the recommendation of the department or equivalent unit prior to
122 making his/her final tenure recommendation.
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124 **15.9 Leave.** Authorized leaves of absence shall be credited or not credited
125 toward the period of tenure-earning service according to the provisions of
126 the Leaves Article.
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128 **15.10 Termination/Layoff.** Tenure/permanent status guarantees annual
129 reappointment for the academic year until voluntary resignation, retirement,
130 removal for just cause, or layoff.