

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 Board meeting  
23 closest to the end of the academic year after receiving university tenure  
24 recommendations. The employee shall be notified in writing by the  
25 president or representative within five days of the decision of the Board.

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

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30 **15.3 Criteria for Tenure.**

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

34 (b) The department, college, and University shall make available a copy  
35 of the criteria for tenure to employees eligible for tenure, and, beginning  
36 with the second year of employment, each such employee shall be  
37 apprised in writing once each year of the employee's progress toward  
38 tenure. For example, employees hired Fall 2021 or Spring 2022 will receive  
39 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 granted, the  
114 employee's tenure shall be transferred to the new department.

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116 **15.8 Tenure upon Appointment.** Tenure may be granted to an employee by  
117 the Board of Trustees at the time of initial appointment, upon  
118 recommendation of the appropriate administrator. The administrator shall

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

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122 **15.9 Leave.** Authorized leaves of absence shall be credited or not credited  
123 toward the period of tenure-earning service according to the provisions of  
124 the Leaves Article.

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126 **15.10 Termination/Layoff.** Tenure/permanent status guarantees annual  
127 reappointment for the academic year until voluntary resignation, retirement,  
128 removal for just cause, or layoff.