

## TENURE

Honoring faculty members by awarding tenure recognizes that academic competence and commitment to the College's mission and purpose have been demonstrated by the faculty member throughout the probationary period. Tenure assures experienced full-time faculty members that they may expect to continue in their academic positions unless proper cause for dismissal is demonstrated as outlined under the Discipline, Suspension, and Discharge policy. The institution shall provide faculty members a written contract stating the terms of employment, including special conditions, responsibilities, and any special prerequisites. The contract shall cover such items as salary, tenure provision, full-time or part-time employment, and the inclusive dates of the term of service. The College shall likewise notify faculty, in writing, when they attain tenure.

### 1. *Pre-tenure status*

- a. Beginning with appointment to the rank of full-time/tenure-track faculty member, the pre-tenure period for a faculty member shall be ten (10) long consecutive semesters of full-time service (fall and spring semesters) at Temple College.  
(Note: Breaks in service for extenuating circumstances such as health issues will be handled on a case-by-case basis.)
- b. Full-time faculty members should seek guidance from their respective department chair for any assistance needed during the tenure probationary period.
- c. Full-time faculty members who have satisfied the pre-tenure period of ten (10) long consecutive semesters of full-time service at Temple College will be considered for tenure by the Board of Trustees.
- d. In some instances, it may be necessary to extend the pre-tenure period for two (2) long semesters. The President will notify the faculty member in writing by the end of the 9<sup>th</sup> long semester of service that their pre-tenure period will be extended.
- e. Faculty members who do not apply for tenure by the deadlines specified below or who do not meet the terms of the extended pre-tenure period will be given a notice of non-renewal of contract. (Faculty members in these cases have not met the conditions of their tenure track contract.)
- f. A notice of nonrenewal of contract of a non-tenured faculty member shall be given, in writing, by the President no later than February 1, if the contract expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of termination.

### 2. *Procedure for Tenure Approval*

The faculty member will submit their formal application for tenure in the first two weeks of the 9<sup>th</sup> long semester of service. The application process will include:

- a. \*Completion and submission of the Application for Tenure form.
- b. Submission of a Teaching Portfolio (electronic or hard copy) which should include *at a minimum*:

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Final Revision Date: March 5, 2013

Policy Manual Review Committee – No Changes: February 11, 2016

- i. **\*Philosophy:** The faculty member's personal philosophy of teaching.
- ii. **\*Documentation of Teaching:**
  - 1. \*A summary of courses taught with a description of responsibilities
  - 2. \*Examples of First Day Handouts/ Course Outlines/Syllabi
  - 3. \*Examples of Assignments, Visual Aids (PowerPoint slides), etc.
  - 4. \*Examples of Evaluation of Learning (quizzes, exams, etc.)
  - 5. Examples of Written/Electronic Feedback to learners
- iii. **\*Measures of Teaching Effectiveness**
  - 1. \*Summary of learner evaluations of teaching
  - 2. \*Annual departmental evaluations
  - 3. Teaching observations
  - 4. Learner aggregate scores on exams, standardized testing, etc.
- iv. **\*Activities to Improve Teaching:**
  - 1. Improvement plan with goals and activities to reach said goals
  - 2. New activities or methods of teaching developed, utilized, or implemented
  - 3. \*Professional Development activities
- v. **\*Contributions to the Institution/Community:**
  - 1. \*Service on Department, Division, and/ or College committees
  - 2. Service on Faculty Council committees
  - 3. Service to the community
- vi. **Professional Activities:**
  - 1. Professional Memberships
  - 2. Presentations / Performances
  - 3. Publications
  - 4. Research
  - 5. Grants
- vii. **Honors and Awards**

*NOTE: (Required areas are denoted with a "\*". Other areas may be included for additional information. Information should reflect the faculty member's contributions to the institution.)*

### **3. Procedure for Granting Tenure**

- a. The application and portfolio will be submitted to the faculty member's department chair within the first two weeks of the 9<sup>th</sup> long semester of service.
- b. The department chair will have thirty (30) calendar days to review the materials and make a recommendation regarding tenure approval to the division director.
- c. The division director will have thirty (30) calendar days to review the materials and make a recommendation regarding tenure approval to the Vice President, Educational Services (VPES).

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Final Revision Date: March 5, 2013

Policy Manual Review Committee – No Changes: February 11, 2016

- d. The Vice President, Educational Services will have thirty (30) calendar days to review the materials and make a recommendation regarding tenure approval to the President.
- e. By the end of the 9<sup>th</sup> long semester the faculty member shall be notified that their application for tenure has been accepted for consideration by the President or if their pre-tenure period has been extended.
- f. The President will make a recommendation regarding tenure to the Board of Trustees.
- g. Tenure can only be granted by official action of the Board of Trustees.
- h. The President's Office shall invite the faculty member to the Board of Trustees meeting at which official action will occur.

#### **4. Procedure for Granting Tenure (Pre-Tenure Extended)**

- a. The re-application and portfolio will be submitted to the faculty member's department chair in the first two weeks of the 11<sup>th</sup> long semester of service. The application process follows the same steps as outlined in step 2 above.
- b. The department chair will have thirty (30) calendar days to review the materials and make a recommendation regarding tenure approval to the division director.
- c. The division director will have thirty (30) calendar days to review the materials and make a recommendation regarding tenure approval to the Vice President, Educational Services.
- d. The Vice President, Educational Services will have thirty (30) calendar days to review the materials and make a recommendation regarding tenure approval to the President.
- e. By the end of the 11<sup>th</sup> long semester the faculty member shall be notified that their application for tenure has been accepted for consideration by the President or if their pre-tenure period has been extended.
- f. The President will make a recommendation regarding tenure to the Board of Trustees.
- g. Tenure can only be granted by official action of the Board of Trustees.
- h. The President's Office shall invite the faculty member to the Board of Trustees meeting at which official action will occur.

#### **5. Retaining Tenure**

- a. In the event that a tenured faculty member becomes classified through instructional reorganization as part of the administrative staff, he/she shall have the right to retain his/her faculty status so long as his/her job duties as a member of the administrative staff are consistent with those he/she performed as a tenured faculty member.
- b. In the event that a tenured faculty member assumes an administrative position with new and different job duties from those previously done on the teaching faculty and later returns to the teaching faculty, he/she shall assume his/her previous status only if he/she has maintained a minimum teaching load of six work load equated hours per year in addition to his/her administrative duties.

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Final Revision Date: March 5, 2013

Policy Manual Review Committee – No Changes: February 11, 2016

- c. In the event that a tenured faculty member is granted a non-compensated leave of absence by the Board of Trustees, he/she shall retain tenured status when he/she returns to the teaching faculty. However, the period of non-compensated leave will not be counted toward salary increments based on years with the College.

### **Pre- and Post- Tenure Review**

The purpose of pre- and post-tenure review is to determine levels of performance efficiently, equitably, and in conformity with pre- and post-tenure rights. The Pre- and Post-Tenure Review Policy designates that all faculty members will receive an annual review.

The procedures include a teaching portfolio which contains *at a minimum* the annual written evaluation, a summary of learners' evaluations of teaching, and the faculty member's contributions to established teaching criteria for the department.

Department chairs will conduct, sign, and submit reviews for each faculty member every year. The faculty member will also sign the review. The reviews will be sent to the Division Director for consideration and, if needed, recommendation.

Each division director will then submit the reviews to the VPES for final evaluation. All completed reviews will be stored in the Human Resources office. Teaching portfolios will be kept by the faculty member.

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Final Revision Date: March 5, 2013

Policy Manual Review Committee – No Changes: February 11, 2016