

<b>TITLE:</b>	Tenure of Faculty
<b>AUTHOR:</b>	Chief Academic Officer in conjunction with Faculty Senate
<b>APPROVAL DATE:</b>	December 9, 2022
<b>EFFECTIVE DATE:</b>	December 9, 2022
<b>PURPOSE:</b>	To establish a tenure to Faculty university policy concerning the awarding of tenure
<b>SEE ALSO:</b>	IHL Policy 403
<b>REVIEWER AND REVIEW DATE:</b>	Chief Academic Officer and Faculty Senate Fall 2027 and every five years thereafter

**OPERATING DETAILS:**

1. To be eligible to apply for tenure, a faculty member will have (a) taught at MUW for six years in a tenure-track position, unless credit toward tenure was awarded upon hiring; and (b) received satisfactory evaluations in the three areas listed in 2 (a), (b), and (c) below. Documentation of years awarded toward tenure should be included in the portfolio.
2. Criteria to be used in recommendations regarding tenure include the following, with the greatest weight being given to the first criterion:
  - a. Excellence in teaching and advising as evidenced by demonstrated knowledge of the individual's area of academic appointment, ability to help students discover that knowledge in substantive and meaningful ways, updating knowledge and skills, designing new courses, regularly revising existing courses, and university-wide outreach to students including support for admissions and retention efforts.
  - b. Quality and extent of scholarly and professional activities, which may include research, writing, performing and other creative work, publications, presenting papers, professional and scholarly services, activity in professional organizations, and grant activity to funding sources outside the University.
  - c. Quality and extent of service to the department and the entire University, which may include committee work; administrative duties, if assigned; involvement with student activities; and other means of maintaining and improving the ongoing life of the institution. Working with other people is essential to the maintenance of a collegial environment; therefore, professional ethics, cooperativeness, resourcefulness and responsibility will be considered, as will service to the community at large.

3. Application for tenure is mandatory only for a faculty member employed in a designated tenure track position (after the adoption of *P.S. #1302 Standards for Initial Appointment and Continuing Employment of Faculty*). The faculty member must apply in the spring of the sixth year in a tenure track position (minus years of credit toward tenure). Years granted toward tenure are binding on the faculty member as well as on the University.
4. Applications for tenure will be prepared by the individual faculty member who is solely responsible for the content and organization. The application will be submitted to the Department Chair. As a courtesy, the Dean or Department Chair may provide some general assistance.
5. By September 30 of each academic year, the Chief Academic Officer (CAO) will establish the date by which each stage of the process is to be accomplished and inform the faculty of those dates.
6. A faculty member's application for promotion and/or tenure:
  - a. Must clearly address and document proof of accomplishments in each of the three areas described in Item 2 above (and on the standard request for promotion and/or tenure form available in the office of Academic Affairs).
  - b. Must include at least three letters of recommendation, but no more than five, from colleagues and/or other professional peers (which may include those at other institutions) who can address the individual's performance in the areas of professional activity referred to in 2 a, b, and c.
  - c. Must include annual evaluations for each year under consideration for promotion and/or tenure.
  - d. May include written student evaluations from students in classes taught during the years under consideration.
  - e. Must include numerical student evaluations.
  - f. May include peer evaluations and other evidence of quality teaching, professional development, and service, if submitted by the faculty member.
7. A written recommendation will be completed by the Department Chair and will be forwarded to the College/School/Library's Promotion, Tenure, Post-Tenure Review Committee (procedures and guidelines specified in *P.S. #1303 Promotion of Faculty*). This Committee will conduct an independent review and prepare a written recommendation evaluating the candidate's portfolio to the Dean. The Dean will review the candidate's portfolio, make an independent recommendation, and forward all materials to the CAO.
8. The CAO will review all applications for completeness and forward all materials, regardless of recommendations, to the University Promotion, Tenure, and Post-Tenure Review Committee.

- a. The University Faculty Promotion, Tenure, and Post-Tenure Review Committee and separate College / School/ Library Promotion, Tenure, and Post-Tenure Review Committees will be elected/selected each year following procedures and guidelines specified in *PS #1303: Promotion of Faculty*.
  - b. The University Faculty Promotion, Tenure, and Post-Tenure Review Committee will review and recommend approval or disapproval of each application for tenure submitted to them. For the Committee to recommend approval, a majority of the committee members must approve.
9. The recommendation of the University Faculty Promotion, Tenure, and Post-Tenure Review Committee will be forwarded to the CAO, who will recommend approval or disapproval to the President. In the event of an unfavorable decision from the University Faculty Promotion, Tenure, and Post-Tenure Review Committee, the faculty member may elect to appeal to the Faculty Appeals Committee. The recommendation of the Faculty Appeals Committee, whether favorable or unfavorable, will be forwarded to the CAO, who will attach the recommendations of the Faculty Appeals Committee to those of the University Promotion, Tenure, and Post-Tenure Review Committee and will recommend approval or disapproval to the President.
  10. If the application is approved by the President, the President will send a letter to the candidate stating it is approved, with a copy to the CAO and the appropriate Dean and Department Chair. If the application is rejected by the President, the President will send a written report of the unfavorable decision and the reason(s) for it to the faculty member concerned, with a copy to the CAO and the appropriate Dean and Department Chair.
  11. At each stage in the process, the committee or administrator will report their decision in writing to the faculty member concerned and to the appropriate Dean and Department Chair. The reasons for an unfavorable decision will be described in detail in this report.
  12. To maintain compliance with *IHL Policy 403.0101 Minimum Standards for Tenured Employment*, the following written certifications are required:
    - a. The faculty member's Department Chair, Dean and CAO must each sign a written statement that certifies that each of the criteria in IHL Policy 403.0101 have been satisfactorily met prior to making a recommendation to the next approval level that tenure be granted to a faculty member.
    - b. The written certification statement must contain each of the bulleted criteria set out within IHL Policy 403.0101 and any additional criterion separately set out in the applicable institution's tenure policies, which are not inconsistent with this IHL policy.
    - c. If the Chair, Dean, or CAO decline to sign the written certification statement, it is the responsibility of that signatory to conclusively demonstrate that the faculty member is not satisfactorily meeting the criteria specified in IHL Policy

403.0101. The declining signatory officer must write a memo describing the reasons for the decline as well as submit evidence to support the reasons stated in the memo.

- d. The faculty member may elect to appeal the finding of the Chair, Dean, or the CAO to the Faculty Appeals Committee. If the committee finds that the rationale and evidence provided by the declining signatory officer is inconclusive, the application for tenure shall be moved forward to the next level. If the committee finds the rationale and evidence conclusive, the award of tenure cannot be made, and this decision is not subject to further review.
  - e. The processes described in item 12 of this policy pertain only to satisfactorily meeting the criteria listed in IHL Policy 403.0101. All other processes related to satisfactorily meeting other criteria or requirements (e.g. item 2, item 3, item 6) shall be conducted in accordance with procedures described throughout the remainder of the policy.
  - f. The President must also sign the same written certification statement prior to granting tenure to any faculty member.
13. If tenure is not to be awarded, the President will notify the faculty member, with copies of the letter to the CAO and the appropriate Dean and Department Chair. The faculty member occupying a tenure track position at the end of the sixth year of service will be given employment for one additional year only (P.S. # 1302). If no application is submitted or the application is withdrawn by the candidate, the right to one additional year of employment is waived.

Reviewed: 12/19/03, 09/04, 10/19/10, 10/2015

Revised: 7/23/02, 12/6/05, 04/17/12, 5/7/2021, 12/9/2022