

SHIPPENSBURG UNIVERSITY
TENURE GUIDELINES

Approved by the Faculty
April 2010

Preamble

Tenure in employment contracts is a guaranteed right to a job barring substantial inability to perform or some wrongful act. (West's Encyclopedia of American Law, 2nd ed, Thomson Gale, 2008) Tenure is defined in the 2007-2011 CBA as "...the right of a FACULTY MEMBER to hold his/her position and not to be removed therefrom except for just cause..." (Article 15, p.33) The decision to grant tenure to an aspiring faculty member is of the first importance to the operation of a modern university. A talented, capable and accomplished faculty forms the life blood of the institution. Tenure provides a protection for free intellectual inquiry, as well as a reward for those faculty who have demonstrated the requisite levels of achievement in the areas of teaching, scholarship and university/community service.

It is hoped that these Tenure Guidelines will serve as a guide for the individual applicant as well as the various constituencies who participate in the process of approving or denying a tenure application. The guidelines reflect the requirements set forth in the APSCUF Collective Bargaining Agreement and are in no way intended to override or circumvent those strictures. Rather, the Guidelines will help to familiarize participants with the process and ensure that the entire procedure reflects the realities of the Shippensburg campus.

Finally, it is hoped that applicants, committee members, and administrators will find the Guidelines of value as they carry out their respective responsibilities. As always, the first and last concern of the University is that a clear, fair, and expeditious process exists which will serve to continue the tradition of teaching and scholarly excellence which is Shippensburg University.

GUIDELINES FOR THE SUBMISSION OF A TENURE APPLICATION

I. General Instructions

A. Tenure Calendar

1. August Anniversary--by October 1 or January Anniversary-- by February 1

President or designee sends a letter to each fifth year probationer notifying individuals of their eligibility for tenure and forwards a copy to the appropriate department and tenure committee chair.

2. August Anniversary--by December 31 or January Anniversary--by May 1

Last day for fifth year probationer to apply by letter to the President with a statement as to why the person should obtain tenure. A copy of the letter along with supporting documentation should be delivered to the departmental PAC chair. Failure to apply by this date means the sixth year of employment is terminal.

3. August Anniversary--by February 15 or January Anniversary--by October 1

The department committee and chair should each submit a copy of their recommendation to the University President or his/her designee. The original letters should accompany the tenure dossier sent to the University-Wide Tenure Committee (UTC).

4. August Anniversary--by April 1 or January Anniversary--by November 1

UTC will review all tenure applications and supporting documents and submit its recommendations, together with the tenure application, supporting documents, and department and chair recommendations to the President or his/her designee. Each applicant shall have the right to make an appearance before the UTC before the committee meets to generate its recommendation.

5. August Anniversary--by May 31 or January Anniversary--by December 31

The President grants or denies tenure. If denied tenure by the President, the probationer's sixth year of employment shall be the terminal year of employment. The faculty member has the right to grieve (Article V) if tenure is denied by the President and if at least two (2) of the three (3) recommendations (Department, Department Chairperson, University Tenure Committee) are positive with respect to the granting of tenure.

B. The APSCUF Contract

The collective bargaining agreement between The Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (PASSHE) governs the calendar, procedures and conditions of tenure. The following articles of the July 1, 2007 contract bear on tenure considerations: Article XII. Performance Review and Evaluation of Faculty; Article XIV. Renewals and Non-renewals; Article XV. Tenure; Article XXIX. Retrenchment. These Guidelines represent the efforts of the Shippensburg University Tenure Committee to help clarify the process, but if a conflict exists between the Guidelines and contract, the contract is the final authority.

C. Procedures for Granting Tenure

1. The applicant must write a letter to the President requesting and justifying tenure (see below) and enclose a copy of the letter in the tenure application folder delivered to the chair of the departmental tenure committee.
2. A department tenure committee which includes tenured faculty members, if available, reviews the application for tenure and makes a recommendation in writing to the University Tenure Committee (UTC). The committee's recommendation is submitted to the department chair.
3. The department chair reviews the applications for tenure and makes an independent recommendation, in writing. If the chair is seeking tenure, the senior member of the department who is not chair of the Departmental Tenure Committee shall write the letter. The department chair submits the tenure application and documents along with the separate recommendations of the departmental committee, and chair, to the University Tenure Committee.
4. If the department committee or department chair fails to submit the applications and recommendations to the UTC by the appropriate date, the applicant may submit the application and supporting material directly to the UTC.
5. The UTC reviews all tenure applications and recommendations. It notifies each applicant for tenure that the application was received and that he or she has the right to appearance before the UTC before the committee completes its deliberations.
6. The UTC submits its recommendations (positive and negative) together with the data upon which these recommendations are based to the President (or his/her designee if so indicated by the President).
7. The President shall notify in writing each eligible faculty member who applied for tenure of the decision in regard to tenure. In the event that the President does not grant tenure to a faculty member who has been so recommended by the University Tenure Committee, the reasons must be given in writing to the UTC and to the affected faculty member(s) if requested in writing.
8. The President is requested to notify the UTC of tenure decisions.

D. University Tenure Committee Responsibilities (Functional Guidelines in Appendix B)

1. The University Tenure Committee is governed by the current contract and assists in assuring that the articles relating to tenure are fulfilled.
2. The University Tenure Committee is responsible for the following actions:
 - a. Receiving tenure applications and recommendations from the appropriate chairs and departments.
 - b. Notifying applicants that their documents have been received and of any missing documents.
 - c. Notifying the candidate if the department chair or department tenure committee fails to submit application folio to the UTC by the appropriate dates.
 - d. Treating all information with confidentiality.
 - e. Maintaining impartiality to all sides.
 - f. Providing candidates with an opportunity to give an oral presentation before the committee before action is taken on the dossier.
 - g. Maintaining a record of Tenure Committee actions. A tally shall be made on the voting on each candidate with a majority of affirmative votes of the committee members present required for positive recommendations.
 - h. Notifying the candidate of the recommendation of the UTC.
 - i. Submitting committee recommendations and tenure applications to the President by April 1 (or November 1).

E. Candidate Responsibilities (See checklist in Appendix A)

1. Apply for tenure in the fifth year of probationary employment by December 31 or May 1 depending on anniversary date. (Failure to do so means that the sixth year will be the terminal year.) The request, sent to the President or his/her designee justifying the granting of tenure, shall be no more than three single pages.
2. Submit the completed application and appropriate documents (see II B) to chairperson or the department tenure committee. (By December 31 or May 1 depending on anniversary date.)
3. Make certain that the application, documents, department chair and tenure committee recommendations are forwarded to the chair of the University Tenure Committee by the deadline. (February 15 or October 1)

F. Departmental Responsibilities

1. Departmental Chair Responsibilities

- a. Conduct annual classroom visitation and prepare written reports of non-tenured faculty.

- b. Encourage faculty member to demonstrate effective teaching, research and scholarly activities, and service.
- c. Complete, in writing, an independent recommendation for each candidate for tenure. (If the chair is seeking tenure, his/her letter should be written by a senior, tenured faculty member of the department. This member shall not be serving as chair of the Department Tenure Committee.) The letter shall include a discussion of the candidate's teaching, research and scholarly growth, and university and community service.
- d. Ensure that the tenure application, documents, and the recommendations of the chair and committee are forwarded to the UTC chair by the appropriate date. (February 15 or October 1)
- e. Forward a copy of the chair and committee recommendations to the President or his/her designee by the dates listed in (d).

2. Department Tenure Committee Responsibilities

- a. Inform the University Tenure Committee of its composition. (Number of members with and without tenure and percentage of department members who serve.)
- b. Complete, in writing, its recommendation for each candidate by the appropriate date. The letter shall include an evaluation of the faculty members teaching, research and scholarly growth, and university and community service. If the committee decision is not unanimous, an explanation shall be given. (February 15 or October 1)

II. Preparing for Tenure

A. The Letter to the President Requesting Tenure

The letter requesting tenure shall consist of no more than three single-spaced pages. Justification for tenure shall involve a summary discussion of three areas: (1) Effective teaching and the fulfillment of professional responsibilities or if non-teaching faculty, the fulfillment of responsibilities of the contracted position; (2) Research and continued scholarly growth; (3) University and/or community service. The letter shall not include any supporting documentation since the President will examine all recommendations and documentation at the time at which the decision is made. (4) In addition to these minimum requirements, the application may also include a cover page identifying the applicant as well as the steps involved in the evaluation process.

B. Application Format

The format of the application and the nature and scope of the supporting materials reflect the needs of the candidate, the department, and the University. The application will take a form which shows clearly that the criteria for granting tenure as expressed in the Contract have been met. In no circumstances should the tenure application include less than the following:

- 2. Cover Letter to the President
- 3. An up-to-date vita.

4. Non-Teaching Faculty shall include a position description to familiarize the committee with their responsibilities and any other documentation that appears relevant.
5. Classroom or position observations, conducted twice each semester by departmental members.
6. PAC evaluations, completed once each academic year.
7. Classroom or position observations, conducted once a year by the department chair or supervisor.
8. Department chair or supervisor evaluation completed once each academic year.
9. Computer print-out summary of student evaluations for all classes taught during the five-year probationary period, including a summative review of the student evaluations by the department and the faculty member applying for tenure. (Not applicable to non-teaching faculty.)
10. Dean's evaluation for each academic year.
11. Letters from the Department Chair and Department Tenure Committee recommending for or against tenure.

Supporting documentation may include such items as: Materials relating to courses taught; descriptions of special projects; contributions to curriculum development; awards or honors received; citations or copies of scholarly articles, books or original works; graduate course work and degrees completed; lists of offices held in professional organizations; grant applications; other relevant materials.

APPENDIX A: CHECKLIST FOR TENURE APPLICANTS

Timeframe: Fall hires [spring hires in brackets]

Oct. 1 [Feb. 1]	University President sends a notice to all faculty eligible to apply for tenure; copied to Department Chairs
Dec. 31 [May 1]	Application for tenure due (includes statement of reasons that faculty member believes tenure should be granted). Submit request for tenure to University President Copy request for tenure to Department Chair If eligible faculty member fails to apply, 6 th year is terminal year of employment.
Feb. 15 [Oct. 1]	Department Committee and Chair recommendations completed. Department Chair submits list provided by Department Committee with Chair's recommendations, in writing, for each applicant to the University Tenure Committee; copied to University President or his/her designee. If the Department Chair fails to submit a recommendation, the eligible faculty member may still apply for tenure.
Feb. 15-April 1	Tenure Committee considers applications.
[Oct1-Nov 1]	Applicants may appear before committee
Apr. 1 [Nov. 1]	University Tenure Committee submits recommendations to the University President
May 31 [Dec. 31]	University President grants or denies tenure If tenure is denied, the 6 th year is terminal year of employment.

Required Items (and Suggested Organization) for Tenure Application

- _____ Letter to University President
- _____ Tenure Recommendation from Department Chair
- _____ Tenure Recommendation from Department Committee
- _____ Vita
- _____ Job Description (for non-teaching faculty)
- _____ Peer Classroom Observations (2 per semester)
List each semester:

- _____ Annual DPAC evaluation letters
List each year:

- _____ Annual Department Chair Classroom Observations
List each year:

- _____ Annual Department Chair or Supervisor Evaluation Letters
List each year:

- _____ Computer Summary of Student Evaluations
List each semester: _____

- _____ Annual Dean's Evaluation Letters
List each year: _____

Optional (Suggested) Items for Tenure Application

Teaching documents

Special projects

Curriculum development

Awards and/or honors

Publications

Service to the University

Service to the Profession

Other:

List:

APPENDIX B: Operational Guidelines

Organizational Meeting-Spring Semester Prior to Application Review

1. Election of chair of committee.
2. Distribution of guidelines for tenure.
3. Review process and confidentiality policy.
4. Review UTC member replacement policy. (If resigning from the committee, the person resigning must notify the APSCUF President and the chair of UTC *in writing*. The person resigning may not select his/her own replacement. Vacancies on the Tenure Committee will be filled by majority vote of the affected department.
5. Review voting policy of committee.

Committee Chair Actions

1. Contact previous committee chair for documents and candidate lists.
2. Contact candidates and provide copies of guidelines and deadlines.
3. Reserve reading room for document review. Provide list of UTC members to library for access control.
4. Remind candidates of deadlines and indicate document delivery protocols.
5. Schedule meeting of UTC for candidate review and voting.
6. Indicate meeting outcome to President, APSCUF President and Candidates.