

MANSFIELD UNIVERSITY
MANSFIELD, PENNSYLVANIA

STATEMENT OF TENURE POLICIES AND PROCEDURES

TENURE APPLICATION

Prepared by

Joint APSCUF/University Senate
Subcommittee on Tenure Policy

Fall 1994
(Minor corrections 1996)

**APPLICATION for TENURE
CERTIFICATION of ELIGIBILITY for TENURE**

(This form must be returned by the applicant to the Office of the Provost for eligibility certification before you begin working on your application. This signed form must be included as the cover page of your application)

Name:
Present Rank:
Department:
Date:

Certification:

The above faculty member has met all legal minimum requirements for tenure as cited in Article XV of the Collective Bargaining Agreement (CBA), and Section I of the Mansfield University Tenure Policy.

_____ Yes _____ No

President or his/her designee

(Pursuant to Article XIII.B.5 of the Collective Bargaining Agreement, the faculty member may grant the Professional Committee access to his/her personnel file.)

I hereby grant the Professional Committee access to my personnel file, should it deem it necessary.

STATEMENT ON TENURE POLICIES AND PROCEDURES

I. INTRODUCTION

This tenure policies and procedures document was revised by a Joint APSCUF/ University Senate Subcommittee on Promotion and Tenure Documents in fall 1994. This instrument was developed in conformity with the procedures and policies of Mansfield University, with the guidelines issued by the statewide Ad hoc Committee on Tenure, fall 1975, and the Collective Bargaining Agreement (CBA) of July 1, 1994. (Corrections from CBA July 1, 1996 added)

Tenure is defined in the CBA, as "the right of a FACULTY MEMBER to hold his/her position and not to be removed therefrom except for just cause as hereinafter set forth in this Article or except as provided elsewhere in this Agreement." Any faculty member with the required minimum qualifications (CBA Articles 4 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS, 12 PERFORMANCE REVIEW AND EVALUATION, 14 RENEWALS AND NON-RENEWALS, 15 TENURE who applies will be considered for tenure.

Those involved in the tenure process are: the faculty member, the departmental tenure committee and the department chairperson, the Professional Committee, and the President. Articles 14 and 15 of the CBA refer to the University-wide tenure committee. At Mansfield, the Professional Committee is the university-wide tenure committee that has responsibility for examining all applications for tenure.

II. TENURE CRITERIA:

Refer to the CBA Article 12 PERFORMANCE REVIEW AND EVALUATION OF FACULTY, Section 1. A. Subsections 1, 2, and 3.

III. TENURE PROCEDURES: Procedures During the Fifth Year of the Probation Period

1. By October 1 (February 1 for faculty with January anniversary dates) faculty member will receive fifth year probationer notice from President.
2. Faculty member must obtain tenure application in the Office of the President or the office of his/her designee. (i.e. Office of the Provost).
3. Prior to December 31 (May 1 for faculty members with January anniversary dates), faculty member will submit request for tenure letter to the President, with a copy to the departmental tenure committee, and a copy to the department chairperson. (See CBA Article 15 TENURE, Section C.)
4. Prior to December 31 (May 1 for faculty members with January anniversary dates), faculty member will submit the original application together with supporting materials to the department tenure committee. (See attached Tenure Application Materials Checklist) Submit one copy of the application only (without the supporting materials) to the department chairperson.
5. Prior to February 15 (October 1 for faculty members with January anniversary dates), faculty member will confirm receipt of tenure application materials by Professional Committee. (See CBA Article 15 TENURE, Section E.1.)

IV. RECOMMENDED FORMAT FOR TENURE APPLICATION:

TENURE APPLICATION Summary of Professional Activities

Name

Rank

Department

Date

I. Academic Background (C/V)

A. Education:

(Include institution, degree program, dates in attendance, and degree(s) awarded)

B. Academic Ranks:

(Include ranks held, institution, effective date of rank, and years in rank (including this year))

C. Teaching and/or Related Experience:

(Begin with most recent position and give name of organization, position title, major responsibilities, and dates.)

II. Categories for Performance Review and Evaluation of Faculty (See CBA Article 12 PERFORMANCE REVIEW AND EVALUATION OF FACULTY, Section A.1,2,3.) To be described fully in your tenure application and supplemented with all supporting materials and appropriate documentation. (Note that supporting materials are to be placed at the end of the tenure application; see the checklist on the following page.)

A. **Fulfillment of Professional Responsibilities and Effective Teaching** (CBA Article 12, Section 1.A.1.a,b,c)

B. **Continuing Scholarly Growth** (CBA Article 12, Section 1.A.2.)

C. **Service: Contribution to the University and/or Community** (CBA Article 12, Section 1.A.3.)

(Organize your materials according to the checklist on the following page)

Tenure Application Materials
CHECKLIST:
(organize materials in this order in your binder/folder)

- ___ Certification of Eligibility for Tenure (Pg. 2 of this packet)
- ___ Statement of Fulfillment of Professional Responsibility (signed by the applicant) (Pg .10 of this packet)
- ___ **Tenure Application:** Academic Background (C/V) & Categories of Performance Review and Evaluation of Faculty (Professional responsibilities and effective teaching, scholarly growth, service to University and/or community) (Pg. 5 of this packet)
- ___ Department Committee=s recommendation(Pg. 8 of this packet)
- ___ Department Chairperson=s recommendation(Pg. 9 of this packet)
- ___ **Supporting Materials:** may be included in a clearly marked separate final section of the Tenure Application, or in a clearly labeled separate binder. Supporting materials may include such items as those listed below: see also additional suggested items in the CBA. Applicants may include any supporting materials they believe to be appropriate. Please **note** that more than one copy of any supporting item in the application is unnecessary and may be confusing to the readers.
- ___ Tenure Application Materials Checklist (Pg. 6 & 7 of this packet)

SUPPORTING MATERIALS

A. Professional Responsibilities

- ___ position announcement /job description
- ___ explanations or documents

B. Effective Teaching at Mansfield University. The following supporting items or their equivalentents are required:

- ___ original student evaluation summary sheets, all courses, all semesters of probationary period
- ___ classroom visitation reports, all semesters of probationary period
- ___ department evaluation committee report, each year of probationary period
- ___ department chairperson evaluation, each year of probationary period
- ___ course syllabi, all courses,
- ___ sample exams
- ___ sample assignments and projects
- ___ job description (non-teaching faculty)
- ___ user evaluations of services (non-teaching faculty)
- ___ other

C. Continuing Scholarly Growth: (Copies of materials substantiating any applicable item cited in the application)

- published materials
- papers
- programs
- proposals
- letters
- other

D. Service: Contribution to the University and/or Community: (Copies of materials substantiating any applicable item cited in application)

- committee memberships
- papers
- programs
- proposals
- letters
- media coverage
- other

To be completed by the
DEPARTMENTAL COMMITTEE

MANSFIELD UNIVERSITY

Evaluation of Faculty Member's Professional
Activities and Tenure Recommendation

Name of Faculty Member:

Department:

Committee Recommendation:

Comments (letter should be attached):

Committee
Signatures: _____

Date:

Date:

Date:

___ I have read and I acknowledge the above statements to be reasonably accurate.

___ I have read the above statements and wish to discuss possible amendments
before they are forwarded.

Faculty
Signature: _____

Date:

To be completed by the
DEPARTMENT CHAIRPERSON

MANSFIELD UNIVERSITY

Evaluation of Faculty Member's Professional
Activities and Tenure Recommendation

Name of Faculty Member:

Department:

Chairperson Recommendation:

Comments (letter should be attached):

Signature: _____

Date:

____ I have read and I acknowledge the above statements to be reasonably accurate.

____ I have read the above statements and wish to discuss possible amendments
before they are forwarded.

Faculty
Signature _____

Date

STATEMENT OF FULFILLMENT OF PROFESSIONAL RESPONSIBILITY

Article 4 of the Collective Bargaining Agreement defines the duties and responsibilities of faculty members. These duties and responsibilities include, but are not limited to, the performance categories listed below. A failure to meet the requirements shall preclude consideration for tenure.

All applicants for tenure are asked to attest to fulfilling these responsibilities by checking the boxes. The Department Evaluation Committee will verify your statement in their review process and supply a statement in their submission to the Professional Committee.

I, _____ attest that I have:

(For all faculty)

- shown a willingness to accept departmental work assignments.
- accepted reasonable duties assigned within my field(s) of competence.
- executed work assignments in a timely fashion.
- participated in group deliberations which contribute to the growth and development of the students and the University.
- attempted honestly and in good conscience to preserve and defend the goals of the University, including the right to advocate change.
- fulfilled all contractual obligations with a professional standard of excellence.

(For teaching faculty and faculty with mixed teaching and non-teaching responsibilities)

- prepared for and met with classes as scheduled.
- provided timely notification to students of any changes in schedules, hours or rooms.
- made a reasonable effort to provide for coverage of classes in the event of my absence.
- held posted office hours a minimum total of five hours on three days per week.
- conferred with students and advised advisees.
- evaluated fairly and promptly reported student achievement.
- kept current in my academic discipline through continuing scholarly activity.
- participated in the student evaluation process and the peer evaluation process.

(For faculty whose basic responsibilities are outside the classroom)

- performed the duties and responsibilities of my assigned position, according to the job description or other stated assignments and responsibilities.
- fulfilled all contractual obligations with a professional standard of excellence.

Signed _____

Date