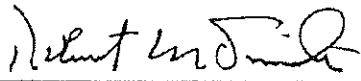


SLIPPERY ROCK UNIVERSITY

POLICIES AND PROCEDURES FOR TENURE

REVISED 2008

REVISIONS PREPARED AND PROPOSED BY THE 2007-08 AD HOC COMMITTEE.
THOMAS DADDESIO
SUSAN HANNAM
BRUCE RUSSELL
KATHLEEN STRICKLAND



Robert M. Smith
President

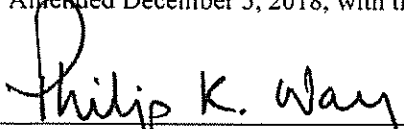


Jace Condavy, President
SRU/APSCUF

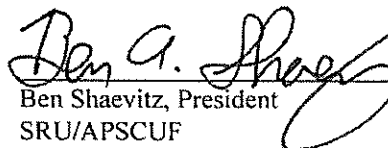
Date Ratified by SRU/APSCUF
December 2008

This is an Administrative Guide for the Tenure Application Process.
If there is conflict between this guide and the Collective Bargaining Agreement (CBA), the
CBA will apply. See Article 15 of the CBA:
Tenure

Amended December 5, 2018, with the signed local agreement regarding adjustments to deadlines.



Philip K. Way, Provost and Vice President
Academic and Student Affairs



Ben Shaevitz, President
SRU/APSCUF

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SLIPPERY ROCK UNIVERSITY TENURE PROCEDURES

OVERVIEW

Minimum qualifications for ranks are specified in the applicable laws. No faculty will be tenured unless he/she has met the minimum qualifications for the rank of Assistant Professor as set forth in Act 182 that requires a Master's Degree plus ten hours of graduate credits with at least four years of teaching experience.

In addition, letters of appointment may include additional information and requirements, i.e.:

1. Reference to the CBA and all other relevant documents which set forth applicable tenure requirements.
2. A specific statement of expectations unique to the position.
3. An indication of precisely what is to be considered a terminal degree in the department appointed.
4. Additional academic qualifications required for tenure.

Criteria - Sources: current CBA (Articles 4,5,7,11,12,14,15), P.L. 2111 as amended 1963, Act 182, 1982 College agreements.

Overview for Tenure

Procedures for the Applicant for Tenure

1. Throughout the five-year probationary time, the tenure candidate shall maintain his/her own professional file of materials to be used for the tenure application.
2. The tenure candidate must assume the burden of providing substantial evidence that the departmental Performance Review Categories have been met. The application, in duplicate, shall include the following:
 - a. a current vita
 - b. job description of any responsibilities outside of the classroom
 - c. Performance Review reports from years one through five from the department chair, the department committee, and the dean plus any responses the applicant might have written to these evaluations
 - d. all the data included in the applicant's Fifth Year Probationary Performance Review file to demonstrate performance in Effective Teaching, Continuing Scholarly Growth, and Service
 - e. a narrative that addresses the applicant's performance in the review categories including reasons why the faculty member believes he/she should be granted tenure
3. The candidate may be required by the university tenure committee and/or the President to submit additional documentation
4. During the fifth probationary year, the tenure applicant will submit the application requesting tenure to the university president with a copy to the department tenure committee, to be shared with the department chairperson, by **December 31 (May 1 for faculty hired in January)**. See Appendix E for **yellow** sample application form.
5. Failure of the faculty member to apply for tenure means that the sixth year of employment will be the terminal year.
6. If two of the three independent evaluating bodies support the granting of tenure (department chairperson, department tenure committee, campus-wide tenure committee), and the president denies tenure at the end of the five-year probationary period, the tenure applicant may grieve the denial of tenure according to the procedures in the most current CBA.

Procedures of the University President/Dean

1. The university president will assume ultimate responsibility for the integrity of the entire tenure decision-making process. Specifically, he/she shall determine that no person is granted tenure without following these procedures, that all procedures are followed faithfully, and that all judgments are sustained by sufficient and appropriate evidence.
2. In no event is the president or his designee to employ criteria other than those used by the departmental and university-wide tenure committees.
3. The president or his/her designee will complete a performance review each year and notify the candidate of renewal/non-renewal.
4. The president shall notify all fifth-year probationary faculty by **October 1** that they have until **December 31** of that year to apply for tenure. (For faculty hired in January, the notification and application deadlines are **February 1** and **May 1**.) A copy of the notification will be sent to the appropriate department chairperson.
5. The president may request that the candidate provide additional documentation (i.e., student surveys, conference papers, publication acceptance) at his/her discretion.
6. In the event the president does not grant tenure to faculty member who has been so recommended by the campus-wide tenure committee, the reasons will be given to the committee and affected faculty member, if requested, in writing.
7. The president shall act independently if the departmental and university-wide tenure committees fail to act within the time limits specified.
8. The president and/or his/her designee shall carry out the tenure decision procedures with proper regard for the rights of the tenure candidate to both substantive and procedural due process.

Procedures of the Department Tenure Committee

1. Composition of Committee:
 - a. The department faculty shall select the tenure committee according to the established departmental policies and in compliance with the CBA.
 - b. If the evaluation committee is the same as the tenure committee, then it will undertake the peer observations and other peer observation functions. If the evaluation committee is different from the tenure committee, then it will conduct the annual evaluation of the probationary faculty, and the tenure committee will receive the annual evaluative reports from the applicant in the tenure application in the fifth probationary year.
 - c. The department tenure committee (which may be, as well, the evaluation committee) shall be at least three (3) tenured faculty, excluding the department chairperson and any faculty who are family members of the candidate(s) for tenure, and any non-tenured faculty. At the discretion of the individual department, the committee may function either as a committee of the entire tenured faculty or as a specially selected committee.
 - d. When a department is too small to meet the required minimum of three regular full-time members on a committee:
 - Each applicant shall submit to the department committee and the university a list of at least two but no more than four names of faculty members from other departments who are willing to serve on the department committee and are from the same or related disciplines.
 - The department shall elect, by majority vote in a secret ballot, a sufficient number of persons from the list of nominees to bring the department committee to the minimum membership of three. If no names on the list are acceptable the CBA (Article 12.C.1.a.) shall apply.
 - e. In special cases, such as departments with no eligible tenured faculty committee members the tenure application will be treated in accordance with University APSCUF policy.
2. Procedure
 - a. The department tenure committee is charged with receiving and evaluating evidence supporting an application for tenure in the fifth probationary year.
 - b. The department tenure committee shall carry out its functions with proper regard for the right of the tenure candidate to both substantive and procedural due process.
 - c. Prior to the receipt of faculty applications for tenure in the fifth probationary year, the department tenure committee will hold an organizational meeting to review criteria and procedures for action on tenure applications.
 - d. When the mission of a particular department requires interpretation or supplementation of the university-wide criteria, such must be made and published subject to the prior approval of the university-wide tenure committee.
 - e. The department tenure committee will verify that required information is included in the applicant's tenure materials, such as vita, job description for alternate workload assignments, performance review reports, fifth year evaluation data, and narrative before transmitting the applications to the next level for review.

- f. The department committee will act as a credentials committee to verify the academic credits, years of teaching experience, years at the university, and other related information submitted by the candidate. No faculty member will be granted tenure unless he/she has met the minimum qualifications for the rank of assistant professor.
- g. Before the department tenure committee makes its recommendations, the candidates for tenure shall be advised by the committee of the right to appear before the committee.
- h. The department tenure committee will make an evaluative recommendation to the university-wide tenure committee on or before February 15 (October 1) of the fifth probationary year. This recommendation must contain specific references to the tenure guidelines and will be in the form of an attachment or addendum to the application. A duplicate copy of the evaluative recommendation will also be sent to the candidate and the department chairperson. A minority report of the committee may be filed if circumstances dictate.
- i. The department tenure committee will inform each candidate of the recommendations of that committee in writing. It shall be the further responsibility of department committee to give the candidate the reasons for the recommendations simultaneously with submission to the university-wide committee.

3. Special Circumstances

- a. When only the department chair applies:
When the chair is the only member of a department who applies, the department shall elect, by secret ballot, one department member (who is not on the department committee for the action) to write a performance review of the department chairperson's application.
- b. When the chair and other department members apply for the same action:
 - One department member, elected by secret ballot by the department, and not on the committee, shall read the applications and write performance reviews of the candidates.
- c. In either situation:
 - These reviews shall be clearly marked "FOR TENURE - AD HOC CHAIR REVIEW."
 - The university-wide committee shall utilize these reviews as though they had been written by the department chairperson.

PROCEDURES OF THE DEPARTMENT CHAIRPERSON

1. Procedure

- a. As part of his/her peer leadership duties, the department chairperson will have directed the department faculty to select at least three tenured faculty for the tenure committee according to policies of the department faculty.
- b. By February 15 (October 1 for January hires) of the fifth probationary year, the department chairperson will provide his/her independent recommendation for each eligible department candidate to the university-wide committee.
- c. The chairperson forwards the department copy of the application to the university-wide committee by February 15 (October 1 for January hires).
- d. By February 15 (October 15 for January hires) each year, the department chairperson will submit the full list of tenure applicants, provided by the department tenure committee, with his/her own recommendation, to the university-wide tenure committee and shall forward a copy of the list to the president.
- e. The department chairperson shall carry out his/her role in the tenure decision process with proper regard for the right of the tenure candidate to both substantive and procedural due process.
- f. Although he/she is not a member of the department tenure committee, the department chairperson will submit an independent evaluation, using the criteria in this document to the tenure candidate and to the department tenure committee.

2. Special Circumstances

- a. When only the department chair applies:
When the chair is the only member of a department who applies, the department shall elect, by secret ballot, one department member (who is not on the department committee for the action) to write a performance review of the department chairperson's application.
- b. When the chair and other department members apply for the same action:
 - One department member, elected by secret ballot by the department, and not on the committee, shall read the applications and write performance reviews of the candidates.
- c. In either situation:
 - These reviews shall be clearly marked "FOR TENURE - AD HOC CHAIR REVIEW."
 - The university-wide committee shall utilize these reviews as though they had been written by the department chairperson.

PROCEDURES OF THE UNIVERSITY-WIDE COMMITTEE

1. Composition of Committee

- a. Although elected from individual colleges and units, the members of the university-wide tenure committee represent the faculty as a whole, and do not represent any particular college or group. The university-wide committee shall organize itself and establish its rules of procedure before meeting with the president each year.
- b. The university-wide committee will consist of membership as determined by the SRU/APSCUF bylaws.
- c. No more than one member of a department may serve on the university-wide tenure committee in the same academic year.
- d. No faculty member shall serve on a tenure committee when he/she, or a member of his/her immediate family, or a person residing in his/her household is an applicant for tenure.
- e. All tenured members of the faculty are eligible to be nominated for selection to the committee by the campus-wide nominating process.
- f. The selection system will ensure the right of all members of the bargaining unit to vote for committee members.

2. Procedure

- a. The university-wide committee shall oversee the publication and distribution to all members of the faculty of the approved statement of policies and procedures and any subsequently adopted implementation procedures. The committee will distribute application forms to department chairpersons.
- b. Prior to December 31 (May 1 for January hires) of the non-tenured faculty members' fifth probationary year(s), the university-wide committee shall meet with appropriate administrators to review guidelines and criteria to assure common interpretation and understanding before reviewing tenure applications.
- c. The university-wide tenure committee will review all materials submitted by the candidates for tenure and the recommendations of the department committee and department chairperson. The university-wide committee will verify that correct procedures and due process are followed. The committee reserves the right to make an independent judgment based upon its own consideration of the evidence.
- d. The university-wide committee will carry out its functions with proper regard for the right of the tenure candidate to both substantive and procedural due process.
- e. Information, testimony or other evidence, apart from that supplied by the applicant, the department chairperson, or the department committee may be considered by the committee but will not be entertained unless submitted at the request of the committee.
- f. The university-wide committee may request that the applicant provide additional documentation (i.e., student surveys, conference papers, publication acceptance) at its discretion.
- g. The university-wide committee shall review all applications received from the department. If the application is found to be incomplete, the committee will return the application(s) to the department tenure committee and/or department chairperson for remedy. The committee shall judge each

application on the basis of the degree to which each candidate has met the criteria for tenure.

- h. The committee will ensure that recommendations for tenure which come to it from the department tenure committee and the department chairperson are based on known criteria and specifically identified evidence. If these procedures are not followed, the university-wide committee will return the application to the department committee and the department chairperson with instructions. If the response to the university-wide committee is unsatisfactory, the university-wide committee may discount the department committee and the department chairperson's recommendations and make its own *de novo* evaluation.
- i. It is the specific obligation of the members of the university-wide committee to review carefully and in detail all materials placed before it including, when permission is given, the candidate's personnel file. The candidate, however, is responsible for supplying all documents requested in the application form with his/her application,.
- j. Before the university-wide committee makes its recommendation, the candidates shall be advised by the committee of their right to appear before the committee. The committee chairperson shall also notify candidates that the committee has received their applications.
- k. The university-wide committee shall forward the full list of qualified applicants together with its recommendations to the president or his/her designee by April 1 (November 1 for January hire). "Full list" means the list of all applicants who have been found to be eligible for tenure. (Eligibility here is based on years of service at Slippery Rock University, graduate credits appropriately earned, and qualifications at least equal to those required for the rank of assistant professor.)
- l. The committee will retain the applications until a decision is made on tenure. The applications will then be returned to the applicant.
- m. At the president's request, the recommendations given to him/her will be supported in sufficient detail to enable the president to know the grounds upon which the committee reached its conclusions in each case.
- n. Candidates are entitled to copies of all documents relevant to their individual applications which were used by the university-wide committee as it made its recommendations.

3. Special Circumstances

- a. When only the department chair applies:
When the chair is the only member of a department who applies, the department shall elect, by secret ballot, one department member (who is not on the department committee for the action) to write a performance review of the department chairperson's application.
- b. When the chair and other department members apply for the same action:
 - One department member, elected by secret ballot by the department, and not on the committee, shall read the applications and write performance reviews of the candidates.
- c. In either situation:
 - These reviews shall be clearly marked "FOR TENURE - AD HOC CHAIR REVIEW."
 - The university-wide committee shall utilize these reviews as though they had been written by the department chairperson.

PERFORMANCE REVIEW CATEGORIES

Throughout the five-year probationary period, the probationary faculty member shall maintain two copies of his/her own professional file of materials to be used for the annual review:

- i. The faculty member must assume the burden of providing substantial evidence that the Performance Review Categories have been addressed.*
- ii. Under each category are listed some examples of data upon which judgments can be made about the applicant's performance in a given category.*
- iii. When evaluating data the appropriate evaluator(s) shall give greater weight to the quality of the performance reflected in the data, than to the quantity of the data.*

I. A. Effective Teaching:

Effective Teaching and Fulfillment of Professional Responsibilities is the most important but not the sole category for evaluating both teaching and non-teaching faculty. Competence in this category must be substantiated by evidence, which includes but not be limited to the following:

1. Two peer classroom observation reports per semester of teaching and/or non-teaching performance.
 - Faculty members with a reassigned workload must submit a job description and evidence of meeting objectives outlined in job description.
2. One chairperson peer observation report per academic year of teaching and/or non-teaching performance.
 - Faculty members with a reassigned workload must submit a job description and evidence of meeting objectives outlined in job description.
3. Student surveys of course effectiveness for each class or section taught.
4. Course syllabi and/or other student materials prepared by the candidate and used in the classroom or in non-classroom learning sites.
5. Evaluative techniques and assignments used by the candidate.

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category.

I. B. Fulfillment of Professional Responsibilities:

Fulfillment of Professional Responsibilities means the provision of responsible service, consistent with the objectives of the university.

Professional responsibility will be assessed as part of the performance review evaluation by the Department Committee and the Department Chairperson, however, the faculty member also may provide evidence of his/her performance of these basic responsibilities, which can include but need not be limited to the following:

1. Provides quality student advisement;
2. Provides prompt, and when possible, advance reporting of any changes in class hours or classrooms assigned;
3. Prepares for and meets assignments, with timely notification to the proper authority in case of absence;
4. Keeps office hours with a minimum of 5 per week on 3 different days for teaching faculty and 5 days per week for non-teaching faculty;
5. Fairly evaluates and promptly reports student achievement;
6. Reports promptly and in advance, if possible, absence due to illness;
7. Accepts those reasonable duties assigned within the field of competence;
8. Preserves and defends the goals of the university with the right to advocate change;
9. Recognizes and attempts to meet departmental goals and stated standards of performance with the right to advocate change;
10. Willingly accepts department work assignments;
11. Provides timely execution of work assignments;
12. Renders service to the university, including participation in group deliberations

II. CONTINUING SCHOLARLY GROWTH

This will be indicated, when applicable, by such items as:

1. Development of experimental programs; state, regional, national, and international
2. Papers delivered at state, regional, national, and international meetings of professional societies;
3. State, regional, national and international awards;
4. Offices held in professional organizations;
5. Invitational lectures given;
6. Participation in panels at state, regional, national and international meetings of professional organizations;
7. Grant Acquisitions;
8. Editorships of professional journals;
9. Participation in juried shows;
10. Program related projects;
11. Quality of musical or theatrical performances;
12. Participation in one-person or invitational shows;
13. Consultantships;
14. Additional graduate work beyond minimum requirements for the rank;
15. Research projects and publication record;
16. Contribution to the scholarly growth of one's peers;
17. Development/presentation of workshops;
18. Research in progress with documentation of its status;
19. Testimony of experts in the discipline or related disciplines;
20. Exhibitions;
21. Attendance and participation in professionally organized workshops, institutes, seminars, symposiums, short courses, etc., related to the discipline;
22. Participation in professional organizations that advance a professional field or discipline;
23. Development of new scholarly or practical insights;

The above items are not in priority order nor are ALL items expected to be included.

III. SERVICE: CONTRIBUTIONS TO THE UNIVERSITY AND/OR COMMUNITY

This will be indicated, when applicable, in such items as:

1. Quality of participation in program, department, school, and university committees, which should be named and classified as Program, Department, School, University. **Show manner of participation (member, chairperson, secretary, etc.); show time demand of committee (meetings once a week all semester, four times a year, etc.)**
2. APSCUF activity contributing to the governance of the university;
3. Development of new course(s) or program(s); quality of curriculum development. Describe course, program proposals or revisions which have benefited the department, school or university;
4. Participation in university-wide colloquia;
5. Special individual assignment. Give the name of the assignment, by whom it was made, the time involved, a descriptive paragraph explaining the assignment;
6. Significant contribution to student organizations or activities. Indicate the organization or activity; tell the contribution and the time demand;
7. Significant contribution to university governance other than covered in items above. Service as a department chair is an example. A temporary assignment in an administrative position may be included here;
8. Voluntary membership in professionally oriented, community based organizations reasonably related to the faculty member's discipline. Show your professional capacity with the group; show the recognition that has come to the university as a result of this community work;
9. Lectures and consultations (give the name of the group and the kind of consultantship);
10. Consulting with local and area agencies and organizations;
11. Other miscellaneous service provided to the community. Show the relationship of the service to personal and/or professional growth and its benefit to the university;
12. Recruitment and retention activities.

PROFESSIONAL EXPERIENCE

| Institution | Rank Held | Activity/ Assignment | Dates From-To | Years Full- time Service ** |
|-------------|-----------|-------------------------|------------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Include present year. Show periods of leave without pay. Leaves without pay of one semester or longer will not be counted as time in rank for purposes of tenure at Slippery Rock University.

I hereby authorized the department tenure committee and the university-wide tenure committee to have access to my official personnel file.

Applicant's Signature

Date

I certify that the data and supportive information that I have provided in this tenure application are correct to the best of my knowledge.

Applicant's Signature

Date

For the remainder of this application, organize information and supportive evidence for criteria I. through III. in the Tenure Policies and Procedures, revised 8/04. The statement on Fulfillment of Professional Responsibilities will be written by the department chairperson.

Make **two** copies of your application and supportive materials. Send the original copy to the University President and one copy to the department tenure committee and the department chairperson.

**DEPARTMENTAL COMMITTEE CHAIRPERSON'S EVALUATION
OF THE TENURE APPLICANT**
(please print on green paper)

| | | |
|------------------|-------------|-----------------|
| Applicant's Name | / | |
| | Recommended | Not Recommended |
| | For Tenure | |

Justification for the recommendation, using the criteria in the Tenure Policies and Procedures from the CBA.

Departmental Committee Chairperson's description of the tenure applicant's Fulfillment of Professional Responsibilities.

I verify that I have followed the Tenure Policies and Procedures in my evaluation of and recommendation for this candidate for tenure.

| | |
|------------------------------------|------|
| Departmental Committee Chairperson | Date |
|------------------------------------|------|

I have seen and signed this report with the knowledge that I may attach a statement to it if I should wish to clarify or disagree with any part of it.

| | |
|----------------------------|------|
| Faculty Member's Signature | Date |
|----------------------------|------|

Appendix A Fifth-Year Tenure Applicant DUE DATES

| Faculty Year | University President | Department Tenure Committee | University-wide Tenure Committee | Tenure Applicant | Department Tenure Committee | Department Chairperson | University-wide Tenure Committee | University-wide Tenure Committee | University President |
|--|--|--|--|---|---|--|---|---|--|
| 5 th year tenure applicant August hires | Sends written notices that fifth-year probationary faculty have until December 31 to apply | Meets to organize and reviews tenure criteria and guidelines | Meets to organize and reviews tenure criteria and guidelines with the University President | Prepares duplicate tenure application and submits: 1) one copy to University President 2) one copy to department committee to share with department chairperson | 1) Forwards completed evaluation and recommendations for each eligible applicant with its copy of the application to department chairperson 2) Sends list of tenure applicants to department chairperson | 1A) Forwards independent recommendation for each eligible candidate with the department copy of the application to the University-wide Committee along with a full list of tenure applicants provided by department tenure committee 2) Forwards a copy of the list to the University President | 1) Sends notice of receipt of application to tenure applicant 2) Schedules appearances, if requested to tenure applicant | Forwards list of qualified applicants and its recommendations to University President | Sends written notice official tenure decisions to tenure applicant |
| Deadline | By October 1 | By November 30 | By December 31 | By December 31 | By February 15 | By February 15 | By March 5 | By April 1 | By May 31 |
| 5 th year tenure applicant January hires | Sends written notices that fifth-year probationary faculty have until May 1 apply | | | | | | | | |
| Deadline | By February 1 | By March 31 | By May 1 | By May 1 | By October 1 | By October 1 | By October 5 | By November 1 | By December 31 |

APPENDIX B

Adjustment to Tenure Application Deadline (Fall Hires)

Slippery Rock University

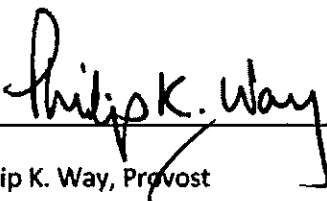
Policy Date: November 25, 2014

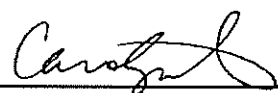
This local agreement adjusts the Article 15 tenure application deadline for fall faculty hires.

Management and APSCUF agree that the December 31 tenure application deadline for fall faculty hires be extended to 4pm on the first working Monday after the January 1 New Year holiday. One copy will be delivered to the Office of the Provost and one copy to the faculty member's department committee. The deadline applies to both paper and electronic submissions, as allowed in the particular year.

Changes to the Collective Bargaining Agreement regarding the December 31 deadline may require a new local agreement.

This side agreement will be executed upon receipt of this agreement countersigned by the Union and will go into effect beginning with Fall 2014 tenure applicants with a due date of January 5, 2015.

 12/1/14
Philip K. Way, Provost Date

 11/26/14
Carolyn Steglich, Local APSCUF President Date