

Slippery Rock University

Policies and Procedures for Tenure

Revised 2021

Tenure Review Revision Committee

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Date: September 20, 2021

This is an Administrative Guide for the Tenure Review 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
NB: References CBA July 1, 2019-June 30, 2023

**The SRU Evaluation Dates and Requirements Chart can be located on the SRU Academic
Affairs webpage under Faculty Resources and the SRU APSCUF website under Policies.
Dates are also listed throughout the CBA.**

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Overview

Tenure is defined in CBA Article 15 as “the right of a Faculty Member to hold their position and not to be removed therefrom except for just cause hereinafter set forth in Article 15 of CBA or except as provided elsewhere in the CBA.”

There shall be a probationary period of five (5) full academic years at the University (from the most recent date of appointment) for each Faculty Member. During the probationary period, the Faculty Member shall be observed and evaluated in accordance with the provisions of Article 12 and 15, and the most recent local policies and procedures for performance review and evaluation. Only full-time employment at the University in a non-temporary position shall be counted in computing the probationary period, except that time spent in a temporary or regular part-time, temporary full-time or regular full-time position at any University or any other institutionally accredited or internationally acclaimed four-year institution of higher education may, on the recommendation of the department and the approval of the President, be counted toward the required probationary period. Any semester a Probationary Faculty Member is on full leave from the University, with or without pay, will not be counted toward the required probationary period. No Faculty Member will be granted tenure unless they have met the minimum qualifications for the rank of assistant professor as set forth in applicable laws in Act 182.

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

Each University President shall by October 1 (February 1 for Faculty Members with January anniversary dates), send notice to all fifth-year Probationary Faculty Members with copies to appropriate Department Chairpersons, Dean/Associate Provost/Manager and Provost notifying the fifth-year Probationary Faculty Member that they have until the first working Monday in January (May 1 for Faculty Members with January anniversary dates) of that year to apply for tenure.

Responsibilities of the Applicant for Tenure

- Read and understand the SLIPPERY ROCK UNIVERSITY (SRU) POLICIES AND PROCEDURES FOR TENURE and Articles 12 and 15 of the CBA. Be familiar with the rules and due dates in all parts of these documents.
- Understand procedures and responsibilities of the Department Tenure/Evaluation Committee, Department Chairperson, Dean/Associate Provost/Manager, the University-Wide Tenure Committee and the President/designee.
- Meet minimum requirements for the rank of Assistant Professor as set forth in applicable laws (Article 11 and 15) and verified by Human Resources. Eligibility Criteria for Assistant Professor requires an earned master’s degree plus 10 additional hours of graduate credits with at least four years of teaching experience.
- For tenure, Faculty Members shall maintain their own professional report throughout the five-year probationary period, used for their annual review and evaluation, and submitted through the University’s digital process due by the first working Monday after **January 1** of that academic year (**May 1** for Faculty Members with January anniversary dates).

- The following are required materials for the Tenure Application:
 - a. Tenure application form (see Appendix
 - b. The full performance reviews for the fourth-year, third-year, second-year and the first-year, if there was a formal written evaluation. The full performance review consists of the Department Evaluation Committee, Department Chairperson and Dean/Associate Provost/Manager performance evaluations and recommendations.
 - c. Narrative including a statement of the reasons why the Faculty Member believes they should be granted tenure. (For detailed information about the Narrative, review the POLICIES AND PROCEDURES FOR PROBATIONARY AND TEMPORARY FACULTY PERFORMANCE REVIEW AND EVALUATION).
 - d. Current curriculum vitae
 - e. Peer classroom visitations:
 1. Schedule two peer classroom visitations with the Department Evaluation Committee during the Spring and Fall prior to tenure submission (Prior Fall and Spring for January Anniversary dates)
 2. Include four peer classroom visitation evaluations for the tenure report
 3. Distance education courses should be visited/evaluated using the DE Peer Observation Form, which can be located on the SRU-APSCUF website or the SRU Academic Affairs webpage under Faculty Resources (see also Article 12).
 - f. Department Chairperson classroom visitation:
 1. Schedule one Chairperson classroom visitation during the fall semester of the tenure submission; spring semester (January anniversary dates) of the tenure submission.
 2. Include the Chairperson classroom visitation evaluation in the tenure report.
 3. Distance education courses should be visited/evaluated using the DE Peer Observation Form, which can be located on the SRU-APSCUF website or the SRU Academic Affairs webpage under Faculty Resources (see also Article 12).
 - g. Student Surveys of Course Effectiveness:
 1. Arrange for a colleague to administer student surveys for ALL courses that comprise the regular contractual academic assignment (Fall and Spring for 9-month Faculty and Fall, Spring, and Summer for 12-month Faculty, excluding overload) per the University official record.
 2. Both summaries and comments from ALL student surveys must be included.
 3. Student surveys are **REQUIRED** for ALL courses that comprise the regular contractual academic assignment (Fall and Spring for 9-month Faculty and Fall, Spring, and Summer for 12-month Faculty, excluding overload) per the University official record for ALL semesters leading to tenure.
 - h. A representative sample of course syllabi and other student materials, such as assignments, assessments, etc.
 - i. An official position description for non-teaching responsibilities.
 - j. Evidence of fulfillment of professional responsibilities as explained in the categories for performance review and evaluation.
 - k. Evidence of continuing scholarly growth and professional development as explained in the categories for performance review and evaluation.
 - l. Evidence of service as explained in the categories for performance review and evaluation.

For detailed information about the categories for performance review and evaluation, review the POLICIES AND PROCEDURES FOR PROBATIONARY AND TEMPORARY FACULTY PERFORMANCE REVIEW AND EVALUATION in addition to Article 12.

- The Applicant for Tenure may be required by the University-Wide Tenure committee and/or the University President to submit additional documentation.
- Failure of the Faculty Member to apply for tenure means that their sixth year of employment will be the terminal year.
- If the Department Committee or Department Chairperson fails to submit a recommendation to Dean/Associate Provost/Manager, by the appropriate date, the applicant may submit the application and supporting materials directly to the Dean/Associate Provost/Manager.
- The Faculty Member shall have the right to grieve denial of tenure in accordance with the terms in Article 5 and Article 15.
- For evaluation dates and deadlines, please refer to the locally approved SRU Evaluation Dates and Requirements (located on the SRU Academic Affairs webpage under Faculty Resources and the SRU APSCUF website under Policies. Dates are also listed throughout the CBA).

Procedures for Granting Tenure

The following procedures explain steps required in the tenure review process for each recommending entity.

Procedures of the Department Chairperson

The Department Chairperson shall carry out their function in the tenure process with proper regard for the rights of the Applicant for Tenure to both substantive and procedural due process.

1. During Spring of each academic year, the Department Chairperson will direct the Department Faculty to form a Department Tenure Committee of Tenured Faculty for the upcoming academic year. If there is an insufficient number of Tenured Faculty members to serve on the Department Tenure Committee, the procedure identified in Article 12 shall be utilized to form the Department Tenure Committee.
2. The Department Chairperson will inform the submission platform administrator of the Department Tenure Committee membership for the upcoming academic year.
3. By October 1, the Department Chairperson will direct the Department Tenure Committee to convene the first meeting and conduct the election of its chair.
4. No Department Chairperson shall make a recommendation regarding tenure for themselves or a member of their immediate family or a person residing in their household. A Department Chairperson shall not be permitted to participate in the review of any Applicants for Tenure if they are an Applicant or if any Applicant is a member of their immediate family or a person residing in their household. The

- department shall select another Faculty Member in the department acceptable to the Department Faculty and Management to substitute for the Department Chairperson.
5. When the Department Chairperson is the only Applicant for Tenure within a department, the department shall elect, by secret ballot, one department member who is not on the Department Tenure Committee to write a recommendation.
 6. When the Department Chairperson and other Department members apply for the same action: (1) the Department shall elect, by secret ballot, one Department member who is not on the Department Tenure Committee for the action to write a recommendation for the Department Chairpersons and other department members.
 7. In either situation outlined in item 5 and 6 above: (1) the reviews shall be clearly marked “for tenure--Ad Hoc Chairperson review;” and (2) the University-Wide Tenure Committee shall utilize these reviews as though they had been written by the contractually elected Department Chairperson.
 8. Prior to October 1, the Department Chairperson will become familiar with Article 15 and with the SRU POLICIES AND PROCEDURES FOR TENURE and also be familiar with the rules and due dates in all parts of these documents.
 9. The Department Chairperson will review the electronic tenure application and send a substantiated recommendation to the Dean/Associate Provost/Manager based on the narrative and full performance reviews supplied by the Applicant for Tenure. The Department Chairperson will refer to the submitted supporting material in cases where there may be lack of clarity or understanding.
 10. By February 15 (October 1 for Faculty Members with January anniversary dates) the independent recommendation of the Department Chairperson shall be completed, and by that date, the Department Chairperson shall submit the full list provided by the Department Tenure Committee, together with their written recommendation for each Applicant for Tenure, to the Dean/Associate Provost/Manager. The Chairperson will also forward a copy of the full list to the President.

Procedures of the Department Tenure Committee

The Department Tenure Committee shall carry out their function in the tenure process with proper regard for the rights of the Applicant for Tenure to both substantive and procedural due process.

1. During Spring of each academic year, at the direction of the Department Chairperson, the Department Faculty shall form a Department Tenure Committee of Tenured Faculty for the upcoming academic year. If there is an insufficient number of Tenured Faculty members to serve on the Department Tenure Committee, the procedure identified in Article 12 shall be utilized to form the Department Tenure Committee.
2. No Faculty Member shall serve on a Departmental or University-Wide Tenure Committee when the Faculty Member, or a member of their immediate family, or a person residing in their household is an applicant for tenure. Immediate family is defined under Article 12 and Article 15. If there is an insufficient number of Tenured Faculty Members to serve on the Department Tenure Committee, the procedure identified in Article 12 shall be utilized to form the Department Tenure Committee.
3. The Department Chairperson will inform the submission platform administrator of the

- Department Tenure Committee membership for the upcoming academic year.
4. By October 1 (February 1 for Faculty Members with January anniversary dates), as directed by the Department Chairperson, the Department Tenure Committee shall convene the first meeting and conduct the election of its chair.
 5. Prior to October 1 (February 1 for Faculty members with January anniversary dates), the Department Tenure Committee will become familiar with Article 15 and with the SRU POLICIES AND PROCEDURES FOR TENURE and also be familiar with the rules and due dates in all parts of these documents.
 6. When the Department Chairperson is the only Applicant for Tenure within a department, the department shall elect, by secret ballot, one department member who is not on the Department Tenure Committee to write a recommendation.
 7. When the Department Chairperson and other Department members apply for the same action: (1) the Department shall elect, by secret ballot, one Department member who is not on the Department Tenure Committee for the action to write a recommendation for the Department Chairperson and other department members.
 8. In either situation outlined in item 6 and 7 above: (1) the reviews shall be clearly marked "for tenure--ad hoc chairperson review;" and (2) the University-Wide Tenure Committee shall utilize these reviews as though they had been written by the contractually-elected Department Chairperson.
 9. By October 15 (February 15 for Faculty Members with January anniversary dates), the Dean/Associate Provost/Manager will notify the Chairperson of the Department Tenure Committee of eligibility of each Applicant for Tenure.
 10. By November 1 (March 1 for Faculty Members with January anniversary dates), the Department Tenure Committee will hold an organizational meeting with the Tenure Applicant(s) to review criteria and procedures for action on Tenure Application(s).
 11. The Department Tenure Committee will act as a credentials committee to verify the academic credits, years of teaching experience, years at the University and other related information provided by the Tenure Applicant. No Faculty Member will be granted tenure unless they have met the minimum qualifications for the rank of Assistant Professor as set forth in applicable laws and as verified through Human Resources.
 12. By February 1 (September 1 for Faculty Members with January anniversary dates), the Department Tenure Committee will inform the Applicant for Tenure of the right to meet before the Committee submits their recommendation.
 13. By February 1 (September 1 for Faculty Members with January anniversary dates), the Department Tenure Committee will examine the electronic tenure application for completeness by checking for required materials as indicated in this document. In the event the Department Tenure Committee finds the electronic tenure application to be incomplete, it will inform the Applicant for Tenure of missing information and a reasonable due date for submission. This communication should be copied to the Department Chairperson. Materials added after the submission deadlines will be added as a separate document.
 14. The Department Tenure Committee will maintain confidentiality with respect to deliberations.
 15. The Department Tenure Committee will review the electronic tenure application and send a substantiated recommendation to the Dean/Associate Provost/Manager based

on the narrative and full performance reviews supplied by the Applicant for Tenure. The Department Tenure Committee will refer to the submitted supporting material in cases where there may be lack of clarity or understanding.

16. By February 15 (October 1 for Faculty Members with January anniversary dates), the Department Tenure Committee will inform each Applicant for Tenure of the recommendation of that committee in writing with reasons for the recommendation. It will also submit the recommendation to the Dean/Associate Provost/Manager. If the Department Tenure Committee is in disagreement a dissenting minority report may be submitted.
17. By February 15 (October 1 for Faculty Members with January anniversary dates) the independent recommendation of the Department Tenure Committee shall be completed, and by that date, Department Tenure Committee shall submit the full list provided, together with their recommendation, in writing, to the Department Chairperson.

Procedures of the Deans/Associate Provosts/Managers

The Dean/Associate Provost/Manager shall carry out their function in the tenure process with proper regard for the rights of the Applicant for Tenure to both substantive and procedural due process.

1. No Dean/Associate Provost/Manager will submit a recommendation regarding the application of a member of their immediate family, as defined in the Collective Bargaining Agreement, or a person residing in their household. In such a case, the President or their designee shall select another Dean/management supervisor as a substitute to provide the tenure review.
2. By February 16 (October 2 for Faculty Members with January anniversary dates) of each academic year, each Dean/Associate Provost/Manager will have access to the eligible Applicant for Tenure's electronic tenure application with Department Chairperson's and Department Tenure Committee's recommendations for each Applicant for Tenure.
3. By March 8 (October 21 for Faculty Members with January anniversary dates) of each academic year, each Dean/Associate Provost/Manager will review the electronic tenure application and send a substantiated recommendation to the University-Wide Tenure Committee based on the narrative and full performance reviews supplied by the Applicant for Tenure, the recommendations submitted by the Department Tenure Committee and Department Chairperson. The Dean/Associate Provost/Manager will refer to the submitted supporting material in cases where there may be lack of clarity or understanding.

Procedures of the University-Wide Tenure Committee

The University-Wide Tenure Committee shall carry out their function in the tenure process with proper regard for the rights of the Applicant for Tenure to both substantive and procedural due process.

Composition and organization of the committee

1. All tenured members of the Faculty who are not Applicants for Tenure and who do not have a member of their families or a person residing in their households applying for tenure are eligible to be nominated for election to the committee through the APSCUF campus-wide nominating process. 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.
2. The APSCUF election system will ensure the right of all regular Faculty Members to vote for University-Wide Tenure Committee members.
3. No more than one member of a Department may serve on the University Tenure Committee in an academic year.
4. When elected Faculty Members of the University-Wide Tenure Committee are immediate family members or persons residing in the household of the Applicant for Tenure, they will recuse themselves from the University-Wide Tenure Committee.
5. The University-Wide Tenure Committee will consist of membership as determined by the SRU/APSCUF bylaws.

Committee preparation

1. By December 1 of each academic year, the University-Wide Tenure Committee will organize itself and select an appropriate chairperson or co-chairpersons. Prior to the beginning of its work, the University-Wide Tenure Committee will meet and become familiar with each of Article 12 and Article 15 and the SRU POLICIES AND PROCEDURES FOR PROBATIONARY AND TEMPORARY FACULTY PERFORMANCE REVIEW AND EVALUATION and the SRU POLICIES AND PROCEDURES FOR TENURE, the rules and due dates in all parts of these documents, and will announce the rules and procedures under which it will operate to the Faculty.
2. Prior to December 1, the University-Wide Tenure Committee will meet with the President of APSCUF (or designee) as well as the University President (or designee) to review policies and procedures and establish a common understanding of criteria for tenure application review.

Committee evaluation procedures

1. By March 8 (October 21 for Faculty Members with January anniversary dates), the University-Wide Tenure Committee will have access to the electronic tenure applications.
2. The University-Wide Tenure Committee shall review Applicants for Tenure electronic tenure applications and recommendations. The University-Wide Tenure Committee will focus their review on the narrative and full performance reviews supplied by the Applicant for Tenure; the recommendations submitted by the Department Tenure Committee, Department Chair, and the Dean/Associate Provost/Manager; and refer to the submitted supporting material in cases where there may be lack of clarity or understanding.
3. The University-Wide Tenure Committee shall only consider information, testimony, or other evidence supplied by the Applicant for Tenure, the Department Tenure

- Committee, the Department Chairperson and the Dean/Associate Provost/Manager.
4. The University-Wide Tenure Committee will ensure that recommendations for tenure, which are received from the Department Tenure Committee, the Department Chairperson and the Dean/Associate Provost/Manager, are based on known criteria and specifically-identified evidence. If these procedures are not followed, the University-Wide Tenure Committee will ask for clarification from the Department Tenure Committee, the Department Chairperson and the Dean/Associate Provost/Manager. If the response is unsatisfactory, the University-Wide Tenure Committee may discount the Department Tenure Committee, the Department Chairperson and the Dean/Associate Provost/Manager recommendations and make its own recommendation.
 5. By March 9 (October 22 for Faculty Members with January anniversary dates), the University-Wide Tenure Committee chair/co-chairs will inform each Applicant for Tenure that their electronic tenure application has been received by the Committee and will advise the Applicant for Tenure that they shall have the right to request and make an appearance before the University-Wide Tenure Committee to speak on their own behalf before the Committee submits its recommendations to the President or their designee.
 6. By April 21 (November 21 for Faculty Members with January anniversary dates), the University-Wide Tenure Committee shall submit its recommendations (positive and negative), together with the data upon which those recommendations are based to the University President or their designee.
 7. The University-Wide Tenure Committee will make available all documents that were used in its recommendation to the Applicant for Tenure.

Procedures of the University President or Designee

The University President or their designee shall carry out their function in the tenure process with proper regard for the rights of the Applicant for Tenure to both substantive and procedural due process.

1. Each University President shall by October 1 (February 1 for Faculty Members with January anniversary dates) send notice to all fifth-year probationary Faculty Members, with copies to appropriate Department Chairpersons, Dean/Associate Provost/Manager and Provost, that they have until the first working Monday in January (May 1 for Faculty Members with January anniversary dates) of that year to apply for tenure.
2. Prior to December 1 the University President or their designee will meet with the University-Wide Tenure Committee and the President of APSCUF or designee to review policies and procedures and establish a common understanding of tenure criteria.
3. The University President or their designee will employ the same criterion and categories described within this document and described in Article 15 to evaluate all Applicants for Tenure.
4. By May 31 (December 31 for Faculty Members with January anniversary dates) of the fifth-year of probationary employment, the University President shall either grant tenure to the Probationary Faculty Member or the Probationary Faculty Member's sixth year shall be a terminal year of employment.

5. The University President shall grant tenure effective at the beginning of the next academic term to those Faculty Members whom they approve and such decisions shall not be subject to the Provisions of Article 5. However, if at least two of the three Faculty recommendations (Department Tenure Committee, Department Chairperson and University-Wide Tenure Committee) are positive with respect to the granting of tenure and the University President denies tenure, the Faculty Member shall have the right to grieve the denial of tenure in accordance with the terms of Article 5.
6. By May 31 (December 31 for Faculty Members with January anniversary dates) the University President shall notify in writing each Faculty Member who applied for tenure in accordance with this policy of their decision.
7. In the event that the University President does not grant tenure to a Faculty Member who has been so recommended by the University-Wide Tenure Committee, the reasons shall be given to such committee and the affected Faculty Member(s) if requested in writing.
8. The University President shall act independently if the committee(s) fails to act within the time limits specified. Action or inaction by Faculty Members of the bargaining unit relating to tenure is not grievable and will not bar the President or designee from taking actions they deem to be either appropriate or required.

Appendix A: Department Evaluation Committee Recommendation and Evaluation of Tenure Applicant

**Department Evaluation Committee
Recommendation and Evaluation of Tenure Applicant**

Name of Tenure Applicant

Recommendation

Recommended for tenure _____

Not recommended for tenure _____

I verify that the Department Evaluation Committee has followed approved University policies and procedures in compliance with the Collective Bargaining Agreement as it evaluated and made recommendations for this Faculty Member.

Department Evaluation Committee
Chairperson's Signature

Date

My signature confirms that I have had the opportunity to read the Department Evaluation Committee's evaluation and recommendation. I acknowledge that I may provide a written response to the Department Committee's evaluation and such response will be appended to the evaluation portfolio.

Faculty Member's Signature

Date

Appendix B: Department Chairperson Recommendation and Evaluation of Tenure Applicant

**Department Chairperson
Recommendation and Evaluation of Tenure Applicant**

Name of Tenure Applicant _____

Name of Department Chair _____

Recommendation:

Recommended for tenure _____

Not recommended for tenure _____

I verify that I have followed approved University policies and procedures in compliance with the Collective Bargaining Agreement as I evaluated and made recommendations for this Faculty Member.

Department Chairperson's Signature

Date

My signature confirms that I have had the opportunity to read the Department Chairperson's evaluation and I acknowledge that I may provide a written response to the Department Chairperson's evaluation and such response will be appended to the evaluation portfolio.

Faculty Member's Signature

Date