

SECTION: ACADEMIC

SUBJECT: TENURE

Background: SBOE Policy II.G.6. Tenure; In 2015, Instructors were given the option to choose tenure track.

Point of Contact: Office of the Provost/Vice President for Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Dean, Academic Programs; Faculty Senate

Date of approval by LCSC authority: June 27, 2017

Date of State Board Approval: February 2015

Date of Most Recent Review: June 2017

Summary of Major Changes incorporated in this revision to the policy: Clarification of language regarding timeline for Instructors to choose tenure track option.

1. Definitions

A. Division

For the purposes of this policy, the term “division” refers to Academic Program areas (Business, Education, Humanities, Natural Sciences and Mathematics, Nursing and Health Sciences, Social Sciences), Professional-Technical areas (Business Technology and Service, Technical and Industrial), and the Library.

B. Division Chair

For the purposes of this policy, the term “chair” refers to the administrative head of all divisions, including the Library Director.

C. Dean

For the purposes of this policy, the term “dean” refers to the Dean of Academic Programs.

D. Board

Idaho State Board of Education (SBOE)

E. Competence

A faculty member who demonstrates competence completes tasks and assignments on time, in a quality manner. Originality and creativity are valued but not expected on a regular basis. A competent faculty member accepts and reflects on constructive feedback. The focus of activities is at the program and division level.

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F. Proficiency

A faculty member who demonstrates proficiency completes tasks and assignments on time, in a high quality manner, and meets all minimum requirements. A faculty member who demonstrates proficient performance has advanced in terms of degree of contribution to one's program, the Division, LCSC, one's profession and community. The focus of activities is at the program, division, and college level. Leadership and mentoring of peers are expected of an individual whose performance is defined as proficient. Originality and creativity are valued. The proficient faculty member is a reflective practitioner who continually assesses and evaluates the effects of his/her teaching, advising, scholarly activity choices, and service activities. The proficient faculty member actively seeks out opportunities to grow professionally.

2. Philosophy

- A. Tenure refers to a faculty member's continuous employment following the end of a probationary period and upon fulfillment of the appropriate criteria. After tenure is awarded, the faculty member's service may be terminated only for adequate cause as defined by Board policy, in the case of retirement, financial exigency as declared by the Board, where extreme shifts in enrollment have eliminated the justification for a program, or if the Board has otherwise authorized the elimination or reduction of a program.
- B. Tenure is based upon the principle of academic freedom, specifically: 1) freedom to teach, conduct research, and participate in extramural activities, and 2) the assurance of sufficient stability to establish a mutually-beneficial commitment between a faculty member and the institution. Toward that end, tenure embodies a long-term relationship of trust, commitment, and reciprocal obligation between the institution and the faculty member. Tenure is granted only to faculty members who demonstrate they have made and will continue to make significant contributions to their disciplines and the college.

3. Eligibility for Tenure Status

- A. Pursuant to SBOE policy, tenure is available only to eligible, full-time institutional faculty members, as defined by the institution. Eligible full-time faculty members as defined by the institution include those academic faculty holding the rank of instructor, assistant, associate, and full professor. Instructors have the option of declaring tenure-track or non-tenure track status upon hire. Instructors may declare tenure-track status no later than the end of four full years of service. Once tenure-track status is declared one may not revert back to non-tenure-track status. Faculty holding the rank of adjunct instructor or lecturer are not eligible for tenure.
- B. Professional-Technical faculty hired and tenured prior to July 1, 1993 retain tenure. All other Professional-Technical faculty are not eligible for tenure.
- C. All first-year faculty appointments are made for a period not to exceed one (1) year. Ordinarily appointments are made for periods of one (1) year each before a tenure decision is made.

(1) Faculty

- (a) A probationary period typically precedes the granting of tenure. A faculty member may

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apply and be evaluated for tenure after at least four (4) full years of tenure-track service and in no case later than during the faculty member's sixth (6th) full academic year of tenure-track employment. When circumstances permit, and when the appropriate criteria have been met, a faculty member may be considered for promotion and tenure in the same year.

- (b) Satisfactory service in any tenure-eligible rank may be used to fulfill the time requirement for acquiring tenure. In cases involving prior service, tenure may be granted following less than the usual period of service. Normally a maximum of 2 years credit will be allowed for prior service. Eligibility for early tenure consideration, however, must be stipulated in writing by the provost in the candidate's initial letter of appointment.

(2) Academic Administrators

- (a) Academic administrators include the president, chief academic officer of the institution, deans and division chairs of the academic units. An individual hired for or promoted to an academic administrator may be considered for a tenured faculty rank in the appropriate department, contingent upon approval by the institutional president or the SBOE if the president is to be awarded tenure. Upon termination of employment as an administrator, a tenured employee may return to employment in the department in which he or she holds tenure unless such employee resigns, retires, or is terminated for adequate cause. An employee with tenure in an academic department who is appointed to an academic administrator position retains tenure in that department.
- (b) An individual hired as a non-academic administrator from outside the institution will not be considered for tenured faculty rank in conjunction with such appointment. However, if the individual will teach and otherwise contribute to that department, he or she may be granted an adjunct faculty appointment, upon the recommendation of the appropriate department and dean and with the approval of the provost and president.
- (c) Notwithstanding the above, each administrative employee who is granted tenure shall be reviewed as per SBOE policies for the evaluation of academic administrators.

4. Notice of and Standards for Non-Reappointment or Termination of Appointment of Non-Tenured Faculty Members Hired in Tenure Track Positions.

A. First Amendment Guarantee

All non-tenured faculty members are under First Amendment and institutional guarantees of academic freedom.

B. Non-Reappointment or Termination

Notice of non-reappointment or termination, or of intention not to recommend reappointment, must be given in writing in letter form. (See Policy 3.118 Reappointment, Nonreappointment, or Termination of Faculty and Other Exempt Employees with Term Appointments.)

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5. Criteria for Granting Tenure

- A. Criteria for granting tenure are consonant with the role and mission of Lewis-Clark State College. Accordingly, a faculty member seeking tenure is expected to meet high standards of performance and assume additional responsibilities relevant to their appointment.
- B. A successful tenure candidate must demonstrate proficiency in 1) teaching and two of the following three categories: 2) advising and/or mentoring 3) scholarly/creative activity and professional development 4) service. In addition, the faculty member must be able to demonstrate competence and professional growth in all four evaluation areas.
- C. For faculty whose duties are primarily instructional, teaching and activities that develop and improve teaching will be weighed most heavily in any evaluation. For librarians, activities that increase access to knowledge will weigh most heavily. However, it is recognized that the faculty of Lewis-Clark State College perform varied tasks, and that the relative value placed on teaching, advising and mentoring, professional knowledge and skills, scholarly/creative activity and professional development, and service differ among faculty. Because of this, division chairs are to negotiate with the faculty member the relative importance of each criterion to the evaluation of an individual faculty member's performance. Each criterion will be weighed relative to its value to the division and its appropriateness to the College's role and mission. This weighing shall be used in a consistent fashion by all reviewers.

6. Evidence

- A. Each division shall publish a list of evidence appropriate for demonstrating competency/proficiency within the areas of 1) teaching 2) advising and/or mentoring 3) scholarly/creative activity and professional development and 4) service.

7. Tenure Portfolio

- A. The tenure portfolio will be prepared by the applicant and must include, at a minimum, the following contents:
 - (1) A copy of policy 2.111
 - (2) Candidate Statement. The candidate shall provide a personal statement describing the candidate's role within the division that includes substantive statements on 1) teaching 2) advising and/or mentoring 3) scholarly/creative activity and professional development and 4) service. The statement shall include examples of division-specific evidence the candidate has accumulated to demonstrate competency and/or proficiency in each of the four areas. Appropriate representative documentation in support of the personal statement may be included by the candidate. Such documentation must be made available if requested by any reviewer.
 - (3) Curriculum Vitae
 - (4) Job description and annual chair and peer evaluations over the last four (4) years

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- (5) For teaching faculty, student course evaluations over the last four (4) years
- (6) Reviewers may request additional materials. If additional materials are requested by the Individual Tenure Committee (ITC), Standing Tenure and Promotion Review Committee (STPRC), division chair, dean, provost, or president, the request and its justification must be in writing and copied to the applicant. The requested information will be added to the portfolio as it is forwarded to the next level of review. If the request includes materials that are in the applicant's personnel file and the applicant chooses to honor the request, he/she must sign a waiver available in the Human Resources office allowing access to the requested materials. The requested information will be added to the portfolio as it is forwarded to the next level of review. The applicant may respond in writing to clarify a situation if he/she believes his/her record has been or may be misinterpreted. Any such letter will be added to the portfolio and forwarded with the rest of the portfolio.

8. Tenure Process

A. The Tenure Portfolio

- (1) Applicants eligible for tenure shall prepare a tenure portfolio. The applicant shall receive copies of all items sent to the provost or placed in the portfolio by reviewers.
- (2) The applicant's portfolio may also be used for promotion decisions if tenure and promotion occur simultaneously (see Promotion Policy 2.106).

B. Portfolio Review

- (1) The portfolio will be made available in the division office for review by the division faculty, division chair, dean, and ITC. Subsequently, the portfolio will be made available for review in the provost's office for the provost and president, and if necessary, the STPRC.
- (2) Each reviewer or group of reviewers will write a tenure recommendation. The recommendation will address the candidate's fulfillment of institutional and divisional tenure criteria. The original recommendations of the division chair, division faculty, ITC and dean will be placed in the portfolio with copies to the applicant and chair of the STPRC.
- (3) At the completion of the applicant's review process, the original recommendations will be sent to Human Resources for filing in the applicant's personnel file and the portfolio will be returned to the applicant.

C. Individual Tenure Committee (ITC)

- (1) The ITC may be the same as the Individual Promotion Committee (IPC) as long as criteria for both committees are met (see Promotion Policy 2.106).
- (2) There shall be an ITC for each applicant. The ITC will consist of five (5) members and be composed as follows:
 - (a) Two (2) or more tenured faculty members, and one (1) or more non-tenured faculty members from the applicant's division, if available,

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- (b) One (1) or more faculty from outside the division,
 - (c) One (1) or more students, but not more than 50 percent of the committee membership (student members must have declared a major and, for teaching faculty, have taken upper-division course work in the applicant's division).
 - (3) Faculty in the applicant's division will elect one (1) member from the division faculty and one (1) student to serve on the committee; the applicant will select the remaining members.
 - (4) Faculty in the applicant's division will elect the chair from the members of the Individual Tenure Committee.
- D. Standing Tenure and Promotion Review Committee (STPRC)
- (1) The name of the academic faculty standing tenure review committee is the Standing Tenure and Promotion Review Committee (STPRC) (see Policy 1.104 Article IV, Section 5 for the committee's responsibilities, makeup and terms of service).
9. Procedures for Tenure Evaluation
- A. After review of all credentials and criteria, the provost notifies faculty of their eligibility to apply for tenure.
 - B. Following notification by the provost of eligibility to apply for tenure, the applicant submits a "Request for Tenure Evaluation" to the provost's office. Request for Tenure Evaluation authorizes the ITC to secure current formal student evaluations and formal teaching evaluations and annual performance evaluations.
 - C. The provost provides the faculty senate chair, STPRC chair, division chairs, and dean with a list of faculty members who have indicated they will be applying for tenure.
 - D. The applicant's division submits names of ITC members, including the chair, to the STPRC chair.
 - E. The STPRC chair issues the list of approved ITCs, identifying the chair, to the applicant, the faculty senate chair, the division chairs, the dean, and the provost.
 - F. The applicant submits the portfolio to the division office where it will be housed for review by the division chair, the division faculty, the ITC and the dean.
 - G. The dean will ensure that a portfolio for each faculty member is completed and made available for review in the division office by the division chair, the division faculty, the ITC, and the dean. The dean will notify the above mentioned reviewers that the file is ready for review.

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- H. The division chair will write a summative tenure evaluation/recommendation of the applicant member based on annual evaluations and other materials in the applicant's portfolio. Prior to submission, the division chair and applicant must discuss the summative evaluation/recommendation. The summative evaluation/recommendation should be attached to copies of prior annual performance evaluations, including those by both the division's evaluating body, if applicable, and the division chair. The original copy of the evaluation/recommendation is to be placed in the portfolio. A copy will be given to the applicant and to the chair of the STPRC.
- I. The division faculty members may choose to review the portfolio and make a written recommendation to be placed in the portfolio. A copy will be submitted to the applicant and the division chair.
- J. The ITC will review the portfolio and arrive at a recommendation. Each member of the committee will have a full vote. Voting will be by secret ballot with no tally recorded. The chair of the ITC will prepare a written recommendation. The committee's recommendation may be signed by the chair only. The original copy of the recommendation will be added to the portfolio with a copy submitted to the applicant and the chair of the STPRC.
- K. The dean shall review the portfolio and prepare a recommendation. The original copy of the recommendation will be added to the portfolio and a copy forwarded to the applicant and the chair of the STPRC, the division chair or, and the IPC chair.
- L. The dean will then move the portfolio to the provost's office for review of the provost, the STPRC if warranted, and the president.
- M. The provost will review the portfolio to determine whether the portfolio will be reviewed by the STPRC. The provost may solicit STPRC input for any portfolio; however, the STPRC must review a portfolio if the division chair, ITC, or dean recommends against tenure, or if a tenured faculty member is undergoing a full tenure review.
- N. The STPRC will review the portfolio and arrive at a recommendation by simple majority vote. Votes shall be cast by secret ballots, and no tally of the votes shall be reported. Each member of the committee will have an equal vote in all matters. The chair of the STRPC will prepare the written recommendation. The committee's recommendation may be signed by the chair only.
- O. If the STPRC recommends against granting tenure, it shall inform the applicant before submitting its recommendation to the provost. The applicant shall then be given an opportunity to meet with the STPRC and to present additional material in support of the granting of tenure. Immediately after the meeting with the applicant the STPRC will review all materials and again arrive at a recommendation. The STPRC will submit its recommendation to the provost and provide a copy to the applicant, the division chair, the ITC chair, and the dean.
- P. The provost will review the portfolio and prepare a recommendation to the president. If the STPRC has made a recommendation and if the provost disagrees with the recommendation, the provost will, in writing, inform the STPRC and candidate of that decision. Before forwarding a recommendation to the president or sharing it with the applicant, the provost will meet with the

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STPRC to discuss how the applicant has met or failed to meet the criteria for tenure, or other reasons for the recommendation.

- Q. When any reviewer or the provost recommends against granting tenure, the applicant shall be afforded the opportunity to present a written response to the provost, who will consider all pertinent material prior to submitting a recommendation to the president. The applicant's written response will be added to the portfolio.
- R. The complete portfolio and the provost's final written recommendation shall be forwarded to the president. The president shall review the portfolio and determine whether to recommend approval of the application for tenure. If the president decides to not recommend tenure, he/she shall, in writing, notify the applicant, the ITC chair, the division chair, the dean, the STPRC and the provost. The applicant may meet with the president to discuss the recommendation. If the president recommends tenure, he/she shall submit a recommendation for granting tenure to the State Board of Education, with a copy to the applicant, the ITC chair, the division chair, the dean, the STPRC or SPRC, and the provost.

10. Procedures for Appeal

- A. The candidate may appeal to the Hearing Board (see Policy 2.115, Faculty Grievance Policy).
- B. The president's decision on the Hearing Board's recommendation is final.

11. If tenure is denied, the faculty member will be issued a terminal contract for the next academic year.

12. Timeline

Each year the provost's office will publish the specific dates on which activities are to be completed.

Timeline	Action
By 1 st week of Fall semester	Provost <ul style="list-style-type: none"> • notifies faculty of their eligibility to apply for tenure <u>based on time in rank.</u> • <u>notifies instructors of their eligibility to choose tenure track option</u>
1 week	Eligible faculty <ul style="list-style-type: none"> • submit "Request for Tenure Evaluation" to the provost
1 week	Provost <ul style="list-style-type: none"> • provides faculty senate chair, STPRC chair, division chairs, and dean a list of those faculty who have indicated they will be applying for tenure
2 weeks	Applicants' division <ul style="list-style-type: none"> • submits names of ITC members (including chair) to STPRC chair
1 week	STPRC chair <ul style="list-style-type: none"> • issues list of approved ITC (identifying chairs) to applicant, faculty senate chair, division chairs, dean, and provost
6 weeks from notification of eligibility	Applicants <ul style="list-style-type: none"> • submit portfolio to division office where it will be housed for reviewers (division chair, dean, division faculty, and ITC)
1 week	Dean

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	<ul style="list-style-type: none"> ensures that portfolio is complete notifies appropriate reviewers that the portfolio is available in the division office
3 weeks	<p>Division Chair</p> <ul style="list-style-type: none"> places summative evaluation/recommendation in the portfolio provides the applicant and chair of the STPRC with a copy of summative evaluation/ recommendation <p>Division faculty members (optional)</p> <ul style="list-style-type: none"> place written recommendation in portfolio provide the applicant and division chair with a copy of the recommendation
3 weeks	<p>ITC</p> <ul style="list-style-type: none"> places written recommendation in the portfolio submits a copy of the recommendation to the chair of the STPRC and applicant
4 weeks	<p>Dean</p> <ul style="list-style-type: none"> places written recommendation in the portfolio submits a copy of the recommendation to the applicant, division chair, and chair of the STPRC moves portfolio to the provost's office
4 weeks	<p>Provost</p> <ul style="list-style-type: none"> submits list of applicants for review to chair of STPRC
3 weeks	<p>STPRC</p> <ul style="list-style-type: none"> consider portfolios and direction from provost and respond to provost
3 weeks	<p>Provost</p> <ul style="list-style-type: none"> submits final recommendation and portfolio with all recommendations to President submits a copy of the recommendation to the applicant, division chair, ITC chair, STPRC chair, and the dean
3 weeks	<p>President</p> <ul style="list-style-type: none"> sends recommendation to applicants with a copy to the faculty senate chair, ITC chair, division chair, dean, STPRC chair, and the provost forwards all written recommendations to Human Resources for filing in the applicant's personnel file returns portfolio to the applicant notifies the State Board of Education of tenure recommendation announces tenure awarded as appropriate