ARTICLE VIII
TENURE AND PROMOTION PROCEDURE

No non-tenured individual may apply for tenure and/or promotion unless evaluated as provided in the Evaluation Article. In the case of non-tenured and tenured faculty applying for promotion, the most recent annual evaluation(s) and merit evaluation(s) (or the fact that such evaluations do not exist because the individual did not submit to evaluation) shall be available to the Department Personnel Committee and subsequent review levels for due consideration. (In all that follows, a reviewing authority is the same thing as a recommending authority.)

A. Faculty Promotion/Tenure Process

1. Application for Review

   a. A faculty member who wishes to be considered for promotion or tenure will so inform his or her Department Chairperson by the appropriate period in the academic year in which the requested recommendation is sought. It is the responsibility of each candidate for promotion or tenure to ensure that his/her completed professional vita is filed with the department Chairperson, who shall forward this material to the Department Personnel Committee. Any faculty member may remove himself/herself from consideration at any level.

   b. The tenure decision shall be made no later than the sixth year of service with the University. No more than three years prior service at a four-year institution of higher education in the United States or Canada can be credited to the experience requirement of promotions which confer tenure. A faculty member may request at his/her option an early tenure determination. But it is understood that no candidate may apply for tenure once a Department has recommended, or the University has initiated implementation of, termination at any time before September 15th of the fourth year at the University. If such recommendation or initiation occurs during a tenure process, the individual is automatically removed from that process.

The Tenure Decisions Year (TDY) above may be postponed for up to one year in accordance with Article XX Supplemental Benefits Section B.5.

2. Review Levels

Each faculty candidate for promotion and/or tenure, whether by the standard requirements or the exceptions to same or the special provisions, shall be reviewed by a Department Personnel Committee, a College Personnel Committee, the College Dean, and the University Rank and Tenure Committee.

All required materials filed by a candidate for promotion and/or tenure, all recommendations from each level of review (both positive and negative) plus written responses (if any) of the candidate to reviews made at the levels of the department, college, and dean shall be forwarded to all subsequent review levels. Recommendations which are made at any level shall not be binding at any other

---

3 A faculty member of the Graduate School of Education shall provide notification to the Dean of the College, who shall forward all materials to the Chairperson of the appropriate Personnel Committee of the Graduate School of Education
level. Recommendations for tenure and for each rank of promotion shall be made as hereinafter provided.

a. Each reviewing authority develops an alphabetical list of individuals who are recommended for tenure, including those individuals who are simultaneously evaluated for both promotion and tenure. (Applicants for simultaneous evaluation for promotion and tenure shall not be evaluated separately for tenure or for promotion).

b. Each reviewing authority develops an alphabetical list of individuals who are recommended for each rank of promotion. Candidates who are simultaneously evaluated for both promotion and tenure shall appear on both tenure and promotion lists and shall be listed in alphabetical order. The results of each reviewing authority's vote count will be forwarded to the subsequent levels of review.

c. Each reviewing authority develops an alphabetical list of individuals who are not recommended for tenure and an alphabetical list of individuals who are not recommended for promotion (by level of requested promotion). Unrecommended candidates who are simultaneously evaluated for both promotion and tenure shall appear on both promotion and tenure listings of unrecommended individuals. The phrase "review" as used in this Article refers to a process which leads to a positive or negative recommendation; however, it is understood that the Department/College/Library committees, Deans/Director and the University Rank and Tenure Committee shall submit written reasons for their respective decisions whether positive or negative.

d. All decisions of Committees in this process⁴ shall be made by vote of their members and all votes shall be by a simple majority of those committee members present and voting. Positive recommendations require a positive majority vote equal in number to a majority of the Committee members present and voting.

e. Committees may make reasonable procedural rules not inconsistent with this Agreement.

3. Membership of Faculty Personnel Committees

a. Subject to the specifications below, each department shall vote annually on the membership of Department Personnel Committees. For those departments that have one (1) to ten (10) members, all eligible members shall serve on the committee. For those with ten (10) or more, at least ten (10) or the maximum numbers eligible if less than ten shall serve on the committee.

(1) Review for Assistant Professor

All tenured Assistant, Associate, and Full Professors are eligible to serve on the Department Personnel Committee when it reviews Candidates for Assistant Professor.

⁴ and the Salary Review Process.
(2) Review for Associate Professor

Only tenured Associate and Full Professors are eligible to serve on the Department Personnel Committee when it reviews candidates for Associate Professor.

(3) Review for Full Professor

Only tenured Full Professors are eligible to serve on the Department Personnel Committee when it reviews candidates for Full Professor.

(4) Review for Tenure

Only tenured Associate and Full Professors shall be eligible to serve on the Committee when it reviews for Tenure.

(5) Election of Committee Chairperson

Each department committee shall elect a Chairperson from its membership. Such Chairperson shall be entitled to full participation in Committee deliberations and may vote.

(6) Membership Disqualification

An individual is ineligible for membership on a committee which shall review his or her candidacy.

(7) Membership of Department Chairperson

The Department Chairperson shall be a member of the Committee in all its forms, regardless of his or her rank, except when he or she is a candidate for promotion.

(8) Departments with Insufficient Members

Where any department shall have less than three (3) members eligible to serve on a given version of the Committee, then qualified individuals from allied departments acceptable to both the eligible department members and the candidate(s) shall be designated by the college dean. If after reasonable efforts by the college dean, no one found is acceptable to all parties on both sides, the MSP President and the College Dean shall jointly designate someone to serve.
b. College Personnel Committee

Each college shall have a College Personnel Committee consisting of all department chairpersons of the college and three tenured full professors elected by majority vote of faculty members in the college. Each committee shall elect a chairperson from among its tenured full professors. Such chairperson shall be entitled to full participation in committee deliberations and may vote. When a department chairperson is a candidate for promotion, he or she shall be replaced on the committee by a tenured associate or full professor elected by the members of the department. In the week immediately before the College Personnel Committee is scheduled to meet to elect its chairperson, the membership of the college, by petition of an absolute majority of its membership filed with the dean of the college, may provide for direct election by the college faculty of the Chairperson of the College Personnel Committee.

c. College Dean

Review shall be performed by the College Dean personally. In the event of the disability of the College Dean, anyone designated to perform this function in substitution for the Dean must be qualified to hold the office of College Dean.

d. University Rank and Tenure Committee

(1) Committee Membership

The University Rank and Tenure Committee shall consist of the chairpersons of the eight (8) college/division personnel committees (Education, Engineering, Fine Arts & Humanities, Social Sciences, Sciences, Health & Environment, Management, and Library) and the Provost, who shall chair the University Rank and Tenure Committee and vote only in case of a tie vote. There also shall be two (2) non-voting observers (who may participate in Committee deliberations), one designated by the MSP Chairperson (or other MSP designated officer), one by the Chancellor of the University or his/her designee. Observers shall concern themselves with the University's commitment to (1) fair and consistent procedures, (2) equal opportunity, and (3) academic standards. Any observer who believes that any of the three criteria referred to above was violated shall give written notice to the MSP and the Chancellor, describing the details of the violations.

(2) Responsibility of College and Library Committee Chairpersons

The chairperson of the College or Library Personnel Committee who serves on the University Rank and Tenure Committee shall be obliged to fully

---

5 Colleges without departments shall elect two tenured full professors and two tenured associate or full professors who shall, with the Chair of the Faculty, constitute the college committee. The Chair of the Faculty may not serve as Chair of the College Personnel Committee. They shall not have a department committee.

6 The requirement of majority vote means that any person receiving a majority in the initial balloting shall be declared elected. After one balloting, the candidates with the lowest number of votes shall be dropped until a number of persons remains for a run-off election equal to the number of seats remaining to be filled multiplied by two. In this run-off election, the candidates with the greatest number of votes shall be elected, whether or not a majority is achieved.
inform himself or herself concerning the credentials and qualifications of candidates from his or her college in order to interpret intelligently the applications of such candidates to other members of the University Rank and Tenure Committee.

B. Librarian Promotion/Tenure Process

1. Application for Review

A librarian who wishes to be considered for promotion and/or tenure will so inform the Director of Libraries by the appropriate period of the academic year in which the requested recommendation is sought. It is the responsibility of each candidate for promotion and/or tenure to ensure that his/her complete professional vita is filed with the Director, who shall forward this material to the appropriate Library Personnel Committee. Any librarian may remove himself/herself from consideration at any level.

2. Review Levels

Each librarian candidate for promotion and/or tenure, whether by the standard requirements or exceptions to the standard requirements, shall be reviewed by a Library Personnel Committee, the Director of Libraries, and the University Rank and Tenure Committee. All required materials filed by a candidate for promotion and/or tenure, all recommendations with written reasons from each level of review (both positive and negative) plus written responses (if any) of the candidate to evaluations made at the levels of the library and director shall be forwarded to all subsequent review levels. Recommendations which are made at any level shall not be binding at any other level. Recommendations for tenure and for each level of promotion shall be made as follows:

a. Each reviewing authority develops an alphabetical list of individuals who are recommended for tenure, including those individuals who are simultaneously evaluated for both promotion and tenure. (Applicants for simultaneous review for promotion and tenure shall not be evaluated separately for tenure or for promotion.)

b. The tenure decision shall be made not later than the sixth year of service with the University. No more than three years prior service at a university, college, or research library in the United States or Canada may be credited to the experience requirement. No previous experience must be counted in determining mandatory evaluation deadlines. A librarian may request (at his or her option) an early tenure determination. But no candidate may apply for tenure where the Library Personnel Committee has recommended or the University has initiated implementation of termination before September 15th of the fourth year at the University. In order of priority of recommendation, each reviewing authority develops one list of individuals who are recommended for each rank of promotion. Candidates who are simultaneously evaluated for both promotion and tenure shall appear on both tenure and promotion lists and shall be listed in order of priority of recommendation on the promotion list.

c. Each reviewing authority develops an alphabetical list of individuals who are not recommended for tenure and an alphabetical list of individuals who are not recommended for promotion (by rank of requested promotion). Unrecommended candidates who are simultaneously evaluated for both promotion and tenure
shall appear on both promotion and tenure listings of unrecommended individuals.

It is understood that the Department/College/Library committees, Deans/Director and the University Rank and Tenure Committee shall submit written reasons for their respective decisions whether positive or negative.

d. All decisions of Committees in this process shall be made by vote of their members and all votes shall be by a simple majority of the entire membership. Positive recommendations require a positive majority vote equal in number to at least a majority of the full committee membership.

3. Membership of the Library Personnel Committees

The library shall have one Library Personnel Committee consisting of all library division heads and four tenured Librarians elected by majority vote of the professional librarians. (If there are fewer than four Librarians eligible to serve on the committee the library shall elect one tenured Librarian and two tenured Librarians, Associate or higher) Each committee shall elect a chairperson from among its tenured Librarian’s. Such chairperson shall be entitled to full participation in committee deliberations and may vote. When a personnel committee member is a candidate for personnel committee action he or she shall be replaced on the committee by a tenured Associate Librarian or Librarian elected by the professional librarians. In the week immediately before the Library Personnel Committee is scheduled to meet to elect its chairperson, the professional librarians, by petition of an absolute majority of its membership filed with the director of libraries, may provide for direct election by the professional librarians of the Chairperson of the Library Personnel Committee.

C. Chancellor Action

1. For Tenure

All recommendations concerning faculty and librarian tenure are forwarded by the University Rank and Tenure Committee to the Chancellor of the University, who in turn makes recommendations to the University’s Board of Trustees. The Chancellor may elect not to recommend for tenure candidates recommended at earlier levels. However, if the Chancellor fails to recommend tenure for a candidate who has received positive recommendations from at least two of the previous levels, and one of the previous levels in the case of a unit member from the College of Education and the Library, the Chancellor shall advise the candidate in writing of the decision. The candidate is then entitled to a hearing with the Chancellor. The Chancellor may not recommend for tenure any candidate who has not received positive recommendations at two review levels, or one of the previous levels in the case of unit members from the College of Education and the Library. In the event a candidate receives two or more positive reviews and the Chancellor does not recommend tenure or one in the case of a unit member from the College of Education and the Library, the Chancellor shall provide specific written reasons to the candidate for that decision. It is understood that written reasons must include concerns in relation to the specific criteria for tenure provided for within the Agreement.
2. For Promotion

All recommendations concerning faculty and librarian promotions are forwarded by the University Rank and Tenure Committee to the Chancellor of the University, who in turn makes a final decision. The Chancellor may elect not to grant promotion to candidates recommended at earlier levels. However, if the Chancellor fails to promote a candidate who has received positive recommendations from at least two of the previous levels and one of the previous levels for unit members from the College of Education and the Library, the Chancellor shall advise the candidate in writing of the decision. The candidate is then entitled to a hearing with the Chancellor. The Chancellor may not promote any candidate who has not received positive recommendations at two review levels or one in the case of unit members from the College of Education or the Library. In the event a candidate receives two or more positive reviews or one in the case of a unit member from the College of Education or the Library, and the Chancellor does not grant promotion, the Chancellor shall provide specific written reasons to the candidate for that decision. It is understood that written reasons must include concerns in relation to the specific criteria for promotion provided for within the Agreement.

It is further understood that where promotion and tenure are concerned the Department/College/Library committees, Deans/Director and the University Rank and Tenure Committee shall submit written reasons for their respective decisions whether positive or negative.

D. Action by the Board of Trustees

The final level in the scheduled tenure process is the Board of Trustees who shall act only on the candidates that are recommended by the Chancellor.

E. Responsibilities of MSP and University Administration

1. MSP Observers

The MSP may in its discretion, send an observer to any committee acting in the tenure and promotion process. The observer may interpret in a professional manner the actions of the committee observed to candidates and may give his or her impressions of the reasons for a particular committee action. (Requests for observers shall be made to the MSP Chairperson or other MSP designated officers.)

2. Weekly Meetings of MSP and Provost for Academic Affairs

The MSP President or his/her designee and the Provost for Academic Affairs or his/her designee shall meet weekly on a priority basis during the promotion/tenure cycle in an effort to informally resolve unforeseen difficulties in a prompt manner.

F. University Personnel Register

There shall be a University Personnel Register, at the reference desk in each Library and at other designated locations. The University Administration shall place immediately therein all promotion lists, and other summarizing documents concerning University personnel actions and shall transmit a copy of each to both the Official Designee and the MSP Chairperson, Vice Chairperson, or other MSP designated officers.
G. Grievances Concerning Promotion and Tenure

Tenure and Promotion grievances, if any, shall be filed at the completion of the process. In the interim, an individual may seek the informal intervention of the MSP Chairperson (or other MSP designated officer) in the ongoing promotion and tenure process and such individual may file a written response as provided in this Article, Section A, 2.

H. Promotion and Tenure Schedule

The tenure and promotion process shall occur in accordance with the schedule presented in Article IX, Section C: Schedule for Evaluations, Table 3, of this Agreement. Such schedule may be modified by the Administration with prior approval of the Official Designee of the MSP or his/her designee.