

# 12.01.01.C1 Tenure



Approved: March 6, 2024  
Next Scheduled Review: March 6, 2029  
[Revision History](#)

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## Rule Summary

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The granting of tenure is the most important decision in the development of an outstanding faculty member. As such, it is a reflective process, which recognizes an individual as worthy to be a continuing member of the faculty based on performance during the tenure probationary period. The importance of this decision to Texas A&M University-Corpus Christi (TAMU-CC) dictates that tenure is to be awarded when there is sufficient evidence and documentation that an individual will continue to make significant long-term contributions in each of the areas of responsibility (e.g., teaching, research, scholarship, creative activity, and service) and to the overall goals of the university. This rule should be read in conjunction with system policy *12.01, Academic Freedom, Responsibility and Tenure* and system regulation *12.01.01, Institutional Rules for Implementing Tenure*. This rule describes the criteria and review process for granting tenure to tenure-track faculty at TAMU-CC. This rule does not apply to fixed-term faculty members.

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## Rule

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### 1. GENERAL

- 1.1. Texas A&M University System (System) policy *12.01, Academic Freedom, Responsibility and Tenure* states, “Tenure means the entitlement of faculty members to continue in their academic positions unless dismissed for good cause.” The policy also identifies the conditions or circumstances that will constitute good cause for dismissal of a faculty member. Tenure is granted to tenure-track faculty only by the affirmative action of the Board of Regents upon recommendation from the President of the institution.
- 1.2. When promotion and tenure are decided jointly and concurrently, a denial of either promotion or tenure results in termination of the process. If a candidate’s application for tenure and promotion to the rank of Associate Professor has been denied, the candidate will be given a one-year terminal contract with the current workload and salary to begin in the academic year

immediately following the year in which the application for tenure and promotion was denied.

- 1.3. All tenure proceedings and discussions will be strictly confidential to the extent permitted by law, System policies and regulations, and TAMU-CC rules and procedures.

## 2. INITIAL APPOINTMENT AND ELIGIBILITY TIMELINE

- 2.1. The Provost and Vice President for Academic Affairs (Provost) will provide faculty members with a written statement of terms of employment including conditions for tenure when employment is initiated.
- 2.2. Beginning with appointment, the standard probationary period for an eligible tenure-track faculty member will be five (5) years of full-time, tenure-track experience at TAMU-CC. In the fall of their sixth year, the faculty member will apply for tenure and promotion review to the rank of Associate Professor. Review for tenure shall be no later than the beginning of their sixth year of service unless an extension of the tenure probationary period has been granted in accordance with university rule *12.01.99.C1, Granting Extension of Tenure Probationary Period*.
- 2.3. A faculty member cannot apply for tenure without jointly applying for promotion to the rank of Associate Professor. Concomitantly, a tenure-track faculty member cannot be awarded tenure without being promoted to the rank of Associate Professor. Therefore, a single recommendation by each committee will indicate a candidate's eligibility for both tenure and promotion. However, a faculty member may be hired initially as an Associate Professor without tenure. In such a case, the faculty member may apply for tenure without applying for promotion to Professor.
- 2.4. Early tenure will be granted rarely. Candidates for early tenure may only apply one year early, as defined in the hire letter, and are required to demonstrate extraordinary accomplishments as evidenced by, for example, major national or international awards or equivalent recognition. Requests to be considered for early tenure must be in writing and routed through the department chair/supervisor and be approved by the academic unit dean/director and Provost. This written approval is an acknowledgement that the candidate has met the criteria to apply for early tenure and is not an evaluation of the tenure case. Requests must be submitted and approved before the end of the spring semester to align with the traditional university promotion and tenure timeline. If permission to apply for early tenure is granted, faculty seeking early tenure will be evaluated using the same criteria as candidates who apply for tenure after completion of the standard tenure probationary period.

- 2.5. A maximum of three years of full-time service at another academic institution may be granted at the time of hire. Years of credit will be agreed upon and stated in the initial appointment letter from the Provost. Years of credit may be stated in terms that provide faculty members “up to” the stated number of years allowing the faculty member to choose whether to utilize some, all, or none of those years of credit. In such cases, the appointment letter will note the earliest and latest dates that an application for tenure may be submitted.

### 3. UNIVERSITY STANDARDS FOR TENURE

- 3.1. To be eligible to receive tenure, a faculty member must be an employee of TAMU-CC, have an earned terminal degree in their academic discipline or a related discipline, and hold the academic rank of at least Assistant Professor. Members of the faculty whose appointments are not full-time, tenure-track positions are not eligible to receive tenure and consequently are not subject to the requirements outlined in this rule.
- 3.2. Each faculty member shall be evaluated annually in the electronic faculty review system by their department chair/supervisor to discuss progress, accomplishments, opportunities for improvement, and expectations with regard to performance in their areas of responsibility (e.g., teaching, research, scholarship, creative activity, and service). Annual evaluations are reviewed by the dean/director of the academic unit (e.g., college, school). All annual evaluations are submitted to the Office of the Provost for inclusion in the faculty member’s official file.
- 3.3. Administrative personnel who hold academic rank at TAMU-CC in addition to their administrative title retain their tenured status as faculty members, but administrative positions, per se, are not subject to tenure. The initial appointment letter or, if applicable, the letter notifying the faculty member of their appointment to the administrative position, should state the portion of the employee’s salary that is associated with the administrative position. Also, in such cases, this letter should state that the administrative position and associated salary may be terminated without cause. Except in extraordinary cases, administrators who have not held a tenured faculty position at an institution of higher learning will not be hired with tenure at TAMU-CC.
- 3.4. Eligibility for tenure includes a record of achievement in the faculty member’s areas of responsibility and the responsibilities described in university procedure *12.01.99.C0.03, Responsibilities of Faculty Members*. The average of the faculty member’s annual overall performance evaluation ratings must be “Meets Expectations” or higher during the time-period under consideration

to be eligible to apply for tenure. Eligibility to apply for tenure does not guarantee that the faculty member has met all their academic unit's standards to be awarded tenure.

- 3.5. The tenured faculty of a particular program and/or dean/director of an academic unit may determine that it is in the university's best interest to recommend the appointment of a faculty member with tenure upon hire. Generally, candidates will only be considered for tenure upon hire if they have been awarded tenure at another accredited institution; therefore, a full portfolio is not required for this review. Such a circumstance must be accompanied by a written recommendation to the Provost from the academic unit dean/director including letters from an expedited department tenure review process. The department promotion and tenure committee and the department chair/supervisor in the department having expertise most closely related to the expertise of the candidate will evaluate the candidate's credentials to determine if they meet the criteria for tenure. A positive recommendation from the department is then subject to recommendation from the academic unit dean/director and Provost before being submitted to the President. All requests for tenure upon hire must be approved by the President prior to any offer to a candidate, and any offer of a tenured position is contingent upon the System Board of Regents' approval to award tenure upon hire to the candidate.
  
- 3.6. Department and academic unit criteria may utilize some quantitative measures. Interdisciplinary work efforts and university initiatives may be acknowledged across areas of evaluation. Excellence, as exemplified by the quality, impact and significance of accomplishments is of utmost importance. Examples of performance for tenure include:
  - 3.6.1. Teaching: This category includes classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; service learning; distance education; publication of instructional materials; advising; supervision of undergraduate students and/or graduate students; and other examples defined by department and academic unit criteria.
  
  - 3.6.2. Research, Scholarship, and Creative Activity (RSCA): This category includes creation and dissemination of new knowledge or other creative activities and/or the preservation of knowledge. For most disciplines, this category consists of research, grants, intellectual property, peer-reviewed publications, and/or creative work as defined by department and academic unit criteria. Research and grant funding may also be factored into the review of RSCA productivity. This category may also include securing patents, copyrights, and

commercialization as defined by department and academic unit criteria.

3.6.3. Service: This category includes service to the university, academic unit, department, colleagues, students, student organizations, and service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large, as it relates to the faculty member's discipline and area of expertise, as well as other activities that benefit and enhance the community and university/community relations as defined by department and academic unit criteria.

3.7. Each academic unit must establish written criteria for each area of responsibility and provide examples of evidence to be used for judging the candidate's performance to date. The guidelines must be appropriate to the various disciplines within the academic unit and consistent with the missions of the academic unit and university. Tenure procedures and measures shall be provided in writing to all incoming faculty members at the time of hire.

3.7.1. Academic unit tenure criteria must be ratified by a simple majority of the full-time tenured or tenure-track faculty either by balloting or through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the academic unit dean/director and Provost.

3.7.2. The academic unit dean/director will forward the current criteria for tenure to the Office of the Provost annually in the spring semester. If changes to the criteria have been approved by the faculty and the academic unit dean/director since the previous cycle, an executive summary should be included outlining those changes.

3.8. Departments shall determine additional written criteria, consistent with the missions of the department, academic unit, and university, to include in the tenure process regarding tenured and tenure-track faculty members.

3.8.1. Departmental measures must be ratified by a simple majority of the full-time tenured or tenure-track department faculty either by balloting or through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the academic unit dean/director and Provost.

3.8.2. When revisions are made to departmental tenure criteria, the revisions should address how they apply to current untenured tenure-track

faculty. Any special provisions for current faculty should consider the degree of change in the criteria and the time until tenure review. Revisions shall be approved by a simple majority of full-time tenured or tenure-track faculty.

- 3.9. If a faculty member is appointed jointly to more than one department, a memorandum of understanding will clearly communicate the criteria for tenure and the nature of the Promotion and Tenure Review Unit at the time of the joint appointment.

#### 4. PRE-TENURE REVIEW

- 4.1. The purpose of the pre-tenure review is to evaluate each tenure-track faculty member's progress toward tenure and to provide a constructive peer evaluation prior to their tenure review. Tenure-track faculty members shall be informed of recommended alterations or improvements in performance to enhance their chances for a positive tenure recommendation by the department, academic unit, and university.
- 4.2. The pre-tenure review process will commence in the faculty member's fourth year of full-time academic employment at TAMU-CC and be conducted in the electronic faculty review system in lieu of the annual performance review for that year. In the event the faculty member was awarded credit at another institution towards tenure at the time of their initial appointment, the faculty member may be evaluated earlier than their fourth year of employment at their discretion in accordance with the terms of employment stated in their initial appointment letter.
- 4.3. Recommendations for improvement or directed efforts will be provided to the faculty member by faculty peers, their department chair/supervisor, and their academic unit dean/director. The documentation and requirements for tenure must be consistent with the candidate's assigned workload. In instances where tenure-track faculty members have been granted time toward tenure during the hiring process, the Provost shall note the year of the pre-tenure review in the hiring letter. The pre-tenure review shall be administered in the electronic faculty review system in accordance with the following process:
  - 4.3.1. Before the end of the spring semester of each year, the office of the academic unit dean/director shall notify each academic unit faculty member who is subject to pre-tenure review during the following fall semester.

- 4.3.2. By September 1<sup>st</sup>, the faculty member who is subject to pre-tenure review shall submit a dossier documenting excellence in their areas of responsibility in accordance with academic unit criteria to the department chair/supervisor via the electronic faculty review system.
- 4.3.3. All tenured faculty members in the department or the Promotion and Tenure Review Unit (see section 7.1 of this rule) shall review the faculty member's case and evaluate it for excellence in the faculty member's areas of responsibility.
- 4.3.4. The tenured faculty members (or Promotion and Tenure Review Unit) shall meet to discuss a candidate's pre-tenure review and shall draft a developmental review identifying strengths and opportunities for improvement in each area of evaluation. The tenured faculty members/ Promotion and Tenure Review Unit shall upload their review to the faculty member's case in the electronic faculty review system.
- 4.3.5. The department chair/supervisor shall develop an individual review and upload it to the faculty member's case in the electronic faculty review system. The department chair/supervisor will then meet with the candidate to discuss their evaluation and the review by the tenured faculty members/Promotion and Tenure Review Unit. The faculty member will receive a copy of the chair/supervisor's written comments and recommendations, as well as the developmental review from the tenured faculty members/Promotion and Tenure Review Unit via the electronic faculty review system.
- 4.3.6. The academic unit dean/director shall review the feedback from the tenured faculty/Promotion and Tenure Review Unit and the chair/supervisor and shall upload a written evaluation to the faculty member's case in the electronic faculty review system. The academic unit dean/director will meet with the candidate to discuss their pre-tenure review in accordance with academic unit guidelines. The faculty member will receive a copy of the academic unit dean/director's written comments and evaluation via the electronic faculty review system.
- 4.3.7. The academic unit dean/director or designee shall forward the faculty member's complete case via the electronic faculty review system to the Office of the Provost for the faculty member's official file.

- 4.4. If the review of the faculty member indicates that they are not progressing adequately towards the requirements for tenure, action is taken to non-renew the appointment of the individual. The non-renewal/non-reappointment process is

described in university procedure 12.01.99.C0.05, *Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments*.

## 5. TENURE REVIEW REQUIREMENTS

- 5.1. The evaluation of candidates for tenure will take place in the academic unit in accordance with the following university guidelines. Before the end of the spring semester prior to the fall semester in which the faculty member is eligible for and plans to apply for tenure, the academic unit dean/director will hold a meeting with each candidate to review timelines, processes, dossier expectations, and submission deadlines.
- 5.2. The academic unit dean/director must determine whether the candidate meets the minimum eligibility requirements to apply for tenure. If there is a disagreement over whether the candidate is eligible to apply for tenure, the faculty member may seek final clarification and review of their relevant academic record from the Office of the Provost. In such an instance the Office of the Provost, in consultation with the faculty member, academic unit dean/director, and other relevant parties will provide a written clarification and justification for whether the faculty member is eligible to apply for tenure, based on the formal criteria outlined in this document, as well as the relevant university rules and procedures and academic unit and departmental level guidelines.
- 5.3. It is the responsibility of the faculty member applying for tenure to submit a complete dossier with all appropriate documentation to the academic unit dean/director's office via the electronic faculty review system on or before the due date. Final deadlines for submitting the dossier and for each step in the review shall be set by the academic unit dean/director and shared with all faculty and academic administrators before the end of the spring semester of each academic year prior to the upcoming tenure reviews.
- 5.4. Academic units may set deadlines in advance of the university deadlines.
- 5.5. Evaluation of faculty performance for tenure should be conducted in a manner that is consistent with the faculty member's assigned workload during the period under evaluation, typically all the full-time experience at TAMU-CC since the faculty member's initial hire into their current position.

## 6. DOCUMENTATION FOR TENURE REVIEW

- 6.1. Candidates for tenure will provide the academic unit dean/director's office with sufficient documentation to support their candidacy via the electronic faculty review system. Except as detailed in this rule, additional documents

may not be added to the candidate's dossier once the review process has begun. All candidates for tenure must present documentation to support their tenure candidacy as specified by their academic unit. At a minimum, the dossier must include the following:

Section I. A letter from the department chair/supervisor noting the nature of the appointment (percent teaching, RSCA, and service including semi-administrative and administrative duties) and any changes in those duties over time.

Section II. An executive summary (two pages maximum) that clearly illustrates how the candidate's qualifications meet each of the applicable requirements listed in section 3.6 of this rule.

Section III. A current curriculum vita.

Section IV. Evidence of performance in teaching, if applicable.

1. A statement of teaching philosophy and growth (two pages maximum) discussing improvements, innovations, and changes initiated over the period under review.
2. An account of teaching assignments and teaching loads, by semester, during the period under review.
3. Additional evidence of teaching excellence may include a peer review of teaching effectiveness as defined by department and/or academic unit criteria and other evidence of teaching effectiveness as determined by academic unit policy.

Section V. Evidence of performance in RSCA, if applicable.

1. A statement explaining contributions and success in RSCA (two pages maximum).
2. Documentation demonstrating performance in RSCA.

Section VI. Evidence of performance in service, if applicable.

1. A statement explaining leadership and service contributions (2 pages maximum).
2. Documentation demonstrating performance in service.

Section VII. Other documentation as defined and required or permitted by the department or academic unit.

- 6.2. Dossiers should consist of no more than 750 electronic standard letter-size pages but may be subject to further expectations as defined by academic unit policy. Candidates should focus on demonstrating quality in their areas of responsibility.
- 6.3. The academic unit dean/director will upload copies of annual or other evaluations (e.g., pre-tenure reviews) from the department chair/supervisor, academic unit dean/director, and Provost along with student course evaluations for the period under review and any faculty responses to those evaluations.
- 6.4. External reviews are required and should follow academic unit guidelines. External reviewers will be solicited from peer or aspirational institutions via the electronic faculty review system as described in academic unit guidelines.
- 6.5. Understanding that the tenure review process provides for review by individuals outside of the candidate's field of expertise, candidates should make every effort to provide context and explanations relating to their documentation and evidence of excellence.

## 7. DEPARTMENT REVIEW PROCESS

- 7.1. If provided for in the academic unit policy and agreed to by the departments, more than one department may be grouped together to form a Promotion and Tenure Review Unit. Such Promotion and Tenure Review Units must be explicitly detailed in academic unit policy. For purposes of this rule, a Promotion and Tenure Review Unit may be synonymous with a department where appropriate. Each department (or Promotion and Tenure Review Unit) shall have a Department Promotion and Tenure Committee.
- 7.2. The Department Promotion and Tenure Committee shall consist of all tenured and fixed-term faculty members in the department that are not currently seeking promotion or tenure and are at or above the associate faculty rank. The committee shall have at least three (3) members. Only tenured faculty members will vote on tenure candidates. A simple majority rule shall prevail. The committee shall not include the department chair/supervisor.
  - 7.2.1. If the number of eligible faculty members in a department is fewer than three (3), the actual eligible faculty members in the department, plus additional tenured faculty members nominated by the Department Promotion and Tenure Committee members and confirmed by the academic unit dean/director, shall act as an ad hoc Department Promotion and Tenure Committee for tenure recommendations.

- 7.2.2. If an academic unit does not have distinct academic departments or enough eligible faculty sufficient to create a Department Promotion and Tenure Committee, an alternate process is acceptable if it is detailed in the academic unit's handbook; agreed to by the faculty, department chairs/supervisors, and academic unit dean/director; and approved by the provost.
- 7.3. After consultation with the appropriate department chair(s)/supervisor(s), the academic unit dean/director shall convene a meeting of each Department Promotion and Tenure Committee. The academic unit dean/director and the department chair(s)/supervisor(s) shall review academic unit policies and university rules and procedures related to tenure with each Department Promotion and Tenure Committee. Each Department Promotion and Tenure Committee shall elect a chair at the meeting.
- 7.4. The chair of the Department Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all tenure candidates. The academic unit dean/director and the department chair/supervisor must not be present during these subsequent meetings. All candidates for promotion shall be reviewed in the electronic faculty review system.
- 7.5. Within at least five business days of written notice, the chair of the Department Promotion and Tenure Committee shall reconvene the committee for a final meeting to hold the tenure vote. By a simple majority of those voting, the committee shall make a recommendation to grant or to deny tenure for each candidate. Only votes to grant or deny tenure are permitted; no abstentions are allowed. The chair of the Department Promotion and Tenure Committee shall upload the results of the review to the faculty member's case in the electronic faculty review system in a written recommendation which shall be signed by all members of the committee and include the result of the vote alongside a written explanation of the vote and decision.
- 7.6. After receiving the report and recommendation from the Department Promotion and Tenure Committee, the department chair/supervisor shall develop a written recommendation to grant or deny tenure and upload it to the faculty member's case in the electronic faculty review system.
- 7.7. The department chair/supervisor will meet with the candidate and review their recommendation and the recommendation from the Department Promotion and Tenure Committee. The candidate will be provided a copy of these recommendations via the electronic faculty review system.

- 7.8. The candidate may submit a written response to the Department Promotion and Tenure Committee's and/or department chair/supervisor's recommendations through the electronic faculty review system. Responses must be submitted to the department chair/supervisor within five business days of the meeting with the department chair/supervisor and will be included in the case.

## 8. ACADEMIC UNIT REVIEW PROCESS

- 8.1. Each department in the academic unit shall elect one member of the department to serve a two-year term on the Academic Unit Promotion and Tenure Committee with the term starting October 1st. This elected faculty member must not be currently seeking or expected to apply for promotion or tenure during their term. Members shall not be the department chair/supervisor or the assistant or associate dean/director, cannot have greater than a 49 percent administrative appointment, and cannot serve consecutive terms unless there are fewer than three eligible faculty members in the department. Members may be tenured or fixed-term faculty at or above the associate faculty rank. Only tenured faculty members will vote on tenure candidates.

- 8.1.1. After the department elections, the academic unit dean/director may appoint up to one person per department to serve a two-year term on the Academic Unit Promotion and Tenure Committee starting October 1st. This person must meet the eligibility criteria above. This appointed faculty member cannot serve consecutive terms unless there are fewer than three eligible faculty members in the department.

- 8.1.2. If an academic unit does not have distinct academic departments or enough eligible faculty sufficient to create an Academic Unit Promotion and Tenure Committee, an alternate process is acceptable provided that it is detailed in the academic unit's handbook, agreed to by the faculty, department chairs/supervisors, and academic unit dean/director, and approved by the provost.

- 8.2. After the Department Promotion and Tenure Committee and the department chair/supervisor have made their recommendations, the academic unit dean/director shall convene a meeting of the Academic Unit Promotion and Tenure Committee. The academic unit dean/director shall review academic unit policies and university rules and procedures related to tenure with the committee. The Academic Unit Promotion and Tenure Committee shall elect a chair.

- 8.3. The chair of the Academic Unit Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all tenure candidates. The academic unit dean/director, assistant dean/director, and associate dean/director must not be present during subsequent meetings. All candidates for tenure shall be reviewed in the electronic faculty review system.
- 8.4. Within at least five (5) business days of written notice, the chair of the Academic Unit Promotion and Tenure Committee shall reconvene the committee for a final meeting to hold the tenure vote. By a simple majority of those voting, the committee shall make a recommendation to grant or deny tenure for each candidate. Only votes to grant or deny tenure are permitted; no abstentions are allowed. A tie vote is insufficient to recommend tenure. The recommendations shall be based on the written criteria of the academic unit (and the department, if applicable) and on discussion among the committee members. The chair of the Academic Unit Promotion and Tenure Committee shall upload the results of the review to the faculty member's case in the electronic faculty review system in a written recommendation which shall be signed by all members of the committee and include the result of the vote alongside a written explanation of the vote and decision.
- 8.5. After reviewing the recommendations from the department chair/supervisor and the department and academic unit committees, the academic unit dean/director shall write an individual recommendation to grant or to deny tenure for each candidate and upload it to their case in the electronic faculty review system.
- 8.6. The academic unit dean/director will meet with the candidate and review their recommendation and the recommendation from the Academic Unit Promotion and Tenure Committee. The candidate will be provided a copy of these recommendations including a breakdown of the committee's vote via the electronic faculty review system.
- 8.7. The candidate may submit a written response to the Academic Unit Promotion and Tenure Committee and/or academic unit dean/director's recommendations through the electronic faculty review system. Responses must be submitted to the academic unit dean/director within five (5) business days of the meeting with the academic unit dean/director and will be included in the case.

## 9. UNIVERSITY REVIEW PROCESS

- 9.1. Each academic unit elects one tenured professor to the University Promotion and Tenure Committee. The provost, in consultation with Faculty Senate, will

appoint two fixed-term faculty members from across the university to the University Promotion and Tenure Committee. Each committee member serves a three-year term. Members may not be a department chair/supervisor and may not serve on the Academic Unit Promotion and Tenure Committee while on the University Promotion and Tenure Committee.

- 9.2. The committee's tenure recommendations shall be based on the written criteria of the academic unit (and the department, if applicable) and on discussion among the committee members. Fixed-term faculty members will not participate in the reviews of tenure candidates. After a review of each candidate's material, the committee shall prepare a written recommendation for each candidate. The chair of the University Promotion and Tenure Committee shall upload the results of the review to the faculty member's case in the electronic faculty review system in a written recommendation which shall be signed by all members of the committee and include the result of the vote alongside a written explanation of the vote and decision.
- 9.3. After reviewing all recommendations, the Provost shall write an individual recommendation to grant or deny tenure for each candidate and upload it to their case in the electronic faculty review system. The Provost may consult with the committees, department chair/supervisor, academic unit dean/director, and/or candidate regarding the recommendations.
- 9.4. The Provost will meet with the President to discuss all tenure recommendations. After that meeting, the President will develop and approve a final tenure list to submit to the System Board of Regents. The President may consult with the committees, department chair/supervisor, academic unit dean/director, Provost, and/or candidate regarding the recommendations.
- 9.5. The Provost will inform the candidate of their recommendation, the recommendation of the University Promotion and Tenure Committee, and the recommendation of the President via the electronic faculty review system.
- 9.6. The President shall submit their recommendation to the Board of Regents.
- 9.7. Following action by the Board of Regents, the Provost will send a letter to the candidate relaying the Board of Regents' decision regarding tenure, with copies provided to the academic unit dean/director and department chair/supervisor.
- 9.8. The university shall retain all materials for a period of five years beyond the faculty member's association with the university.

## 10. CANDIDATE WITHDRAWAL FROM TENURE CONSIDERATION

- 10.1. A candidate for tenure may withdraw from tenure consideration at any time prior to the routing of their case to the University Promotion and Tenure Committee in the electronic faculty review system.
- 10.2. A withdrawal request must be made in writing, signed, and dated to the academic unit dean/director. Once the letter is submitted to the academic unit dean/director, it may not be rescinded, and the case will be deleted from the electronic faculty review system.
- 10.3. If the candidate is applying for early tenure and withdraws prior to the routing of their case to the University Promotion and Tenure Committee for review, they shall reapply for tenure in their sixth year.
- 10.4. In the event a candidate requests withdrawal from the tenure review process and is not applying for early tenure, the faculty member will be given a one-year terminal contract with the current workload and salary to begin in the academic year immediately following the year in which the application for tenure was withdrawn.

## 11. RECOMMENDATIONS AGAINST TENURE

- 11.1. If the decision is not to award tenure, the faculty member will be given a one-year terminal contract with the current workload and salary to begin in the academic year immediately following the year in which the application for tenure was denied.
- 11.2. Any grievances related to the tenure process will follow the process described in university procedure *32.01.01.C0.01, Complaint and Appeal Process for Faculty Members*.
- 11.3. Faculty members appealing a decision not to reappoint as a result of a denial of tenure should refer to university procedure *12.01.99.C0.05, Faculty Dismissals, Administrative Leave* and System Policy *12.01, Academic Freedom, Responsibility and Tenure*.

## 12. END OF A TERM CONTRACT, FINANCIAL EXIGENCY, AND THE PHASING OUT OF PROGRAMS

See university procedure *12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments* and system policy *12.01, Academic Freedom, Responsibility and Tenure* for information on the processes and

response hearings related to non-renewal of non-tenured tenure-track faculty at the end of a term contract, financial exigency, and the phasing out of programs.

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## **Related Statutes, Policies, or Requirements**

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System Policy [12.01, Academic Freedom, Responsibility and Tenure](#)

System Regulation [12.01.01, Institutional Rules for Implementing Tenure](#)

University Rule [12.01.99.C1, Granting Extension of Tenure Probationary Period](#)

University Procedure [12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty](#)

University Procedure [12.01.99.C0.03, Responsibilities of Faculty Members](#)

University Procedure [12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments](#)

University Procedure [12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members](#)

University Procedure [33.99.04.C0.02, Promotion of Full-Time Faculty Members](#)

This procedure supersedes:

- [12.01.99.C2, Tenure](#)
  - [12.02.99.C0.01, Tenure](#)
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## **Contact Office**

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
(361) 825-2722