

# Tenure Guidelines, Policies, and Procedures

Tenure at IUP is dependent upon having satisfied the minimum statutory requirements (Act 182) and the Collective Bargaining Agreement (CBA), according to the collective judgment of the department chair, the Department Tenure Committee (DTC), and the University-Wide Tenure Committee (UWTC), and as approved by the President of the University. The following document contains the CBA criteria that DTC and the UWTC will use to evaluate an applicant's growth and performance while probationary faculty at IUP. The UWTC is charged by the CBA to make an independent evaluation concerning candidates' tenure.

## **PART I: CRITERIA**

### **A. MINIMUM QUALIFICATIONS**

One must meet the minimum qualifications as set forth in the CBA to be eligible for tenure. The minimum qualifications must be certified by an official transcript or by a written statement from the registrar of the academic institution granting the credits or degree(s).

### **B. ELIGIBILITY TO APPLY FOR TENURE**

The eligibility to apply for tenure shall be governed by CBA Article 15.

Faculty interested in applying for early tenure must follow the guidelines in the CBA, section 15.B. Questions regarding the early tenure application process should be directed to the UWTC Chair at [tenure-submission@iup.edu](mailto:tenure-submission@iup.edu).

### **C. CRITERIA FOR TENURE OF ACADEMIC FACULTY**

1. **Effective teaching and fulfillment of professional responsibilities.** All appropriate data will be submitted as evidence for an overall evaluation of teaching effectiveness and fulfillment of professional responsibilities. Failure to meet the requirements under fulfillment of professional responsibilities shall preclude consideration for tenure.
  - a. Effective teaching for faculty whose primary responsibility is teaching will be indicated by such items as:
    - (1) Student evaluations (from the forms approved by APSCUF and Management as required by the CBA).
    - (2) Quality of course syllabi
    - (3) Reports of classroom observations from the departmental evaluation committee and department chairperson.
    - (4) Quality of course examinations and paper assignments.
    - (5) Thesis advisement, independent study, if applicable.

All statements must be based on verifiable evidence such as description of teaching activity, student and peer ratings, awards recognizing teaching skills, etc.

- b. Professional responsibilities for faculty whose primary assignment is teaching will be indicated by such items as:
- (1) Willingness to accept departmental work assignments.
  - (2) Timely execution of work assignments.
  - (3) Prepare for and meet assigned classes.
  - (4) Confer with and advise students.
  - (5) Hold posted office hours at least five hours per week on no fewer than three different days of the week.
  - (6) Evaluate students fairly and report promptly on student achievement.
  - (7) Participate in group deliberations which contribute to the growth and development of the students and the university.
  - (8) Accept those reasonable duties assigned within the fields of competence.
- c. For faculty members whose primary responsibilities lie outside the classroom the department will submit a copy of the applicant's approved job description to the UWTC. All evaluation statements must be based on verifiable evidence such as peer and chair observations of performance as governed by CBA Article 12. Effective performance will be indicated by such items as:
- (1) Reports of performance observation from department evaluation committee and department chairperson.
  - (2) Evaluation by appropriate student constituency receiving supervision or service from the faculty member.
  - (3) Evaluation of workshops, seminars, and professional programs conducted as part of professional responsibilities.
  - (4) Quality of written reports generated as part of professional responsibilities.
  - (5) Reports of departmental colleagues who collaborate with the faculty member.
  - (6) Reports of colleagues from other departments who work collaboratively with the faculty member.
  - (7) For faculty members whose assignment includes any college teaching, teaching effectiveness shall be included as one component of performance review as defined in CBA Article 12.
- d. Professional responsibilities for faculty members, whose primary responsibilities lie outside the classroom, will be indicated by such items as:
- (1) Willingness to accept departmental work assignments.
  - (2) Timely execution of work assignments.
  - (3) Conferring with and advising students and/or student groups.
  - (4) Participating in group activities which contribute to the growth and development of the students and the university.
  - (5) Accepting those reasonable duties assigned within their fields of competence.
- e. For faculty members with mixed assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of Article 12.

2. **Continuing scholarly growth** will be indicated by, but not limited to, such items as:

- a. Development of new or experimental programs.
- b. Papers delivered at regional and national meetings of professional societies.
- c. Regional and national awards.
- d. Offices held in professional organizations.
- e. Invitational lectures given.
- f. Participation in panels at regional/national meetings of professional organizations.
- g. Grant acquisitions.
- h. Editorships of professional journals.
- i. Participation in one-person or invitational shows.
- j. Professional consulting.
- k. Research projects and publications.
- l. Creative activities.
- m. Additional graduate work related to the candidate's discipline.

The applicant must substantiate his/her scholarship in the materials provided to the DTC.

3. **Service:** Contribution to the university and/or community: This will be indicated by, but not limited to, such items as:

- a. Active participation in program, department, college, and university committees.
- b. APSCUF activity contributing to the governance of the university.
- c. Development of new course(s) or program(s)
- d. Participation in university-wide colloquia.
- e. Voluntary membership in professionally oriented, community based organizations reasonably related to the faculty member's discipline.
- f. Lectures and consultations.
- g. Activities supporting campus programs.
- h. Consulting with local and area agencies and organizations. Only service directly related to the discipline may be counted.

The applicant must substantiate his/her service in the materials provided to the DTC.

**D. ADDITIONAL CRITERIA**

Any changes in the "Tenure Guidelines, Policies and Procedures" must be amended by agreement of local Meet-and-Discuss and reviewed for the sole purpose of insuring their compliance with the CBA.

**E. RESPONSIBILITIES OF THE APPLICANT FOR TENURE**

1. The following materials must submitted to the UWTC via MyIUP prior to the contractual deadline of December 31 for Fall Hires and May 1 for Spring Hires.
  - a. A letter of no more than three pages to the President indicating why the applicant should be granted tenure. The letter should address the three areas of Evaluation and Performance Review of Faculty as stated above.

- b. An updated curriculum vitae.
- c. Authorization (via the check box on MyIUP) for the UWTC to examine the applicant's Personnel File.
2. The applicant must provide (in hard copy) to the DTC and department chair their letter to the President, vita, and any supporting evidence for each criterion. Also, the applicant must complete the check box on MyIUP AND print, sign, and give to the DTC Chair a hard copy of the form granting permission for the DTC to review the HR file.
3. The applicant must maintain a complete official set of academic credentials in their personnel file in the office of the Director of Human Resources.
4. The applicant is responsible for insuring that the following items are in their personnel file in time for the Tenure Committee to review applications:
  - a. Statistical reports of student evaluations for all classes taught since the applicant's appointment to the Faculty.
  - b. All peer observations since the applicant's appointment to the Faculty.
  - c. All departmental evaluations for renewal since the applicant's appointment to the Faculty.
  - d. All evaluations by the department chair since the applicant's appointment to the Faculty.
  - e. All evaluations by the applicant's Dean since the applicant's appointment to the Faculty.

## **PART II: PROCEDURES AND RESPONSIBILITIES OF COMMITTEES**

### **A. PROCEDURES FOR ESTABLISHING DEPARTMENT TENURE COMMITTEES**

1. The tenure committee membership will be limited to the tenured faculty of the department. No faculty member shall serve on a departmental tenure committee when he/she or a member of his/her immediate family, or a person residing in his/her household is an applicant for tenure.
2. The DTC should be elected by October 1. Once elected, membership should be emailed to the UWTC chair.
3. A DTC shall have no fewer than three members.

### **B. RESPONSIBILITIES OF THE DEPARTMENT TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON**

**(The DTC and Department Chair must evaluate and recommend independently.)**

1. The DTC shall annually elect a chair and will notify the UWTC chair of the results by October 1. The UWTC will send this information to IT so upload access for the DTC tenure letter can be granted to the DTC Chair.
2. The DTC will verify, review, and evaluate all appropriate evidence and make a recommendation to the UWTC. The DTC must make an explicit positive or negative recommendation. The candidate for tenure shall be provided with the DTC's written recommendation, a minimum of one week before the DTC submits their recommendation to the UWTC. The candidate shall be advised by the DTC of his/her opportunity to review and rebut the evaluation in writing, and will submit the rebuttal to the UWTC via MyIUP. Candidates have the right to meet with the DTC. The DTC will use the Department Tenure Committee Form and submit via MyIUP.

3. The department chairperson will submit an independent recommendation to the UWTC. The department chairperson must make an explicit positive or negative recommendation. The candidate for tenure shall be provided with the chair's written recommendation, a minimum of one week before the chair submits his/her recommendation to the UWTC. The candidate shall be advised by the chair of his/her opportunity to review and rebut the evaluation in writing, and will submit the rebuttal to the UWTC via MyIUP. Candidates have the right to meet with the department chair. The Department Chair will use the Department Chair Recommendation Form and submit via MyIUP.
4. In the event that the applicant is a department chair, the department shall select another faculty member in the department acceptable to the department. Consideration may be given to the assistant chair, a former chair of the applicant's department, the department's graduate coordinator, or the chair of a different academic department who has had occasion to work closely with the applicant. The substitute must be agreed upon by the applicant, the DTC chair, and the UWTC chair. Approval of the substitute by all parties will be documented in an attachment to the Application for Promotion. The substitute for the Department Chair will use the Department Chair Recommendation Form and submit via MyIUP.
5. By February 15, for Fall Hires and October 1, for Spring Hires the following items must be submitted:
  - a. The DTC and department chairperson shall submit in writing to the President and UWTC (via MyIUP) a letter with a detailed recommendation in accordance with the CBA and the "Statement of Tenure Policies and Procedures"
  - b. The candidate's supporting materials shall be held by the department unless requested by the UWTC.

IF THE COMMITTEE OR CHAIRPERSON FAILS TO SUBMIT A RECOMMENDATION TO THE UWTC BY THE APPROPRIATE DATE, THE APPLICANT MAY SUBMIT THE APPLICATION AND THE SUPPORTING MATERIAL DIRECTLY TO THE UWTC.

### **C. PROCEDURES FOR ESTABLISHING A UNIVERSITY-WIDE TENURE COMMITTEE**

1. The UWTC must have nine members. No more than one member of a department may serve on the committee. Only tenured faculty members are eligible to serve on the UWTC. Membership on the UWTC shall be limited to six consecutive years.
2. Three members will be elected annually to three-year terms. The chairperson shall be elected by a majority vote of the committee at its first meeting and shall serve for one year. The chairperson is eligible for re-election to a second term, but not a third, during his/her three-year term on the committee. Members of the committee, and alternates, may be re-elected. Terms of office shall begin on June 1, and end on May 31st of the year when term expires. The first meeting of each year shall be called by the chairperson from the previous year, or his/her designees, before the end of the academic year.
3. Elections shall be held every year between March 15 and April 15 under the supervision of the Nominations and Elections Committee of the local chapter of APSCUF.

NOTE: IN CASE OF CONFLICT, PROVISIONS OF COLLECTIVE BARGAINING AGREEMENT SHALL TAKE PRECEDENCE.

**D. RESPONSIBILITIES OF THE UNIVERSITY-WIDE TENURE COMMITTEE**

1. The UWTC shall meet and establish procedures prior to receiving tenure materials.
2. Application forms and instructions for their use shall be available on the IUP Academic Affairs website for DTCs, prospective tenure applicants, and their respective department chairs.
3. The UWTC shall oversee the publication and distribution of the approved statement of tenure policies and procedures to all members of the bargaining unit.
4. The UWTC shall review all tenure materials received and shall independently judge each application on the basis to which each candidate has met the criteria for tenure. Recommendations for tenure which are submitted by the DTCs must be based on established criteria and specifically identified evidence. Members of the committee will review only those materials relevant to the stated criteria. This will include examination of a candidate's personnel file.
5. If the UWTC questions the justification a department makes for its recommendation, it may request further information from the department.
6. Each applicant for tenure shall have the right to request and make an appearance before the UWTC to speak on his/her own behalf, before the committee submits its recommendations to the President or his/her designee. (CBA language)
7. The UWTC may request to meet with the department chair and/or the DTC to obtain additional information, if necessary.
8. The UWTC will review all tenure applications and submit its recommendations (positive and negative), to the President or his/her designee by April 1 (for Fall Hires) or November 1 (for Spring Hires), via official IUP email and hard copy.
9. Each candidate shall have access to copies of all documents relevant to his/her application reviewed by the UWTC via MyIUP.
10. The UWTC decision will be determined by a majority vote of the entire committee. In cases where the DTC and/or the department chair do not recommend tenure, the UWTC will vote by secret ballot. Ballots will be held by the UWTC chair until the end of the academic year.
11. The UWTC chair shall send the names of each Department Tenure Committee Chair to IT (so they can set permissions for uploading documentation). The UWTC shall also send the list of UWTC committee members to HR (for the purpose of allowing members to view HR files).

**E. DATES FOR COMPLETING THE TENURE PROCESS**

	Fall Hires	Spring Hires
1. President's notice of tenure deadlines sent to eligible faculty members.	October 1	February 1
2. Submission of application letter and vita by Candidate and completion of the check box granting the UWTC permission to view the personnel file via MyIUP.	December 31	May 1
3. Submission of DTC and Department Chair recommendations to the candidate for review, and if appropriate, rebuttal.	One week prior to submission deadline.	
4. DTC and Chair forms and recommendation submitted via MyIUP.	February 15	October 1
5. Submission of rebuttals by candidate via MyIUP.	February 15	October 1
6. Submission of recommendations by the UWTC to the President, along with the materials on which those recommendations were based	April 1	November 1
7. President's notification to the faculty member	May 31	December 31

**F. THE FACULTY MEMBER HAS THE RIGHT TO GRIEVE THE DENIAL OF TENURE AS STIPULATED IN THE CBA ARTICLES 15 and 5.****G. THE PROVISIONS IN THIS DOCUMENT MAY BE REVIEWED AT THE REQUEST OF IUP APSCUF OR THE IUP ADMINISTRATION.****PART III: RENEWALS AND NON-RENEWALS****A. NOTIFICATION OF RENEWAL OR NON-RENEWAL**

Probationary faculty shall be notified, in writing, by the President of renewal or non-renewal by the notification dates stipulated in the CBA Article 14.

**B. DEPARTMENT EVALUATION COMMITTEE (DEC) AND DEPARTMENT CHAIRPERSON RESPONSIBILITIES**

The DEC and department chairperson shall make renewal recommendations, in writing, to the Dean by the dates stipulated in the CBA Article 12. If a department chairperson and/or DEC does not recommend renewal for a probationary faculty in the third or fourth year of probationary employment, the Dean will notify the President no later than December 1, and the President or his designee will notify the chair of the UWTC no later than December 15. Documentation including the DTC and Chair's recommendations will be provided to the UWTC no later than January 10.

### **C. UNIVERSITY WIDE TENURE COMMITTEE RESPONSIBILITIES**

1. The UWTC shall review the recommendations of the DEC and the department chairperson in addition to all materials received for performance review and evaluation. Members of the committee will review only those materials placed before it relevant to the stated criteria. This will include examination of a probationary faculty member's personnel file, if permission is granted by the probationary faculty member.
  2. Before the UWTC makes its recommendations to the President, the probationary faculty member has the right to appear before the UWTC.
  3. Each probationary faculty member shall have access to copies of all documents relevant to his/her evaluation reviewed by the UWTC and any other sources of information considered by the UWTC.
  4. The UWTC decision will be determined by a simple majority of the entire committee. A minimum of five positive votes will be required for a renewal recommendation. Vote will be by secret ballot. Ballots will be held by the UWTC chair until the end of the academic year.
  5. The UWTC will submit its recommendation to the President or his/her designee no later than January 28.
- D. THE FACULTY MEMBER HAS THE RIGHT TO GRIEVE THE NON-RENEWAL PER CBA ARTICLES 14 AND 5.**

### **PART IV: HOW TO APPLY**

#### **A. For the Candidate**

- a. **First Deadline (December 31 for Fall Hires and May 1 for Spring Hires)**
  1. Upload your three-page application letter to the President and your Vita as a single PDF document via MyIUP.
  2. Submission of these documents and completion of the check box gives the UWTC permission to view the candidate's personnel file.
  3. Provide hard copies of tenure submission documents to the DTC and Department Chair
  4. Complete the check box on MyIUP and provide a signed hard copy of the DTC Permission form giving the DTC permission to view personnel file
- b. One week prior to Second Deadline (February 15 for Fall Hires and October 1 for Spring Hires)
  1. Read DTC Recommendation and indicate desire for rebuttal via MyIUP.
  2. Read Department Chair Recommendation and indicate desire for rebuttal via MyIUP.
  3. Indicate desire for meeting with UWTC via tenure-submission@iup.edu.
- c. **Second Deadline (February 15 for Fall Hires and October 1 for Spring Hire)**
  1. Using the Candidate Personnel Verification Form, visit Human Resources to check your personnel file.
  2. Fully complete the form, save it as a PDF file, and submit via MyIUP.
  3. Submit rebuttal(s) via MyIUP, if appropriate.



B. For the Department Tenure Committee

- a. One week prior to deadline (February 15 for Fall Hires and October 1 for Spring Hires)
  1. Using the Department Tenure Committee Recommendation Form, insert the DTC letter where indicated. Print, have all committee members sign, scan, save as a PDF file, and submit to the candidate for review via official IUP email.
- b. **Deadline (February 15 for Fall Hires and October 1 for Spring Hires)**
  1. Using the Department Tenure Committee Recommendation Form, insert the DTC letter where indicated. Print, have all committee members sign, scan, save as a PDF file, and submit via MyIUP.
  2. Using the DTC Personnel Verification Form, visit Human Resources to check the personnel file.
  3. Fully complete the form, save as a PDF file, and submit via MyIUP.

C. For the Department Chair

- a. One week prior to deadline (February 15 for Fall Hires and October 1 for Spring Hires)
  1. Using the Department Chair Recommendation Form, insert the DTC letter where indicated. Print, have all committee members sign, scan, save as a PDF file, and submit to the candidate for review via official IUP email.
- b. **Deadline (February 15 for Fall Hires and October 1 for Spring Hires)**
  1. Using the Department Chair Recommendation Form, insert the DTC letter where indicated. Print, scan, save as a PDF file, and submit via MyIUP.

All Forms are located on the Academic Affairs Website

Forms are in Microsoft Word – you can type on them to fill them out

Then print and sign (if needed)

Scan the printed & signed document and save as a PDF before uploading to MyIUP.