



PROCEDURES FOR CONSIDERATION OF FACULTY FOR TENURE

The criteria for faculty tenure may be found in the Agreement between Utica College and American Association of University Professors Utica College Chapter (expiring May 31, 2020), Article 8.5, pages 8-9. If this procedures document conflicts with aforementioned Agreement, the Agreement shall prevail.

Utica College faculty hired on a tenure track are informed upon initial appointment when they will be evaluated for tenure. This evaluation occurs generally in the sixth (6th) year of appointment, but may occur earlier when time toward tenure is granted upon initial appointment.

Timetable

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| <u>June 1</u> | The Provost and Vice President for Academic Affairs shall notify the School Deans of faculty members in their Schools who are eligible for tenure consideration and their order for consideration. |
| <u>June 15</u> | Candidates for tenure during the upcoming academic year are notified by their School Dean of their upcoming consideration. |
| <u>August 15</u> | Candidates will submit all information to be considered in the tenure evaluation to the School Dean. |
| <u>September 15</u> | School Tenured Faculty should complete consideration of faculty including submission of faculty letter at least one week before consideration by the Faculty Affairs Committee (FAC) and by September 15, if possible. The Dean's letter must be submitted in the same time frame. |

Candidate's Responsibilities

1. Consult with your School Dean and senior members of the faculty for guidance in preparing the Summary of Professional Activities and any other material needed to document your case for tenure. To ensure that all candidates have an equal opportunity to present written materials to the FAC regardless of when their consideration occurs during the year, written materials submitted to the FAC (e.g., Summary of Professional Activities,

- Reflective statements, etc.) may not be modified after August 15. It is essential that candidates solicit colleagues for feedback on materials prior to that date and make any and all desired corrections to materials before that date. During their formal consideration meeting, candidates will have the opportunity to update the FAC orally on changes to their dossier.
2. Prepare and/or update your **Summary of Professional Activities with dates in chronological order beginning with most recent** since your date of hire, with dates and explanations of specific activities and their relative importance to your professionalism. The Summary of Professional Activities is to include:
 - A. Education and Professional Experience
 - B. Teaching (at UC and other institutions)
 - C. Creative and professional accomplishment activities, including:
 - Whether peer reviewed, juried or invited
 - Audience (national, regional, state, local)
 - List in chronological order with most recent first
 - F. Service (to the College and larger community)
 - G. Honors, fellowships, awards, grants, lectureships, etc.
 - H. Other relevant activities
 3. Prepare a **Reflective Statement on Teaching**. The faculty member should show excellence and active interest in teaching. In addition to evaluating class performance, the FAC shall consider, among other things, the faculty member's activities as an academic advisor and work done with students outside the classroom, student surveys and evaluation by peers in judging teaching performance, and improvement of existing courses. The FAC may weigh these criteria as it sees fit on a case-by-case basis.
 4. Prepare a **Reflective Statement on Professional Accomplishment**. The faculty member should show clear evidence of creative and professional accomplishments appropriate to his or her field. The FAC shall consider appropriate scholarly and/or appropriate creative activity in the faculty member's field. Scholarly publication is one of several possible measures of professional accomplishment.
 5. Prepare a **Reflective Statement on Service**. The faculty member should show clear evidence of meritorious service to the teaching profession, the College, and/or the community at large. Service in the AAUP-UC and participation in admissions events shall each be recognized as one form of such service. Participation in curricular development outside of his or her teaching duties, preparation of documents for accreditation, self-study, and other professional service shall also be recognized as service.
 6. **Prepare a Supplemental File**. Include supporting documents/materials relevant to the case for tenure.

7. Review your file to make sure it is complete and ready for submission to the School Dean for the Tenured Faculty and the FAC by **August 15**. Copies of Student Opinionnaires on Teaching are required and will be made available by the school for FAC review.
8. Be available for questions (on call) when FAC conducts your tenure consideration. You will be advised as to the date(s) and time(s).

Other Information:

- Student opinionnaire scores and grade distribution reports for the tenure track years at Utica College will be supplied by the School Office.
- Letter from the School Tenured Faculty summarizing the discussion and vote.
- Letter of recommendation from the School Dean.

School Dean's Responsibilities

1. Distribute this document. Notify faculty members in writing of deadlines for tenure considerations by the Tenured Faculty and the FAC. This is to be done by **June 15**.
2. Provide guidance for each candidate who is eligible for tenure consideration.
3. Schedule Tenured Faculty meetings for consideration of each candidate at least two weeks prior to scheduled consideration of the candidate by the FAC, preferably by **September 15**.
4. Make Tenured Faculty aware of the availability of the candidate's electronic file and supporting materials and allow sufficient time for review prior to School consideration. Acquire opinionnaire scores and peer reviews, and make them available to the Tenured Faculty and the candidate.
5. The school office is responsible for adding the electronic materials to the dedicated web site for review by the school tenured faculty.
6. Ensure that all elements of the evaluation criteria are addressed, for example, evaluation of teaching should also include the candidate's activities as an academic advisor and work done with students outside the classroom.
7. Discuss balance and future plans concerning the direction of the School and the College as provided in the bargaining agreement.

8. Lead School discussion and vote on the three criteria and the overall recommendation for each candidate.
 - A. excellence and active interest in teaching
 - B. evidence of creative professional accomplishment/activity
 - C. meritorious service to the teaching profession, the College, and the community
 - D. overall recommendation for tenure
9. Assure that a Tenured Faculty recommendation is written addressing the criteria described in # 8 above, on all information presented at the School meeting.
10. Make the Tenured Faculty aware of the availability of their letter of recommendation in the School office for comments before it is added to the candidate's folder.
11. Develop an independent School Dean's letter of recommendation addressing the criteria described in # 8 above, based on all the information presented in the candidate's file. This letter should be a candid and original appraisal by the School Dean, not a restatement of the Tenured Faculty recommendation. Letter must be submitted one week prior to candidate's FAC review date.
12. Upon the completion of the tenured faculty deliberations, share the letters of the tenured faculty and Dean with the candidate and provide an opportunity to discuss the results.
13. Deliver the candidate's completed file (electronically or on CD) to the FAC at least one week prior to the candidate's consideration by the FAC. This includes one hard copy of the following:
 - A. Summary of Professional Activities
 - B. Reflective statements
 - C. Grade Distribution Report
 - D. Student evaluations (opinionnaires) from date of hire
 - E. Peer evaluations
 - F. Reappointment letters from previous four years.
 - G. Tenured Faculty's letter of recommendation
 - H. School Dean's letter of recommendation

Also included should be one copy of the Supplemental File used by the Tenured Faculty in their considerations.

14. Be available for questions (on call) when FAC is considering the candidate.

Consideration Procedures of FAC

1. A positive motion is made to recommend candidates (in order) for consideration for tenure. Discussion follows. The School Dean may be invited in for consultation. The candidate is invited in and is asked to update the committee on any changes since submission of materials and is expected to respond to questions. Upon completion of the discussion, a vote is taken by anonymous ballot. A quorum is 6 voting members of 9 total members. Ratio to Pass: 6 of 9, 6 of 8, 5 of 7, or 4 of 6.
2. At the next FAC meeting, the request is made by the Provost/VPAA or Chair *Pro Tem* for first reconsideration of the candidate. Reopening of consideration is made if any member requests it. School Deans may be called in for consultation. A second vote is taken using the same procedure and ratio to pass.
3. At end of review of all tenure candidates, the request is made by the Provost/VPAA or Chair *pro tem* for a second reconsideration of each candidate. Reopening consideration requires a majority affirmative vote of the members present. If reopened and discussion completed, a third vote is taken using the same ratio to pass. For all negative recommendations on promotion and tenure, FAC will write a letter to the candidate. The purpose of the letter will be constructive in nature, not prescriptive and is intended to assist the candidate in remediating issues that FAC feels weighed against a positive recommendation. The Provost will present the letter to the candidate during their individual meeting. The letter will not be made part of the faculty member's official file.
4. The Provost/VPAA advises the candidate of the recommendation of FAC. If the recommendation is negative (not to recommend tenure), the candidate may request reconsideration to the FAC as stated in the bargaining agreement. The candidate meets with the FAC. If the candidate requests reconsideration the process proceeds as specified in the bargaining agreement. The candidate also has the right to present his/her case with the assistance of a bargaining unit member of choice.
5. The Provost/VPAA conveys the recommendation of FAC to the President with his or her own recommendation.
6. In the event of an irreconcilable disagreement, the recommendations of the FAC and the Provost shall be forwarded to the President for his or her consideration. The decision to grant tenure shall ultimately be the prerogative of the President and the Board of Trustees of the College. A faculty member shall be notified in writing by the Provost of the grant or denial of tenure.

Other Procedures

- It is the responsibility of the candidate to provide full documentation to the FAC, and one cannot expect that the FAC will ask for missing information.
- Materials considered by the school and the FAC must be the same to ensure consistency of consideration.
- FAC may send back school recommendations containing too little information relating to their discussion.
- In-class peer evaluations should be conducted on a regular basis to be discussed in School letters to FAC.
- When considering the balance (distribution of specialties within a discipline) and future needs of the College in School decisions, the FAC may request the estimates of School Deans (in consultation with the Tenured Faculty), and the Provost/VPAA with respect to the following kinds of evidence:
 - Past, present, and projected student enrollment (said projection to be based on available local, regional or national data) in the College as a whole and in the appropriate discipline or subject area;
 - Past, present and projected individual and School faculty loads.

CONFIDENTIALITY STATEMENT

At its meeting on March 31, 1981 the **Faculty Affairs Committee (FAC)** approved the following statement that has been revised as follows:

An absolutely essential element pertinent to effective operation of the FAC is that its deliberations be conducted and transmitted in the strictest confidence. Any failure to observe confidentiality, particularly with respect to personal and personnel-related matters, undermines the confidence of the College Community in its work. The following guidelines are suggested in the interests of preserving confidentiality:

1. All discussions should be limited to official meetings of the FAC, except as may be necessary with fellow committee members. No discussions of issues and personnel matters should ever be conducted with non-members of the Committee. FAC members discussing matters before the FAC among themselves are responsible for ensuring strict privacy of such discussions.
2. The only reports emanating from the Committee should be those which are officially approved by the full Committee and these should be reported only by the Committee's designated representative, usually the Chair *Pro Tem*.
3. Although inappropriate, members of the College Community frequently question progress of the Committee in its work. It is suggested that any responses to such questions be limited to stating the topic area(s) under consideration at that time, i.e., rules and procedures, tenure, promotion, emeritus recommendations, non-reappointments. In no instance should it be necessary to relate the names of persons under consideration or to provide any detail as to actual discussions.

The Committee has found that raising questions with School Deans requiring further information that might be in the interests of a particular candidate, even during the Committee's formal deliberations, can occasion action outside of the Committee which may unduly affect the deliberation process. Accordingly, it is suggested that responsibility for providing full information be placed entirely with the candidate, the Tenured Faculty of the School, and the School Dean, and that the FAC thereafter base its deliberations solely on that material brought to its attention as part of the recommendation process.