I. Tenure

Tenure is the right after a probationary period to continual employment in a bargaining unit position until retrenchment, resignation, retirement, or termination for just cause with due process.

The academic freedom of a probationary faculty member is dependent primarily on the understanding and support of faculty colleagues, the administration and the professional organization. Faculty status in the areas of appointment, reappointment, decisions not to reappoint, promotion, granting of tenure and dismissal are primarily a faculty responsibility.

The tenure policy described in this document applies to tenure-track bargaining unit members. Tenure shall not be acquired automatically by length of service, but rather through the criteria and procedures set forth in this policy and the conditions described in the FSU-FFA Agreement.

The term “Department Head” when used in this document means a full-time administrator with administrative responsibility for a Department, Unit, or program area.

II. Tenure Attainment Criteria

The attainment of tenure is often the single most important achievement in an academic career. It is a privilege granted by the University to those who have demonstrated talent and dedication as members of a Department. The criteria for attainment of tenure in the College of Education and Human Services are based upon demonstrated quality in the following three areas: teaching and advising, professional development, and service.

A. Assigned Professional Responsibilities. The candidate shall demonstrate quality interactions with students and colleagues as evidenced by:

1. Teaching.

   a. Student assessments of classroom teaching. The FSU Student Assessment of Instruction (SAI) or the Individual Development and Educational Assessment (IDEA) shall be administered each fall and spring semesters according to the University guidelines. Results will be made available to the Tenure Review Committee upon request.

   b. Self-evaluation of classroom teaching. The candidate will perform a written self-evaluation of classroom teaching at the time of peer evaluations.

   c. Peer evaluations of classroom teaching by at least one tenured faculty member shall be done each fall and spring semesters except the year tenure is requested. A written evaluation statement must be included with the recommendation for reappointment or tenure.

   d. Department Head evaluations of classroom teaching shall take place annually. Results will be made available to the departmental Tenure Review Committee. A
written evaluation statement must be included with the recommendation for reappointment or tenure.

e. **Academic Integrity** as demonstrated by:

1. Classroom pedagogy
2. Subject Matter Content
3. Classroom organization
4. Maintaining a good learning environment
5. Present course level appropriate content
6. Maintain an intellectually challenging learning environment

2. **Advising.**

   a. Scheduling office hours and meeting with assigned advisees to conduct appropriate academic advising.
   b. Successful guidance of advisees on curricular matters such as registration, academic policy interpretation, career pathway discussions, and other matters related to the academic program or the career choice of the student.

3. **Faculty Responsibilities**, for example:

   a. Participating in departmental functions
   b. Office hours
   c. Faculty searches
   d. Faculty retreats
   e. Advisory committee meetings
   f. Punctuality and deadlines in performance of faculty responsibilities
   g. Demonstrate verbal and electronic communication skills
   h. Being responsive to both verbal and electronic communications
   i. Collegiality

4. **Program Coordination or other released time assignments** shall be assessed annually by the tenure candidate’s immediate supervisor and by faculty members within the area of assignment. Those evaluations will be made available to the Tenure Review Committee and the candidate.

B. **Professional Development.** The candidate shall demonstrate substantial activity and competence in development activities that include, but are not limited to:

1. **Research.** Evidence must be included of activities that include, but are not limited to:
   - Generation of new knowledge
   - Publication of research studies
   - Presentation of research papers
   - Obtaining grants
   - Other activities deemed acceptable by individual units

2. **Scholarly Activities.** Activities may include, but are not limited to:
   - Serving as a journal referee
   - Consulting with professional agencies or organizations related to the field.
   - Developing new course techniques
- Developing new or improving existing programs
- Course analysis and development
- Submitting grant or contract proposals
- Participating on continuing education as a lecturer, author, or as a developer of other educational materials
- Serving as a member of a school or program evaluation team
- Developing educational technology
- Developing web-based and/or video distance learning courses

3. **Creative Endeavors**

- Publication and/or production of print and non-print media

C. **Service.** The candidate shall demonstrate service to society, the University, his/her College, Department, community and other professionals by activities that include, but are not limited to:

- Service on the Academic Senate and/or University committees, as evidenced by letters from Chairs or meeting minutes showing attendance and positive contributions
- Administrative responsibilities, including chairing committees, etc.
- Representing the University to government agencies, alumni, and other organizations
- Officer or member of a county, state, national, or international professional organization
- Representing the profession before governmental, legislative, and other organizations
- Department committee work
- Other activities requested by the Dean or Department Head or deemed worthy by the unit
- Community service

### III. Tenure Review Committees

A. Each Department/Unit Tenure Review Committee shall be composed of all the tenured bargaining unit faculty members in the department/unit. The Tenure Review Committee shall have at least three members. If there are fewer than three tenured faculty members in the Department/Unit, additional tenured members from within the College shall be recommended to the Department Head by the Tenure Review Committee for that department. The Tenure Review Committee may elect some of its members to serve on subcommittee(s) which may be delegated advising, mentoring and recommending responsibilities for each tenure-track candidate. The composition of the subcommittee(s) and the duties to be performed shall be specified in a department policy and attached as an appendix to the COEHS Tenure Policy. It is the Tenure Review Committee’s responsibility to write a rationale to support their recommendations consistent with University, College, and Departmental policies and consistent with the Ferris Faculty Association/Ferris State University contract in force at the time recommendations are made.

B. In cases of denied tenure or continuing employment for a candidate, the Tenure Review Committee will remain intact for consideration of appeals.
IV. Procedures

A. The Tenure Review Committee in each department/unit shall be provided with a file in the office of the Department/Unit for storage of all documents, evaluations, and findings of the Committee and those submitted by the tenured members of the Department/Unit, the Department Head, and the Dean. Files of any candidates shall be available for inspection in that office by any tenured Department/Unit member. Candidates shall have access only to their own files in the presence of a member of the Tenure Review Committee.

B. If tenure is granted, the candidate’s tenure review file shall be destroyed.

C. If tenure is not granted, this file shall be kept for three additional years beyond the date of denial.

D. The Tenure Review Committee shall maintain a chronology of the status of each candidate.

E. The Department/Units Tenure Review Committee’s Chair shall meet with all non-tenured, tenure track faculty members during their first semester of employment and will provide them with:
   a. Applicable tenure components of the FSU-FFA Agreement.
   b. College of Education and Human Services Tenure Policy.
   c. The instrument(s) for faculty teaching evaluation adopted by the Department/Unit.

F. The non-tenured faculty member, who is not seeking tenure, will submit a developing professional portfolio (notebook and/or electronic version) to the Chair of the Tenure Review Committee in his/her department of the College of Education and Human Services every fall semester by October 1 beginning in the second year of employment. This portfolio will address all tenure attainment criteria as stated in section II of the COEHS Tenure Policy in effect at the time of hire. The Tenure Review Committee Chair will return the professional portfolio to the non-tenured faculty member by January 15 and will provide recommendations for further development of the portfolio.

G. Tenure Review Committees shall complete their evaluations of candidates and advise them of the Committee’s preliminary recommendations for reappointment or non-reappointment. The candidates may meet with the Tenure Review Committee, if desired, to discuss the Committee’s preliminary recommendations. Following this meeting, if any, the Committee shall forward its final recommendation to the candidate and appropriate Department Head.

H. Tenure Review Committees may solicit written comments about candidates from the Department Head and Dean and consider them in their evaluations.

I. All non-tenured members shall be observed by at least one tenured faculty member of the Tenure Review Committee during the fall and spring semesters of each year, with the exception of the year tenure is requested.
J. Upon application for tenure by a candidate, the Tenure Review Committee shall review the candidate’s entire file and arrive at a recommendation either to grant or deny tenure. The written recommendation shall be transmitted to the candidate in a face to face meeting by the Chair of the Tenure Review Committee.

In the event the recommendation is denial of tenure, the candidate may appeal the recommendation to the Committee. The Committee shall reconvene to hear the appeal and review its preliminary recommendation and new evidence, if any. Based on the review, the Committee shall arrive at a final recommendation which may be the same as or different than its original recommendation.

K. In the event the candidate does not appeal the Committee’s preliminary recommendation, it becomes the final recommendation and is submitted to the Department Head, Dean, and Vice-President for Academic Affairs simultaneously.

L. The candidate shall be evaluated annually by the appropriate Department Head in a manner consistent with Part II, Sections A and B of this policy.

V. Review and Amendment of Policy

A. The College Tenure Policy Committee, consisting of the Chairs of each Department/Unit Tenure Review Committee and one non-voting College Administrator, shall review this policy annually.

B. This policy may be amended by a majority vote of the College Tenure Policy Committee.

C. Changes in this policy recommended by the College Tenure Policy Committee shall be transmitted to the Vice President for Academic Affairs.

D. Time schedule for review and amendment:

1. At the first Department/Unit meeting in August or September, a Department/Unit Tenure review Committee shall be established and shall immediately select a Chair. The Chairs so selected shall comprise the College Tenure Policy Committee.

2. During September and/or October, the College Tenure Policy Committee shall review the existing College Tenure Policy for the purpose of recommending possible revisions.

3. In the event revisions to the Policy are recommended, such revisions shall be drafted and voted upon by the Committee no later than December 15.

4. The Committee must submit recommendations for revision, if any, to the Department Heads by January 30. The Department Head shall forward the proposal and his or her recommendation to the Dean of the COEHS by February 15. The Dean shall forward the proposal and his/her recommendations to the Vice President for Academic Affairs by March 1.

5. The Vice President for Academic Affairs shall notify the Committee in writing by April 15 of his/her acceptance or rejection of the proposed revisions.
VI. Time Schedule for Evaluating Candidates

A. September 20: Tenure Committee Chairs shall discuss with all new respective candidates the FSU/FFA Agreement and the College Tenure Policy, and provide each candidate with a copy of the Agreement and College Tenure Policy.

B. September 20 – October 20: Department/Unit Tenure Review Committee members make visitations to candidate’s classrooms as appropriate.

C. October 1: Last date for candidates seeking tenure or reappointment to submit professional portfolio to the Tenure Review Committees.

D. October 2: Last date for the Tenure Review Committees to submit the names of candidates seeking tenure to the Department Heads and Dean for their comments.

E. October 20: Last day for Department Heads and Dean to submit (written)* comments on candidates seeking tenure to the Tenure Review Committees.

F. November 1: Last date for Tenure Review Committees to notify non-tenured members of the Committee’s evaluation and intended recommendations for reappointment or tenure. This notification will include information concerning the procedure for applying for an additional review of the candidate’s credentials.

G. November 10: Last date for candidates not seeking tenure to meet, if desired, with the Tenure Review Committee to discuss their recommendations regarding reappointment or non-reappointment.

H. November 15: Last date for candidates seeking tenure to request, in writing, a meeting with the Tenure Review Committee.

I. November 20: Tenure Review Committees forward final recommendations for candidates not seeking tenure to candidates and Department Heads.

J. On or before November 30, a member who disagrees with any or all of the TRC’s annual recommendations must deliver a written response to the Department Head. The response must identify all aspects with which there is disagreement and the factual basis for such disagreement. The written response by the member will be attached and remain with the TRC’s evaluation/recommendation.

K. December 1: Last date for candidates seeking tenure to appeal the Tenure Review Committees’ recommendations with the Committees.

L. December 10: Last date for Department Heads to submit evaluations to the Dean and to both the candidates not seeking tenure and those who are seeking tenure. The Department Head will also forward written copies of his or her evaluation/recommendation, and the member’s response (if any) to the departmental Tenure Review Committee.

M. December 15: Tenure Review Committees forward final recommendations for candidates seeking tenure to candidates and Department Heads.

N. December 20: On or before December 20, a candidate who disagrees with any or all of the Department Heads annual evaluation/recommendation must deliver a written response to the Dean. The response must identify all aspects with which there is
disagreement and the factual basis for such disagreement. The written response by the candidate will be attached and remain with the review.

O. January 15: On or before January 15 the Dean will submit his or her recommendation and all materials submitted in accordance with the FSU + FFA, MEA-NEA Agreement which expires on June 30, 2010 to the Vice President of Academic Affairs.

P. January 30: Last date for Vice President of Academic Affairs to notify candidates who are in their 2nd, 3rd, or 4th year and not seeking tenure of his/her decisions as to reappointment or non-reappointment.

Q. February 15: Last day for 2nd, 3rd, and 4th year candidates not seeking tenure and denied reappointment to appeal the Vice President for Academic Affair’s decision to the President.

R. March 1: Last day for the Vice President for Academic Affairs to notify candidates seeking tenure, in writing, of his/her decision to grant or not grant tenure.

S. March 15: Last day for Vice President for Academic Affairs to notify candidates who are in their 1st year and not seeking tenure of his/her decision as to reappointment or non-reappointment.

T. March 15: Last day for candidates seeking but denied tenure to appeal to the President.

U. April 15: Last day for 1st year candidates not seeking tenure and denied reappointment to appeal, in writing, to the President.