

Section 1.1

Tenure-Track Employee Procedures

Recommended procedures for assessment of Tenure-Track Employees (Teaching and Non- Teaching Faculty)

Every year, a **comprehensive evaluation** of tenure-track employees will be documented.

Recommended procedure for the Tenure Committee:

1. By the end of the first week of the first semester of employment, each tenure-track employee will be assigned a tenure committee composed of ~ tenured faculty selected as follows: one selected by the Vice President of Academic Affairs, one selected by the department chair or supervisor, and one selected by the employee being evaluated.
2. The member of the committee designated by the department chair or supervisor shall arrange the first meeting of the committee, including the tenure-track employee, by the end of the second week of the semester. The committee will then elect a chairperson who will be responsible for arranging meetings thereafter.
3. The committee will assist the employee to develop a plan of action for the probationary period.

The committee should address concerns such as the following:

- Goal-setting based on student and self-evaluation (to be completed by the 8th week of the semester and submitted to the VP AA)
- Understanding of the criteria for tenure
- Discussion of teaching or other employment duties, institutional involvement, community outreach or other factors
- Advice about problems encountered in the classroom or elsewhere

The committee's dual purposes are the mentoring of the employee through the probationary period and the evaluation of that individual's performance.

4. The committee will divide responsibilities for evaluation, among them classroom or workplace observations, assessment of class materials or other work-related documents, assessment of contact hours, etc.
5. Each committee member will contribute to a **mid-year** and **year-end** report on the employee's performance and progress toward tenure, including commendations and recommendations. This brief report in letter format becomes a part of the employee's evaluation packet and is also submitted to the VPAA at mid-year and year-end. If the VPAA does not agree with the tenure committee's recommendations, he or she shall respond in writing.
6. If problems occur during the probationary period, the tenure committee is responsible for meeting with the employee and the chairperson of his /her department or supervisor to plan a resolution to the problem and document that resolution.
7. After the three-year probationary period, at the beginning: of the fourth year of employment, the committee in consultation with the department chair or supervisor will submit a report and a recommendation regarding tenure to the Personnel Committee. The tenure committee's options are to recommend the granting of tenure, the denial of tenure, or the extension of probationary status.

8. The Personnel Committee will receive the report of the tenure committee and vote to recommend granting or denial of tenure or the extension of probationary status. The Personnel Committee will forward its recommendation to the VP AA. If the VPAA does not agree with the Personnel Committee's recommendation, he or she shall respond in writing. .
9. Once tenure has been granted, the academic employee follows the process laid out for tenured employees.

Responsibilities of the Tenure-Track Employee (Teaching or Non- Teaching):

Each year of the probation~ period tenure-track academic employees will create and maintain a personal record to include the following:

- Goals for the upcoming year. These goals must address the faculty member's response to student evaluations (not available first semester), advising reports or user surveys (if applicable), and recommendations from previous tenure reports (when available) as well as other considerations for professional growth.

*First year: submit by end of 8th week of first semester of employment

*Subsequent years: submit by May 15

- Raw evaluation data and documents for courses: syllabi, assignments, examples of student work, statistical data, etc. For Non-Teaching Faculty, materials might include surveys of library users, advising reports, monthly use reports, awards, recognitions, etc.
- A self-evaluation, which addresses the goals established for the year and assesses to what degree these goals have been met. This evaluation should be completed and discussed with the individual's tenure committee before May 15. On the basis of the evaluation, goals for the upcoming year should be discussed with the tenure committee. Self-evaluation of the current year's goals and goals for the upcoming year should be submitted to the VPAA, by May 15. An "Annual Evaluation form" will be provided for that purpose.

TENURE-TRACK ACADEMIC EMPLOYEE

Teaching and Non-Teaching

FIRST THREE YEARS OF PROBATIONARY STATUS:	<p>1. Complete Goals for current year and submit to TENURE COMMITTEE <i>(see below)</i>.</p> <p style="padding-left: 20px;">Create personal record including:</p> <p>2. ANNUAL EVALUATION FORM: Teaching load, job description Current year's goals <i>(number 1 above)</i> Self-evaluation of those goals Create new goals for upcoming year</p> <p>3. Support Documents: Syllabi Student evaluations Relevant accomplishments Other pertinent documents</p>	By Eighth Week of First Semester
		Submit to VPAA May 15
		<p>Keep Until Requested by:</p> <ul style="list-style-type: none"> • VPAA • Tenure Committee
		First Week of First Semester of Employment
		Chairperson Elected
		Meet by Second Week
TENURE COMMITTEE:	<ul style="list-style-type: none"> • Three Tenured Faculty: Selected by VPAA Selected by Department Selected by Employee • Duties Chairperson Initiates: Discuss tenure criteria Assist with goal-setting Advise, mentor, observe Submit mid-year and year-end reports to: Committee Copy to VPAA Copy to Employee Indicates need for problem resolution. <i>(Office of VPAA facilitates)</i> 	
SECOND YEAR:	<i>(Same as #2)</i> Submit ANNUAL EVALUATION FORM	Submit to VPAA May 15
THIRD YEAR:	<i>(Same as #1)</i> Submit ANNUAL EVALUATION FORM	Submit to VPAA May 15
FOURTH YEAR:	<p>Applicant completes formal application. Tenure Committee submits written recommendation <i>(included in application)</i> Documents sent to Personnel Committee who:</p> <ul style="list-style-type: none"> • Recommends Tenure • Denies Tenure • Extends Probation <p>Documents sent on to VPAA VPAA sends recommendation to President President makes recommendation to Board of Regents</p>	
AFTER TENURE IS GRANTED:	Employee follows procedure for tenured academic employee.	