



POLICY AND PROCEDURE

Title:	Tenure
Policy No.:	3.60
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

GBC faculty members may be eligible for tenure ~~in accordance with~~ per NSHE Code as provided in Title 2, Chapter 4, Section 4. NSHE Code regarding tenure must be observed in all ways except where GBC may add further definition or refinement through this Policy and Procedures section. Final authority on tenure resides in NSHE Code.

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the GBC and NSHE communities that their expected services and performances in the future justify the privileges provided by tenure. Faculty positions designated as tenure-track positions must follow the tenure probationary procedures provided here that lead to appointment with tenure or be denied tenure and continuing employment. Faculty positions paid fully or in part by non-state funds are not eligible for tenure. ~~Positions placed in “Range 0” (not on published the faculty pay ranges) are not eligible for tenure.~~

~~In the event that~~ If a tenured faculty member moves to non-state funding ~~or to a Range 0~~ position, tenure is forfeited and may not be reestablished.

As of the date of the full approval of this policy and the procedures, these serve as an update and clarification of GBC policies and procedures already in effect. As such, these are in immediate effect for both new tenure-track faculty and those already being evaluated within the tenure track. No retroactive evaluations are necessary.

In all matters of GBC tenure, the decisions of the President of GBC are final.

Procedures

These GBC procedures are provided as per Title 2, Chapter 4, Section 4.4.1 of NSHE Code. Standards for appointment with tenure are per Title 2, Chapter 4, Section 4.4.2. These procedures are implemented effectively ly for all tenure-track faculty members as of the time of approval.

1.0 Tenure Committee

1.1. Committee Formation. During the beginning of the first semester of hire, a ~~three~~ four-person tenure committee shall be formed for each tenure-track faculty member. The composition of the committee shall be:

- a) ~~Two~~ One tenured faculty members s selected by the department of the ~~tenure-track faculty member~~ applicant;

- b) One tenured faculty members ~~(from any department)~~ selected by the ~~tenure-track faculty member applicant;~~ and
- c) One tenured faculty member selected by the VPAA.
- d) The final makeup of the tenure committee must contain a minimum of two tenured faculty members from the department of the applicant, and at least one member from a different department. If there are not enough people in the faculty member's department, they can appoint someone from their division.

The faculty member and the member's Department Chair shall report their respective committee member choices to the VPAA. The committee should be consolidated by mid-semester of the first semester of employment.

Once faculty members are placed on ~~to~~ a committee, they may continue through sabbaticals or into retirement should they wish and they can maintain their commitment. If it is necessary to replace a committee member, the VPAA's office will coordinate the process. The vacated member from the list above will be replaced with a member in the same category, if possible.

In the event a non-tenure-track faculty member is placed in a tenure-track position after initial employment, the mentor committee will normally continue and serve as the tenure committee.

1.2. Confidentiality. Upon agreeing to serve as a member of a tenure committee, committee members must adhere to all standards of personnel confidentiality.

1.3. Committee Meetings. During each semester of the probationary period the tenure-track faculty member shall arrange for full committee meetings as described below:

- a) At the first meeting of the first semester of employment, the committee shall select a Chair who is responsible for preparing reports and forwarding those to the VPAA and supervising Dean ~~(if applicable) together along~~ with any other business that needs to be completed. If a change in Chair is required, this is approved by the VPAA.
- b) At the first meeting, the committee shall establish the time frame for applying for tenure. Application for tenure is generally in the fall semester of the fourth year after hire. When a faculty member has been hired to begin teaching full-time starting in January, that spring semester counts as the first full year towards tenure.
- c) If there should be cause to grant a new faculty member a number of years of probation years toward tenure based on prior full-time teaching experience, the committee must make that request with substantiation to the VPAA and supervising Dean ~~(if applicable)~~ in writing during the first semester of the faculty member's employment in a tenure track position. The grant of years for prior experience toward probation must be approved by the VPAA and supervising Dean ~~(if applicable)~~.
- d) During fall meetings, the committee works with the faculty member to establish role percentages for the faculty evaluation system. The VPAA or supervising Dean approves percentage settings.

1.4. Initial Screening. Before the end of February of the spring semester of the first year of employment, the committee alone shall meet with the VPAA and supervising Dean to discuss the faculty member in terms of overall initial performance exhibited by the employee. This is an important initial screening for the new faculty member.

1.5 Department Input. The committee chair will solicit anonymous input from all members of the faculty member's department twice during the tenure process: once at the end of year two and again before the final tenure committee report. The committee chair will report the department's opinions back to the tenure committee in writing and the report will be included in the final tenure report.

2.0 Probationary Period Reporting

2.1. Probationary Reports. The probationary period shall include four years of uninterrupted full-time employment. Each semester of the probationary period the tenure committee shall prepare a written report that is submitted to the VPAA and supervising Dean ~~(if applicable)~~. Each semester report shall include a general summary that includes identification of professional strengths and weaknesses with suggestions for improving performance. The combination of all semester reports from the probationary period will demonstrate in part how a faculty member is progressing in regard to requirements for tenure.

2.2. Report Content. Tenure report content and submission:

Fall Semester Report: This is due to the VPAA and supervising Dean ~~(if applicable)~~ by finals week. This progress report provides a general overview of performance including the standards listed below. At least one teaching observation of at least an hour and fifteen minutes of a class period (coordinated with the instructor), or the online equivalent, is required for this report. The observer should introduce ~~her or himself~~ themselves, explain the purpose of the visit, and encourage students to provide constructive feedback on the student rating forms at the end of the term. A short written report or completion of the teaching observation shall be included in the report.

Spring Semester Report: This is due to the VPAA and supervising Dean ~~(if applicable)~~ by finals week. The spring report is more detailed and should generally be about 2-4 pages long. The report should address student evaluation IDEAs ratings for fall courses of the academic year and spring IDEA student evaluation ratings from the previous year if available. There should be at least one teaching observation in the spring following the same guidelines as the fall observation. The report should address teaching observations for each semester, the Faculty Evaluation scores for the academic year, the Teaching and Service Standards in general, and any other relevant information.

3.0 Standards for Tenure

3.1. Standards. Standards for Tenure to be evaluated and addressed in tenure reports are in the areas of teaching and service. Rubrics for evaluating these are provided within the form at the end of these procedures.

Standard One: Teaching/Performance of Assigned Duties. Tenure-track faculty members are required to achieve an excellent rating for teaching by the third year of service.

Standard Two: Service. The measures of service shall be within the areas of: ~~student advisement, collegiality, and service to the college. Tenure-track faculty members must achieve a satisfactory rating in student advisement and service to the college and a commendable rating for collegiality.~~

- Interest and ability in advising students
- Ability to work with faculty and students in the best interests of the academic community and the people it serves, and to the extent that the job performance of the academic faculty member's administrative unit may not be otherwise adversely affected
- Service on college or system committees
- Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement
- Recognition and respect outside the system community of participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation, or the world

3.2. Committee Evaluation of Standards. For Standard 1, the committee shall use Faculty Evaluation ratings for Teaching Design, Assessment, and Management and the Teaching Delivery scores from the student evaluation IDEAs reports. (The form accompanying this procedure provides more detail.) The committee shall examine fall and previous spring student rating forms for any course taught. ~~The~~

~~committee may review original IDEA forms, report summaries, the student written comments, and grades and consider these in the evaluation, but are reminded that this information is confidential. Classroom observations and student comments should be considered.~~ The committee may review student evaluations, report summaries, student-written comments and grades, and classroom observations but are reminded that this information is confidential. The committee shall use the GBC form to determine the evaluation rating.

For Standards 2A and 2C, the committee shall review the Faculty Evaluation sections that directly apply to these parts of service. The committee shall use the accompanying GBC form to determine the tenure evaluation rating.

Standard 2B is evaluated using the rating rubric found in the accompanying GBC form. This evaluation is based on discussions with department chairs, program supervisors, other department members, the supervising Dean and/or VPAA, and any other persons with direct knowledge of a faculty member's interactions with colleagues and students. The committee shall use the GBC form to determine the tenure evaluation rating.

The committee may review any information within the faculty member's personnel file during the probationary period. Any other information that may affect the overall evaluation of the tenure-track faculty member may also be reviewed. All information may be considered in all reports and evaluations regarding tenure and is confidential outside of committee discussions and reports.

3.3. Committee Reporting on Standards. For each S standard, the committee shall provide details that support the evaluation along with suggestions or recommendations for improvements as needed. For the spring semester report, include the GBC evaluation form provided at the end of this procedure to evaluate the candidate for the following Standards with a clear report heading for each:

- A. Standard 1: Teaching
- B. Standard 2A: Student advising
- C. Standard 2B: Interactions with colleagues and students (collegiality)
- D. Standard 2C: Service to the college
- E. Summary: Performance and progress toward tenure (include recommendations in this section)

Reports are reviewed and signed by all committee members and the tenure-track faculty member. By signing the report the tenure-track faculty member acknowledges receipt and review of the report but the signature does not necessarily indicate agreement with the report. If the faculty member disagrees with any aspect of the report, a written rejoinder may be attached.

3.4. Administrative Evaluation. Each year as part of the annual evaluation process, the supervising administrator (VPAA or Dean) of a tenure-track faculty member shall include a statement on progress toward tenure in the written portion of the annual evaluation. This shall be shared with the tenure committee, and shall include any concerns about performance that the administrator has and what actions should be taken ~~in regard to~~ regarding these concerns.

4.0 Application for Tenure

4.1 Faculty Member Responsibilities. At the appropriate time established for the probationary period, the faculty member shall fill out the tenure application personal data section of the tenure application form, compile all semester reports for the application packet, ~~prepare a brief~~ file that highlights accomplishments (i.e., samples of syllabi, lectures, letters of appreciation, etc.) and tenure progress reports. These materials shall be submitted in a well-organized notebook to the Tenure Committee chair.

The packet shall be submitted in a notebook (no thicker than approximately 1 to 1.5") and include tabs for the following components:

- a) Official application form;
- b) A letter of application and a complete and detailed current professional *Curriculum vitae* (reflecting all professional experience and activities at GBC and elsewhere);
- c) Letter of recommendation from tenure committee;
- d) Committee progress reports for each semester;
- e) Faculty evaluation forms for each year, including the VPAA's or supervising Dean's summary;
- f) Department opinions report;
- g) ~~IDEA R~~Student evaluation reports for each course taught; and
- h) Other materials as appropriate or needed.

4.2 Tenure Committee Responsibilities. The committee shall fill out the ~~tenure application~~ recommendation ~~for tenure~~ section of the ~~application~~ form, compose a letter of recommendation summarizing each S standard, ~~and other aspects of performance as outlined in semester reports and add any-~~ ~~along with~~ other relevant information. The recommendation from the committee must be to either 1) grant tenure, 2) extend the probationary period for one year for continued evaluation (if allowed by codified time limits), or 3) deny tenure. The chair of the committee shall submit the entire packet to the Personnel Committee chair by 5 p.m. of the last ~~business~~ Friday in October.

4.3. Review of Applications. At the time that the application for tenure has been completed by the faculty member and the Tenure Committee, the following steps shall occur:

- a) The Personnel Committee shall meet in November to review tenure applications and pass the reviewed application packet on to the VPAA and supervising Dean ~~(if applicable)~~ by the last business day in November. The Personnel Committee serves to assess adherence to the tenure process and completeness of the application, not the quality or qualifications of the applicant.
- b) The VPAA and supervising Dean ~~(if applicable)~~ shall then review the application packet. The VPAA, in consultation with the supervising Dean ~~(if applicable)~~, makes a recommendation to the President of the College to grant tenure, to extend the probationary period for one year for continued evaluation, or to deny tenure.
- c) If a recommendation is made for extending the probationary period or denying tenure, the applicant shall be informed in writing by the VPAA and/or supervising Dean ~~(if applicable)~~. If requested by the applicant, the VPAA and/or supervising Dean ~~(if applicable)~~ shall meet with the applicant to discuss the recommendation and concerns. The written request from the applicant must be received by the VPAA or Dean within 15 business days after receipt of the recommendation. If a means of resolution is possible, this shall be provided to the applicant in a written response.
- d) The President shall review the application packet and the recommendation of the VPAA and decide to grant tenure, extend the probationary period for one year for continued evaluation, or deny tenure.
- e) If a decision is made for extending the probationary period or denying tenure, the applicant will be informed in writing by the President by the first business day in January following submission. If requested by the applicant, the VPAA and/or President will meet with the applicant to discuss the decision. The written request from the applicant must be received by the President within 15 business days after receipt of the decision. If a means of resolution is possible, this shall be provided to the applicant in a written response.
- f) Upon approval by the President, the application for tenure is submitted to the NSHE Board of Regents for approval, generally at the March meeting.
- g) Upon completion of the tenure process and final approval by the Board of Regents, the faculty member may order new business cards that indicate the new title of *Professor* and retrieve the application notebook from administration. Tenure takes effect at the beginning of the contract year following approval.

GBC RATINGS FOR TENURE-TRACK FACULTY

The ratings below will be made during the spring semester when faculty evaluations are being prepared. Fall ~~student evaluation~~ ~~IDEA~~ scores and those from the spring of the previous year shall be available in the spring and shall be provided by the tenure-track committee member. Attach this form to the spring report.

The ratings made here will be discussed in detail in the spring report submitted to the VPAA and supervising Dean ~~(if applicable)~~.

Standard 1: Teaching

Tenure-track faculty members are required to earn an excellent rating in teaching by the third year of employment. Use the Faculty Evaluation Form (FEF) and ~~IDEA~~-~~student evaluation~~ rating scores for this section.

GBC Teaching Role: Design, Assessment, Management average score as indicated on the FEF	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Rating:
BC Teaching Role: Delivery Average of all scores in annual evaluation on IDEA student evaluation summary reports per class (fall and previous spring scores)	IDEA -Score 4.0 to 5.0 = Excellent IDEA -Score 3.5 to 3.9 = Commendable IDEA -Score 3.0 to 3.4 = Satisfactory IDEA -Score 0 to 2.9 = Unsatisfactory	Rating:
Overall Teaching Rating	The overall score is an average of the two ratings above. Both must be excellent to achieve an excellent rating.	Evaluation:

Standard 2: Service

GBC assesses performance in three areas for Standard 2. Using information from the FEF forms for guidance, along with discussions of activities with faculty member, the committee rates the following Standards. A satisfactory or higher rating is required for sections A and C and a commendable or higher rating is required for section B.

Service A—Student Advisement. Use the FEF “Service to Students” section as a guide.	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Evaluation:
Service B—Interactions with Colleagues and Students This is assessed by the tenure committee in conjunction with the VPAA or supervising Dean and department chair/members, program supervisors, etc., using the rubric provided here.	<u>Excellent</u> —is present in the department; works and communicates with department, programs, colleagues, and students very effectively and with professionalism, courtesy, and integrity; responds to department, program, and colleague needs in a timely fashion; volunteers for and contributes to many departmental/program activities; and completes assigned tasks in a timely fashion. Works with colleagues and students above and beyond basic needs. <u>Commendable</u> —is present in the department; works and communicates with others effectively and with professionalism, courtesy, and integrity; responds to department, program, colleague, and student needs in a timely fashion; contributes to departmental/program activities; and, completes assigned tasks in a timely fashion. Works with colleagues and students exceeding basic needs. <u>Satisfactory</u> —is present in the department on a minimal basis; works and communicates minimally with others; minimal contributions to departmental/ program activities; completes tasks in a timely fashion. Meets the basic needs. <u>Unsatisfactory</u> —does not meet the minimum requirements for a satisfactory rating.	Evaluation:
Service C—Service to the College. Use the FEF “Service to Institution” section as a guide.	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Evaluation:

Approved by President’s Council: September 10, 2008, September 10, 2013
 Approved by Faculty Senate: August 30, 2013
 Contact the assistant to the President for any questions, changes, or additions.