



Policy

TENURE – FACULTY

F.603.1

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Policy

The SBHE awards tenure upon recommendation of the Chancellor. Prior to this action, a recommendation by the Campus Dean will be made to the institution's President (following review and recommendations made pursuant to the procedures established at the institution,) and from the President to the Chancellor.

SBHE tenure policy also requires a specific implementation plan for each institution under its direction. Procedures for tenure at DCB are made specific by the following:

- a. All tenured faculty members constitute the Tenure Committee whose recommendation will determine whether or not the award of tenure for a faculty member is recommended to the Campus Dean.
- b. The Tenure Committee functions as an independent committee, elects its own Chair, determines its policies and procedures, establishes the dates by which materials for committee review are to be submitted by the faculty member and others, and maintains minutes of its deliberations -- including its formal vote on whether or not a recommendation for the award of tenure is forwarded. A copy of such minutes is available on request to the faculty member involved. Copies are also given to the Campus Dean and Associate Dean for Academic and Student Affairs.
- c. A faculty member shall qualify for a tenure recommendation by satisfying all the following criteria for tenure during a probationary period of six years of academic service to the institution.
 - Evidence of teaching effectiveness/professional growth/contributions to student growth and development. For example: results of student, departmental, and peer evaluations; assessment activities; active participation in professional organizations and activities; attendance and/or presentations at workshops and graduate seminars; scholarly publications; student advisement; advisement of student clubs and organizations; and program development.
 - Service to the college. For example: grantsmanship; student recruitment; officer of Faculty Senate; chair and/or active participation in campus committee work; office and/or active participation in Logroller, Foundation, or Alumni organizations; conducting and/or assisting with campus-sponsored clinics, workshops, concerts, athletic events, and other productions; attendance at campus functions such as drama, athletics, music, and recognition and fundraising events.

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- Service to the community. For example: presentations to community and service organizations; active participation and/or offices held in community and service organizations; active participation in community events sponsored by groups such as churches and school systems; serving on advisory boards; offering adult education or extension courses; participation in campus outreach programs; and other activities and volunteer efforts that result in positive publicity and recognition for the faculty member and the college.

The foregoing lists provide examples of activities that the Tenure Committee believes support faculty endeavors in the respective categories. The list is a guide for faculty to assess those activities the Tenure Committee has deemed appropriate for fulfilling criteria for tenure considerations. It should not be considered definitive and can be periodically modified by the Committee.

- Letters of recommendation. The number of recommendations provided to the Committee to verify criteria a, b, and c is left to the faculty member requesting tenure. However, it is suggested that a minimum of four letters be submitted and would typically include letters from the following: 1) the Associate Dean for Academic and Student Affairs, 2) a peer from within the applicant's discipline, and 3) a peer from outside the applicant's discipline.
- d.** It is the tenure applicant's responsibility to develop and present a portfolio to the Tenure Committee. The portfolio documents excellence in each of the criteria. It is to be indexed to correspond to the criteria: 1) evidence of teaching effectiveness/professional growth/contributions to student growth and development, 2) service to the college, 3) service to the community, and 4) letters of recommendation.
- e.** A tenure application portfolio must be submitted to the Tenure Committee by November 1 of the sixth year of a probationary period.
- f.** The Tenure Committee should use the application portfolio as the primary basis to reach its decision. It may ask the faculty member to supplement materials when appropriate, request a meeting with the Associate Dean for Academic and Student Affairs, and take other reasonable steps to ensure it has an adequate basis from which to make its recommendation. These steps include, but are not limited to, access to individual personnel files and prior evaluation materials.
- g.** In submitting a recommendation for the award of tenure to the Campus Dean, the Committee is taking an affirmative position that the candidate has established a significant level of excellence in each evaluative criterion.