

Tenure Guidelines, Policies, and Procedures

Tenure at IUP is dependent upon having satisfied the minimum statutory requirements (Act 182) and the Collective Bargaining Agreement (CBA), according to the collective judgment of the department chair, the Department Tenure Committee (DTC), the college Dean/appropriate manager, and the University-Wide Tenure Committee (UWTC), and as approved by the President of the University. The following document contains the CBA criteria that will be used to evaluate an applicant's growth and performance while probationary faculty at IUP. The UWTC is charged by the CBA to make an independent evaluation concerning candidates' tenure.

All forms referred to in this document are available for download from the Academic Affairs website. All documents submitted via MyIUP must be in PDF format.

In this document, "college Dean" shall include the Dean of the College of the applying faculty member OR the appropriate manager for the faculty position.

PART I: CRITERIA

A. MINIMUM QUALIFICATIONS

Candidates must meet the minimum qualifications as set forth in the CBA to be eligible for tenure. The minimum qualifications must be certified by an official transcript or by a written statement from the registrar of the academic institution granting the credits or degree(s).

B. ELIGIBILITY TO APPLY FOR TENURE

The eligibility to apply for tenure shall be governed by CBA Article 15.

Faculty interested in applying for early tenure must follow the guidelines in the CBA, section 15.B.

C. CRITERIA FOR TENURE OF ACADEMIC FACULTY

CBA Article 12 sets forth the criteria for evaluation and performance review of faculty. The following is taken from, but not a full reproduction of, the criteria in Article 12.

1. **Effective teaching and fulfillment of professional responsibilities.** All appropriate data will be submitted as evidence for an overall evaluation of teaching effectiveness and fulfillment of professional responsibilities. Failure to meet the requirements under fulfillment of professional responsibilities shall preclude consideration for tenure.
 - a. Effective teaching for faculty whose primary responsibility is teaching will be indicated by such items as:
 - (1) Student evaluations (from the forms approved by APSCUF and Management as required by the CBA).
 - (2) Quality of course syllabi
 - (3) Reports of classroom observations from the departmental evaluation committee and department chairperson.

- (4) Quality of course examinations and assignments.
- (5) Thesis and dissertation advisement, or direction of independent study, if applicable.

All statements must be based on verifiable evidence such as description of teaching activity, student and peer ratings, awards recognizing teaching skills, etc.

- b. Professional responsibilities for faculty whose primary assignment is teaching will be indicated by such items as:
 - (1) Willingness to accept departmental work assignments and those reasonable duties assigned within the fields of competence.
 - (2) Timely execution of work assignments.
 - (3) Preparing for and meeting assigned classes.
 - (4) Conferring with and advising students.
 - (5) Holding posted office hours as indicated in the CBA.
 - (6) Evaluating students fairly and reporting evaluations promptly.
 - (7) Participating in group deliberations which contribute to the growth and development of the students and the university.

- c. For faculty members whose primary responsibilities lie outside the classroom, the department will submit a copy of the applicant's approved job description to the college dean and UWTC no later than the deadline for recommendation letters from the department. All evaluation statements must be based on verifiable evidence such as peer and chair observations of performance as governed by CBA Article 12. Effective performance will be indicated by such items as:
 - (1) Reports of performance observation from department evaluation committee and department chairperson.
 - (2) Evaluation by appropriate student constituency receiving supervision or service from the faculty member.
 - (3) Evaluation of workshops, seminars, and professional programs conducted as part of professional responsibilities.
 - (4) Quality of written reports generated as part of professional responsibilities.
 - (5) Reports of colleagues who collaborate with the faculty member.
 - (6) For faculty members whose assignment includes any college teaching, teaching effectiveness shall be included as one component of performance review as defined in CBA Article 12.

- d. Professional responsibilities for faculty members, whose primary responsibilities lie outside the classroom will be indicated by such items as:
 - (1) Willingness to accept departmental work assignments and reasonable duties assigned within fields of competence.
 - (2) Timely execution of work assignments.
 - (3) Conferring with and advising students and/or student groups.
 - (4) Participating in group activities which contribute to the growth and development of the students and the university.

- e. For faculty members with mixed assignments, effective teaching and the duties and

responsibilities of the position shall be evaluated under the terms of Article 12.

2. **Continuing scholarly growth** will be indicated by, but not limited to, such items as:
 - a. Development of experimental programs.
 - b. Papers delivered at regional and national meetings of professional societies.
 - c. Regional and national awards.
 - d. Offices held in professional organizations.
 - e. Invitational lectures given.
 - f. Participation in panels at regional/national meetings of professional organizations.
 - g. Grant acquisitions.
 - h. Editorships of professional journals.
 - i. Participation in one-person or invitational shows.
 - j. Professional consulting.
 - k. Research projects and publications.
 - l. Exhibitions of creative scholarship in juried international, national, and regional exhibitions, conferences, and meetings
 - m. Additional graduate work or new professional development activities related to the candidate's discipline.

The applicant must substantiate his/her scholarship in the materials provided to the DTC.

3. **Service:** Contribution to the university and/or community: This will be indicated by, but not limited to, such items as:
 - a. Active participation in program, department, college, university, state system, and/or national committees.
 - b. Active participation in and/or service to professional organizations in the faculty member's discipline.
 - c. APSCUF activity contributing to the governance of the university.
 - d. Development of new course(s) or program(s).
 - e. Participation in university-wide colloquia.
 - f. Voluntary membership in professionally oriented, community-based organizations reasonably related to the faculty member's discipline.
 - g. Lectures and consultations.
 - h. Activities supporting campus programs.
 - i. Consulting with local and area agencies and organizations. Only service directly related to the discipline may be counted.

The applicant must substantiate his/her service in the materials provided to the DTC.

D. REVISIONS

Revisions to the Tenure Guidelines, Policies and Procedures will be shared at local Meet and Discuss for the sole purpose of ensuring compliance with the CBA. Neither APSCUF nor administration can otherwise change or amend this document unless a violation of the CBA is identified.

E. RESPONSIBILITIES OF THE APPLICANT FOR TENURE

1. The following materials must be submitted via MyIUP no later than December 31 for Fall Hires and May 1 for Spring Hires:
 - a. A letter of no more than three pages to the President indicating why the applicant should be granted tenure. The letter should address the three areas of Evaluation and Performance Review of Faculty as stated above.
 - b. An updated curriculum vitae.
 - c. Authorization (via the check box on MyIUP) for the UWTC to examine the applicant's Personnel File.
2. The applicant must provide to the DTC and department chair their letter to the President, vita, and any supporting evidence for each criterion. If these are provided electronically, there must be a mechanism to ensure that the materials cannot be changed after the deadline. Also, the applicant must complete the check box on MyIUP AND print, sign, and give a hard copy of the form granting permission for the DTC to review the HR file to the DTC chair.
3. The applicant must maintain a complete official set of academic credentials in their personnel file in the office of the Director of Human Resources.
4. The applicant is responsible for ensuring that the following items are in their personnel file in time for the Tenure Committee to review applications:
 - a. Statistical reports of student evaluations for all classes taught since the applicant's appointment to the Faculty.
 - b. All peer observations since the applicant's appointment to the Faculty.
 - c. All departmental evaluations for renewal since the applicant's appointment to the Faculty.
 - d. All evaluations by the department chair since the applicant's appointment to the Faculty.
 - e. All evaluations by the applicant's Dean since the applicant's appointment to the Faculty.

PART II: PROCEDURES AND RESPONSIBILITIES OF COMMITTEES

A. PROCEDURES FOR ESTABLISHING DEPARTMENT TENURE COMMITTEES

1. The tenure committee membership will be limited to the tenured faculty of the department. No faculty member shall serve on a departmental tenure committee when he/she or a member of his/her immediate family, or a person residing in his/her household is an applicant for tenure.
2. The DTC should be elected and a chairperson designated by October 1. Once elected, membership and DTC chair names should be emailed to the UWTC chair.
3. A DTC shall have no fewer than three members.

B. RESPONSIBILITIES OF THE DEPARTMENT TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON

(The DTC and Department Chair must evaluate and recommend independently.)

1. The DTC shall annually elect a chair and will notify the UWTC chair of the results by October 1. The UWTC will send this information to IT so upload access for the DTC tenure letter can be granted to the DTC Chair.
2. The DTC will verify, review, and evaluate all appropriate evidence and make a

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recommendation to the college Dean and the UWTC. The DTC must make an explicit positive or negative recommendation using the Department Tenure Committee Form and submit it via MyIUP. The candidate for tenure shall be provided with the DTC's recommendation a minimum of one week before the DTC submits their recommendation. The candidate shall be advised by the DTC of his/her opportunity to review and rebut the evaluation and will submit the rebuttal via MyIUP no later than February 15 for Fall hires and October 1 for Spring hires. Candidates have the right to meet with the DTC before the DTC recommendation is submitted.

3. The department chairperson will submit an independent recommendation to the college Dean and the UWTC. The department chairperson must make an explicit positive or negative recommendation using the Department Chair Recommendation Form and submit via MyIUP. The candidate for tenure shall be provided with the chair's recommendation a minimum of one week before the chair submits his/her recommendation. The candidate shall be advised by the chair of his/her opportunity to review and rebut the evaluation and will submit the rebuttal via MyIUP no later than February 15 for Fall hires and October 1 for Spring hires. Candidates have the right to meet with the department chair before the department chair recommendation is submitted.
4. In the event that the applicant is a department chair, the department shall select another faculty member in the department acceptable to the department. Consideration may be given to the assistant chair, a former chair of the applicant's department, the department's graduate coordinator, or the chair of a different academic department who has had occasion to work closely with the applicant. The substitute must be agreed upon by the applicant, the DTC chair, and the UWTC chair. Approval of the substitute by all parties will be documented in an attachment to the Application for Tenure. The substitute for the Department Chair will use the Department Chair Recommendation Form and submit via MyIUP.
5. By February 15 for Fall Hires, and October 1 for Spring Hires, the following items must be submitted:
 - a. The DTC and department chairperson shall submit via MyIUP a letter with a detailed recommendation in accordance with the CBA and this Statement of Tenure Policies and Procedures.
 - b. The DTC must submit via MyIUP the DTC Personnel File Verification for Tenure.
6. The candidate's supporting materials shall be held by the department unless requested by the college Dean or the UWTC.

IF THE COMMITTEE OR CHAIRPERSON FAILS TO SUBMIT A RECOMMENDATION TO THE COLLEGE DEAN AND UWTC BY THE APPROPRIATE DATE, THE APPLICANT MAY SUBMIT THE APPLICATION AND THE SUPPORTING MATERIAL DIRECTLY TO THE COLLEGE DEAN AND UWTC.

C. RESPONSIBILITIES OF THE COLLEGE DEAN OR APPROPRIATE MANAGER

The college Dean will submit a recommendation to the UWTC no later than March 8 for Fall hires and October 21 for Spring hires. The college Dean must make an explicit positive or negative recommendation using the Dean/Manager Recommendation Form and submit via MyIUP. The

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candidate for tenure shall be provided with the college Dean's recommendation a minimum of one week before the college Dean submits his/her recommendation. The candidate shall be advised by the college Dean of his/her opportunity to review and rebut the evaluation, and the candidate will submit the rebuttal via MyIUP no later than March 8 for Fall hires and October 21 for Spring hires. Candidates have the right to meet with the college Dean before the Dean's recommendation is submitted.

D. PROCEDURES FOR ESTABLISHING A UNIVERSITY-WIDE TENURE COMMITTEE

1. The UWTC must have nine members. No more than one member of a department may serve on the committee. Only tenured faculty members are eligible to run for election and serve on the UWTC. Membership on the UWTC shall be limited to six consecutive years.
2. Three members will be elected annually to three-year terms. The chairperson shall be elected by a majority vote of the newly formed committee at its first meeting in the Spring, and shall serve for one year starting June 1. The chairperson is eligible for re-election to a second term, but not a third, during his/her three-year term on the committee. Members of the committee, and alternates, may be re-elected. Terms of office shall begin on June 1 and end on May 31st of the year when term expires. The first meeting of each new committee shall be called by the chairperson from the previous year.
3. Elections shall be held every year between March 15 and April 15 under the supervision of the Nominations and Elections Committee of the local chapter of APSCUF.

E. RESPONSIBILITIES OF THE UNIVERSITY-WIDE TENURE COMMITTEE

1. The UWTC shall meet and establish procedures prior to reviewing tenure materials.
2. Application forms and instructions for their use shall be available on the IUP Academic Affairs website for DTCs, tenure applicants, and their respective department chairs and college Deans.
3. The UWTC shall oversee the publication and distribution of the approved Statement of Tenure Policies and Procedures to all members of the bargaining unit.
4. The UWTC shall review all tenure materials received and shall independently judge each application on the basis to which each candidate has met the criteria for tenure. All submitted recommendations for tenure must be based on established criteria and specifically identified evidence. Members of the committee will review only those materials relevant to the stated criteria. This will include examination of a candidate's personnel file.
5. If the UWTC questions the justification a DTC, department chair, or college Dean makes for its recommendation, it may request further information from that recommender.
6. Each applicant for tenure shall have the right to request and make an appearance before the UWTC to speak on his/her own behalf before the committee submits its recommendations to the President or his/her designee.

7. The UWTC may request to meet with the department chair and/or the DTC and/or the college Dean to obtain additional information, if necessary.
8. The UWTC will review all tenure applications and submit its recommendations (positive and negative), to the President or his/her designee by April 21 (for Fall Hires) or November 21 (for Spring Hires) via official IUP email.
9. Each candidate shall have access to copies of all documents relevant to his/her application reviewed by the UWTC via MyIUP.
10. The UWTC decision will be determined by a majority vote of the entire committee by secret ballot. Ballots will be held by the UWTC chair until the end of the academic year.
11. The UWTC chair shall send the names of each Department Tenure Committee Chair, department chair, and college Dean to IT (so they can set permissions for uploading documentation), as well as lists of permissions to view and/or upload files that are part of the tenure process. The UWTC shall also send the list of UWTC committee members to HR (for the purpose of allowing members to view HR files).

F. SUMMARY OF DATES FOR COMPLETING THE TENURE PROCESS

	Fall Hires	Spring Hires
1. President's notice of tenure eligibility and deadlines sent to eligible faculty members	October 1	February 1
2. Submission of application letter and vita by Candidate and completion of the check box granting the UWTC permission to view the personnel file via MyIUP	December 31	May 1
3. Submission of DTC and Department Chair recommendations to the candidate for review, and if appropriate, rebuttal	One week prior to submission deadline	
4. DTC and Chair forms and recommendation submitted via MyIUP	February 15	October 1
5. Submission of rebuttals and personnel file verification by candidate via MyIUP	February 15	October 1
6. Submission of college Dean recommendations to the candidate for review, and if appropriate, rebuttal	One week prior to submission deadline.	
7. College Dean/manager recommendation submitted via MyIUP.	March 8	October 21
8. Submission of rebuttals to college Dean's recommendation by candidate via MyIUP	March 8	October 21
9. Submission of recommendations by the UWTC to the President, along with the materials on which those recommendations were based	April 21	November 21
10. President's notification to the faculty member	May 31	December 31

G. THE FACULTY MEMBER HAS THE RIGHT TO GRIEVE THE DENIAL OF TENURE AS STIPULATED IN THE CBA ARTICLES 15 and 5.

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PART III: RENEWALS AND NON-RENEWALS

A. NOTIFICATION OF RENEWAL OR NON-RENEWAL

Should either a department chairperson or the department evaluation committee not recommend renewal for a probationary non-tenured faculty member in the third or fourth year of probationary employment, the non-renewal shall be sent to the University-wide tenure committee by the President for its recommendation. If, and only if, two (2) of the (3) recommendations (department evaluation committee, department chairperson, University-wide tenure committee) favor renewal and the President fails to renew, the faculty member shall have the right to grieve the non-renewal in accordance with Article 5 of the CBA.

Probationary faculty shall be notified, in writing, by the President of renewal or non-renewal by the notification dates stipulated in the CBA Article 14.

B. DEPARTMENT EVALUATION COMMITTEE (DEC) AND DEPARTMENT CHAIRPERSON RESPONSIBILITIES

The DEC and department chairperson shall make renewal recommendations, in writing, to the Dean by the dates stipulated in the CBA Article 12. If a department chairperson and/or DEC does not recommend renewal for a probationary faculty in the third or fourth year of probationary employment, the Dean will notify the President no later than December 1, and the President or his designee will notify the chair of the UWTC no later than December 15. Documentation including the DEC and Chair's recommendations will be provided to the UWTC no later than January 10.

C. UNIVERSITY WIDE TENURE COMMITTEE PROCEDURES

1. The UWTC shall review the recommendations of the DEC and the department chairperson in addition to all materials received for performance review and evaluation. Members of the committee will review only those materials placed before it relevant to the stated criteria. This will include examination of a probationary faculty member's personnel file, if permission is granted by the probationary faculty member.
2. Before the UWTC makes its recommendations to the President, the probationary faculty member has the right to appear before the UWTC.
3. Each probationary faculty member shall have access to copies of all documents relevant to his/her evaluation reviewed by the UWTC and any other sources of information considered by the UWTC.
4. The UWTC decision will be determined by a simple majority of the entire committee. A minimum of five positive votes will be required for a renewal recommendation. Vote will be by secret ballot. Ballots will be held by the UWTC chair until the end of the academic year.
5. The UWTC will submit its recommendation to the President or his/her designee no later than January 28.

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D. THE FACULTY MEMBER HAS THE RIGHT TO GRIEVE THE NON-RENEWAL PERCBA ARTICLES 14 AND 5.

PART IV: PROCESS AND DEADLINES

A. For the Candidate

a. First Deadline (December 31 for Fall Hires and May 1 for Spring Hires)

1. Candidate uploads three-page application letter to the President and Vita as a single PDF document via MyIUP.
2. Complete the check box giving the UWTC permission to view the candidate's personnel file.
3. Provide copies of tenure submission documents to the DTC and Department Chair.
4. Complete the check box on MyIUP and provide a signed hard copy of the DTC Permission form giving the DTC permission to view the candidate's personnel file.

b. One week prior to Second Deadline (February 8 for Fall Hires and September 24 for Spring Hires)

1. Read the DTC Recommendation and attempt to reconcile any factual errors with the DTC.
2. Read the Department Chair Recommendation and attempt to reconcile any factual errors with the department chair.
3. If desired, request a meeting with the UWTC via email to the UWTC chair.

c. Second Deadline (February 15 for Fall Hires and October 1 for Spring Hires)

1. Using the Candidate Personnel Verification Form, visit Human Resources to check your personnel file. Fully complete the form, save it as a PDF file, and submit via MyIUP.
2. Submit rebuttal(s) to the DTC and/or department chair recommendations via MyIUP, if appropriate.

d. One week prior to Third Deadline (March 1 for Fall hires and October 14 for Spring hires)

1. Read the college Dean's recommendation and attempt to reconcile any factual errors with the college Dean.
2. If desired, request a meeting with the UWTC via email to the UWTC chair.

e. Third Deadline (March 8 for Fall hires and October 21 for Spring hires)

Submit a rebuttal to the college Dean's recommendation via MyIUP, if appropriate.

B. For the Department Tenure Committee

a. One week prior to deadline (February 8 for Fall Hires and September 24 for Spring Hires)

Using the Department Tenure Committee Recommendation Form, insert the DTC letter where indicated. Have all committee members sign, save as a PDF file, and submit to the candidate for review via official IUP email.

b. Deadline (February 15 for Fall Hires and October 1 for Spring Hires)

1. Using the Department Tenure Committee Recommendation Form, insert the DTC letter where indicated. Have all committee members sign, save as a PDF file, and submit via MyIUP.
2. Using the DTC Personnel Verification Form, visit Human Resources to check the personnel file. Fully complete the form, save as a PDF file, and submit via MyIUP.

- C. For the Department Chair
- a. One week prior to deadline (February 8 for Fall Hires and September 24 for Spring Hires)
Using the Department Chair Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit to the candidate for review via official IUP email.
 - b. Deadline (February 15 for Fall Hires and October 1 for Spring Hires)**
Using the Department Chair Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit via MyIUP.
- D. For the college Dean/appropriate manager
- a. One week prior to deadline (March 1 for Fall hires and October 14 for Spring hires)
Using the Dean Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit to the candidate for review via official IUP email.
 - b. Deadline (March 8 for Fall hires and October 21 for Spring hires)**
Using the Dean Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit via MyIUP.