

TENURE:

A BRIEF SUMMARY OF THE PROCESS

(REFERENCE: SLCC POLICIES AND PROCEDURES MANUAL, CHAPTER 4; POLICY 1.01; SECTION C.3)

The awarding of tenure is not automatic, but follows a formal process (usually seven years) that involves annual evaluations of tenure track faculty followed by a Letter of Progress or a Letter of Concern. Faculty members are awarded tenure by the President of the College upon recommendation of both the Department Sitting Tenure Committee and the Dean or Associate Vice President (see Sections C.3.11 and C.3.12). If there is no consensus between the Committee and the Dean or Associate Vice President, then the probationary period may be extended in accordance with Section C.3.6.1. (C.3.3)



Beginning with the tenure-track appointment to the rank of instructor or to a higher rank, the probationary period may include full-time service in all institutions of higher education (see Section C.3.11.2.). (C.3.4)

A maximum of three (3) years of previous satisfactory academic service as full-time appointment faculty in higher education may be credited to a faculty member's normal seven (7) year probationary period at Salt Lake Community College, at the discretion of the President (or designee) upon written request and recommendation of the Sitting Tenure Committee in consultation with the majority of the department faculty. (C.3.4.1)

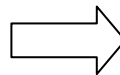
Written requests for previous successful academic service is contingent upon receipt of a fourth Letter of Progress. (C.3.4.1.1)



All information regarding a faculty member's performance reviews, progress toward tenure, as well as post-tenure performance reviews, will be contained in the division/department faculty file maintained within the division/department (see II. N.) and is available to the faculty member at any time and to the Department Sitting Tenure Committee during the tenure review process. (C.3.7.1) A faculty member has the right to make additions to the file on his or her behalf. (C.3.7.2) In any correspondence with others pertaining to the tenure of a faculty member, the correspondent will be notified that the files are open to the faculty member. (C.3.7.3)



By the third Friday of Fall Semester, the Chair will contact all tenured faculty of each department to elect a Department Standing Tenure Committee to serve for that academic year. The Department Standing Tenure Committee shall consist of at least three tenured faculty members. The department faculty shall decide on the number of tenured faculty members, beyond three, on the Standing Tenure Committee to ensure having enough members to avoid overloading any one member of the committee with this responsibility. All tenured faculty members are eligible to serve on the Standing Tenure Committee, but may not serve on their own Sitting Tenure Committee. (C.3.8.1)



C.3.11 Notification of Tenure Decision

During the final year of probation, the President (or designee) shall notify, in writing, each faculty member in question of the decision to grant or deny tenure. (C.3.11.1)

A copy of the letter granting or denying tenure is to be placed in the College personnel file and the division/department tenure file of the recipient. (C.3.11.3)



After the faculty member being considered has left the performance evaluation meeting, the Department Sitting Tenure Committee votes to recommend either a Letter of Concern or Progress. Each member of the Sitting Tenure Committee has an equal vote. (C.3.10.1) Based on this vote, by majority, the committee recommends to the Dean or Associate Vice President either a Letter of Progress or a Letter of Concern. If the Sitting Tenure Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation to the Dean or Associate Vice President must be clearly for Progress or of Concern and must include the rationale for the recommendation. If the Dean disagrees with the Committee's recommendation, she or he should consult with the Committee before writing the Letter of Progress or Letter of Concern. (C.3.10.2)

The Letter of Progress or Letter of Concern must reach the faculty member no later than March 31 and must contain the rationale for the action. (C.3.10.3)



C.3.9 The Performance Evaluation

The performance evaluation meeting. At this meeting, the Department Sitting Tenure Committee members are responsible to meet with the tenure-track faculty member for consultation, and to use the following to achieve the evaluation identified in C.2:

- (a) The division/department tenure file, which is available to the faculty member at all times and to the Sitting Tenure Committee during tenure review, includes but is not limited to the most current Student Evaluations of faculty in all applicable formats (e.g., on-line, traditional classroom, telecourse), past performance evaluations, and recommendations from previous probationary years. (See II. N)
- (b) The most current Rank Advancement reports.
- (c) Observations of teaching competence by members of the Department Sitting Tenure Committee.
- (d) *[sic]*
- (e) Information submitted by the faculty member being evaluated explaining the reasons why he or she should progress toward tenure, if such information is provided, including the results of any plan for improvement developed by the faculty member (see C.3.1).
- (f) Information submitted by the administration, including evaluations conducted by the Chair using the approved College process, committee service to the College, and commendations. (C.3.9.3)



Each tenure-track faculty member shall be evaluated by a Department Sitting Tenure Committee which consists of the Department/ Division Chair and two (2) selected faculty members from the Standing Committee; these two are selected by each faculty member being evaluated. If a faculty replacement is needed for the Sitting Committee, the chair and the faculty member under review shall agree on a replacement from the Standing Committee. The Sitting Tenure Committee selects its own chair. (C.3.8.4)