

#### **4.04 TENURE**

<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/tenure/>

#### **PROCEDURES**

Prior to October 15 of each fall semester, each School or College shall establish a committee to evaluate candidates who have been identified by the academic unit administrative supervisor as candidates for tenure. At its discretion a School or College may utilize a committee already established for matters of faculty recognition (i.e., promotion, merit pay, sabbatical leave) provided that such committee is composed of three (3) or more full-time faculty members from the School or College. If the School or College chooses to establish a specific committee for tenure review, such committee shall be composed of three (3) or more full-time academic faculty from the School or College. Whichever the case, the committee utilized shall be formed by democratic procedures. It shall be the responsibility of the committee to make advisory recommendations concerning tenure to the School or College Dean. If a Dean within a School or College is seeking tenure the recommendations are submitted to the Provost & Vice President for Academic Affairs.

The committee shall base its recommendation on systematic evaluation of the candidate in the areas of teaching, scholarly/creative activity and service. In addition, the systematic evaluation of the candidate (by the Faculty Recognition Committee and at each additional university level of review) must be aligned with and not violate the terms and conditions of the appointment. The Dean of the School or College will ensure that each newly hired tenure track faculty member will receive the School or College's Faculty Recognition Committee document within two weeks of employment.

It shall be the responsibility of the candidate to supply the committee with supporting documentation in each of these areas:

Supporting evidence in the area of teaching may include but need not to be limited to self-evaluation, student evaluations, supervisor evaluations, reports of peer visits and evaluations, and examples of teaching techniques (i.e., tests, syllabi, assignments).

Supporting evidence in the area of scholarly/creative activity shall include but may not be limited to publications relevant to the candidate's discipline, performances or exhibitions, copies of papers presented, reports of research in progress, reports of grants and fellowships, and reports of supervised student research.

Supporting evidence in the area of service shall include but need not be limited to service on academic committees (program, School or College, and University), service to student organizations, recruitment activity, work as a consultant, and service to the profession or community.

Supporting evidence specifically relevant to each discipline may be requested and/or submitted.

The committee recommendation shall be viewed by the Dean of the School or College. The Dean shall notify the candidate in writing of both the committee's and their recommendations no less than three (3) working days prior to the deadline set by the dean. The Dean also has the responsibility to inform the committee of their recommendation. Before forwarding recommendations, the Dean shall give the candidate an opportunity to meet with the committee and/or the Dean to resolve any dissatisfaction the candidate may have. After such a meeting, the candidate may request in writing that their candidacy not

proceed further. Such a request shall be honored. If the candidate chooses to proceed with their candidacy, the Dean shall keep the committee informed of the response of the Provost & Vice President for Academic Affairs.

If the Dean of a School or College is being reviewed by the School or College's committee their recommendation is submitted to the Provost & Vice President for Academic Affairs. The Provost shall notify the candidate in writing of both the committee's and their recommendations no less than three (3) working days prior to the deadline established in the annual decision calendar. The Provost & VPAA also has the responsibility to inform the committee of their recommendation. Before forwarding recommendations, the Provost & VPAA shall give the candidate an opportunity to meet with the committee and/or the Provost to resolve any dissatisfaction.

The tenure of probationary faculty members will be made to the President by the Provost & Vice President for Academic Affairs on recommendations of the Dean and of the School or College, as described in earlier parts of these policies, and in the manner so described.

The Provost & Vice President for Academic Affairs shall review the recommendations and inform the candidate in writing of their recommendation before forwarding their recommendation and all previous recommendations to the President of the University.

The President of the University shall make the final decision on a tenure recommendation. If their decision is affirmative, they shall notify the Kansas Board of Regents that tenure be granted.

The University's policies and procedures for tenure and reappointment during the probationary period affirm any and all due process rights whether or not such rights are expressly stated.