

Date: May 8, 2009  
To: All IFO Faculty  
From: Nancy C. Erickson, Vice President for Academic Affairs (Interim)  
Subject: CRITERIA, PROCEDURES, AND TIME LINES FOR TENURE

The decision to award tenure shall be based on the principle of a demonstrated cumulative record of positive performance and professionally competent achievement consistent with the goals of the institution over the duration of the probationary period on the criteria outlined in Article 22. Annual evaluations that are minimally satisfactory and are used, in part, in the tenure decision, may result in the denial of tenure. A member of the faculty shall normally be considered for tenure during the fifth year of continuous FTE service in a tenure-earning position.

## I. Purpose and Criteria

### A. Purpose

The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information which will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest possible level of academic excellence.

### B. Criteria

The criteria shall include:

1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
2. Scholarly or creative achievement or research.
3. Evidence of continuing preparation and study.
4. Contribution to student growth and development.
5. Service to the university and community.

II. Procedures

Note: For purposes of this article, “immediate supervisors” are deans or other (non IFO) administrators and do not include department chairs.

- A. A faculty member who believes he/she is eligible for consideration for tenure shall inform the Dean or immediate supervisor of his/her intent to seek a tenure appointment. This shall be provided in the form of a Progress Report completed in accordance with Article 22, Section D along with all required forms and documents and all information. This should be presented to the department through the Department Chair.
- B. Upon receipt of the Progress Report, the faculty within the department or program and the Chair shall prepare their recommendations. A copy of these recommendations shall be provided to the candidate at the time all of this material is forwarded to the office of the Dean/immediate supervisor. The candidate shall be entitled to attach comments to the recommendations.
- C. The Dean/immediate supervisor shall provide a written assessment of the Progress Report in accordance with Article 22, Section D, Subd. 3, and subsequently shall provide a written recommendation regarding tenure to the supervising Vice President. A copy of the recommendation shall also be given to the candidate who shall be entitled to attach comments to the recommendation.
- D. The supervising Vice President shall present his/her recommendation to the candidate. The candidate at his/her request shall be given the opportunity to meet with the Vice President to discuss the recommendation. The candidate shall be entitled to attach comments to the recommendation. These comments shall be provided to the Vice President by **May 1\***.
- E. The supervising Vice President shall present his/her recommendation and all other materials associated with the application to the President.
- F. Should a recommendation for denial of tenure be made by the department, the Chair, the immediate supervisor or the Vice President, the President shall invite the faculty member to meet to discuss the recommendations before a decision is made. The faculty member may choose to be accompanied by an Association Representative.
- G. The President, after considering the recommendations and the faculty member’s comments, if any, shall decide whether or not to grant tenure to the faculty member. The President’s decision shall be communicated to the faculty member by **June 15\***.
- H. Should the President’s decision be negative, and the faculty member is in her or his fifth (5<sup>th</sup>) year or during the final year of a shortened probationary period, the faculty member’s subsequent academic year contract shall be terminal. The President’s written notice of denial of tenure shall include reasons for denial.

- I. A probationary faculty member who has been given notice of denial of tenure shall, upon request, be granted an interview with the President by January 15\* of the terminal year in order to discuss his/her employment status. Any change in the decision shall be communicated to the faculty member in writing within fifteen (15) days.

III. Time Lines

1. By January 31\* Progress report along with all required forms and documents and all tenure information to be submitted to the Department through the Chair.
2. By February 8 Department chairs and the department shall have finished evaluations and have forwarded evaluations, recommendations, and any supporting materials which may be relevant to the Dean/immediate supervisor and copy to faculty.
3. By February 19 The Dean shall complete his/her Summary Assessment in accordance with Article 22, Section D, Subd. 3, and subsequently provide a copy of his/her tenure recommendation to the faculty member.
4. By February 26 The faculty member at his/her request shall have met with the Dean (if needed) to discuss the recommendation.
5. By March 1 Dean/immediate supervisor shall furnish a copy of his/her recommendation, that of area faculty, and any supporting materials which may be deemed relevant to the supervising Vice President and shall furnish a copy of his/her recommendation to the faculty member.
6. By March 22 The supervising Vice President shall submit his/her recommendation to the faculty member.
7. By May 1\* The faculty member at his/her request shall have met with the supervising Vice President to discuss the recommendation. The faculty member shall have attached comments to the recommendation if he/she wishes to do so.
8. By May 3 The supervising Vice President shall submit his/her and all recommendations and supporting materials along with the faculty member's comments, if any, to the President and shall send a copy of his/her recommendation to the faculty member.

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9. By **May 6** Should a recommendation for denial of tenure be made by the Department, Chair, the immediate supervisor or the Vice President, the President shall invite the faculty member to meet to discuss the recommendation before a decision is made. The faculty member may choose to be accompanied by an Association Representative.
10. By **June 15\*** The President’s decision shall be conveyed to the faculty member in writing. A copy of the President’s decision and documentation will be sent to the faculty member’s official personnel record.

\*These dates are specified in the MnSCU-IFO agreement.

**2009/2010 Tenure Requests (Article 25)**

	Progress Rpt & All Tenure Info From Faculty to Dept Through Chair	Chair/Dept Rec’s & Doc to Dean with Copy to Faculty	Dean Summary Assessment & Recommendation to Faculty	Faculty Mtg w/Dean (if requested) By:	Dean Rec. & Documentation to VP with Copy to Faculty	VP Letter to Faculty	Faculty Mtg w/VP (if requested) & Provide Written Comments	VP Rec & Doc to President with Copy to Faculty	Faculty Mtg with President (if applicable)	President’s Decision to Faculty, copy of decision & documentation to HR file
Tenure	1-31-10*	2-8-10	2-19-10	2-26-10	3-1-10	3-22-10	5-1-10*	5-3-10	5-6-10	6-15-10*

\*Contractual Dates