

AUSTIN PEAY STATE UNIVERSITY POLICIES AND PROCEDURES MANUAL

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Subject: Personnel Policies and Procedures for Faculty
Initiating Authority: Vice President for Academic Affairs
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Approved: President (signature on file)

VI. RETENTION AND TENURE PROCESS

The President has the authority to recommend tenure or to continue faculty members in probationary status, in accord with the provisions elsewhere in this policy. The President shall base his determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental chairpersons, college deans, and the Vice President for Academic Affairs. Copies of all personnel actions made at every level shall be sent to the faculty member, departmental chairperson and Dean on a timetable consistent with the Calendar For Personnel Action.

A. Departmental Recommendations.(3)

1. The departmental chairperson shall inform faculty members who are to be reviewed of the nature of materials required by the retention and tenure committee and the date by which these materials must be received for committee consideration. The departmental chairperson shall be responsible for maintaining the dossier of each faculty member, which shall include copies of all prior years' APSU personnel recommendations by departmental and college committees and chairpersons and deans. Included in it shall be a description and a curriculum vita of the candidate's scholarly and professional achievements. It is an administrative responsibility of the chairperson to ensure that the evidence necessary for a full and fair evaluation is contained in the dossier, but it shall be the primary responsibility of the faculty member under review to gather the necessary evidence and to provide an up-to-date vita and dossier.
2. The faculty member's dossier shall be arranged in the following order with an initial brief statement of intent:
 - (a) Department Chairperson Faculty Performance Review Form.
 - (b) Department Committee's Retention & Tenure Recommendation Form or Promotion Recommendation Form as appropriate.
 - (c) College Committee and Deans Retention and Tenure Recommendation Form/Promotion Recommendation Form as appropriate.
 - (d) An up-to-date vita.
 - (e) A summary of evidence supporting Effectiveness in Academic Assignment, Scholarly and Creative Achievement, and Professional Contributions as Activities since the most recent personnel action.

- (f) Copies of all previous years' APSU personnel recommendations by departmental and college committees and chairpersons and deans.
- (g) Description of academic assignment with any selected related materials. Copies of all supporting documents shall be available in the appropriate departmental office.
- (h) Materials related to Scholarly and Creative Achievement, including evaluations by off-campus authorities in the relevant field.
- (i) Materials related to Professional Participation and Public Service, including evaluations by off-campus authorities in the relevant field.
- (j) All student evaluations of instruction since coming to APSU. This is to be the last set of materials, at the back of the file. For second-year faculty, this would include the fall and spring evaluations from their first year. Written comments by students at the time of faculty evaluation shall not be incorporated in the dossier. These comments, converted to typed documents, will be utilized only informally in the department by the respective faculty member for his or her improvement.
- ~~(k) Any dossier considered to be incomplete at the initial departmental review level should be returned to the faculty member for timely revision and resubmission prior to consideration at any level.~~

3. Any dossier submitted to the departmental committee that does not comply with the content and order requirements of current policy 5:010, section VI.A.2 must be returned to the faculty member for timely revision and resubmission to the departmental committee prior to consideration at *this or any other level.*"
3. 4. The Departmental Retention and Tenure Committee shall be convened by the departmental chairperson in a timely fashion (for schedule, see Section VI.D.87). The committee will then select a presiding officer, who shall be a voting member of the committee. The presiding officer will select a committee member to take notes to provide a summary statement reflecting the strengths and weaknesses noted during the review of each dossier, which notes can be used as reference material for the written evaluation. The departmental chairperson will be able to participate in the discussion. However, as the time for voting approaches, the chairperson will leave the room. Further discussion may ensue. A vote then will be held by secret ballot and the results recorded on the appropriate personnel form by the presiding officer. A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the committee. A member of the committee voting with the minority may write, in collaboration with other members in the minority, a minority report, which shall be forwarded with the committee's recommendation. In the event of a tie vote, two (2) minority reports will be written and forwarded to the next level in the personnel process. The departmental chairperson shall write a separate evaluation of and recommendation for the faculty member under review (Chairperson's form, Faculty Performance Review). *At the departmental level, immediately after the departmental committee's action is completed, the faculty member's dossier is considered to be complete, and nothing can be deleted; and nothing shall be added except standard review materials (e.g., college committee report, dean's review, etc.) or results of any appeal process under Section VI.D.* After the departmental committee acts on a faculty member's dossier and forwards it to the

next level, the departmental action cannot be rescinded, unless authorized in writing by the President.

- 4.5. The departmental chairperson shall write a separate evaluation of and recommendation for the faculty member under review (Chairperson's form, Faculty Performance Review). ~~At the departmental level, immediately after the departmental chairperson's action is completed, the faculty member's dossier is considered to be complete, and nothing can be added or deleted except standard review materials (e.g., college committee report, dean's review, etc.) or results of the appeal process (VI.D.).~~
- ~~5.~~ 6. The maximum period of probationary service is seven (7) years and the minimum period for tenure consideration is five (5) years. All faculty members are eligible to apply for tenure during their fifth year. Should a faculty member prefer to delay application for tenure until the sixth year, such a decision should be made in consultation with the department head and the dean. The faculty member should be aware that delaying until the sixth year will result in only one opportunity to be considered for tenure, since notice of non-renewal or award of tenure must be issued during the faculty member's sixth year.
- ~~6.~~ 7. The faculty member shall sign to indicate having read the recommendations of the departmental committee and the chairperson, and shall have access to all materials forwarded to the college committee. If both departmental recommendations are negative, the candidate has a right to appeal the decision to the College dean (see Section VI.D.). Recommendations once forwarded from the department to the next level cannot be rescinded unless authorized by the President.