

# Shawnee State University

PROCEDURE TITLE:	PROMOTION AND TENURE
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## 1.0 TENURE SYSTEM

- 1.1 Definition of Tenure: Tenure is defined as a continuous employment status awarded to an eligible faculty member by the Board of Trustees upon determination the eligible faculty member has fulfilled the requirements for tenure in accordance with the criteria and rigorous peer-mentoring and review process detailed in this procedure. Tenured faculty may only be disciplined or terminated for just cause.
- 1.2 Definition of Continuing Contract: Continuing contract is a continuous employment relationship with the University that has been established by a Bargaining Unit Member based on collective bargaining agreements in place prior to the creation of the tenure system. Discipline or termination of faculty with continuing contracts may only be for just cause.
- 1.3 An award of tenure must be earned by faculty members on the basis of their past performance during the tenure-track period as evaluated by tenured faculty, Department Chair/School Director, Dean, Provost, the University President, and the Board of Trustees. Tenure cannot be acquired automatically by length of service. Tenure cannot be acquired or denied automatically by procedural error, provided the applicant adheres to the requirements of sections 5.2.4 and 5.2.5, below.
- 1.4 The awarding of tenure is one of the most significant aspects of the performance evaluation system of Shawnee State University. A favorable tenure recommendation shall be based on a record of demonstrated achievements in teaching, as well as scholarship (which can include creative activities, etc.), and/or service and/or commercialization for which the evidence of excellence in teaching, substantial or outstanding scholarship and/or service and/or commercialization is clear and consistent.

## 2.0 ELIGIBILITY FOR PROMOTION AND TENURE

- 2.1 A tenured faculty member must meet the following requirements in order to be promoted to the Rank of Professor:

- 2.1.1 Discipline-appropriate degree at the Master's level or higher in the area of teaching specialization and five (5) years of full-service teaching experience as an Associate Professor, at least three of which must be at Shawnee State University.
  - 2.2 A tenure-track faculty member must meet the following requirements in order to be promoted to:
    - 2.2.1 Rank of Associate Professor and Tenure: Discipline-appropriate degree at the Master's level or higher, in the area of teaching specialization and any combination equaling six (6) years or more of credit toward tenure with at least 3 years of full-time teaching experience as an Assistant Professor, at Shawnee State University; or
      - 2.2.1.1 Discipline-appropriate degree at the Master's level or higher, in the area of teaching specialization with at least 3 years of full-time teaching experience as an Assistant Professor at Shawnee State University and a recommendation for early tenure from the faculty member's Mentoring Committee.
    - 2.2.2 Rank of Assistant Professor: Discipline-appropriate degree at the Master's level or higher in the area of teaching specialization, and three (3) years of full-service teaching experience as a Senior Instructor, all of which must be at Shawnee State University.
  - 2.3 Faculty holding the rank of Associate Professor or higher who are not tenured, must meet the following requirements to be granted tenure without promotion:
    - 2.3.1 Discipline-appropriate degree at the Master's level or higher in the area of teaching specialization and any combination equaling six (6) years or more of credit toward tenure with at least 3 years of full-service teaching experience at the current rank at Shawnee State University.
  - 2.4 Determination of which degrees are discipline-appropriate and "in the area of teaching specialization" is the joint responsibility of the school/departmental faculty, Dean, and the Provost in consultation with the SEA President.
  - 2.5 All tenure track faculty employed by Shawnee State University shall be considered to have the discipline-appropriate degree in the area of teaching specialization.
- 3.0 ELIGIBILITY FOR EARLY TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

- 3.1 This section shall apply only to tenure-track faculty who in their third-year review have demonstrated progress in areas under consideration that are commensurate with what is usually expected from a tenure-track faculty member at the completion of their fifth year, as judged by the Mentoring Committee.
  - 3.2 Upon recommendation of the tenure-track faculty member's Mentoring Committee after successful completion of the third-year review, the tenure-track faculty member may apply for early promotion to Associate Professor and Tenure in either year 4 or in year 5.
  - 3.3 In such case, the tenure-track faculty member shall follow the promotion and tenure application process and timeline identified in Sections 6 and 12. If the tenure-track faculty member is unsuccessful in their attempt for early promotion and tenure, the tenure-track faculty member will be permitted to reapply in year six following the timeline and application process for promotion to Associate Professor and Tenure.
  - 3.4 Application for early tenure will be permitted one time.
- 4.0 CRITERIA FOR TENURE AND PROMOTION IN RANK
- 4.1 The common promotion and tenure criteria reflected in Appendix A to this procedure have been established by the consolidation of criteria previously developed by academic departments. The purpose is to provide standards to ensure consistency in the rigor and equity of promotional decisions across the Colleges. Some artifacts are included in more than one area in Appendix A in order to provide flexibility in preparation of the promotion application so that applicants may decide in which area(s) a particular artifact best exemplifies their performance.
  - 4.2 Promotion to the rank of Assistant Professor requires the candidate to demonstrate that they have met the criteria for excellence in teaching. (ref. Appendix A)
  - 4.3 Promotion to the rank of Associate Professor and Tenure (with or without promotion) requires the candidate to demonstrate that they have met the following:
    - 4.3.1 Excellence in teaching and outstanding achievement in scholarship; or
    - 4.3.2 Excellence in teaching and outstanding achievements in service; or
    - 4.3.3 Excellence in teaching and outstanding achievements in commercialization; or

- 4.3.4 Excellence in teaching and substantial contributions in two of the three other categories – scholarship, service, or commercialization.
- 4.4 Promotion to the rank of Professor at Shawnee State University with Tenure if the candidate does not already have it requires the candidate to demonstrate that they have met the following:
  - 4.4.1 Excellence in teaching, outstanding achievements in scholarship, and substantial contributions in service and/or commercialization; or
  - 4.4.2 Excellence in teaching, outstanding achievements in service and substantial contributions in scholarship and/or commercialization; or
  - 4.4.3 Excellence in teaching, outstanding achievements in commercialization and substantial contributions in scholarship and/or service.
- 4.5 In order to receive tenure without promotion, faculty members at the rank of Associate Professor or higher without tenure must demonstrate that they have met the following:
  - 4.5.1 Excellence in teaching and outstanding achievement in scholarship; or
  - 4.5.2 Excellence in teaching and outstanding achievements in service; or
  - 4.5.3 Excellence in teaching and outstanding achievements in commercialization; or
  - 4.5.4 Excellence in teaching and substantial contributions in two of the three other categories – scholarship, service, or commercialization.
- 4.6 In each of the cases above, excellence in teaching is considered the primary qualification for promotion and shall be weighted accordingly.
- 4.7 The required criteria for promotion and tenure are found in Appendix A. Candidates must provide the requisite evidence for teaching, scholarship, service and/or commercialization as applicable since the date of application for their last promotion at SSU or since the date of hire if they have not been previously promoted. Credit toward tenure does not change the required criteria or allow the use of evidence acquired before being hired at Shawnee State University.
- 4.8 All applications for promotion and/or tenure submitted by tenure-track or tenured faculty members must adhere to the Summary of Promotion and Tenure Event Calendar as identified in Section 11 of this Procedure.

5.0 APPLICATION PROCEDURE FOR PROMOTION AND TENURE, PROMOTION ONLY, OR TENURE ONLY

- 5.1 In the event that an eligible tenured or tenure-track faculty member desires to apply for a promotion and/or tenure, they shall submit their portfolio to the Office of the Provost by 5:00 p.m. on the 15th working day of Fall semester of the year prior to the academic year in which such promotion would take effect, if granted.
- 5.1.1 Application for promotion to Associate Professor with Tenure under early promotion option would be submitted in year 4 or 5.
- 5.1.2 Application for promotion to Associate Professor with Tenure would be submitted in year 6.
- 5.1.3 Application for promotion to Professor from Associate Professor may be submitted in year 5 or later as an Associate Professor.
- 5.1.4 Application for tenure without promotion may be made during the year in which eligibility requirements would be met.
- 5.1.5 In general, all other applications for promotion may be made during the year in which eligibility requirements would be met.
- 5.2 The portfolio shall be submitted by the candidate electronically as two (2) Microsoft Word or pdf files.
- 5.2.1 One file will contain the application and be titled “[APPLICANT’S LAST NAME AND FIRST INITIAL] APPLICATION.”
- 5.2.2 The second file will contain the Appendix and be titled “[APPLICANT’S LAST NAME AND FIRST INITIAL] APPENDIX.”
- 5.2.3 Files will be submitted on a thumb drive provided by administration (Dean) and be organized and contain the information listed in subsections 5.4 through 5.9, below, as applicable. Both files will contain a table of contents for each required section.
- 5.2.4 Portfolios that are not organized according to the instructions above will be returned to the applicant for correction and resubmission before the deadline.
- 5.2.5 Portfolios that are submitted after the deadline will be returned to the applicant and will not be considered.

- 5.3 Candidate materials should be sufficient to demonstrate the applicant's knowledge, skills, and abilities but shall not be unreasonably duplicative or voluminous.
  - 5.4 Portfolio Section 1 (limited to 30 pages)
    - 5.4.1 A completed promotion application form which is in Appendix C and available on the Office of the Provost's website;
    - 5.4.2 A cover letter limited to one page which must address:
      - 5.4.2.1 the candidate's eligibility for promotion and/or tenure (Section 3 of this procedure); and
      - 5.4.2.2 the basis for the candidate's application for promotion and/or tenure (Section 4 of this procedure); and

The cover letter may also include a short, optional summary of any additional information not contained in other sections of this application that may be pertinent to the candidate's evaluation.

  - 5.4.3 A detailed and current vita; and
  - 5.4.4 A letter of support from the chairperson of the department;
  - 5.4.5 Three (3) additional letters of support from professional and/or academic colleagues.
- 5.5 Portfolio Section 2: Teaching (limited to 20 pages)
  - 5.5.1 A detailed narrative (not more than 15 pages) which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria for excellence in teaching. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim to excellence of teaching. Candidates cannot include sources of evidence in the Appendix to the application without commentary.
  - 5.5.2 A written candidate-developed summary that provides an analysis, which should include charts, graphs, and tables as appropriate, and discussion of

all student evaluations since the last promotion or the entire period of time being reviewed in this application, not to exceed 6 years prior to submission of this application.

5.5.3 For individuals not holding continuing contract or tenure, a Dean, School Director, or Department Chairperson's in-class evaluation for each year since the last promotion or time of hire if this is the first application for promotion (not included in the page limit).

5.5.4 For applicants for Professor, at least one in-class evaluation by the Dean, School Director, or Department Chairperson that was completed in the year preceding the application for promotion.

5.5.5 If any of the student evaluations or Dean's/chair's/school director's evaluations are missing, the faculty member must include a narrative explaining why these items are missing.

5.6 Portfolio Section 3: Scholarship (if applicable) (limited to 5 pages)

5.6.1 A detailed narrative which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria for outstanding or substantial scholarship. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim to outstanding or substantial scholarship. Candidates cannot include sources of evidence in the Appendix to the application without commentary.

5.7 Portfolio Section 4: Service (if applicable) (limited to 5 pages)

5.7.1 A detailed narrative which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria in outstanding or substantial service. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim of outstanding or substantial service. Candidates cannot include sources of evidence in the Appendix to the application without commentary.

5.8 Portfolio Section 5: Commercialization (if applicable) (limited to 5 pages).

- 5.8.1 A detailed narrative which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria in outstanding or substantial commercialization. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim of outstanding or substantial commercialization. Candidates cannot include sources of evidence in the Appendix to the application without commentary.
- 5.9 Appendix: All of the following are to be included in the appendix to the application, organized in a manner so that each category can be easily found by individuals reviewing the application:
  - 5.9.1 A table of contents for the appendix clearly showing which application section and criteria is being demonstrated by each source of evidence.
  - 5.9.2 Sources of evidence for teaching criteria;
  - 5.9.3 Sources of evidence for scholarship criteria (if applicable);
  - 5.9.4 Sources of evidence for service criteria (if applicable);
  - 5.9.5 Sources of evidence for commercialization criteria (if applicable);
  - 5.9.6 If the candidate is applying for Associate Professor, a copy of the promotion and tenure plan, progress reviews, and pre-tenure and promotion review; and
  - 5.9.7 Original summaries of all student course evaluations from Shawnee State University, including student comments since the last promotion or the entire period of time being reviewed in this application, not to exceed 6 years prior to submission of this application. Student evaluations shall be viewed as only one (1) component of the evaluation of teaching. Candidates will be evaluated based on all sources of evidence for teaching. Promotion and tenure decisions shall not be based exclusively on numerical results of student evaluations.

## 6.0 COMMITTEES INVOLVED WITH PROMOTION AND TENURE



- 6.1 Faculty appointments typically begin in August, and the timelines in this procedure reflect this practice. In instances when faculty are hired mid-year, their promotion/tenure clock will begin the following fall semester.
- 6.2 Mentoring Committee
  - 6.2.1 A Mentoring Committee shall be established by the Department Chair/School Director for each tenure track faculty member by September 30 of their first year. Candidates may suggest members they would like to have on their committee. If the Department Chair/School Director fails to establish this committee by September 30, the Dean shall establish this committee within 15 calendar days.
  - 6.2.2 The Mentoring Committee shall consist of two (2) tenured members of the faculty member's department and the Department Chair if the Department Chair is a faculty member. Administrative Chairs may not serve on mentoring committees. If a department does not currently have at least two (2) tenured faculty members, tenured faculty members may be selected by the Department Chairperson from other departments within Shawnee State, or from another regionally-accredited baccalaureate-granting institution of higher education.
  - 6.2.3 Members of the Mentoring Committee serve until the faculty member is accepted or rejected for promotion and/or tenure. In the event that a Mentoring Committee member is not able to continue or declines to serve, another tenured faculty member may be appointed to the committee by the Department Chairperson. Tenured faculty members may serve on more than one Mentoring Committee at a given time.
- 6.3 Departmental Promotion Screening Committee: The Departmental Promotion Screening Committee (DPSC) is established and convened by the Department Chairperson/School Director by the fourth week of Fall Semester each academic year to review and evaluate applications for promotion and/or tenure submitted by the school's/departments' eligible candidates. The committee will be made up of three members with a structure as follows:
  - 6.3.1 Each department/school will elect two (2) representatives to serve on the DPSC. DPSC members will at a minimum hold the rank being sought by the candidate(s); as such, if any candidate is applying for promotion to Professor, all members of the DPSC must hold the rank of Professor.
  - 6.3.2 The Department Chair shall serve as Chair of the DPSC if they meet the criteria listed above and are a faculty member. Administrative Chairs/School Directors may not serve on the DPSC. If the department chair

does not meet the criteria listed above, the committee shall consist of three (3) faculty members from the department who at a minimum hold the rank being sought by the candidates. In such cases, the committee shall elect a chair.

- 6.3.3 If a department/school does not currently have enough department/school members who hold the rank of Professor, Associate Professors from the department/school may serve on the committee. In cases where the department/school does not have enough Associate Professors to serve, members may be selected by the Department Chairperson/School Director from other departments/schools within Shawnee State, or with concurrence from the Dean, from another regionally-accredited baccalaureate- granting institution of higher education. In such cases, members chosen from outside the department/school should at a minimum hold the rank being sought by candidates.
- 6.3.4 The Departmental Promotion Screening Committee (DPSC) will assess the promotion folder and present a summary of the candidate's promotion folder and assessment of whether or not the candidate has met the relevant criteria to the tenured members of the candidate's department /school. The tenured members of the candidate's department/school may view the full promotion portfolio.
- 6.3.5 The tenured members of the candidate's department/school will then vote by secret ballot to recommend or not recommend the candidate for promotion and/or tenure. Candidates may not vote on their own promotion recommendation. In the case of application for Professor only Professors in the department/school shall vote. At least three Professors are required for this vote. If a department/school does not have at least three Professors, then additional Professors from outside the department may be selected by the Department Chairperson/school director in consultation with the Dean.
- 6.3.6 The results of the department's/school's tenured faculty vote including comments (which shall be typed verbatim by the Department Secretary) from voting members and the report and assessment from the DPSC will be shared with all members of the DPSC and will be forwarded to the Dean and the College Promotion Committee. All materials shall be submitted by the date indicated in the Summary of Promotion and Event Calendar found in Section 11 of this Article.

#### 6.4 College Promotion Committees (CPC).

- 6.4.1 The Departmental Promotion Screening Committees formed by each department/school within the College shall select one representative and

one alternate from among their respective membership to form the College Promotion Committee (CPC) each academic year.

- 6.4.1.1 The College of Business and Engineering Technology will select a third member (and a third alternate) to serve on the College Promotion Committee. The Dean of CBET will work with the Departmental Promotion Screening Committee of the C.H. Lute School of Business and the Department of Engineering Technology to select the third member. The third member must meet the same requirements as other CPC members.
- 6.4.2 CPC members will at a minimum, hold the rank being sought by the candidate(s). As such, if any candidate is applying for promotion to Professor, all members of the college promotion committee must hold the rank of Professor. Should a department/school not have any Professors available to serve, the senior tenured member of the department/school, not applying for promotion, shall represent the department/school on the CPC.
- 6.4.3 The Dean shall convene the CPC by the date indicated in the Summary of Promotion and Tenure Event Calendar found in Section 11. The members of the CPC shall elect a Chair. The Dean will not be a member of the CPC and will not be present during CPC meetings.
- 6.4.4 The portfolio of each candidate will be evaluated by the CPC from their respective college.
- 6.4.5 The CPC may request clarification, supporting documentation, or explanation of portfolio materials from the candidate. The CPC may also request a limited number of missing items or additional material which will become a part of the portfolio for the rest of the proceedings as long as the CPC deems them substantive and the timeline would not be impacted.
- 6.4.6 The department/school representative or alternate must be present at the CPC meeting in which a vote is planned. A majority vote of the membership of the CPC is required for the approval or rejection recommendation of a candidate for promotion and/or tenure.
- 6.4.7 The CPC Chair shall provide a written report and summary of the CPC's decision. The report must indicate whether the CPC determined the application was complete, any deficiencies identified by the CPC, and the recommendation of the CPC. This report shall be voted on by the CPC and signed by the CPC Chair and all members of the CPC. CPC member signatures shall indicate that the report represents an accurate summary of the CPC's decision. The CPC Chair shall also ensure that procedures and

criteria as defined in this procedure are adhered to and are equally applied. This report shall be provided to the candidate. The CPC Chair shall also have initial responsibility to ensure that candidates are not subject to unlawful discrimination.

6.4.8 The CPC Chair shall submit all promotion and/or tenure materials including results of the CPC vote to recommend approval or rejection of the promotion and/or tenure to the Dean with a copy to the candidate. The report will become part of the candidate's promotion and/or tenure portfolio for the remainder of the proceedings.

6.4.9 The Dean will review and make a recommendation to the Provost in accordance with Section 8 of this procedure.

## 7.0 CPC RECONSIDERATION PROCEDURE

7.1 If a candidate has not been recommended for promotion by the College Promotion Committee, they shall have the right to request reconsideration of the CPC's decision by written request to the CPC Chair with a copy to the Dean by the deadline identified in Section 11.

7.2 The CPC will meet with the candidate to reassess the candidate's promotion and/or tenure portfolio. The candidate will be given an opportunity to address deficiencies noted in the CPC's report.

7.3 The CPC may request clarification, supporting documentation, or explanation of promotion and/or tenure portfolio materials from the candidate. The candidate may provide the CPC a written statement as part of their effort to clarify or explain the previously submitted promotion and/or tenure portfolio materials or to correct errors. The candidate may also add any missing or additional material requested by the CPC which will become a part of the promotion and/or tenure portfolio for the rest of the proceedings.

7.4 This CPC will make its final determination and notify the candidate and the Dean of its final recommendation by the date indicated by the calendar in Section 11.

## 8.0 ADMINISTRATIVE REVIEW

8.1 Role of the Dean:

8.1.1 For each candidate, the Dean will review the promotion and/or tenure portfolio and all documents including:

8.1.1.1 The results of the departmental/school vote along with any

written comments and the DPSC recommendation;

8.1.1.2 The results of the CPC vote along with any written comments and the CPC recommendation;

8.1.1.3 The candidate's written request for CPC reconsideration (if applicable);

8.1.1.4 Any documents requested by the CPC or added by the candidate during the CPC's review process or during reconsideration; and

8.1.1.5 The results of the decision after reconsideration (if applicable).

8.1.2 The Dean may call a meeting to consult with the CPC, the DPSC and/or the candidate.

8.1.3 The Dean will prepare a written recommendation and rationale for support of or opposition to tenure and/or promotion which includes the summaries of the findings and any discussion which occurred. The report will be submitted to the Provost with a copy to the candidate and will become a part of the candidate's promotion and/or tenure portfolio for the rest of these proceedings.

## 8.2 Role of the Provost:

8.2.1 For each candidate, the Provost will review the promotion and/or tenure portfolio and all documents including those listed under Section 8.1.1 and the Dean's report and recommendation.

8.2.2 The Provost will submit a report containing their recommendation in support or opposition to the candidate's request for a promotion and/or tenure. This report shall become part of the candidate's promotion folder for the remainder of these proceedings.

8.2.3 The Provost shall have the responsibility as Chief Academic Officer to ensure that the procedures and criteria as defined in this agreement are adhered to and are equitably applied. The Provost shall also have responsibility to ensure that candidates are not subject to unlawful discrimination.

8.2.4 The Provost may consult with the Dean and may call a special meeting of the CPC, the DPSC and/or the candidate prior to making their recommendation.

8.2.5 Should a candidate not be recommended for promotion and/or tenure by the Provost, after receiving a recommendation for such by the CPC, they shall be provided with the rationale, in writing, for the denial.

8.3 The promotion and/or tenure portfolio, all documents including those listed under Section 9.A, the Dean's report and recommendation, and the Provost's report and recommendations will be forwarded to the President no later than the date indicated in Section 11.

8.4 The President may consult with the Provost and Dean and may call a special meeting of the CPC, the DPSC and/or the candidate prior to making their decision.

8.5 The President shall have the responsibility as Chief Executive Officer of the University to ensure that the procedures and criteria as defined in this Agreement are adhered to and are equally applied. The President shall also have responsibility to ensure that candidates are not subject to unlawful discrimination.

8.6 The President will present written notification of their approval or denial of a promotion and/or tenure to the candidate by the date indicated in Section 11. Should a candidate not be granted a promotion and/or tenure by the President, they shall be provided with the rationale, in writing, for the denial.

8.7 The President's recommendation of a candidate's promotion and/or tenure will be forwarded to the Board of Trustees for approval.

## 9.0 APPEAL OF PRESIDENT'S RECOMMENDATION

9.1 Appeals of the promotion and/or tenure decision shall only be filed after the final determination of the President.

9.2 Appeals may not be based on a disagreement regarding the professional judgment of a candidate's committee or of the college committee's assessment, or the assessment of the CPC Reconsideration procedure regarding the performance of the candidate in the four areas of teaching, scholarship, commercialization or service as those terms are defined in this agreement.

9.3 Appeals may be filed using the University complaint system alleging a violation of the promotion and tenure process detailed in Policy 2.15 or this procedure, and/or in cases where the President has overturned a positive recommendation of the CPC.

## 10.0 PROMOTION AND TENURE TIMELINE FOR CANDIDATES

- 10.1 Upon initial appointment to tenure-track status the faculty member shall be issued a one-year contract. Faculty members who are hired mid-year will be issued a contract for spring semester as well as the following academic year. During the contract period, the faculty member may only be dismissed for just cause. The faculty member shall be reviewed in accordance with Policy 2.26 Faculty Annual Performance Evaluation, Policy 2.27 Peer Evaluation of Faculty Teaching, and the renewal, promotion and tenure guidelines of this procedure.
- 10.2 The tenure-track faculty member will be reviewed by their Mentoring Committee during the first year. There are three possible mentoring committee recommendations of this review:
  - 10.2.1 Non-renewal: If a decision is made not to renew the contract of a tenure-track faculty member during the first year of employment, the faculty member shall be provided with a statement of reasons, but the University is not obligated to show cause when deciding not to renew the contract of a faculty member in their first year of appointment. Notice of non-renewal shall be provided by the Provost by March 15. Non-renewal of a contract, in contrast to a dismissal or suspension, is not considered to be disciplinary.
  - 10.2.2 Probation: If a decision is made to place the faculty member on a 1-year probationary contract, the faculty member shall be provided with a statement of reasons including weaknesses that need correction, but the University is not obligated to show cause for its action. Notice of the recommendation for a 1-year probationary contract will be provided by the Provost by March 15. An appeal of the probation decision based on alleged procedural error may be filed using the University Complaint System.
  - 10.2.3 Issuance of a 2-year contract: If a decision is made to issue the faculty member a 2-year contract, notification will be provided by the Provost by March 15.
- 10.3 For faculty members placed on a probationary contract after the first year:
  - 10.3.1 Faculty members placed on a 1-year probationary contract may be terminated or disciplined only for just cause during the term of the contract.
  - 10.3.2 During the probationary year, the faculty member will be reviewed by the Mentoring Committee to determine if deficiencies or issues that resulted in the probation have been corrected and if the faculty member is making adequate progress toward tenure.
  - 10.3.3 There are two possible mentoring committee recommendations of this

review:

- 10.3.3.1 Non-renewal: If a decision is made not to renew the contract of a faculty member at the end of the probationary contract because the candidate failed to correct the issues that resulted in probation, the faculty member shall be provided with a statement of reasons, but the University is not obligated to show cause for its action. Notice of non-renewal shall be provided by the Provost by March 15.
  - 10.3.3.2 Issuance of a 1-year contract: If a decision is made to issue the faculty member a 1-year contract, notification will be provided by the Provost by March 15.
- 10.4 For faculty members placed on a two-year contract after the first year or on a one-year contract issued after the probationary year:
- 10.4.1 During this period of time the faculty member may be terminated or disciplined only for just cause.
  - 10.4.2 In the third year of their appointment, the faculty member shall be reviewed by the Mentoring Committee in order to determine whether or not adequate progress is being made toward tenure and shall receive notification of the decision from the Provost of the University by June 1. There are three possible decisions as a result of this review.
    - 10.4.2.1 Inadequate progress: The faculty member shall be issued a one-year terminal contract and shall be provided with a statement of reasons for that decision. The statement of reasons will accompany the notification from the Provost.
    - 10.4.2.2 Adequate progress: The faculty member shall receive a three-year contract.
    - 10.4.2.3 Early tenure: The faculty member who has completed all tenure requirements shall receive a three-year contract and is eligible and with the recommendation of the Mentoring Committee, but not required, to apply for promotion and tenure during their fourth or fifth year. Regardless of which year a faculty member applies for tenure, a decision not to grant tenure will follow the provisions in Section 4 of this procedure.
- 10.5 During their fourth, fifth and sixth years of appointment the faculty member shall only be disciplined or dismissed for just cause as addressed by the Complaint



Procedure in the current collective bargaining agreement between Shawnee State University and the Shawnee Education Association.

- 10.6 In the sixth year of appointment the faculty member shall be evaluated for tenure in accordance with the criteria set forth in this procedure. If the faculty member has applied for early tenure or has been granted an extension, the faculty member shall be evaluated in accordance with the criteria set forth in this procedure in the year of application.

10.6.1 If a decision is made not to grant tenure the University shall provide a statement of reasons.

10.6.2 If the decision not to grant tenure is based on criteria other than teaching, scholarship, commercialization, and service, then such a decision must adhere to the disciplinary guidelines set forth in section 10.5 above.

- 10.7 This timeline depicts the path a candidate will typically follow to achieve promotion in rank and tenure.

<b>Year 1 of 1-Year Contract</b>	
By September 30	The Dept. Chair/School Director will establish Mentoring Committee(s). See section 6.2.1 in case this date is not met.
By last day of 13 <sup>th</sup> week of Fall semester	Progress meeting between candidate and Mentoring Committee which will be organized by the Mentoring Committee chair. During this meeting a draft Promotion and Tenure Plan will be developed. The candidate will begin to implement the plan. Committee Chair sends a copy of draft P&T plan to Dean.
By the start of Spring Semester	Dean submits approval of P&T plan to the candidate and Mentoring Committee. If the Dean does not approve the plan, they must include reasons for the disapproval and suggestions to make the plan acceptable.

On or before February 15	Formal Progress Review of candidate by Mentoring Committee; Chair of Mentoring Committee submits report and recommendation on contract renewal to Dean; Chair of Mentoring Committee provides written notice to faculty member of Mentoring Committee's recommendation of either a 2-year contract, a probationary 1-year contract, or non-renewal.
By March 1	Dean recommends contract action to Provost and sends a copy to the candidate.
On or before March 15 <sup>th</sup>	Provost issues Notice of either a 2- year contract, probationary 1-year contract, or non-renewal to the candidate, Department Chair/School Director, Dean and Chair of Mentoring Committee.
<b>Year 2: Either First year of 2-year contract OR probationary 1-year contract</b>	
By February 15 (2-year contract)	Progress Review with Mentoring Committee; begin development of promotion folder per the P&T Plan.
By February 15 (1-year probationary contract)	Formal Progress Review with Mentoring Committee; Chair of Mentoring Committee prepares and reports progress and recommends a 1-year contract or non-renewal to Dean. Chair of Mentoring Committee provides a written notice to candidate of Mentoring Committee's recommendation.
By March 1 (1-year probationary contract)	Dean reviews all documents; recommends additional 1-year or non-renewal to Provost and sends a copy to the candidate.
On or before March 15 (1-year probationary contract)	Provost reviews all documents; issues notice of additional 1-year contract or non-renewal to the applicant, Department Chair/School Director, Dean and Chair of Mentoring Committee.

<b>Year 3 of employment (2<sup>nd</sup> year of 2-year contract or 2<sup>nd</sup> 1-year contract)</b>	
By February 1	Candidate submits draft promotion folder to Mentoring Committee; progress meetings as needed between candidate & Mentoring Committee.
By March 15	Formal progress review by Mentoring Committee; Mentoring Committee forwards draft promotion folder to Dean with recommendation for 3-year contract or 1-year terminal contract and copy to the candidate. The committee will also submit an assessment of whether the candidate is ready to apply for early tenure.
By April 15	Administrative Review by Dean; recommends 3-year contract or 1-year terminal contract and supplies written notification to candidate.
By June 1	Administrative Review by Provost; decision of 3-year contract or 1-year terminal contract and supplies written notification to candidate.
<b>Year 4: First year of 3-Year Contract (1<sup>st</sup> year eligible for early P &amp; T if applicable)</b>	
By the 10 <sup>th</sup> week of Spring Semester	Pre-tenure & Promotion Review: Mentoring Committee reviews candidate's Promotion Folder; copy of the final P&T Plan and the results of the pre-tenure and promotion review submitted by mentoring committee Chairperson to Dean.
By the last day of Spring Semester classes.	Dean submits approval of P&T plan to the candidate and Mentoring Committee; no changes to P&T Plan are permitted after Dean's approval. If the Dean does not approve the plan, they must include reasons for the disapproval and suggestions to make the plan acceptable.

Candidates eligible for early tenure who decide to apply this year	Follow tenure and promotion timeline.
<b>Year 5: 2<sup>nd</sup> year of 3-year contract</b>	
Candidates eligible for early tenure who decide to apply this year	Follow tenure and promotion timeline.
Any time	Additional progress meetings with Mentoring Committee as desired by candidate.
<b>Year 6: 3<sup>rd</sup> Year of 3-year contract</b>	
Follow promotion and tenure timeline. Promotion and Tenure Decision made by June 1. Employment will be terminated at the end of the sixth year for those who do not submit a promotion and tenure portfolio. (See Section 12.4)	
<b>Year 7: First Day of Fall Semester</b>	
Promotion or Tenure in effect, OR serving 1-year, Non-renewable Contract	

## 10.8 Extensions of Timeline

10.8.1 A tenure track faculty member may request an extension of the timeline, typically for one additional year.

10.8.2 The request shall be made in writing prior to the date tenure applications are due to the appropriate Dean.

10.8.3 The Dean will consult with the Mentoring Committee and the Department Chair/School Director. If the extension is approved by the Dean, the Mentoring Committee will develop a modified timeline for that faculty member and submit it to the Dean.

10.8.4 Extensions of more than one year may be granted when appropriate under the circumstances.

10.8.5 Extensions may be requested for the following reasons:

10.8.5.1 taking parental, adoption, or Family and Medical Leave during

the tenure track period

10.8.5.2 taking an extended absence for health, family, or personal reasons during the tenure track period

10.8.5.3 Medical reasons which delayed the ability to meet the deadlines in this contract but did not require taking an absence. Medical documentation must be provided if requested by the Dean.

## 11.0 SUMMARY OF PROMOTION AND TENURE EVENT CALENDAR

By 5:00 pm on 15 <sup>th</sup> working day of Fall Semester	Portfolio for Promotion and/or Tenure Due.
Fourth week of Fall Semester	Portfolios available for review and Departmental Promotion Screening Committee(s) elected and assembled.
Between fourth and ninth week of Fall Semester	DPSC reviews portfolios and develops summaries forwarded to department faculty for vote.
By Tenth Week of Fall Semester	Departmental vote is taken. Results of vote and summaries from DPSC are forwarded to the Dean.
Eleventh Week of Fall Semester	Dean convenes College Promotion Committee(s) which review the portfolios, departmental vote, and any other promotion materials.
First Week of Spring Semester	Candidates receive written notification from the College Promotion Committee of CPC recommendation; CPC documents and summaries forwarded to Dean for review.
Third Week of Spring Semester	Last day to request reconsideration of promotion denial by the College Promotion Committee.
Fifth Week of Spring Semester	If applicable, CPC submits reconsideration letter to the candidate and the Dean.
Seventh Week of Spring Semester	Dean forwards recommendation to the Provost.
Thirteenth Week of Spring Semester	Provost forwards documents and recommendations to the President.

By June 1	President notifies candidate of decision in writing.
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Material is due by Friday at the close of business on the week(s) mentioned above. In cases of conflict between this timetable and other dates in this procedure, the dates on the timetable take precedence.

## 12.0 PROMOTION AND TENURE PROCESS DETAILS

### 12.1 Formal Progress Reviews

12.1.1 Formal progress reviews are face-to-face meetings between the faculty member and the Mentoring Committee. The purpose of the formal progress review is to develop a written evaluation of the faculty member's progress-to-date as compared to the promotion and tenure plan. Changes may be made to the promotion and tenure plan until the plan is finalized in year 4. Written summary of these reviews will be provided to the faculty member for inclusion in their portfolio.

### 12.2 Probationary Contract (1-year)

12.2.1 A faculty member who receives a 1-year probationary contract shall work with the Mentoring Committee to correct weaknesses that were identified in year 1.

12.2.2 A formal progress review with the Mentoring Committee must occur following the timelines identified in Section 10, Promotion and Tenure Timeline. The faculty member will be eligible for an additional 1-year contract. This will be considered the 3rd year of employment that places the faculty member on the normal path for promotion and tenure.

### 12.3 Pre-Tenure and Promotion Review

12.3.1 The pre-tenure and promotion review is conducted during the first year of the faculty member's 3-year contract (4th year employment as Shawnee State faculty member). Its purpose is to complete a summative evaluation of the faculty member's progress to date; to establish the final P&T Plan, incorporating the results of the summative evaluation. The Mentoring Committee Chairperson is responsible to provide the results of the pre-tenure and promotion review to the Dean for approval. No changes may be made to this final promotion and tenure plan after the Dean has given approval. The pre-tenure and promotion review will be provided to the faculty member for inclusion in their portfolio.

12.4 In Year 6, the candidate submits the portfolio containing the materials identified in Section 5 of this Article. The candidate will receive notice in writing of the decision related to the award or denial of promotion and/or tenure by June 1. Employment will be terminated at the end of the sixth year for candidates who do not submit promotion and tenure portfolios. In such cases, the University is under no obligation to issue a 1-year terminal contract. Situations in which an extension would normally be granted or portfolios that were submitted on time but were not complete will not be used as a reason to enact this provision.

12.5 Year 7: promotion in effect and notice of Board of Trustees award of tenure received, or serving 1-year terminal contract.

### 13.0 NON-RENEWAL

13.1 The University is not obligated to show cause in the decision to not renew the contract of a tenure track faculty member in their first year or in the 2nd year of employment if on a one- year probationary contract.

13.2 In the third year of employment, the tenure track faculty member shall be reviewed in order to determine whether or not adequate progress is being made toward tenure and shall receive notification of the decision from the Provost by June 1.

13.2.1 If the Provost's decision not to renew the contract of the faculty member is based on a finding of inadequate progress from the Mentoring Committee, the faculty member shall be issued a 1-year terminal contract and shall be provided a statement of reasons for that decision. If the decision is based on other considerations the faculty member shall be provided with a statement of reasons but the university shall not be obligated to demonstrate cause.

13.2.2 If a decision is made to renew the contract of the faculty, the faculty shall receive a 3-year contract.

13.3 An appeal of the decision to not renew may be filed for alleged procedural error or in cases where the University's decision is contrary to the Mentoring Committee's positive recommendation using the University Complaint System.

13.4 In the sixth (6th) year of employment

13.4.1 If the candidate applies for and is not granted promotion and tenure, the Provost shall issue a 1-year terminal contract. If non-renewal is based upon the areas of teaching, scholarship, and or service and/or commercialization the University does not have to demonstrate just cause.

- 13.4.2 If a candidate does not submit a promotion and tenure portfolio in their sixth (6) year, the candidate's employment will be terminated at the end of the sixth (6) year. In such cases, the University is under no obligation to issue a 1-year terminal contract. Situations in which an extension would normally be granted or portfolios that were submitted on time but were not complete will not be used as a reason to enact this provision.
- 13.5 The tenure and promotion process is not a replacement for disciplinary processes or procedures. If the decision for non-renewal is based on criteria other than teaching, scholarship, and service and/or commercialization, then such a decision must adhere to the disciplinary guidelines set forth in the Complaint process detailed in the collective bargaining agreement. Non-renewal due to financial reasons are outlined in Policy 2.29 Retrenchment. Notice of non-renewal for any reason shall be issued via:
- 13.5.1 A personally-delivered document, and/or
- 13.5.2 By certified U.S. mail to the faculty member's last address provided by the member for payroll purposes.
- 13.6 The University's obligation to serve notice is met if the date of personal delivery, or the postmarked date of mailing, is on or before March 15 for non-renewals of faculty in their first year or probationary year or June 1 for faculty in their third year or after a decision not to award tenure.

History

Effective: 12/13/2025