

UNIVERSITY TENURE PROCEDURES AND GUIDELINES

DEFINITIONS

1. “Candidate” means an untenured member of the Faculty on active or on-leave status.
2. “Committee” means the Tenure Committee of a department or of the Library.

TENURE PROCESS GUIDELINES

1. Departments should offer active-status Faculty positions only to candidates who are deemed capable of attaining tenure.
2. The tenure evaluation process should aid candidates in developing into the type of faculty that John Carroll University wishes to tenure.
3. The tenure evaluation process should be open and candid with criticism given when deserved and ways of improvement suggested.
4. Candidates should be made aware of the criteria and the supporting evidence expected of them.
5. Evaluations and decisions should be in writing.
6. The deans should be kept apprised yearly of each candidate’s progress toward tenure.

UNIVERSITY TENURE PROCEDURES

1. Each department’s Tenure Committee is composed of all tenured members of the department who are on faculty contract and who have voting rights as defined in the Faculty Handbook. In the case of library faculty, the Director of the Library, if a tenured member of the library faculty with voting rights as defined in the Faculty Handbook, will serve on the Library’s Tenure Committee.

2. At the beginning of each academic year, each department's Tenure Committee elects its chair from among its members.
3. At the time that a tenure decision is to be made, a two-thirds vote of a department's Tenure Committee is the requirement for a favorable recommendation for tenure.
4. The recommendation of the department's Tenure Committee is the department's recommendation and it is transmitted from the committee to the appropriate dean through normal communication channels by the chair of the department. In the case of Library faculty, the Tenure Committee's decision is transmitted to the Academic Vice President by the Director of the Library. If the final University decision is counter to the recommendation of the department, the reasons for the decision are communicated to the Committee by the Academic Vice President.
5. Each department will have a statement of Procedures and Standards for Tenure, which has been approved by the Academic Vice President. This document will be given to each candidate at the time of the candidate's initial appointment to active status on the Faculty. If a department changes this document during the probationary period the candidate has the option of using the initial document or the updated version. These departmental statements will not be in conflict with the University's Tenure Procedures and Guidelines, or with the University's Tenure Process Timetable.

TENURE PROCESS TIMETABLE

1. Each candidate is given a copy of the department's Procedures and Standards for Tenure prior to or at the time of the issuance of the initial contract as a member of the Faculty on active status.
2. In the spring semester and by March 15, the Committee meets to review the progress of each candidate. Candidates should be informed well ahead of time as to the material the Committee deems pertinent to its review. As part of the review process the assembled Committee meets formally with each candidate.
3. After its meetings, the Committee furnishes to each candidate, by April 1, a written statement on his/her progress toward a recommendation for tenure, detailing the areas which are satisfactory and, where improvement is necessary, specific guidance as to how to achieve the required level of improvement. The Candidate may respond in writing within one week to the written statement.

4. The Committee drafts an annual report that evaluates the candidate's progress in teaching, scholarship, and service, following approved departmental standards and procedures. The annual report includes a recommendation whether or not the faculty member should continue on the Faculty and the numeric details of the vote. A 50% vote is required for a recommendation for continuance.
5. The Committee forwards its annual report to the appropriate dean by April 15; responses by the candidate to the Committee are forwarded to the dean as well. The candidate also receives a copy of the annual report by April 15.
6. The dean certifies in writing to the Tenure Committee no later than the Monday before spring commencement that the report addresses departmental and university guidelines and provides the candidate with open and candid criticism, suggestions for improvement, and a thorough analysis of the candidate's supporting evidence. If the dean finds the annual report deficient in any of these respects, the Committee produces an amended report that addresses the concerns of the dean. The amended report is forwarded to the dean and to the candidate by the end of the first week of October.
7. In the case that the University's decision is that the candidate not continue on the Faculty, the decision of the Academic Vice President will be delivered to the candidate, to the department, and to the Committee by the end of the academic year.
8. Each candidate undergoes a more extensive review of progress toward tenure, during the year indicated below, approximately in the middle of the candidate's probationary period.

Length of probationary period, in years, determined at time of initial contract	Year of mid-term review
7	3 rd
6	3 rd
5	2 nd
4	2 nd

9. In the year of the mid-term review, the candidate prepares a dossier documenting progress to date in teaching, scholarship, and service and submits it to the Committee by March 1. After making its evaluation, the Committee forwards the dossier by April 1 to the appropriate dean along with its annual report and recommendation. At this time, the candidate also receives a copy of the Committee's report. The dean shares these materials with the Committee of Academic Deans (COAD), and by May 1, COAD

makes its recommendation to the Academic Vice President, concerning whether the candidate should continue on the Faculty. Before the end of the academic year, the Academic Vice President notifies the candidate of his/her decision, and informs the dean, the department and the Tenure Committee of that decision. If the Academic Vice President's decision is contrary to the recommendation of the department's Tenure Committee, then the Committee is advised of the reasons that contributed to that decision. For candidates continuing on the Faculty, COAD will note areas of concern and offer suggestions for improvement. A copy of the deans' communication to the candidate is also provided to the Committee. All of these communications should be made by the end of the academic year. Candidates not continuing on the faculty have the right to obtain copies of all written reports

10. In the semester in which a tenure decision is to be made, the candidate prepares a dossier that supports his/her candidacy for tenure and submits this dossier to the department's Tenure Committee by September 30. By October 15, the Committee meets with the candidate. After meeting with the candidate, the Committee forwards the dossier along with its recommendation and report, by October 31, to the appropriate dean through the usual communication channels. The candidate also receives a copy of the Committee's recommendation and report. The dean shares these materials with the Committee of Academic Deans (COAD), and by December 1, COAD makes its recommendation to the Academic Vice President. By December 15, the Academic Vice President notifies the candidate of his/her decision, and informs the dean, the department and the Tenure Committee of that decision. These communications are done in writing.
11. If the final decision is contrary to the recommendation of the Tenure Committee, then the Committee is to be advised in writing of the reasons that contributed to that decision.
12. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the Academic Vice President of the reasons that contributed to that decision and, if further requested by the candidate, those reasons should be confirmed in writing.

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