

Effective: November 4, 1970

MILLERSVILLE UNIVERSITY STATEMENT on TENURE

Approved: November 4, 1970, Faculty Senate;
Revised May 13, 2011
MU/APSCUF-MU Meet & Discuss

The current Collective Bargaining Agreement (CBA) provides categories and criteria for performance review and evaluation of faculty and procedures for granting tenure. This statement is intended to elaborate on the categories and criteria and procedures provided by the CBA. The CBA defines tenure as “the right of a faculty member to hold his/her position and not be removed there from except for just cause as hereinafter set forth in this Article (1985, Article XV) or except as provided elsewhere in this Agreement.”

This statement was prepared by the University task force to develop a tenure and promotion statement and by the University Meet and Discuss Committee. This statement should not be static; experience with the document and changes in the CBA may result in modification of its contents. In cases where this statement may conflict with the CBA, the CBA shall govern.

Criteria for the Granting of Tenure

Contractual Stipulations

The CBA establishes the probationary period at 5 years. Minimum qualifications for the award of tenure are those set forth in Act 182 for the rank of Assistant Professor:

1. Four years of teaching experience, and;
2. Master’s degree plus ten hours of graduate credit.

No faculty member will be granted tenure unless he/she has met the minimum qualifications for the rank of assistant professor as set forth in applicable laws.

University Criteria for Tenure

1. Teaching Effectiveness and Fulfillment of Professional Responsibilities

Fulfillment of professional responsibilities is the fundamental criterion for determining the granting of tenure. Failure to meet these responsibilities will preclude a favorable recommendation for tenure.

The CBA, in its article on academic freedom, contains the AAUP Statement on Professional Ethics and provides specific information about the privileges, rights, and duties of faculty members. Articles on duties and responsibilities of faculty members and workload equivalents also list specific faculty responsibilities and duties. Both the departmental and university promotion and tenure committees shall consider these criteria in making tenure recommendations.

- a. According to the CBA, a university faculty member “should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others,” and should support the freedom and responsibility of “all members to pursue their rightful goals” (1985, article II).
- b. The CBA, in the articles on duties and responsibilities of faculty members and workload and workload equivalents, lists specific faculty duties and responsibilities, which include but are not limited to:
 - 1) Preparing for and meeting assigned classes,
 - 2) Conferring with and advising students,
 - 3) Holding regular posted office hours at least 5 hours a week on no fewer than 3 different days of the week,
 - 4) Evaluating students fairly and reporting promptly on student achievement,
 - 5) Participating in group deliberations which contribute to the growth and the development of the students and the university,
 - 6) Accepting those reasonable duties assigned within the fields of competence, and;
 - 7) Attempting honestly and in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change.

This university has high expectations of its faculty for excellence in teaching or the performance of other professional services. Evidence to be reviewed will be discussed in a following section; however, applicants should bear in mind the importance of creative and stimulating teaching, student achievement, effective advising, and other academic contacts with students.

2. Continuing Scholarly Growth

These criteria are more clearly defined as the evidence for their review is elaborated in a following section. In general, these criteria reflect formal course work in the applicant’s discipline, earned degrees, involvement in professional organizations directly related to the applicant’s teaching or service specialty, and research and publication.

There are often considerable differences in academic background and professional experience and achievement at the time that individuals accept faculty appointments. In assessing an applicant’s mastery of subject matter and

scholarly growth, the department and university promotion and tenure committees will weigh carefully the nature of accomplishments prior to service at Millersville and will pay special attention to development that has occurred during the probationary period.

It is generally assumed that an earned doctorate or other professional credentials appropriate for the faculty member's assignment will be earned before tenure is granted. Initial letters of appointment shall clearly state the educational or professional credentials required for tenure by the department and university administration. The absence of such specificity in the letter of appointment shall not prevent a person from receiving tenure.

3. Service: Contributions to the University and/or Community

Because new faculty members are heavily committed to the development of courses and to their own scholarly growth, this criterion receives less emphasis. However, recognition will be given for university and community activities. All applicants should be active in service to their departments.

Evidence Used to Evaluate the Level of Performance for Each of the Three Categories.

1. Teaching Effectiveness and Fulfillment of Professional Responsibilities.

- a. The department chairperson and the promotion and tenure committee will prepare separate statements describing the applicant's teaching effectiveness and fulfillment of professional responsibilities.
- b. The university promotion and tenure committee will review the statements prepared by the departmental promotion and tenure committee and the department chairperson.
- c. Evidence reviewed by the departmental promotion and tenure committee and the department chairperson.
 - 1) All student evaluations and interpretations thereof during the probationary period. The department is expected to make a statement about the nature of the applicant's student ratings.

Expectation: The averages of the applicant's student ratings should approximate the average of student ratings for the university. In cases where initial ratings were low, improvements over time should be shown.

- 2) Course syllabi prepared by the applicant.
- 3) Examinations and other assignments prepared by the applicant.

Expectations for Articles 2 and 3: The applicant's course syllabi and other course material are rated as satisfactory and reflective of the current state of knowledge in the discipline.

- 4) Annual evaluations made during the probationary period by the department chairperson and the departmental promotion and tenure committee.

Expectation: Peer evaluators' ratings of the applicant's pedagogy and command of subject matter exhibit a pattern of favorable comments. In cases where initial ratings are low, improvements over times should be shown.

- 5) An assessment of the quality of the applicant's academic advisement.
- 6) Other materials prepared by the applicant for teaching or service purposes.
- 7) Evidence of student exhibitions, recitals, research papers or other demonstrations of student achievement resulting from the applicant's instruction or guidance.

d. Evidence reviewed by the university promotion and tenure committee.

- 1) Student evaluations and accompanying departmental assessments.
- 2) Written evaluations by the departmental promotion and tenure committee of the applicant's syllabi, course examinations, and other course materials and special projects completed by the applicant's students.
- 3) Reports of classroom visitations by colleagues.
- 4) Annual evaluations by the departmental promotion and tenure committee and department chairperson.
- 5) Departmental evaluations of the applicant's academic advising.
- 6) A summary evaluation and recommendations by the departmental promotion and tenure committee.
- 7) A summary evaluation and recommendation by the department chairperson.

2. Continuing Scholarly Growth

- a. Evidence reviewed by the departmental promotion and tenure committee and the department chairperson. Consideration may be given only to activities directly related to the applicant's discipline or specialty. Dates must be provided for all activities and publications.

- 1) Educational Advancement

- a) Formal education: degrees earned.

Expectation: the earned doctorate from an institution accredited by the appropriate regional accrediting agency or other advanced degree

appropriate for the faculty member's assignment and so determined by the department and the university administration in the initial letter of appointment.

b) Informal education: workshops, institutes, study abroad, graduate courses not part of degree program, or professionally recognized short courses.

2) Membership, committee assignments, and/or offices held in local, state or national learned or professional organizations.

Expectation: applicant belongs to one or more national professional organizations.

3) Participation in or attendance at professional conferences.

Expectation: applicant has participated in or attended one or more conferences of a national professional organization.

4) Testimony by recognized professional colleagues from outside the university and representing the applicant's discipline. The testimony should address the candidate's potential for scholarship and growth.

5) Membership on local, state, regional, and/or national curriculum or evaluation committees.

6) Recognition through fee-for-service consulting, editing, clinical work lecturing, or instruction.

7) Scholarly Development, Activity, and Recognition.

c) Publications: to be judged for quality by reviews, citations, referees' evaluation, and the reputation of publishers or journals. It is the responsibility of the applicant to provide evidence in support of his/her publications.

d) Papers delivered: to be judged by reviews, citations, evaluations, status of conference, or other appropriate criteria.

e) Development of new theoretical or practical insights as a result of systematic investigation. Evidence offered in support of such development may include the major conclusions reached in work already published or hypotheses being tested in current research or practice.

f) Development or revision of a course or course component in a way that demonstrates original concepts or new possibilities for the discipline or instruction.

g) Development of expertise in new areas related to one's teaching.

h) Juried or reviewed creative works and/or performances.

- i) Grants or fellowships received.

Expectations for a) through g): The applicant is expected to demonstrate through publications and presentations at professional conferences, the development of courses, or the display of creative work or performances that a reasonable amount for professional growth has occurred during the probationary period.

- 8) Evidence reviewed by the University Promotion and Tenure Committee.

- a) All of the above.
- b) An evaluation by the departmental promotion and tenure committee.
- c) An evaluation by the department chairperson.

3. Service: Contributions to the University and/or Community

- a. Evidence reviewed by the departmental promotion and tenure committee and the department chairperson (include all dates of service).

- 1) Contributions to the university:

- a) Special individual assignments.
- b) Significant contributions to university governance.
- c) Significant contributions to departmental committees.
- d) Significant contributions to student organizations, activities, or other aspects of student life.
- e) Development of proposals which benefit the university or other significant contributions to the university.

Expectations for (a) through (e): Involvement in one or more of the above activities.

- 2) Contributions to the community:

- a) Participation in community service in a professional capacity that brings recognition to the university.
- b) Professional contributions to area schools in a way that brings recognition to the university.
- c) Public performance or exhibition in the performing or creative arts on or off campus (items not included under category 2, Continuing Scholarly Growth).
- d) Other community education or developmental activities reasonably related to the applicant's discipline.

Expectations for (a) through (d): Recognition will be given for involvement with community organizations.

- b. Evidence reviewed by the University Promotion and Tenure Committee.
 - 1) All of the above.
 - 2) An evaluation by the departmental promotion and tenure committee.
 - 3) An evaluation by the department chairperson.

Promotion and Tenure Committees

Departmental Promotional Tenure Committee

1. Each department shall have a promotion and tenure committee consisting of at least 3, but no more than 5, tenured faculty members, not to include the department chairperson who shall write a separate recommendation.
2. In selecting the committee and in the deliberation of the committee, faculty members shall exercise professional standards of conduct to avoid actual or apparent conflicts of interest.
3. Non-tenured faculty shall not serve on the departmental promotion and tenure committee.
4. If the required number of tenured faculty members in a given department is not available or is not eligible to serve, or if a department has three or fewer faculty members excluding the chairperson, then the following procedure must be used:
 - a. Tenured faculty members from the same or related disciplines must be secured.
 - b. Those tenured faculty from outside the department must be approved by the department.
 - c. The evaluator(s) from outside the department must also be acceptable to the person or persons being evaluated.
 - d. The evaluator(s) from outside the department must receive prior approval of the university President.
 - e. Where a mutually acceptable evaluator(s) cannot be agreed upon, the President shall provide the faculty member and the department with a list containing the names of at least 3 individuals who have the qualifications for the position held by faculty member being evaluated.

The faculty member shall have 3 working days in which to select one individual from this list. If the faculty member fails to make a selection within the 3 day period, the President, in consultation with the department

chairperson and the department, shall designate one individual from this list to serve on the department evaluation committee.

University Promotion and Tenure Committee

This committee is responsible for reviewing all applications for tenure received from the appropriate departmental committee and department chairpersons. The procedures and membership of the university promotion and tenure committee are described elsewhere in this governance manual.

Procedure for Granting Tenure

The CBA

The procedures and deadline dates of the tenure application process are outlined in the CBA.

Initial Administrative Responsibilities

The University President or designee shall, by October 1 (February 1 for faculty member with January anniversary dates), send a notice to all fifth year probationers with copies to the appropriate department chairpersons notifying the fifth year probationer that he/she has until December 31 (May 1 for faculty members with January anniversary dates) of that year to apply for tenure. By May 31 (Dec 31 for faculty members with January anniversary dates) of fifth year of probationary employment the President or his/her designee shall either grant tenure to the probationer or the probationer's sixth year of employment shall be a terminal year of employment.

Applicant Responsibilities

1. The applicant is responsible for obtaining the appropriate forms from the Provost and Vice President for Academic Affairs. The package includes the forms for:
 - a. Application for tenure;
 - b. Recommendation for tenure by the department chairperson; and
 - c. The recommendation for tenure by the departmental promotion and tenure committee.
2. By December 31 (May 1 for faculty member with January anniversary dates) of the fifth year of the probationary period, a faculty member may apply for tenure. A letter requesting tenure shall be submitted to the President. A copy of the letter to the President shall go to the appropriate department chairperson. The letter to the President shall include a statement of the reason why the faculty member believes he/she should be granted tenure.
3. If a fifth year probationary faculty member fails to apply for tenure, that probationer's sixth year of employment shall be a terminal year.

4. The applicant submits the completed tenure application forms (11 copies) to his/her department chairperson by December 31 (May 1 for faculty member with January anniversary dates). Supporting materials are presented to the department chairperson who shall forward them to the department committee chairperson.
5. If the applicant wishes the departmental or university promotion and tenure committee to have access to his/her official personnel file, he/she shall, at the time of application, give approval in writing.
6. See also Procedures at the Department Level, number 7 below.
7. See also Procedures of the University Promotion and Tenure Committee, number 6, below.

Procedures at the Department Level

1. Each department is to establish written guidelines for evaluating applications for tenure and for preparing its recommendations. These guidelines shall include specific criteria for the discipline, and the procedures and criteria shall parallel the university statement on tenure, shall be in accordance with the CBA, and shall be approved in advance by the school dean and the provost and vice president for academic affairs.
2. Recommendation forms are to be completed by both the department chairperson and committee. It is the responsibility of the department chairperson and committee to develop complete written rationales for their recommendations.
3. Applicants shall be informed of their right to appear before the committee prior to the time at which the committee makes its recommendation.
4. All pages of the department chairperson's and committee's recommendations with rationales are to be signed by the applicant. Signature only means that the applicant has seen the recommendations and does not indicate agreement.
5. Applicants who disagree with the department chairperson's and/or committee's recommendation may attach a statement to the recommendation before it is forwarded to the university promotion and tenure committee.
6. The department chairperson shall submit NINE (9) copies of the candidate's application, recommendations of the department chairperson and committee (each prepared on designated forms), and ONE (1) copy of the applicant's supporting materials to the chairperson of the university promotion and tenure committee by February 15 (October 1 for faculty members with January anniversary dates). The department chairperson shall also submit ONE (1) copy of the candidate's application, recommendations of the department chairperson and committee to the Provost's office.
7. Failure by anyone other than the applicant to meet required deadlines or to forward appropriate materials or recommendations shall not result in the disqualification of the application by the university promotion and tenure committee. If the department committee or department chairperson fails to

submit a recommendation to the university promotion and tenure committee by the appropriate date, the applicant may submit the application and supporting material directly to the University Promotion and Tenure Committee.

Procedures of the University Promotion and Tenure Committee

1. The promotion and tenure committee shall review each applicant's materials and send a memo to the applicant and the department chairperson acknowledging receipt of the application, recommendations, and supporting materials.
2. In the event that any of the above mentioned application materials are not received by the promotion and tenure committee, it shall so inform the applicant and shall allow 8 university calendar days after the applicant receives notification for completing the applications.
3. The promotion and tenure committee shall review each application to determine if minimum qualifications have been met. Applicants who fail to meet minimum legal qualifications as specified in I.A above will be so notified. The application of any applicant who, in the judgment of the committee, does not meet minimum qualifications will be forwarded immediately to the University President or his/her designee for the final decision with regard to eligibility. If the applicant is judged eligible, the President or his/her designee should return the application immediately to the committee, whereupon the application will be returned to the eligible pool of applications for consideration.
4. Applications must be submitted prior to the deadline set by the current CBA. In cases in which applicants have presented, prior to the deadline, a written request for an extension that outlines the extenuating circumstances, expectations may be granted at the discretion of the promotion and tenure committee.
5. The university promotion and tenure committee may request that additional supporting materials be forwarded to it. It may also require clarification of statements in the application or recommendation forms. The university promotion and tenure committee will not accept unsolicited materials that are sent by individuals other than the applicant, the department chairperson or the chairperson of the departmental promotion and tenure committee when he/she is acting as the representative of the entire departmental committee.
6. Each applicant for tenure shall have the right to request and make an appearance before the university promotion and tenure committee to speak on his/her own behalf before the committee submits its recommendations to the President or his/her designee.
7. When preliminary review and processing have been completed, each promotion and tenure committee member will read and evaluate each application for tenure.
8. The committee shall meet and discuss each application for tenure.
9. Each promotion and tenure committee member shall identify each applicant as either recommended for tenure or not recommended for tenure.

10. Five recommendations for tenure by a nine-member committee shall constitute a promotion and tenure committee recommendation for tenure.
11. The chairperson of the promotion and tenure committee shall forward to the University President or his/her designee the recommendations of the committee according to the directive of the CBA. Each recommendation will be supported by a statement of justification. The final vote of the committee shall also be forwarded to the President.
12. Each applicant shall receive the promotion and tenure committee recommendation and statement of justification at the time that the committee's recommendations are forwarded to the University President or his/her designee.
13. The promotion and tenure committee shall observe a strict code of confidence regarding all tenure information. They shall not discuss tenure application information outside meetings of the promotion and tenure committees.

Procedures of the University President or His/her Designee

1. If the President of the University or his/her designee desires, a meeting of the administration and the promotion and tenure committee may be called for consultation in regard to procedures and policies.
2. The President or his/her designee may consult with the promotion and tenure committee regarding the basis on which recommendations were made.
3. The University President reserves the right to seek advice from and to consult with individuals of his/her choosing in the process of making all personnel decisions. It is common administrative practice for the President to discuss such matters with the provost, school deans, and others.
4. In the event that the President or his/her designee rejects a recommendation of the promotion and tenure committee, the committee shall be notified in writing, and the promotion and tenure committee chairperson shall be given an opportunity to discuss the recommendation with the President or his/her designee.
5. The President shall act independently if the committee(s) fails to act within the time limits specified. Action or inaction by the faculty members of the bargaining unit relating to tenure is not grievable and will not bar the President from taking actions he/she deems to be either appropriate or required.
6. When all tenure procedure steps have been completed, the applicant's application and recommendations will be placed in his/her official personnel file. Supporting materials will be returned to the applicant.

Grieving of Tenure Denial

An individual academic or administrative faculty member shall have the right to grieve in accordance with the CBA.

Crediting Temporary Service Towards Probationary Period

(This addendum to the Statement on Tenure was approved by Meet and Discuss in July 1991.)

When tenure track faculty have previously served in a temporary appointment at Millersville University, the temporary service may be credited towards the tenure probationary period. Ordinarily, only full-time temporary past service will be credited. The criteria to be used are:

1. The faculty member must have served two years in regular probationary status.
2. During the temporary service period, the faculty member should be engaged in teaching, scholarship/creative activity, and University service.
3. A full evaluation of the temporary period of service must have been conducted.

When these criteria have been met, the following procedures may be used:

- a. The tenure track faculty member initiates a request for credit for previous temporary service with his/her department.
- b. The department will review the request and make a recommendation for granting probationary credit to the Provost.
- c. The Provost, in consultation with the Dean of the school, will make a recommendation to the President who will act on the recommendations.

This policy can be changed at the discretion of the President.

Equal Opportunities for Tenure

Millersville University is committed to all aspects of equal opportunity and takes affirmative action to attain educational and employment rights for all persons without regard to race, color, age, sex, religion, handicap, or other legally protected classifications. The University recognizes its obligations to provide for equal access to tenure for all qualified persons.

The University affirmative action officer shall receive notification of the names of those employees who have or have to been granted tenure and may consult with the University Promotion and Tenure Committee or departmental promotion and tenure committee if there is reason to believe that equal access to tenure has not been assured.