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 criteria and procedures provided by the CBA. The CBA defines tenure as “the right of a faculty member to hold their position and not be removed there from except for just cause as hereinafter set forth in this Article (July 1, 2019 CBA: Article 15.A) 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.

I. Equal Opportunities for Tenure

Millersville University recognizes its obligations to provide for equal access to tenure for all qualified persons without regard to sex, race, ethnicity, national origin, age, disability, religion, veteran status, or other legally protected classifications. Human Resources shall receive notification of the names of those employees who have and have not 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.

II. Criteria for the Granting of Tenure: Contractual Stipulations

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

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

No faculty member will be granted tenure unless they have met the minimum qualifications for the rank of assistant professor as set forth in applicable laws.
A. University Criteria for Tenure

1. Teaching Effectiveness and Fulfillment of Professional Responsibilities

Teaching effectiveness and fulfillment of professional responsibilities are the fundamental criteria for determining the granting of tenure. Failure to meet these responsibilities will preclude a favorable recommendation for tenure.

The CBA provides specific information about the privileges, rights, and duties of faculty members in Articles 4 and 12.B.1. Both the departmental and university promotion and tenure committees shall consider these criteria in making tenure recommendations.

Applicants should bear in mind the importance of creative and stimulating teaching, student achievement, student assessment, effective advising, and other academic contacts with students.

2. Continuing Scholarly Growth and Professional Development

Criteria for demonstrating scholarly growth generally 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.
B. 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 department promotion and tenure committee will prepare separate statements describing the applicant’s teaching effectiveness and fulfillment of professional responsibilities.
   b. Evidence reviewed by the department chairperson and department promotion and tenure committee:
      i. 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.
      ii. Course syllabi prepared by the applicant.
      iii. Examinations and other assignments prepared by the applicant.
         Expectations for sections (ii) and (iii) above: The applicant’s course syllabi and other course material are rated as satisfactory and reflective of the current state of knowledge in the discipline.
      iv. Annual evaluations made during the probationary period by the department chairperson and the departmental promotion and tenure committee, including peer and chair observations.
         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 time should be shown.
      v. An assessment of the quality of the applicant’s academic advisement.
      vi. Other materials prepared by the applicant for teaching purposes as described in Article 12.B.1 of the CBA.
      vii. Evidence of student exhibitions, recitals, research papers or other demonstrations of student achievement resulting from the applicant’s instruction or guidance.
   c. Evidence reviewed by the dean/appropriate manager:
      i. Student evaluations and accompanying departmental assessments.
ii. Written evaluations by the department promotion and tenure committee of the applicant’s syllabi, course examinations, and other course materials and special projects completed by the applicant’s students.

iii. Reports of classroom visitations and observations by colleagues.

iv. Annual evaluations by the department chairperson and department promotion and tenure committee.

v. Departmental evaluations of the applicant’s academic advising.

vi. A summary evaluation and recommendation by the department committee.

vii. A summary evaluation and recommendation by the department chairperson.

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

i. Student evaluations and accompanying departmental assessments.

ii. Written evaluations by the department promotion and tenure committee of the applicant’s syllabi, course examinations, and other course materials and special projects completed by the applicant’s students.

iii. Reports of classroom visitations and observations by colleagues.

iv. Annual evaluations by the department chairperson and department promotion and tenure committee.

v. Departmental evaluations of the applicant’s academic advising.

vi. A summary evaluation and recommendation by the department committee.

vii. A summary evaluation and recommendation by the department chairperson.

viii. A summary evaluation and recommendation by the dean/appropriate manager.

2. Continuing Scholarly Growth and Professional Development

a. Evidence reviewed by the department chairperson and the department committee: 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.

i. 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.

ii. Activities described in Article 12.B.2 of the CBA.

iii. Scholarship and professional development expectations of faculty applying for tenure at Millersville University:

a) The applicant belongs to one or more national professional organizations.

b) The applicant has participated in or attended one or more conferences of a national professional organization.

c) The applicant demonstrates 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.

b. Evidence reviewed by the dean/appropriate manager:

i. All materials listed in Section II.B.2.a.

ii. An evaluation by the department promotion and tenure committee.

iii. An evaluation by the department chairperson.

c. Evidence reviewed by the University Promotion and Tenure Committee:

i. All materials listed in Section II.B.2.a.

ii. An evaluation by the department promotion and tenure committee.

iii. An evaluation by the department chairperson.

iv. An evaluation by the dean/appropriate manager.

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

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

i. Contributions to the university as described in Article 12.B.3 of the CBA.
Expectation: Participation in one or more service activities as described in the CBA.

ii. Contributions to the community as described in Article 12.B.3 of the CBA.

iii. Other activities as described in Article 12.B.3 of the CBA.

b. Evidence reviewed by the dean/appropriate manager:

i. All materials listed in Section II.B.3.a.

ii. An evaluation by the departmental promotion and tenure committee.

iii. An evaluation by the department chairperson.

c. Evidence reviewed by the University Promotion and Tenure Committee:

i. All materials listed in Section II.B.3.a.

ii. An evaluation by the departmental promotion and tenure committee.

iii. An evaluation by the department chairperson.

iv. An evaluation by the dean/appropriate manager.

III. Promotion and Tenure Committees

A. Department Promotion and Tenure Committee

1. Each department shall have a promotion and tenure committee consisting of at least three, but no more than five, tenured faculty members, not to include the department chairperson, who shall write a recommendation separate from the department chairperson.

2. Non-tenured faculty shall not serve on the departmental promotion and tenure committee.

3. Selection of committee members shall follow procedures described in Article 12.C.1.a.

B. 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 in other local agreements.
IV. Procedure for Granting Tenure

A. Initial Administrative Responsibilities

The 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 they have 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 the fifth year of probationary employment, the President or their designee shall either grant tenure to the probationer or the probationer’s sixth year of employment shall be a terminal year of employment.

B. Applicant Responsibilities

1. 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 to the President requesting tenure shall be submitted electronically to the designated application management system. The letter to the President shall include a statement of the reason(s) why the faculty member believes they should be granted tenure. A copy of the letter to the President shall go to the appropriate department chairperson.

2. If a fifth year probationary faculty member fails to apply for tenure, that probationer’s sixth year of employment shall be a terminal year.

The applicant shall submit a digital copy of the completed tenure application and supporting materials to the designated application management system by the dates specified in the CBA and posted on the Provost’s webpage. Materials not submitted to the designated system will not be reviewed.

3. If the applicant wishes the departmental or university promotion and tenure committee to have access to their official personnel file, they shall indicate permission on the tenure application form.

4. See also Procedures at the Department Level, number 7 below.

5. See also Procedures of the University Promotion and Tenure Committee, E.6, below.

C. 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 college 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 either by hand or electronically by the applicant. Signature only means that the applicant has seen the recommendations and does not indicate agreement.

5. Applicants who wish to submit a response to the department chairperson's and/or committee's recommendation may contact the Application Management System Administrator to submit a statement electronically before the recommendation is forwarded to the dean.

6. The department chairperson and chair of the department promotion and tenure committee shall upload digital copies of their recommendations to the application management system by the date specified in the CBA. These recommendations shall be forwarded to the dean or the appropriate manager along with the tenure application and supporting materials.

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 dean/appropriate manager by the due date, the applicant may contact the application management system administrator to forward the application and supporting materials directly to the dean/appropriate manager.

D. Procedures at the College Level

1. Applicants shall be informed of their right to meet with the dean/appropriate manager prior to the time at which recommendation is submitted.

2. All pages of dean/appropriate manager’s recommendation with rationales are to be signed either by hand or electronically by the applicant. Signature only means that the applicant has seen the recommendation and does not indicate agreement.

3. Applicants who wish to submit a response to the dean/appropriate manager’s recommendation may contact the Application Management System Administrator to submit a statement electronically before the recommendation is forwarded to the UPTC.

4. The dean/appropriate manager shall upload a digital copy of their recommendation to the application management system by date specified in the CBA. The recommendation shall be forwarded to the UPTC along with the tenure application and supporting materials.

5. 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 dean/appropriate manager fails to submit a recommendation to the UPTC by the due date, the applicant may contact the application management system administrator to forward the application and supporting materials directly to the UPTC.

E. 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 eight university calendar days after the applicant receives notification for completing the application.

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 President or their designee for the final decision with regard to eligibility. If the applicant is judged eligible, the President or their 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 by 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 President or their designee or the promotion and tenure committee.

5. The university promotion and tenure committee may request that additional supporting materials be forwarded to the committee. 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 they are 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 their own behalf before the committee submits its recommendations to the President or their 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 university promotion and tenure committee member shall identity each applicant as either recommended for tenure or not recommended for tenure.
10. A simple majority of the full committee voting “yes” shall constitute a promotion and tenure committee recommendation for tenure.

11. The chairperson of the promotion and tenure committee shall submit the committee recommendations to the application management system by the date specified in 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 or their designee.

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 President or their designee.

13. The promotion and tenure committee shall observe a strict code of confidentiality regarding all tenure information. They shall not discuss tenure application information outside meetings of the promotion and tenure committees.

F. Procedures of the President or their Designee

1. If the President of the University or their designee desires, a meeting of those involved in the tenure review process and the promotion and tenure committee may be called for consultation in regard to procedures and policies.

2. The President or their designee may consult with the promotion and tenure committee regarding the basis on which recommendations were made.

3. In the event that the President or their 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 their designee.

4. The President or their designee 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 or their designee from taking actions they deem to be either appropriate or required.

5. When all tenure procedure steps have been completed, the applicant may access the application at any time by contacting the system administrator.

V. Grieving of Tenure Denial

An individual academic faculty member shall have the right to grieve in accordance with the CBA.
VI. Crediting Prior Service Toward Probationary Period

A. Faculty may request that prior service count toward their probationary period consistent with Article 15.B of the CBA. The criteria to be used are:

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

B. When these criteria have been met, the following procedure may be used:

1. The tenure track faculty member initiates a request for credit for prior service with their department.
2. The department will review the request and make a recommendation for granting probationary credit to the dean.
3. The dean will review the materials submitted by the department and submit a recommendation, with all background materials, to the Provost.
4. The Provost will make a recommendation to the President, who will act on the recommendation.

C. The procedure defined in Section VI.B. for crediting prior service toward the probationary period can be changed at the discretion of the President.