

<b>TITLE: Faculty Tenure Policy</b>	<b>EFFECTIVE DATE: 7/1/09</b>
SENATE RECOMMENDATION: Sondra Cosgrove	APPROVED DATE: 4/2008
APPROVED: Michael D. Richards	APPROVED DATE: 5/15/09
CSN PRESIDENT	UPDATED: 9/24/09

**1. PURPOSE:**

This policy governs the awarding of tenure.

**2. POLICY STATEMENT:**

- A. **Eligibility:** CSN extends tenure to approved members of the full time teaching faculty hired into tenure track appointment and to certain others as defined in this policy. In the State of Nevada, tenure is a discretionary decision based on such factors as teaching, service, and professional development. Tenure track appointments, after the implementation of this policy, will only be given to those members of the faculty who, at the time of such appointments, meet the requirements specified in CSN policy.
1. Academic faculty whose initial appointments are in positions paid in whole or in major part with short term, non-state funds are not eligible for appointment with, nor shall have, tenure under any circumstances. In the event that a member of the academic faculty whose initial appointment was in a position paid in whole or in major part with short term, non- state funds is subsequently appointed to a position which confers eligibility for tenure, up to three years of uninterrupted full-time employment in the former position may be counted, upon request of the faculty member and the approval of the president, as part of the probationary period for appointment with tenure. Such decisions must be made at the time of the subsequent appointment. (B/R 4/91)
  2. Faculty placed in the Range 0 positions shall not be eligible for appointment with, nor shall have, tenure under any circumstances. A faculty member must agree to placement in a Range 0 position. Upon the request of the academic faculty member and the approval of the president, up to three years of uninterrupted full time employment in a Range 0 position may be counted toward completion of a probationary period for tenure in the event an academic member employed in a Range 0 position is subsequently appointed to a range capable of conferring eligibility for appointment with tenure. Such a decision must be made at the time of subsequent appointment. (B/R 4/91)
  3. Full time academic faculty who are partly employed by more than one of the member institutions of the NSHE and who are employed in positions which otherwise confer eligibility for appointment with tenure, shall be eligible for such appointment in the institution having the largest portion of the qualified FTE. In the event that FTE is equally shared between such member institutions, the Chancellor shall determine the member institution in which eligibility for appointment with tenure shall exist.
  4. Administrators are not tenured in administrative positions. An academic faculty member who holds a position with tenure in an academic program does not lose tenure upon accepting an administrative position at CSN, assuming good standing, and may return to the role at the conclusion of administrative service.
  5. The Board of Regents may award tenure to the President of the College. Other academic offices may receive tenure as provided in NSHE policy.

- B. **Description:** Tenure is a legally recognized property interest in a faculty appointment designed to provide a faculty committed to excellence, protect the academic freedom of a faculty member, and to provide the faculty member with a sufficient degree of employment security to make the profession attractive to persons of ability.
1. The awarding of tenure signifies the faculty member's strong commitment to serve students, colleagues, the discipline, the profession, and CSN in a manner befitting an academic person.
  2. The terms and conditions of every appointment and any revisions will be stated in writing at the time of the appointment, be provided to the affected faculty member, and be made a part of the college personnel file.
  3. Following the review and evaluation procedure detailed in this policy, and upon favorable recommendation, the tenure track faculty member receives tenure only when the Board of Regents approves an effective date for an award of tenure. If an award of tenure has not been made on or before the thirtieth day of June of the final year of the probationary period, or any extension has not been approved in his/her final probationary year, the faculty member will receive a terminal year of employment.
  4. Tenured faculty can be terminated for cause as otherwise defined in NSHE policies.
  5. A tenured faculty member relinquishes appointment with tenure upon resignation or termination of employment from the NSHE.
- C. **Probationary Period:** The probationary period for granting tenure shall not exceed five years of uninterrupted full time employment, unless waived, reduced or extended as specified below. (B/R 1:04) Probationary faculty members apply for tenure in the 4th year of the probationary period that begins with the faculty member's tenure track appointment.
1. Under exceptional circumstances and at the discretion of the Board of Regents, an academic faculty member may be exempt from the requirement of serving a probationary period, and tenure shall be awarded on a case by case basis in negotiation with the President or the president's designee. Prior to recommending such an appointment, the president shall seek a recommendation from the appropriate faculty who shall vote on this issue, and shall include the appropriate Department Chair, Dean, and Vice President, on whether an academic faculty member may be exempt from the requirement of serving a probationary period. (B/R 1/04)
  2. The President, without seeking Board of Regents approval, may grant tenure upon hire to an academic faculty member who at the time of hire holds tenure at another institution. Prior to making such an appointment, the President shall seek a recommendation from the appropriate departmental faculty who shall vote on this issue, and shall include the appropriate department chair, dean, and vice president, on whether an academic faculty member should be appointed with tenure. The President shall submit an annual report to the Board of Regents which shall include the name of any individual to whom such tenure was granted, the department within which the individual was hired, and whether the faculty of such department voted to approve such tenure upon hire. This report shall be presented to the Board of Regents at the first meeting of the Board after the beginning of each fiscal year. (B/R 12/05)
  3. Upon the request of the academic faculty member and the approval of the President, up to three years full-time employment at other accredited institutions of postsecondary education, including such institutions in the NSHE, in positions equivalent to positions providing eligibility for appointment with tenure may be included in the probationary period. (B/R 4/91) Such decision must be made at the time of initial appointment. If credit for prior full time service at another institution is granted, this determination must be stated in the recommendation for initial appointment. No retroactive amendments to initial appointment

contracts will be allowed, except as specified in Section 8 below. Any reduction in the probationary period requires careful scrutiny of the applicant's credentials, documentation consistent with this policy, and the recommendation of the appropriate Department Chair, Dean, and Vice President, as well as approval by the President.

4. An authorized period of leave, paid or unpaid, may be excluded from service toward the five-year probationary period upon written request of the faculty member and approval of the president. The decision of whether to grant the faculty member's request to exclude the periods of leave shall be based upon the sole discretion of the president. The President's decision is final. The request for leave must state if the leave is to be excluded from service toward the probationary period. (B/R 4/99) For a non-tenured faculty member on scholarly leave for one year or less, the period of leave should count as part of the probationary period as if it were service at another institution. (*AAUP Statement of Principles on Leaves of Absence.*)
5. Faculty members continue their probation until completion, but may be dismissed sooner if their annual evaluations indicate they are not making satisfactory progress. Notice of non-reappointment, or of intention not to recommend reappointment, shall be given in writing in accordance with the following standards (*AAUP Recommended Institutional Regulations On Academic Freedom and Tenure*):
  - a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one year appointment terminates during an academic year, at least three months in advance of its termination.
  - b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two year appointment terminates during an academic year, at least six months in advance of its termination.
  - c. At least twelve months before the expiration of an appointment after two or more years in the institution.
6. In exceptional cases the President may grant extensions of the probationary period. Extensions require re-application. Applications for extensions waive rights or claims for de facto tenure. The decision of whether to grant the faculty member's request to exceed the five-year probationary period shall be based upon the sole discretion of the president. The President's decision is final. The request for an extension of the five-year period of probation must state the reasons for such extension. (B/R 4/99, B/R 1/04)
7. Upon the request of the academic faculty member and the approval of the President, academic faculty eligible for appointment with tenure may be considered for such appointment at the appropriate time during each year of employment during the probationary period. Academic faculty members may not be required to be considered for appointment with tenure at any time prior to the next to the last year (4th year) of the probationary period. (B/R 4/91)
8. After completion of a probationary period, an academic faculty member eligible for appointment with tenure shall not be employed at any range unless such appointment is made with tenure. (B/R 4/91)

#### **D. Tenure Application Procedure:**

1. **Formation of Tenure Committee:** At the beginning of the fourth year of employment the Department Chair or equivalent\* will select a faculty member, the candidate for tenure will select a faculty member, the Department Chair or equivalent and faculty member will mutually agree on a committee member. The third

member shall be from the candidate's discipline, if possible. If a faculty member from the candidate's discipline is not available, the third member shall be from a cognate discipline. Faculty members related (as defined in the CSN policy) to the faculty member applying for tenure, or who have other conflicts of interest, are ineligible to serve on the Tenure Committee.

2. **Preparation of the Tenure Application:** At the beginning of the fourth year of employment, the faculty member seeking tenure will prepare a tenure application containing the following:
  - a. NSHE Tenure Application Form (see Appendix B) with faculty member portion completed.
  - b. All prior supervisor and peer evaluations.
  - c. All completed student evaluations.
  - d. Reports of all professional development activities, with documentation.
  - e. Reports of all service activities, with documentation.
  - f. Anything else the probationary faculty member deems relevant.

The applicant is responsible for documenting performance for each criterion. The candidate will submit the tenure application to the Department Chair or equivalent according to the schedule in Appendix A. Department chairs or equivalent will verify the application and documentation, and forward the application to the Chair of the Tenure Committee. The candidate may retract and retrieve his/her application at any point in the process, and if no extension has been awarded, a terminal contract is given for the next year or the College may initiate a buyout.

- E. **Review and Evaluation Procedure:** The levels of review and evaluation are completed according to the schedule of deadlines that is attached as Appendix A. Additional information will be received by any evaluation entity when requested.
  1. Each level of review will receive and review/evaluate the applications and all annual reviews according to the criteria and standards for tenure.
  2. The candidate will receive, in addition to the ranking of the three standards, an overall ranking, either "yes" or "no" as to whether or not the candidate should be awarded tenure. In every Tenure Committee, the number of those voting in favor of awarding tenure and those voting against awarding tenure will be recorded on the **Report and Recommendation on Tenure** form.
  3. An evaluation of the tenure candidate including recommendation whether the candidate should be awarded tenure shall be made in writing by the Tenure Committee using the **Report and Recommendation on Tenure** form in Appendix C, and will be forwarded to the Department Chair or equivalent.
  4. The Tenure Committee will consider the following:
    - a. Materials from the previous three (3) years including syllabi from all courses taught, other course materials, materials developed in support of library development if she/he is a librarian, materials developed for counseling/advising of students if she/he is a counselor, documentation of service

- activities, documentation of professional growth activities, other materials deemed relevant and significant by the candidate.
- b. Student evaluations from the previous three (3) years, recipient of service evaluations, or other evaluations by the candidate's service population. (The Tenure Committee will be given access to all service population evaluations of the tenure candidate.)
  - c. Input from the tenure candidate's peers will be invited.
  - d. Classroom visitation or workplace visitation by the Tenure Committee. Tenure Committee members will visit the tenure candidate's classes or workplace, or view the tenure candidate's online courses at a mutually agreeable time.
5. The Tenure Committee will forward the completed evaluation with all documentation attached in the form of the **Report and Recommendation on Tenure** (See Appendix C) to the Department Chair or equivalent. The signatures of all Tenure Committee members will appear on the **Report and Recommendation on Tenure**.
  6. The Tenure Committee may recall/reconsider an application for tenure upon majority vote provided that the reconsideration occurs prior to the President reporting the findings of the process to the Board of Regents (see Appendix A). Any such recall/reconsideration requires written documentation and rationale provided to the department chair and dean.
  7. The department chair or equivalent will review the **Report and Recommendation on Tenure** and will transfer all necessary information to the **NSHE Recommendation for Tenure** form (Appendix B). The department chair or equivalent will evaluate the candidate and take into consideration:
    - a. The Application for Tenure submitted by the candidate.
    - b. Previous annual evaluations by the department chair or equivalent.
    - c. Service contributions to the department, discipline, school, and college, NSHE, community, the state, the nation, or the profession. This may include committee work, student advising, special projects and any other support activities.
    - d. Student evaluations, recipient of service evaluations or other evaluations by the candidate's service population.
    - e. The **Report and Recommendation on Tenure** submitted by the Tenure Committee.
  8. The Department Chair or equivalent will review the **Report and Recommendation on Tenure** and recommend a "yes" or "no" regarding the candidate's tenure. The Department Chair or equivalent will record their recommendation and comments on the **Report and Recommendation on Tenure**. They will then sign and forward the **Report and Recommendation on Tenure** and the **NSHE Recommendation for Tenure** to the appropriate Dean.
  9. The Dean will review the **Report and Recommendation on Tenure** and the Department Chair or equivalent recommendation. The Dean will consider all of the material provided to the Tenure Committee, the **Report and Recommendation on Tenure**, and the Department Chair or equivalent recommendation. The comments and signature of the Dean will appear on the **Report and Recommendation on Tenure**. The Dean will recommend either "yes" or "no" regarding whether the candidate should be awarded tenure. The Dean

will complete the **NSHE Recommendation for Tenure** form and forward it along with all other materials to the appropriate Vice President. The Dean will inform the candidate of the status of her/his application for tenure. The candidate will then sign the **Report and Recommendation on Tenure** in the space provided to acknowledge he/she has seen the report.<sup>1</sup>

10. The appropriate Vice President will consider all materials that have been submitted including the recommendations of the Tenure Committee, Department Chair or equivalent, and Dean, and will submit a recommendation in writing to the President of the College on the **NSHE Recommendation for Tenure** form.
11. The official recommendation for granting tenure will be made to the Board of Regents by the President through the Chancellor's office.
12. The President will inform the faculty member in writing of the status of her/his application by January 30th of the academic year.
13. An eligible academic faculty member who has been denied appointment shall be entitled to reasons for, and the reconsideration of, such denial as provided in Subsections 5.2.3 and 5.2.4 of the NSHE Code. (B/R 4/91)

F. **Standards for Recommending Appointment with Tenure:** The consideration of a recommendation for appointment of an academic faculty member with tenure shall include the application of the three standards and the ratings contained in this subsection, which shall be applied in consideration of the conditions for appointment with tenure. The burden of demonstrating that these standards have been met lies with the applicant for appointment with tenure. In rating applicants for appointment with tenure under the standards set forth in this subsection, applicants shall be rated as 1. Excellent, 2. Commendable, 3. Satisfactory, 4. Unsatisfactory. No other rating terminology shall be used in evaluating the applicant for appointment with tenure.

Departments may set the criteria that would result in an Excellent, Commendable, Satisfactory, or Unsatisfactory ranking.

1. **Standard One: Teaching/Performance of Assigned Duties.** An academic faculty member being recommended for appointment with tenure must receive an "*excellent*" rating in one of the following areas, whichever is applicable.
  - a. If employed primarily as an instructor, a record of effectiveness as a teacher including, but not limited to, demonstrated teaching competence and efficiency in a traditional or virtual classroom, laboratory, and/or clinical setting, instructional delivery, design and course management skills, the ability to communicate effectively with students and demonstrated skill in handling classroom and other duties related to teaching. (Such a record may include, for example, a showing of the ability to impart knowledge, to excite student's interest in the subject matter and to evoke response in students). Teaching effectiveness can be evaluated through the use of self, student, peer, and department chair evaluations. Student evaluations shall be conducted in all classes taught every semester.
  - b. If employed primarily as a member of the academic faculty whose role does not include instruction (i.e., counselors or librarians), a record of effectiveness, efficiency, and ability to perform assigned duties.

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<sup>1</sup> "The candidate will then sign the **Report and Recommendation on Tenure** in the space provided to acknowledge he/she has seen the report." Added for clarification by Faculty Senate's Executive Committee, 24 September 2009.

- 2. Standard Two: Service:** In addition to standard one, an academic faculty member being recommended for appointment with tenure must receive a “*satisfactory*” rating or better in the area of service, which may include, but not be limited to:
- a. Interest and ability in advising students;
  - b. Ability to work with the faculty and students of CSN in the best interests of the academic community and the people it serves, and to the extent that the job performance of the academic faculty member’s administrative unit may not be otherwise adversely affected;
  - c. Service on department, division, Senate, college, or NSHE committees;
  - d. Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and
- 3. Standard Three: Professional Development:** In addition to standard one and standard two, CSN recognizes a third standard: professional development. An academic faculty member being recommended for appointment with tenure must receive a “*satisfactory*” rating or better in the area of professional development, which may include, but not be limited to:
- a. Membership and participation in professional organization;
  - b. Recognition and respect outside the System community for participation in activities that use the faculty member’s knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation, or the world;
  - c. Demonstrated commitment to acquiring new knowledge relevant to instructional assignments;
  - d. Publishing a book or textbook in one’s discipline, writing a chapter in a textbook, editing books or journals, serving on editorial boards, making conference presentations, serving on conference panels, writing and/or directing plays, or exhibiting art or photography, etc.

\*Currently there are some areas where faculty members eligible for tenure do not have Department Chairs. In those areas, a tenured faculty member will be appointed to carry out the duties of the Department Chair in the tenure process. To indicate this, the Committee has used the phrase “Department Chair or equivalent.”

## APPENDIX A - Schedule of Activities

### Year Four:

End of fourth week in September	Appointment of Tenure Committee
End of first week in October	Tenure Application submitted to Department Chair or equivalent, who submits it to the Chair of the Tenure Committee
End of fourth week in October	Tenure Committee reports forwarded to the Department Chair or equivalent
End of first week in November	Department Chair forwards all materials to Dean.
End of second week in November	Dean forwards all materials to appropriate Vice President
End of third week in November	Submission of recommendation from Vice President to President
End of second week in December	Submission of recommendations from President to Board of Regents
January 30	President informs the applicant in writing of the progress of the application

**APPENDIX B**  
**NSHE Tenure Application Form**

Name: \_\_\_\_\_ Present Range: \_\_\_\_\_

Present Title: \_\_\_\_\_ Date of Present Range: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

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**RECOMMENDATION FOR TENURE:**

To be effective: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Number of years credit given for probation, including the current academic year: \_\_\_\_\_

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**PERSONAL DATA**

(To be completed by the faculty member)  
(Please stay within the margins for binding purposes)

1. Degrees, Dates, and Institutions Where Earned:

2. Employment History:



**Recommendation for Tenure**

For: \_\_\_\_\_

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**EVALUATION**

(To be completed by the Department Chair or other appropriate supervisor, using the criteria contained in the NSHE Code and CSN Tenure Policy.)

7. Evaluation of effectiveness in performing primary duties (see NSHE Code 5.4.2a).

\_\_\_\_\_ Excellent      \_\_\_\_\_ Commendable      \_\_\_\_\_ Satisfactory      \_\_\_\_\_ Unsatisfactory

Comments:

8. Evaluation of other Professional Activities and Service (see NSHE Code 4.4.2a).

\_\_\_\_\_ Excellent      \_\_\_\_\_ Commendable      \_\_\_\_\_ Satisfactory      \_\_\_\_\_ Unsatisfactory

Comments:

9. Evaluation of Professional Development. (See Tenure Policy).

\_\_\_\_\_ Excellent      \_\_\_\_\_ Commendable      \_\_\_\_\_ Satisfactory      \_\_\_\_\_ Unsatisfactory

Comments:

Evaluator: \_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Recommendation for Tenure**

For: \_\_\_\_\_

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**EVALUATION**

(To be completed by the Dean or appropriate administrator.)

10. Comments relative to foregoing recommendation:

Evaluator: \_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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(To be completed by the President.)

President: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

**APPENDIX C – Report and Recommendation on Tenure**

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Tenure Committee Members:

Chair: \_\_\_\_\_  
Print Name Signature

Member: \_\_\_\_\_  
Print Name Signature

Member: \_\_\_\_\_  
Print Name Signature

**Tenure Committee Recommendation:** Should the candidate be awarded tenure?

Yes \_\_\_\_ No \_\_\_\_  
Number Voting Yes: \_\_\_\_\_ Number Voting No: \_\_\_\_\_

**Teaching:**

\_\_\_\_ Excellent      \_\_\_\_ Commendable      \_\_\_\_ Satisfactory      \_\_\_\_ Unsatisfactory  
Comments:

**Professional Development:**

\_\_\_\_ Excellent      \_\_\_\_ Commendable      \_\_\_\_ Satisfactory      \_\_\_\_ Unsatisfactory  
Comments:

**Service:**

\_\_\_\_ Excellent      \_\_\_\_ Commendable      \_\_\_\_ Satisfactory      \_\_\_\_ Unsatisfactory  
Comments:

**Page Two – Report and Recommendation on Tenure**

Candidate: \_\_\_\_\_

**Department Chair Section:**

**Department Chair Recommendation:** Should the candidate be awarded tenure?

Yes \_\_\_\_

No \_\_\_\_

Comments:

Department Chair Signature: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Dean Section:**

**Dean Recommendation:** Should the candidate be awarded tenure?

Yes \_\_\_\_

No \_\_\_\_

Comments:

Dean Signature: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Candidate Section:**

My signature below confirms I have read this form. I understand, according to the NSHE Code, Title 2, Chapter 4, Section 4.4.5, if I have been denied tenure, I am entitled to be informed of the reasons for, and to the reconsideration of such denial, as provided in Subsections 5.2.3 and 5.2.4 of the NSHE Code.

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_