

## ***Faculty Policy - Granting of Tenure***

### **Statement of Regulation:**

The North Dakota State Board of Higher Education retains unto itself the final and absolute authority to grant tenure. To assist in this decision, the Board takes into consideration the recommendations of the institution's faculty and the endorsement of the institution's President.

In order to qualify for consideration of tenure a faculty member must:

1. Complete six years of probationary service to the College.
2. Be recommended for tenure by the Bismarck State College Faculty Senate's Tenure Committee.
3. Receive the endorsement of the President of the College.

### **Statement of Purpose:**

Tenure has as its fundamental purpose the protection of academic freedom in order to maintain a free and open intellectual atmosphere. The justification lies in the character of scholarly activity, which requires protection from improper influences from either outside or inside the college. A tenure policy strengthens the capability of a college to attract and retain superior teachers and scholars as members of the faculty. Bismarck State College's tenure policy improves the quality of the faculty by requiring that each faculty member's performance be carefully scrutinized before tenure is granted and periodically thereafter.

### **Credit for Previous Professional Experience:**

An individual with previous professional experience may, at the discretion of the President of the College, be given tenure credit not to exceed three years. Such credit will be regarded as service to the College for the purpose of this policy. The decision to award credit for previous professional experience shall be made by the President of the College.

### **Faculty Senate's Tenure Committee:**

1. The Faculty Senate's Tenure Committee shall consist of five members with tenure status selected by the Senate.

2. Members shall serve for five years, except that one member of the original five shall retire each year.

### **Procedures:**

1. In September of each academic year, the Vice President for Academic Affairs shall notify those persons who are eligible for tenure, and submit these names to the Faculty Senate's Tenure Committee for consideration.
2. It is the tenure applicant's responsibility to develop and present an application folder to the Faculty Senate's Tenure Committee.
3. The Faculty Senate's Tenure Committee may ask the tenure applicant to supplement materials when appropriate, may request a meeting with the appropriate Academic Dean and take other reasonable steps to assure it has an adequate basis from which to make its recommendation.
4. The Faculty Senate's Tenure Committee shall vote on each case individually.
5. The Faculty Senate's Tenure Committee shall report its final determination, in writing, to each tenure applicant and to the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs shall review the tenure application(s) and shall determine whether or not to endorse the candidate(s). The endorsement will then be shared with the President of the College.
7. The President of the College will present those candidates who qualify for consideration to the North Dakota State Board of Higher Education for Board action.
8. The President of the College shall inform each applicant of the Board's final decision.

### **Application Process:**

1. The faculty member, who is eligible for consideration of tenure, will complete and present an application folder to the Faculty Senate's Tenure Committee by November 15 of the applicant's sixth year of tenure-track employment. Failure to prepare the application folder shall be interpreted as a disinterest in tenure.
2. Contents of the application folder:
  - a. A letter of application requesting tenure.
  - b. A minimum of four letters of recommendation which typically would include:
    1. The appropriate Academic Dean.
    2. Department Chairperson.
    3. A peer from within the applicant's discipline, and
    4. A peer from outside the applicant's discipline.
  - c. Transcripts indicating degrees conferred and any additional coursework.
  - d. Evaluation data which would include:
    1. Evaluation reports for the past five years, prepared by the Department Chair during the evaluation process.

2. Student evaluations, including a summary spreadsheet with yearly averages.
3. Any reaction from the applicant to these evaluations.
- e. Current Curriculum Vitae outlining:
  1. Campus involvement in non-teaching activities.
  2. Representation at meetings of learned or professional societies.
  3. Development of new courses and upgrading curriculum.
  4. Engaging in faculty development activities, on and off campus.
  5. Courses, workshops or seminars attended.
  6. Civic minded activity. i.e., with a non-profit, volunteering.
- f. Additional supporting documentation may be requested by the tenure committee but is not required in the tenure folder.

**Criteria to be used by the Faculty Senate's Tenure Committee to Evaluate Tenure Applicants:**

The tenure portfolio will be evaluated based on the following criteria:

80% Teaching effectiveness

- Student evaluations
- Department Chairperson evaluations
- Academic Dean recommendation

10% Scholarship

- Participation in new curriculum/course development
- Involvement in professional training in content area or teaching methods (i.e. certifications/licensing)

10% Service

- Participation in campus/advisory/state committee assignments
- Membership in professional organizations
- Involvement in civic minded organizations/off campus activities

The following rubrics will be used to evaluate each of the required criteria.

**Teaching Rubric**

4	Average rating of 4-5 on the short form (8-10 on long form) of student evaluations for the last 5 years. Strong recommendations from Academic Dean, Department Chair, and peers.
3	Average ratings of 3-4 on short form (7-8 on long form) of student evaluations for the last 5 years with later years showing improvement. Supportive recommendations from peers, Academic Dean and Department Chair showing improvement in later years.

2	Average rating of 2.5-3 on short form (6-7 on long form) of student evaluations with little improvement in later years. Recommendations reflect suggestions for improvement and areas that are still being addressed.
1	Average student evaluation rating of below 2.5 on short form (below 6 on long form) for 5 years with no improvement in later years. Suggestions for improved performance were made however evaluations indicate performance has not improved.

### Scholarship Rubric

4	Active participation in course/curriculum development. Actively pursues needed certifications, licensing, or advanced degrees. Has pursued professional development training opportunities specific to teaching area or teaching
3	Has implemented new teaching methods or delivery methods. Has pursued additional training in the teaching area.
2	Involved in at least one professional development conference in the last 5 years. Involved only in required professional development activities on/off campus.
1	Has taught courses required with no additional training or changes in curriculum.

### Service Rubric

4	Taken leadership roles in professional organizations and on campus governance. Represents the institution in civic-minded organizations and other off campus activities.
3	Involved in professional organizations within teaching area. Some involvement in interests within the community and extracurricular campus activities.
2	Participation in required campus activities. Membership in one professional organization.
1	Does not demonstrate involvement in outside activities related to professional and community interests.

Minimum quantitative measurement of all criteria for evaluation is a total score of 3, with no individual area scoring lower than a 2.

An example of calculations are as follows:

An applicant that has a score of 4 in teaching (4 x .80) =	3.2
a score of 2 in scholarship ( 2 X .10) =	.2
a score of 2 in service (2 X .10) =	<u>.2</u>
<b>Total:</b>	3.6

This score of 3.6 would result in a recommendation of tenure.

### **Appeal Routes:**

1. In the event that the Faculty Senate's Tenure Committee decides not to recommend tenure, the applicant may appeal the Committee's decision before the full Faculty Senate.
2. In the event that the Vice President for Academic Affairs determines that the tenure applicant will not receive an endorsement, the applicant may appeal this decision before the BSC President.
3. In the event that tenure has not been granted, and employment continues at Bismarck State College, the applicant will have the right to reapply for tenure after two additional years of teaching.

### **Other Considerations:**

With written permission of the appropriate Academic Dean, an eligible faculty may postpone application for tenure for a specified time, not less than one year and not more than three years. Such permission will be added to the master personnel file. If after the specified time, the applicant fails to apply for tenure, he or she will be switched to an instructor position at the next contract period. If the particular applicant resigned his/her position, the position may be re-opened as a tenure track with permission from the appropriate Academic Dean and the Vice President for Academic Affairs.

### **Reference:**

State Board of Higher Education Policy 605.1, Academic Freedom and Tenure; Academic Appointments.

### **History of This Policy:**

First policy draft by the Faculty Senate during the 1986-87 academic year.

Revisions - Summer of 1987; September 3, 1987; September 4, 1987; March 7, 1988; August 15, 1991; November 7, 1991; August 7, 1997; May 1, 2004; amended March 1, 2007 in the Faculty Senate Minutes and approved March 29, 2007 by the President; October 20, 2009; December 29, 2010; revised by the Faculty Senate on November 3, 2011, reviewed by the

Operations Council on June 13, 2012 and amended/approved by the Executive Council on September 13, 2012; August 4, 2014; revised and approved by Faculty Senate March 3, 2016, reviewed by the Operations Council on September 14, 2016 and approved by the Executive Council on September 20, 2016; October 12, 2018.