

Tenure (Procedure)

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Subject: Tenure (Procedure)	
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Office of the Associate Vice Chancellor for Academic Affairs

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TITLE: Tenure

PURPOSE: Regulations and procedures for tenure of full-time faculty are given.

Eligibility

Faculty members of all professorial ranks in tenure-track positions may work toward tenure. Tenure is conferred upon a full-time faculty member by written notification following the satisfactory completion of a probationary period as a member of the UMMC faculty and compliance with procedures stated herein.

Effective July 1, 2014 and applicable to faculty hired on that date or after, tenure is awarded only to those full-time faculty who have achieved the rank of associate professor or higher. Promotion to associate professor and the awarding of tenure may occur simultaneously.

Board of Trustees' policy requires that a faculty member shall have tenure ONLY when so informed in writing by the Vice Chancellor for Health Affairs after the Board of Trustees' decision.

Tenure must be rescinded and replaced with a non-tenure track position when full-time faculty's work effort is voluntarily reduced from full-time to part-time. This is not applicable when the work effort is reduced due to a qualified/protected leave benefit such as FMLA, Sabbatical leave or Military duty.

Probationary Period

1. For faculty hired in a tenure-track position on or after January 1, 2005 he or she must be reviewed for tenure by the Vice Chancellor for Health Affairs during the sixth academic year of the probationary period of employment (IHL Board of Trustees, Policies & Bylaws, and Section 403.0101). For tenure to be awarded, the Vice Chancellor for Health Affairs must make a recommendation to the Board in writing. Failure to earn tenure by the end of the sixth full academic year will result in a terminal contract in the seventh academic year.
2. A faculty member may be credited up to five years toward the probationary period for work at other universities/institutions as determined and agreed upon by the department chair or unit head, the dean, and the faculty member in the letter of offer at the time of initial appointment.
3. A tenure track faculty member who is placed on leave during the probationary period due to a reason mandated by law, such as leave legally required by the Family Medical Leave Act, or due to having been called to active duty by

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the U.S. military will have the probationary period deferred for the amount of time the faculty member is out on any such legally required leave or approved time. A tenure track faculty member who requested and was approved leave according to the “Tenure deferral policy” will have the probationary period deferred for the amount of time approved.

4. The awarding of tenure is an institutional decision. Thus, a tenured faculty member who transfers from one unit to another will retain his or her tenure with all the rights and responsibilities that accompany it.

5. Tenure-track faculty may request, according to the “Tenure deferral policy”, to defer the probationary period for issues that may interfere with the faculty member’s ability to achieve tenure in the IHL-defined probationary period of six years.

Criteria

At the time of appointment, faculty should be provided by the department chair or unit head with the criteria for tenure consideration based on that school’s expectations regarding education, research and/or scholarly creative achievement, and service in accordance with the UMMC’s missions. The percentage effort allocated to each emphasis area should be determined at appointment and reassessed during each subsequent annual faculty evaluation. The actual emphasis given to each of these categories of activity should be suitably proportioned to reflect the varying responsibilities of each department or school at the UMMC. It is an explicit expectation of a department chair/unit head that he/she engage tenure-track and tenured faculty in structured, meaningful, and documented annual reviews of the contribution of those faculty to UMMC’s missions and departmental/unit needs. These annual evaluations should be opportunities for the full-time tenure-track faculty and department chair/unit head to mutually assess progress toward a successful tenure application. The Associate Vice Chancellor for Academic Affairs shall have the responsibility of assuring that each school's standards are consistent with UMMC’s mission. Under no circumstances, however, should a person be awarded tenure without evidence of effort in all mission areas of the institution. Should the standards be altered during the faculty member's probationary period, he or she shall receive written notification of the changes from the department chair, unit head or dean. Such alterations in the known standards and their application to individual faculty serving under previously approved standards are subject to approval by the Associate Vice Chancellor for Academic Affairs.

The following framework is intended to guide tenured faculty and appropriate administrators in their evaluations of tenure-track members of the faculty. Each school shall develop guidelines within this general framework which reflect their role in the UMMC’s mission. These guidelines shall require approval by the appropriate dean and, subsequently, by the Associate Vice Chancellor for Academic Affairs.

Education. Examples of the types of evidence needed to make an informed judgment of a faculty member's teaching may include but are not limited to the following:

1. Student and peer evaluations of traditional/online instruction.
2. Student and peer evaluations of laboratory/clinical instruction.
3. Theses and/or dissertation direction and/or committee service.
4. Development of new courses or programs.
5. Development of new instructional techniques and teaching materials.
6. Presentation of noncredit or continuing education lectures and demonstrations.

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7. Systematically evaluating new courses or programs AND disseminating what was learned through presentations and publications

8. Receipt of teaching awards or honors.

9. Educational oriented publications.

10. Grants for educational programs.

Research: Examples of the types of evidence needed to make an informed judgment of a faculty member's research or Scholarly/creative achievement may include but are not limited to the following:

1. Books or journals published by commercial or university presses.

2. Abstracts or articles published in refereed or other peer reviewed or professional journals with international, national, or regional reputations.

3. Presentation of papers before professional groups at local, regional, national, and/or international professional groups.

4. Invited participation at scholarly conferences at local, regional, national and/or international level.

5. Editorial work (peer review) for professional journals or publishers.

6. Receipt of research grants, or contracts which support continued research.

Service: Examples of the types of evidence needed to make an informed judgment of a faculty member's service may include but are not limited to the following:

1. Participation on departmental, school, and/or institutional committees.

2. Participation in academic, professional, and/or health related organizations.

3. Participation in community outreach programs.

4. Provision of patient care.

5. Consultant to academic, professional, and/or health related organizations.

6. Other forms of funded and unfunded public service.

7. Receipt of service awards or honors.

8. Administrative activities or administrative appointments

Collegiality. Effectiveness in interpersonal relations, including professional ethics, cooperativeness, resourcefulness and responsibility is a subset of service and a qualitative judgment that assesses a faculty member's full potentiality for continued positive contribution to overall institutional needs.

Notification: On or after July 1 of an academic year, the Department of Human Resources and/or Office of Academic Affairs give notice to each dean or dean's designee of the number of academic years of service of each

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faculty member within the respective school. The dean has the primary responsibility for ascertaining eligibility for tenure and ensuring that the notice is communicated to the department chair or unit head and faculty member.

Track Changes: Faculty are allowed to change tracks. Please refer to the Track change guidelines available on the Office of Faculty Affairs website and in the Document center

Tenure Portfolio: Appropriate guidelines and timetables for the preparation of the tenure portfolio are made available by the school. Preparation of the tenure portfolio is the responsibility of the faculty member who is making the application.

Tenure Committees: Each school maintains a tenure committee to review the tenure portfolio of faculty and make recommendations to the respective deans. However, the decision to recommend tenure to the IHL Board of Trustees is made solely by the Vice Chancellor for Health Affairs. Candidates will be informed in writing of the final decision regarding tenure by the Vice Chancellor's office.

Appeal: Faculty members who have been denied tenure may, within ten working days of the date on the Vice Chancellor's letter, request an appeal hearing before the Council of Deans (COD); the COD is made up of the Deans for each School within UMMC and the Council's Chair is the Associate Vice Chancellor of Academic Affairs. The request must be made in writing to the Associate Vice Chancellor for Academic Affairs and shall specify the grounds upon which it is contended that the negative decision was impermissibly based. Grounds for requesting an appeal are:

1. The decision was prejudiced, arbitrary, or capricious; or
2. The procedures contained in the tenure policies of the IHL Board of Trustees, UMMC, or the candidate's school were not properly followed.

The written request for appeal shall include a short and plain statement of facts that the faculty member believes supports the contention. Submission of such a request constitutes on the part of the faculty member:

1. A representation that he or she can support his or her contention by factual proof, and
2. An agreement that UMMC may offer any relevant data within its possession, in rebuttal of the contention.

If the COD determines that the reasons given and the facts offered in support thereof justify a full hearing, one shall be scheduled within two weeks. If the COD judges that a hearing is not warranted, the COD shall notify the Vice Chancellor for Health Affairs and the faculty member under consideration of their decision. The hearing process, if scheduled, will provide the opportunity to the faculty member to advocate his or her appeal and answer any questions from the COD. At the end of the hearing, the faculty member will be excused from the session and a vote will be taken among the COD regarding the appeal. The decision will be communicated to the faculty by the chair of the COD. The hearing procedure will be recorded.

The Associate Vice Chancellor for Academic Affairs shall then submit the COD's recommendation, along with the individual's tenure application, the appeal request, and the appeal response to the Vice Chancellor for Health Affairs for his or her decision. The decision of the Vice Chancellor for Health Affairs shall be final.

Terminal Contract. Candidates in the tenure track position who are denied tenure and who have no time remaining in their probationary period will receive terminal contracts for the following year as outlined in IHL Board of Trustees Policy §403.0101.

Post-Tenure Review: Full-time tenured faculty are subject to a formal post-tenure review process pursuant to the

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similarly named policy and procedures referenced below.

Emeritus Status and Tenure: By its very nature, individuals designated as Professor Emeritus are assumed to be fully retired and cannot hold tenure. Emeritus faculty who re-enter an employment status with UMMC, full or part time, relinquish the emeritus title, however full time status would make an individual eligible for tenure if all other requirements are met.

SCOPE: All schools

REFERENCES:

IHL Board of Trustees of State Institutions of Higher Learning [Internet]. Policies and Bylaws. Authorization: Name (Section 400). Jackson (MS): Mississippi State Institutions of Higher Learning [updated 2014 Jan 16; cited 2014 Apr 18]. Available from: <http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>.

UMMC Document Center [Intranet]. Tenure Clock Deferral. E-AA-FA-Gen-PO-00003. Available from: <https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-FA-GEN-PO-00003>

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-FA-FDR-PO-00001> (Post-Tenure Review Policy)

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-FA-GEN-PR-00002> (Post-Tenure Review Procedure)

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-GEN-GEN-PO-00028> (Emeritus Status Policy)