

Procedure

Procedure # 3.02.09

Effective Date: 12/16/98

Revised 6/26/02

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Faculty Tenure</p>
	<p>Author: AC and Tenure Committee</p>	<p>Supersedes Procedure #</p>
<p>Relates to Policy # 3.02.09</p>	<p>Impact: Candidates hired as tenure track before fall 2010</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Procedure Narrative

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I. Procedure for the Granting of Tenure

A. Selection of a Faculty Evaluation Team

1. By October 1 of the first year in probationary status the faculty member will nominate a faculty evaluation team (FET) to the Tenure Committee.

Purpose, makeup, and guidelines for the FET

The purpose of a probationary faculty member's FET within the first two academic years is to provide informal (formative) feedback to the instructor to help strengthen his or her teaching. During the third year each FET member will prepare and submit a formal (summative) written evaluation of the faculty member's performance to the faculty member and the appropriate division chair. Upon application for the conferral of tenure by the probationary faculty member in the fourth year, each FET member will provide the Tenure Committee and the division chair with a recommendation for or against tenure conferral.

A probationary member's FET will be composed of at least two full-time instructors who have taught at least three years. At least one of the members must be tenured. At least one FET member must be chosen from

within the probationary faculty member's division, and at least one from without. An instructor may not serve on more than two FETs at the same time. Division chairs cannot serve as members of an FET.

The membership of a FET will not change unless a replacement is necessary due to a request by the probationary faculty member or the FET member, or mandated by the Tenure Committee. Should a replacement be necessary the probationary faculty member will nominate a new FET member to the Tenure Committee. The Tenure Committee will appoint the new FET member and the chair of the committee will notify the probationary faculty member and the appropriate division chair of the replacement.

The Tenure Committee is responsible for monitoring the FET; the proper functioning of the FET is the responsibility of the probationary faculty member.

2. By October 15 the Tenure Committee will notify the probationary faculty member as to the membership of the FET.

B. Evaluations

1. Formative (First two years)

- a. Each semester the probationary faculty member will solicit student feedback as described in the Faculty Evaluation Procedure. Results of these evaluations will be shared with members of the FET.
- b. Each semester each member of the FET will visit the probationary faculty member's class or lab and share observations with the probationary faculty member. A written record will be made by the member of the FET and delivered only to the probationary faculty member citing how such observations might strengthen teaching effectiveness.
- c. By MAY 1 in each of the two years, the probationary faculty member will indicate in writing to the Tenure Committee that the activities listed above have occurred.

2. Summative (third year)

- a. During the first semester and by March 31 of the second semester each member of the FET will have conducted at least one summative (formal) classroom observation and evaluation, using a form approved by the tenure committee for summative evaluations.

- b. By April 30 each FET member will have written a summative evaluation of the probationary faculty member's performance inclusive of all years of observation by that FET member. Each FET member will have shared the evaluation in conference with the probationary faculty member who will sign the original summative evaluation to acknowledge its review. Signed copies of each evaluation will be provided to the faculty member and division chair.

C. Application for Tenure (fourth year)

1. By September 15 the probationary faculty member will submit an application for initial tenure to the Tenure Committee using the form provided by the committee. The faculty member will provide copies of the application to the division chair.

Also by September 15, the probationary faculty member will provide the FET members, Tenure Committee, and division chair a written self-evaluation which addresses the criteria for tenure conferral as outlined in the Tenure Policy. Data from previous student, peer and administrative observations and evaluations should be used to strengthen the application.

2. By October 15 each FET member will submit the following to the probationary faculty member, division chair, and Tenure Committee:
 - a. Copies of the third-year summative (formal) classroom observations and evaluations.
 - b. A formal recommendation for or against the conferral of tenure. In the case of recommendation against tenure, documentation must accompany the recommendation.
3. By December 1 the division chair will have written and delivered to the probationary faculty member, a formal evaluation of his or her qualification for tenure based on tenure criteria, and a formal recommendation for or against conferral of tenure. The division chair will allow a reasonable amount of time between the delivery and the discussion of the documents with the probationary faculty member.
4. By December 20 the division chair will have discussed with the probationary faculty member and submitted to the Tenure Committee and the probationary faculty member's personnel file located in the Office of Human Resources all of the following:
 - a. copies of all classroom observations, review reports and student evaluation summaries for the probationary period

- b. a written evaluation of the probationary faculty member's qualifications for tenure based on tenure criteria
 - c. a formal recommendation for or against conferral of tenure.
5. By March 1 the Tenure Committee will notify the probationary faculty member, the division chair, and the vice president for instruction in writing of its recommendation regarding tenure conferral. Specific written documentation will accompany a decision to explain a recommendation of denial of tenure. Should the vice president for instruction not agree with a recommendation to confer tenure, the chair of the Tenure Committee must be notified of this dissent by March 10.
6. By the March board of trustees' meeting, the vice president for instruction will convey both the Tenure Committee's and his or her recommendation to the college president and the board of trustees. The vice president for instruction may not recommend tenure conferral in the absence of a favorable recommendation from the Tenure Committee. If the Tenure Committee recommends tenure conferral and the vice president for instruction does not, the matter will be decided solely by the board.
7. At the board's request all of both the probationary faculty member's personnel file including data from previous student, peer, and administration observations and evaluations, and the files held by the Tenure Committee will be forwarded to the college president for review by the board. If the board chooses to discuss the recommendation with the probationary faculty member in an executive session, a faculty member appointed by the chair of the Faculty Assembly may be invited to participate.
8. By April 30 the college president will notify the probationary faculty member in writing of the Board's decision. Initial tenure will begin the fall semester following its approval.
9. If tenure is denied, the probationary faculty member may retain probationary status and apply again in the 5th year, using the same process as outlined above. If tenure status is not conferred in the fifth year of service as a probationary faculty member, his or her contract will not be renewed.

II. Revocation of Tenure

Procedures for the revocation of tenure are found in the Termination Procedure #3.02.31.

III. Tenure Annual Operating Procedures

- A. By August 15 the vice president for instruction will furnish the Tenure Committee with an updated list containing the following information for all probationary faculty members: name, teaching assignment and division, and year eligible for tenure application.
- B. By September 1 the vice president for instruction or designee, and the Tenure Committee will convene a required meeting for all first-year probationary faculty members, with the purpose of explaining the policies and procedures governing faculty evaluation, tenure, remediation, suspension, termination and faculty appeals.
- C. By September 1 the Tenure Committee will notify each faculty member eligible for tenure application, and invite each to review the contents of his or her permanent personnel file located in the Office of Human Resources.
- D. By September 1 the Tenure Committee will invite new probationary faculty members to nominate their FET members by October 1.
- E. By October 15 the Tenure Committee will notify each new probationary faculty member of the make up of his or her FET and direct the teams to begin regular observations and conferences.
- F. By November 1 of each year, the Tenure Committee will invite submission of written testimony from administrators, faculty, and students pertaining to probationary faculty members who have applied for initial tenure. This testimony must reach the Tenure Committee by December 15. All testimony must be dated and signed to be considered by the Tenure Committee.
 - 1. By the beginning of the Spring Semester (first day of classes), the Tenure Committee will inform the probationary faculty member and the division chair of the content of any significant statement(s) made against the candidate, regardless of whether the overall recommendations of the division chair are negative or positive.
 - 2. The faculty member will be informed of the right to respond to these statements, as well as any negative formal evaluations or testimony, at a hearing.
- G. The procedure used by the Tenure Committee to set up a hearing to respond to any negative statements or evaluations is as follows:
 - 1. The tenure candidate will be requested to inform the Tenure Committee by January 25, if he or she wishes to request a hearing to address these negative recommendations or statements.

2. If the probationary faculty member elects to respond to the statement(s), the Tenure Committee will schedule a committee hearing by February 1. At that hearing, the division chair, probationary faculty member and, if applicable, the FET members, and any interested persons submitting negative testimony, as deemed appropriate by the Tenure Committee, will be invited to attend the hearing with the Tenure Committee to answer questions about their statements. Each person will have an opportunity to present and rebut all of the evidence and testimony presented at the hearing. At the hearing the probationary faculty member may have representatives testify on his or her behalf; however, no party or person present at the hearing may have an attorney address the Tenure Committee during these proceedings.
 - a. Such recommendations or rebuttal may be in the form of written administrative, peer, or student evaluations, or other pertinent information. All written testimony or supporting evidence offered must be dated and signed.
 - b. The Tenure Committee hearing will be taped, with the tape to be retained by the committee, and if it becomes necessary, transcribed for future examination.
3. At any point in the proceedings, the Tenure Committee may solicit additional testimony, which it believes to be pertinent.
4. The prevailing principle in this process will be that, at any point, if and when new and significant negative statements or recommendations are made, the probationary faculty member will be given the opportunity to respond before the Tenure Committee makes its decision.
5. By March 1, in all cases, the probationary faculty member will be notified of the Tenure Committee's decision to recommend for or against tenure.
6. Both the Tenure Committee and probationary faculty member may, if they consider it advisable, determine that some or all of the testimony and supporting information offered during the committee's deliberations should be added to the probationary faculty member's permanent personnel file located in the Office of Human Resources.
7. Persons making written or oral statements to the Tenure Committee should understand that both the statements and the identity of the person who makes them would become a matter of record. As such, they will be available for use by the committee and the probationary faculty member concerned, and may become part of the permanent personnel file; however, the proceedings of the Tenure Committee are confidential, and such information will not be available to the college community at large.

- a. All evaluations for tenure purposes should be conducted in accordance with the statement titled "Evaluation Rights and Responsibilities," as found in the Evaluation Policy #3.02.21.
- b. All parties involved in the tenure process are required to adhere to the policies and procedures relating to the awarding and revoking of tenure at North Idaho College. Claims of ignorance, misunderstanding or forgetfulness of the tenure policy and other related policies and procedures are not valid reasons to suspend, bend or selectively apply the rules.