

Tenure Guidelines, Policies, and Procedures

Tenure at IUP is dependent upon having satisfied the minimum statutory requirements (Act 182) and the Collective Bargaining Agreement (CBA), according to the collective judgment of the department chair, the Department Tenure Committee (DTC), the college and appropriate manager and the University-Wide Tenure Committee (UWTC), and as approved by the President of the University. The following document contains the CBA criteria that will be used to evaluate an applicant's growth and performance while probationary faculty at IUP. The UWTC is charged by the CBA to make an independent evaluation concerning candidates' tenure.

All forms referred to in this document are available for download from the Academic Affairs website. All documents submitted via MyIUP must be in PDF format.

In this document, "college Dean" shall include the Dean of the College of the applying faculty member OR the appropriate manager for the faculty position.

PART I: CRITERIA

A. MINIMUM QUALIFICATIONS

Candidates must meet the minimum qualifications as set forth in the CBA to be eligible for tenure. The minimum qualifications must be certified by an official transcript or by a written statement from the registrar of the academic institution granting the credits or degree(s).

B. ELIGIBILITY TO APPLY FOR TENURE

The eligibility to apply for tenure shall be governed by CBA Article 15.

Faculty interested in applying for early tenure must follow the guidelines in the CBA, section 15.B.

C. CRITERIA FOR TENURE OF ACADEMIC FACULTY

CBA Article 12 sets forth the criteria for evaluation and performance review of faculty. The following is taken from, but not a full reproduction of, the criteria in Article 12.

1. Effective teaching and fulfillment of professional responsibilities. All appropriate data will be submitted as evidence for an overall evaluation of teaching effectiveness and fulfillment of professional responsibilities. Failure to meet the requirements under fulfillment of professional responsibilities shall preclude consideration for tenure.

a. Effective teaching for faculty whose primary responsibility is teaching will be indicated by such items as:

- (1) Student evaluations (from the forms approved by APSCUF and Management and required by the CBA).
- (2) Quality of course syllabi
- (3) Reports of classroom observations from the departmental evaluation committee and the department chairperson.

responsibilities of the position shall be evaluated under the terms of Article

2. Continuing scholarly growth will be indicated by but not limited to, such items as:

- a. Development of experimental programs.
- b. Papers delivered at regional and national meetings of professional societies.
- c. Regional and national awards.
- d. Offices held in professional organizations.
- e. Invitational lectures given.
- f. Participation in panels at regional/national meetings of professional organizations.
- g. Grant acquisitions.
- h. Editorships of professional journals.
- i. Participation in one person or invitational shows.
- j. Professional consulting.
- k. Research projects and publications.
- l. Exhibitions of creative scholarship in juried international, national, and regional exhibitions, conferences and meetings
- m. Additional graduate work or new professional development activities

recommendation to the college Dean and the UWTC. The DTC must make an explicit positive or negative recommendation using the Department Tenure Committee Form and submit it via MyIUP. The candidate for tenure shall be provided with the DTC's recommendation a minimum of one week before the DTC submits their recommendation. The candidate shall be advised ~~by~~ the DTC of his/her opportunity to review and rebut the evaluation and will submit the rebuttal via MyIUP ~~no~~ later than February 15 for Fall hires and October 1 for Spring hires. Candidates have the right to meet with the DTC before the DTC recommendation is submitted.

3. The department chairperson will submit an independent recommendation to the college Dean and the UWTC. The department chairperson must make an explicit positive or negative recommendation using the Department Chair Recommendation Form and submit via MyIUP. The candidate for tenure shall be provided with the chair's recommendation a minimum of one week before the chair submits his/her recommendation. The candidate shall be advised by

candidate for tenure shall be provided with the college Dean's recommendation a minimum of one week before the college Dean submits his/her recommendation. The candidate shall be advised by the college Dean of his/her opportunity to review and rebut the evaluation. The candidate will submit the rebuttal via MyIUP no later than March 8 for Fall hires and October 21 for Spring hires. Candidates have the right to meet with the college Dean before the Dean's recommendation is submitted.

D. PROCEDURES FOR ESTABLISHING A UNIVERSITY- WIDE TENURE COMMITTEE

1. The UWTC must have nine members. No more than one member of a department may serve on the committee. Only tenured faculty members are eligible to run for election and serve on the UWTC. Membership on the UWTC shall be limited to six consecutive years.
2. Three members will be elected annually to three-year terms. The chairperson shall be elected by a majority vote of the newly formed committee at its first meeting in the Spring, and shall serve for one year starting June 1. The chairperson is eligible for reelection to a second term, but not a third, during his/her three-year term on the committee. Members of the committee, and alternates, may be elected. Terms of office shall begin on June 1 and end on May 31st of the year when term expires. The first meeting of each new committee shall be called by the chairperson from the previous year.
3. Elections shall be held every year between March 15 and April 15 under the supervision of the Nominations and Elections Committee of the local chapter APSCUF.

E. RESPONSIBILITIES OF THE UNIVERSITY- WIDE TENURE COMMITTEE

1. The UWTC shall meet and establish procedures prior to reviewing tenure materials.
2. Application forms and instructions for their use shall be available on the IUP Academic Affairs website for DTCs, tenure applicants, and their respective department chairs and college Deans.
3. The UWTC shall oversee the publication and distribution of the appropriate Tenure Policies and Procedures to all members of the bargaining unit.
4. The UWTC shall review all tenure materials received and shall independently judge each application on the basis to which each candidate has met the criteria for tenure. All submitted recommendations for tenure must be based on established criteria and specifically identified evidence. Members of the committee will review only those materials relevant to the stated criteria. This will include examination of a candidate's personnel file.
5. If the UWTC questions the justification a DTC, department chair, or college Dean makes for its recommendation, it may request further information from the recommender.
6. Each applicant for tenure shall have the right to request and make an appearance before the UWTC to speak on his/his own behalf before the committee submits its recommendations to the President or his/her designee.

7. The UWTC may request to meet with the department chair and/or the ~~add~~ or the college Dearto obtain additional information, ~~if~~ necessary.

D. THE FACULTY MEMBER HAS THE RIGHT TO GRIEVE THE NON-RENEWAL PER CBA ARTICLES 14 AND 5.

PART IV: PROCESS AND DEADLINES

- A. For the Candidate
 - a. First Deadline (December 31 for Fall Hires and May 1 for Spring Hires)
 - 1. Candidate uploads

- C. For the Department Chair
- a. One week prior to deadline (February 8 for Fall Hires and September 24 for Spring Hires)
Using the Department Chair Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit to the candidate for review via official IUP email.
 - b. Deadline (February 15 for Fall Hires and October 1 for Spring Hires)
Using the Department Chair Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit via MyIUP.
- D. For the college Dean/appropriate manager
- a. One week prior to deadline (March 1 for Fall hires and October 14 for Spring hires)
Using the Dean Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit to the candidate for review via official IUP email.
 - b. Deadline (March 8 for Fall hires and October 21 for Spring hires)
Using the Dean Recommendation Form, insert the recommendation letter where indicated. Sign, save as a PDF file, and submit via MyIUP.