



Policy

TENURE – FACULTY
EFFECTIVE DATE: NOVEMBER 2017

DCB.605
REVISED: MAY 2025

Policy Commitment

The SBHE awards tenure upon recommendation of the Chancellor. Prior to this action, a recommendation by the Campus Dean will be made to the institution's President (following review and recommendations made pursuant to the procedures established at the institution) and from the President to the Chancellor. The SBHE tenure policy also requires a specific implementation plan for each institution under its direction.

Tenure Committee Composition and Guidelines

- a. All current, full-time tenured faculty members constitute the Tenure Committee, whose recommendation will determine whether or not the award of tenure for a faculty member is recommended to the Campus Dean.
- b. The Tenure Committee functions as an independent committee, elects its own Chair, determines its policies and procedures, establishes the dates by which materials for committee review are to be submitted by the faculty member and others, and maintains minutes of its deliberations -- including its formal vote on whether a recommendation for the award of tenure is forwarded. A copy of such minutes is available on request to the faculty member involved. Copies are also given to the Campus Dean and Associate Dean for Academic Affairs.

Tenure Criteria and Application

- a. A faculty member shall qualify for a tenure recommendation by satisfying the following criteria for tenure during a probationary period of six years of academic service to the institution.

Evidence of teaching effectiveness/professional growth/contributions to student growth and development. For example: results of student and departmental evaluations; teaching observations; assessment activities; active participation in professional organizations and activities; attendance and/or presentations at workshops, webinars, and conferences; scholarly publications; student advisement; advisement of student clubs and organizations; and course and program development and growth.

Service to the college. For example: grantsmanship; student recruitment; officer of Faculty Senate; chair and/or active participation in campus committee work; office and/or active participation in Logroller, Foundation, or Alumni organizations; conducting and/or assisting with campus-sponsored events; attendance at campus functions such as drama, athletics, and recognition and fundraising events.

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Service to the community. For example: presentations to community and service organizations; active participation and/or offices held in community and service organizations; active participation in community events sponsored by groups such as churches and school systems; serving on advisory boards; offering community education or outreach; participation in campus outreach programs; and other activities and volunteer efforts that result in positive publicity and recognition for the faculty member and the college.

The examples listed above provide examples of activities that the Tenure Committee believes support faculty endeavors in the respective categories. The list is a guide for faculty to assess those activities that the Tenure Committee has deemed appropriate for fulfilling criteria for tenure considerations. It should not be considered definitive and can be periodically modified by the Committee.

- b. Letters of recommendation. The number of recommendations provided to the Committee to verify criteria a, b, and c is left to the faculty member requesting tenure. However, a *minimum* of four letters should be submitted and must include letters from the following DCB positions: 1) the Associate Dean for Academic Affairs, and 2) two full-time faculty members
- c. It is the tenure applicant's responsibility to develop and present a portfolio to the Tenure Committee that documents and verifies excellence in each of the criteria.

The tenure portfolio should include: a letter of application requesting tenure, a minimum of four letters of recommendation (including letters from the Associate Dean for Academic Affairs and two full-time faculty members), a current curriculum vitae, documentation to support teaching effectiveness/professional growth/contributions to student growth and development, documentation to support service to college, and documentation to support service to the community.

Tenure Procedure

- a. A tenure application portfolio must be submitted to the Tenure Committee by November 1 of the sixth year of a probationary period.
- b. The Tenure Committee should use the application portfolio as the primary basis to reach its decision. It may ask the faculty member to supplement materials when appropriate, request a meeting with the Associate Dean for Academic Affairs, and take other reasonable steps to ensure it has an adequate basis from which to make its recommendation. These steps include, but are not limited to, access to individual personnel files and prior evaluation materials.
- c. The Tenure Committee will vote by secret ballot.
- d. In submitting a recommendation for the award of tenure to the Campus Dean, the Committee is taking an affirmative position that the candidate has established a significant level of excellence in each evaluative criterion.

Procedure for Tenure Reapplication



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- a. In the event the applicant does not receive tenure, the tenure applicant may reapply for tenure by November 1 during the fourth year after tenure is initially denied (the 10th year of full-time employment if the applicant applied during the sixth year of their probationary period). The tenure applicant may only reapply for tenure once.
- b. The faculty member who is denied tenure is responsible for initiating a meeting with the Associate Dean for Academic Affairs to discuss reapplication plans, if they choose.
- c. If tenure is granted after reapplication, the applicant would move to a tenure contract during the following contractual period.
- d. If tenure is not granted after reapplication, the applicant would move to a special contract during the following contractual period and would stay on a special contract for the remainder of employment at DCB.

Other Considerations

- a. With written permission of the Associate Dean for Academic Affairs, an eligible faculty member 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 a special contract at their current ranking beginning the next contract period.