

FACULTY TENURE

SECTION ONE FACULTY TENURE

1.01 Definition

“Tenure” means assurance to an experienced full-time instructor that the employee may expect to continue in a position unless (a) a preponderance of evidence establishes good cause for dismissal, (b) bona fide financial exigency on the part of the institution requires a reduction of staff, or (c) the institution closes an academic program to which a tenured instructor is assigned (See: *Regulation DHA Section Two*). Tenure is also terminated by retirement and or acceptance of resignation.

1.02 Tenure Track Determination

The Board of Trustees authorizes the College President to determine if an instructor is eligible to earn tenure at the time of the instructor’s initial appointment. If the College President determines the instructor is eligible to earn tenure, the employment offer letter sent to the instructor will indicate the instructor is on the “tenure track”. Instructors who are on the tenure track are guaranteed consideration for eventual tenure. Instructors who are not on the tenure track are not eligible to be considered for tenure.

1.03 Tenure Standards

To be eligible for tenure, an instructor on the tenure track must meet the following standards:

- (a) an earned master’s degree or an earned bachelor’s degree if the instructor’s academic field does not require masters-level preparation;
- (b) service as instructor of record for course sections totaling at least 15 semester credit hours in Fall semesters and at least 15 semester credit hours in the Spring semesters of three (3) consecutive academic years;
- (c) at least “satisfactory” ratings in annual evaluations for three (3) consecutive years; and
- (d) documentation of adequate service to the college and service to the community.

1.04 Service to the College and Community

Service to the College may be demonstrated through service on a standing committee or ad hoc committee; advising a registered student organization; promoting, developing, or improving the instructional and student service programs of the College, the educational image and philosophy of the College, or the operational practices, policies, and procedures of the College; assisting in the student recruitment, registration, retention, and completion processes and initiatives; and/or continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

Service to the community may be demonstrated through service on the board of directors for nonprofit organizations in the College’s service area; volunteer service related to the instructor’s field of study at independent school districts in the College’s service area; participation in economic development, leadership, or community service campaigns, programs, or events in the College’s service area; service in elected office in

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the College's service area; and/or participating in the outreach, marketing, or public relations efforts of the College.

1.05 Awarding of Tenure

If an instructor on the tenure track believes he/she has met the eligibility standards for tenure, the instructor may submit a letter to the Vice President of Academic Affairs (VPAA) requesting consideration for tenure. With the letter, the instructor should enclose a portfolio documenting how he/she has met the eligibility standards.

Based on the portfolio provided by the instructor and on College records, if the VPAA determines the instructor has met the eligibility standards for tenure, the VPAA shall recommend awarding tenure to the instructor in a letter to the College President that summarizes how the instructor has met the tenure eligibility standards.

The College President shall present the letter from the VPAA to the Board of Trustees at a regular meeting of the Board. The instructor requesting consideration for tenure must attend this meeting to respond to any Trustee questions. If the Board of Trustees awards tenure to the instructor, the College President shall notify instructor in writing, and all subsequent appointment letters will indicate the instructor is tenured.

1.06 Tenure Awarded Prior to May 2017

Any currently-employed instructor awarded tenure prior to May 2017 shall continue in tenure status regardless of his/her achievement of the standards described herein, although the College encourages tenured instructors to continue striving to meet any standard(s) he/she does not currently meet.

The College President will notify currently-employed full-time instructors who have not earned tenure by May 2017 if they are on the tenure track in their appointment letters for the 2017-2018 academic year. A currently-employed full-time instructor who is on the tenure track must comply with this policy to earn tenure; however, he/she may document service, evaluations, or achievements prior to May 2017 that contribute to meeting the tenure eligibility standards.