



## **411 POLICY - Faculty Tenure**

### **411.1 Statement of Policy**

Faculty tenure is a means of recognizing excellence in the professional educator, implying an element of seniority within a department, and implying rights of due process. The process of granting tenure to eligible faculty is one means of strengthening the College as it addresses its mission. The College expects that tenured faculty will perform their instructional duties with a high level of professionalism and commitment. Promotion for faculty members is synonymous with tenure, there being no designation of rank other than that of professor. A \$5,000 base salary adjustment shall be granted with the beginning of the next fiscal year upon award of tenure. For the purpose of assuring the public, the students, and the faculty of the College's maintenance of the highest academic standards, procedures for review and evaluation of officially tenured professional faculty are published in the Procedures section of the Policies and Procedures Manual.

### **411.2 Eligibility for Tenure**

Conditions of eligibility are outlined in Procedure 411.1:1.

### **411.3 Granting of Tenure**

After four years of full-time instructional employment on a tenure track at Redlands Community College, a tenure-track faculty member is eligible to be considered for tenure the following year. Tenure can be granted only to Faculty on a tenure-track contract who are teaching full-time in an academic area or to Faculty on a tenure track contract who are employed full-time and with more than one-half of their work load in an academic area. Faculty considered for tenure must show evidence of commendable instructional performance, service, and professional development. The Faculty Tenure Committee will review the tenure application materials, and vote to recommend or deny tenure. The Vice President for Academic Affairs will present the Faculty Tenure Committee's decision to the college President, who will then submit that decision to the College Board of Regents. An official vote will take place at the next College Board of Regents meeting.



#### **411.4 The Faculty Tenure Committee**

The Faculty Tenure Committee will be organized by the Vice President for Academic Affairs and will consist of tenured faculty represented across departments for a total of 3 members. The tenure committee members shall be established each year as with all standing committees. Tenure committee members will rotate, serving no more than two consecutive years and should not be mentors during the third and fourth year of any faculty members applying for tenure unless the number of tenured faculty is not sufficient. The chairperson will be elected by tenure committee members. Each committee member has one vote and all votes are decided by majority. The committee members will abide by the bylaws as described in the Faculty Handbook.

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Revised September 2016  
Revised March 2020  
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## **411 PROCEDURE - Faculty Tenure**

### **411.1:1 Eligibility for Tenure**

After four years of full-time instructional employment on a tenure track at Redlands Community College, a tenure-track faculty member is eligible to be considered for tenure the following year. A faculty member in a non-tenure track position may be considered for tenure if their position is reclassified by the college administration as a tenure-track position. Faculty that were previously tenured at an accredited institution of higher learning may apply after two years of full-time instructional employment in a tenure-track position at Redlands Community College and must provide a letter from the previous granting institution stating the date that tenure was granted and the criteria used for granting tenure.

### **411.1:2 Criteria for Granting Tenure**

The criteria to be used in the granting of tenure are as stated below and descriptions and examples of each are available in the faculty handbook:

- A. Professional excellence in the following while at Redlands Community College:
  - 1. Classroom instruction
  - 2. Service
  - 3. Professional development

### **411.2:1 Percentage Restrictions for Tenure Status**

The college does not have a percentage restriction on number of tenured faculty. If a faculty member performs commendably in academic instruction, institutional and/or community service, and professional development, these actions benefit the college and the college's mission and therefore should not be discouraged by a restriction. The college will maintain a maximum cap on the number of tenure applicants per year in order to facilitate thorough and fair vetting of tenure applicants through the Faculty Tenure Committee. This maximum number shall be six (6) applicants per academic year.



#### **411.3:1 Roles of Tenured Faculty**

The following are considered a part of the role of tenured faculty in the operation of the College:

- A. Serve on the committee to recommend the granting of tenure to faculty applicants.
- B. Complete evaluations of non-tenured faculty at the request of the department heads.
- C. Serve as mentors to non-tenured faculty members as described in the faculty handbook.
- D. Continue to excel in teaching, service, and professional development and complete yearly self-assessments and meetings with the Vice President for Academic Affairs.

#### **411.3:2 Review of Tenured Faculty**

Tenured faculty shall undergo review as outlined in Policy 410 Faculty Evaluations of the Policies and Procedures Manual.

#### **411.3:3 Contract Renewal for Tenured Faculty**

Contract renewal for tenured faculty will follow the procedures found in Policy 412 Recommendations of Re-Employment.

#### **411.3:4 Due Process for Tenured Faculty**

If a tenured faculty member is not recommended for a contract renewal, he/she may request a meeting with the designated committee within 10 days of receipt of the contract non-renewal notification. The tenured faculty member will present evidence supporting job performance, which may include, but would not be limited to, yearly self-evaluation forms, faculty evaluations, and student evaluations. The committee which will hear the petition will consist of the Department Head, Vice President for Academic Affairs, Director of Human Resources, President, and two at-large members – including one Regent and one tenured faculty member. Upon completion of the meeting, the committee will make its final decision.

#### **411.3:5 Procedure for Consideration of Tenure**

The application deadline for tenure will be February 1<sup>st</sup> of each year. The Faculty Tenure Committee will be organized by the Vice President for Academic Affairs and will consist of tenured faculty represented across departments for a total of 3 members. Human Resources will notify tenure committee members by the end of the first week in



February of tenure application submissions and the committee members will review the material in the Human Resources Conference Room during the month of February. The tenure committee will meet in the fourth week to discuss and vote to grant or deny tenure. Each member will complete a rubric including the chairperson. The rubrics will be tallied and delivered to Human Resources. Each committee member has one vote and the granting of tenure is decided by a majority vote. All deliberations and records regarding applicant and the tenure track will remain confidential. All files will remain in the Human Resources Department to be viewed by the tenure committee members only. In the event of an appeal, the President, Department Head, Vice President for Academic Affairs, and the Hearing Committee of the College Board of Regents will have access to the files connected to the appeal. If tenure is granted, the portfolio will be returned to the applicant. If tenure is denied, and in the case of an appeal, the portfolio will remain in Human Resources. If the applicant does not meet the criteria for tenure at the time of voting, the tenure committee will provide in writing the committee's comments, as well as recommendation on when to reapply. Upon reapplying, the faculty will submit an addendum portfolio including materials requested by the original committee which denied tenure.

#### **411.3:6 Notification of Tenure Status**

Notification of the granting or the denial of tenure will be given to the faculty member by a letter from the President no later than ten (10) working days after the decision and vote of the Board of Regents.

#### **411.3:7 Appeals Process**

If a faculty member is denied Tenure by the Faculty Tenure Committee, the faculty member has the right to appeal the Faculty Tenure Committee's decision to the President. The President will contact the Chair of the College Board of Regents. The Chair or his or her designee will appoint a Hearing Committee consisting of three (3) members of the College Board of Regents. After review by the Hearing Committee, their recommendation will be forwarded to the College Board of Regents. The decision of the Board of Regents is final.

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