

Approved by the University Faculty Handbook Committee February 2016

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CHAPTER FIVE

TENURE

Tenure means that the faculty member has become a full and permanent member of the academic body of the University. So long lasting are the effects of the granting of tenure that the fact of promotion over a period of five to six years does not merit tenure. A distinct evaluation and separate affirmative administrative decision must be made concerning the granting of tenure in the University. It is the responsibility of the faculty member to apply for tenure when he or she is first eligible.

In exceptional cases, tenure may be granted by the Provost and Vice President for Academic Affairs on first appointment to a faculty member who has held the rank of Associate Professor or Professor at a college or university of equal standing. Before tenure is granted to such a faculty member, the Provost and Vice President for Academic Affairs should verify by recommendation from the Dean and the appropriate faculty body as determined by the by-laws of each College, that the individual has satisfied the criteria for tenure that would apply for service at Loyola University.

Each faculty member shall be notified of the tenure decision in his or her case prior to the end of the sixth year of qualified service as Ordinary Faculty. Qualified service includes service as Ordinary Faculty at Loyola University combined with service as Ordinary Faculty at institutions of equal standing, when such service has been accepted as applicable to tenure at Loyola University. Normally, Loyola University accepts a maximum of three years of service from other institutions. Leave periods shall not be counted as qualified service for tenure unless this is stated in writing, but they do not interrupt the continuity of probation for tenure.

A. *Norms for Granting Tenure*

The two fundamental considerations involved in the decision to grant tenure are the qualifications of the faculty member and the needs of the University.

The qualifications of the applicant include: educational background; performance as a teacher; research; publications; and contributions to students, department or College, the University, the profession and the community at large. The relative weight given to each factor will vary, but each must be considered. Ordinarily those faculty members who satisfy the criteria for promotion to the rank of Associate Professor, and who show convincing promise that such achievement will continue, qualify for tenure. This does not preclude the awarding of tenure to Assistant Professors in exceptional cases.

The other fundamental consideration in the granting of tenure must be the long-term needs of the University. An individual who qualifies will be granted tenure if his or her services are, and probably will continue to be, needed by the University, and if his or her tenure grant is in accord with the financial priorities of the University. Tenure appointments should be consistent with the academic plans of the College or department.

B. *Procedure for Deciding Tenure*

Each year, on or before March 1, the Provost and Vice President for Academic Affairs shall notify the several Deans of those faculty members who are to be considered for tenure decisions in the following academic year. Each Dean will immediately give the faculty members (1) written notice that they are to be considered for tenure in the following academic year; (2) any existing university, college or department criteria for tenure; and (3) information concerning the tenure evaluation process. This notification shall afford the faculty member time to prepare materials relevant to adequate consideration of his or her qualifications. In the College of ~~Humanities-Arts and Natural Sciences~~, the tenured members of the ~~d~~Department or school shall review these and other relevant materials prior to November 1, and submit their recommendation and their rationale in writing to the College Rank and Tenure Committee, to the Dean, and to the candidate for tenure by November 1. It is the responsibility of the faculty member or his/her departmental representative to submit all such materials to the college Rank and Tenure Committee on or before November 1. The College Rank and Tenure Committee shall notify the candidate upon receipt of materials.

A faculty member may elect to apply for tenure in an earlier year, in accordance with the provisions set forth in this section. Applicants for early tenure must show exceptional accomplishments. The denial of tenure in an earlier year shall not prejudice a faculty member's case for tenure in a subsequent year.

The primary evaluation of an applicant for tenure is made by the College Rank and Tenure Committee. This Committee will restrict its considerations to the qualifications of the applicant. This Committee's recommendation is given the greatest weight in the final decision. The College Rank and Tenure Committee shall meet to discuss and vote on each case. Votes on tenure decisions shall be taken by secret ballot at a meeting at which discussion of the candidate is held. To achieve a recommendation for tenure, a majority of the College Rank and Tenure Committee must vote in favor of awarding tenure. Failure to secure such a favorable recommendation does not prejudice a reconsideration of the case at the discretion of the College Rank and Tenure Committee.

All deliberations within the Committee shall be kept confidential.

The College Rank and Tenure Committee will begin review on or before November 1 of each year. Each College Rank and Tenure Committee shall have the discretion to solicit other information that it deems pertinent to adequate consideration of the cases under review. Following thorough review of all information, the College Rank and Tenure Committee will send its recommendation and its rationale in writing and the entire

written record to the Dean and the candidate for tenure on or before January 1.

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In the case of a negative recommendation by the College Rank and Tenure Committee, the candidate may, within ten business days from the time written notice of the recommendation is sent to the candidate, submit a written request for reconsideration with reasons and supporting documents as appropriate. If the candidate requests reconsideration, the College Rank and Tenure Committee must complete its consideration of the petition for reconsideration and submit its written report to the Dean and the candidate within ten business days from the date the request for reconsideration is sent. On or before February 15, the Dean appends his or her recommendation and his or her rationale in writing and sends the entire written record to the Vice President for Academic Affairs, to the candidate for tenure and to the College Rank and Tenure Committee.

If the College Rank and Tenure Committee, the Dean, and the Provost and Vice President for Academic Affairs, after consultation with the President, agree, the case is settled and the candidate for tenure shall be so informed in writing by the Provost and Vice President for Academic Affairs, no later than April 1. In the case where one or more of the parties votes against granting tenure, tenure is denied, and the candidate shall be so informed in writing by the Provost and Vice President for Academic Affairs, no later than April 1.

The faculty member may appeal this decision to the University Rank and Tenure Committee by filing a written notice of intent to appeal to the Provost and Vice President for Academic Affairs within ten business days from the time the Provost and Vice President for Academic Affairs notifies the candidate that tenure is denied. On receipt of the notice of intent to appeal, the Provost and Vice President for Academic Affairs will then forward the notice of appeal and the entire record to the University Rank and Tenure Committee. The candidate for tenure shall submit a written appeal setting forth the reasons for the appeal to the University Rank and Tenure Committee by May 1.

The University Rank and Tenure Committee shall consider the case in its entirety and forward its recommendation and rationale in writing to the President, to the candidate, to the Dean, to the College Rank and Tenure Committee and to the Provost and Vice President for Academic Affairs by June 30. The President adjudicates the matter; unless the President has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee.

In the event the President does not concur with the recommendation of the University Rank and Tenure Committee, he will give the candidate, the University Rank and Tenure Committee, the College Rank and Tenure Committee, the Dean, and the Provost and Vice President for Academic Affairs his reasons in writing by July 31. At any stage of the process prior to the final recommendation of the URTC reaching the President, the candidate may supplement the record.

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