

F Evidence of Merit

- 1 During the probationary period, the tenure-track faculty member must be able to show why he/she deserves to be reappointed as faculty or to receive tenure.
- 2 Units are encouraged to adopt the practice of having tenure-track faculty apply for tenure just as temporary faculty have to apply for reappointment. By asking tenure-track faculty to apply for tenure, the department sends a clear signal that: (a) tenure is not automatically granted, and (b) the burden of proof of merit rests on the faculty member who applies for tenure.
- 3 The faculty member's record of teaching, research, and service is reviewed by peers (by tenured faculty, in the case of the award of tenure). The tenure-track faculty member is entitled to a fair evaluation of his/her record but may not presume an entitlement to renewal of appointment or tenure simply by virtue of being on tenure track. Tenure decisions are individually determined in light of the University's minimum standards and those of the unit where the faculty member serves.
- 4 A faculty member who wishes to appeal the non-renewal of his/her appointment or the non-award of tenure must present proof that: (a) a violation of academic freedom contributed to the decision of the recommending or approving authority, i.e., that other than academic grounds were used to arrive at the decision; or (b) that insufficient consideration was given to the merit of his/her application. Academic grounds include professional ethics, intellectual honesty, and other values central to academic life.
- 5 Two rights are at stake in the event described above: the right of tenured colleagues to make a qualitative judgment on the candidate's performance and record, and the right of temporary faculty to expect fairness, both in the process by which the tenure decision is reached and in the substance of that decision. The appeal procedure should take into account both these rights.
- 6 Non-renewal is different from termination or dismissal of faculty. In the first, the burden of proof lies with the tenure-track faculty to show why he/she ought to be reappointed. In the second, the burden shifts to the University to show why, if at all, the faculty member should be dismissed.
- 7 Tenure does not insulate the faculty member from a fair and periodic review of his/her academic performance.
- 8 A bad tenure decision impedes institutional excellence. Units must therefore treat tenure decisions seriously; the future reputation of the unit rests on the quality of its academic staff.

G. Evaluation Process for Renewal and Tenure

1. Evaluation for the purposes of renewal and tenure is done regularly by the department/institute/division in which the tenure-track faculty member serves.
2. Only tenured faculty members of the department may recommend tenure. In departments where the number of tenured faculty members is negligible, the Dean shall, in consultation with the College Academic Personnel Committee, recommend the composition of the department APC to the Chancellor for approval. Such members may come from any unit of the college.
3. The initial recommendation emanates from the unit's Chair and Academic Personnel Committee and proceeds through channels: from the Chair to the Dean and the College APC or equivalent body, and then on to the counterpart committee at the level of the constituent university, chaired by the Vice Chancellor for Academic Affairs/Instruction (called Academic Personnel and Fellowships Committee or University Academic Personnel Board). The CU committee then endorses its recommendations to the Chancellor.
4. The Chancellor endorses recommendations for tenure to the President. All recommendations for tenure are acted on by the Board of Regents, upon the recommendation of the President, while the renewal of faculty appointment is acted on by the Chancellor up to the level of Assistant Professor, and the Board of Regents for higher ranks, upon the recommendation of the President.
5. Each unit shall have guidelines that specify the following:
 - 5.1. How the evaluation is to be conducted: the procedure to be used and the faculty members tasked to carry it out
 - a. In most units, members of the department Academic Personnel Committee are elected by all faculty members, tenured and non-tenured faculty alike.
 - b. In national institutes that have their own governing rules, there are specially approved procedures.
 - c. In other departments, the tenured faculty act as a Committee of the whole while in some, the tenured faculty act on the recommendation of the APC.
 - d. The Chair acts as a member of the collegial review body (the department APC or tenured faculty). Should he/she differ with the evaluation and recommendation of the review body, the Chair shall put his/her views in writing for consideration by the next level of the review.

- e Access to evaluation documents (e.g., minutes of APC/tenured faculty meeting, transcripts of interviews with candidates) shall be clarified.
- 5.2. Criteria to be used to assess progress toward tenure
- a In addition to the minimum criteria for Instructor and Assistant Professor ranks, the department may have other expectations, some of which relate directly to the discipline. The unit shall specify these requirements and make them clear to tenure-track faculty from the outset.
 - b The department shall also specify tenure requirements for higher ranks (Associate Professor and Professor) . These requirements must be more stringent than those for the lower ranks.
 - c If the department's requirements for tenure at lower ranks exceed the minimum requirements with respect to the graduate degree and publication record of candidates, the department must obtain the approval of the College, the Chancellor, the President and the Board of Regents.
- 5.3. Frequency of the evaluation: when and how often (The evaluation shall be completed well before the sixty-day rule for informing faculty of non-renewal.)
- 5.4. How the tenure-track faculty's individual improvement plan, if any, is to be incorporated into the review process
- 5.5. How the candidate will be informed regarding progress toward satisfying the standards for tenure in that unit
- 5.6. Voting rights of faculty regarding hiring, renewal (and non-renewal) , and tenure
- a The mechanism must be such that tenure decisions are made solely by tenured faculty.
 - b Voting faculty shall be able to explain their vote to their colleagues.