

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.