Policy Revision, 4.6.4P, Promotion and Tenure

In the absence of Dr. Janna Vice, Provost and Vice President of Academic Affairs, Dr. Sheila Pressley, Chair of the Faculty Senate, was designated by President Whitlock and Dr. Vice to present a set of revisions to Policy 4.6.4P to the Board for consideration and approval. Dr. Pressley noted the policy revisions reflect the current needs of faculty and academic departments regarding the promotion and tenure process. Dr. Pressley was available for questions and discussion. Mr. House made a motion to approve; Mr. Tandy seconded. The motion passed by voice vote. A copy of approved Policy 4.6.4P is included with the Official Minutes of the EKU Board of Regents.

Policy Revision, 4.7.1P, Use of Self-Authored Textbooks and Educational Materials

In the absence of Dr. Janna Vice, Provost and Vice President of Academic Affairs, Dr. Sheila Pressley, Chair of the Faculty Senate, was designated by President Whitlock and Dr. Vice to present a set of revisions to Policy 4.7.1P, Use of Self-Authored Textbooks and Educational Materials to the Board for consideration and approval. Mr. Turner made a motion to approve; Dr. Frisbie seconded. The motion passed by voice vote. A copy of approved Policy 4.7.1P, Use of Self-Authored Textbooks and Educational Materials, is included with the Official Minutes of the EKU Board of Regents.

Confirmation of Ohio Valley Conference Governing Board Certification

President Whitlock provided the Board with a brief overview of the purpose of the Ohio Valley Conference (OVC) Governing Board Certification, noting that EKU will submit the certification as required. Mr. Abney thanked President Whitlock for summary. Mr. House made a motion to approve the certification; Mr. Turner seconded. The motion was approved by voice vote.

Approval of Candidates for Fall 2012 Commencement

President Whitlock advised the Board candidates who have completed degree requirements for fall 2012 require Board approval for their degrees. Ms. Street made a motion to approve candidates for fall 2012 commencement, Mr. Turner seconded. The motion passed by voice vote.

Action Agenda

New Business

Mr. Abney advised the Board of the need for authorization to be granted to the Chair of the Board for the purpose of appointing members to the Presidential search committee. Mr. Turner made a motion to the effect requested by Mr. Abney; Mr. House seconded. The motion passed by voice vote.
TO:   Dr. Doug Whitlock  
      President

FROM:  Sherry Robinson, Executive Assistant to the Provost for Policy and Process

DATE:   August 15, 2012

RE:   Tenure and Promotion Policy

Executive Summary

A revision of Policy 4.6.4, Tenure and Promotion, is submitted for your consideration. The revision of this policy has been a three-year process that utilized a drafting team consisting of representatives from all five colleges and the Libraries. The majority of the time, the drafting team consisted of 9 faculty and 5 administrators. The policy process was modified slightly by completing the 30-day review period prior to the Faculty Senate vote so that any comments could be addressed prior to the Senate’s action. In April 2012, the Faculty Senate approved the policy revision. The policy revision was approved by the Chairs Association in February 2012, the Provost Council in May 2012, and the Faculty at Large following fall 2012 convocation. In addition to the internal review, a policy draft was sent the Associate Secretary and Director of the Department of Academic Freedom, Tenure, and Governance at AAUP. The drafting team used his feedback to make changes in the policy prior to submitting it through the vetting process. In addition, a further communication with AAUP confirmed our policy, as proposed, complied with AAUP statements on the use of collegiality.

In light of the support given by the campus community, Policy 4.6.4, Tenure and Promotion, is therefore submitted for your consideration. If the Board of Regents approves this policy revision, the effective date would be August 15, 2013.

Please let me know if you have any questions or need any additional information.

Presidential Action:
☐ Recommend approval and submission to the Board of Regents for adoption
☐ Approve (no Board of Regents approval is required)
☐ Submit to President’s Cabinet for advisement
☐ Submit to ____________________________ for further review, drafting, or stakeholder feedback
☐ Not approved/ not recommended for submission to the Board of Regents
☐ Other action recommended ____________________________

[Signature]  [Date]
EASTERN KENTUCKY UNIVERSITY
University Policies and Regulations

University Policy/Regulation Impact Statement

Date Aug 17, 2009

Check One: ☒ Revision of Existing Policy/Regulation ☐ New Policy/Regulation

Policy/Regulation Number (If known) 4.6.4P
Policy/Regulation Name Promotion and Tenure

Originator(s) Academic Affairs

University Affiliation

Email for primary contact sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy/Regulation (Attach additional sheet if necessary)

Policy 4.6.4P was revised and approved by the Board of Regents in January 2008. Following its adoption, the Office of Academic Affairs noticed some issues with implementation of the policy. An initial meeting with a drafting team determined that other changes should be made to the policy to procedures and other key aspects of the policy.

Consistency with EKU’s Mission and Strategic Plan, Other Policies/Regulations, and Related External Documents
Cite relevant official statements from EKU or external sources.

Impact on the University
(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU’s culture and/or behaviors that may be involved.

This policy as revised will impact the processing of tenure and promotion applications, particularly as it regards reconsideration and appeal of negative decisions.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

<table>
<thead>
<tr>
<th>Stakeholder</th>
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<tr>
<td>Chairs Association</td>
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<td>Feb 10, 2012</td>
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<tr>
<td>Faculty Senate</td>
<td>Approved</td>
<td>Apr 2, 2012</td>
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<tr>
<td>Provost Council</td>
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<td>May 2, 2012</td>
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<tr>
<td>Faculty at Large</td>
<td>Approved</td>
<td>Aug 15, 2012</td>
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Stakeholder Actions continued on Page 2

☒ Additional Pages Attached # of additional pages 1

Print Form
Stakeholder Actions, continued

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

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<thead>
<tr>
<th>Stakeholder</th>
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<tr>
<td>President</td>
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4. **Council on Academic Affairs Report:** The Council on Academic Affairs Report for April 19 will be sent to the Council electronically following Faculty Senate approval on May 7. Feedback on CAA items can be sent to Dr. Vice.

IV. **Action Items**
1. **Promotion and Tenure Policy, 4.6.4P:** A motion was made to approve the Promotion and Tenure Policy, 4.6.4P. The motion was approved, unanimously.

   The policy will to presented for a Faculty-at-Large vote, August 15.

V. **Good of the Order/Announcements**
1. **Spring Commencement, May 5:**
   - 9:00 a.m. Dr. Brenda Miller, Honorary Doctor of Laws
     College of Arts & Sciences
   - 1:30 p.m. Gen. David Rodriguez, Honorary Doctor of Laws
     College of Business & Technology
     College of Education
   - 5:30 p.m. Dr. Mary Sue Coleman Honorary Doctor of Science
     College of Health Sciences
     College of Justice & Safety

2. **Provost’s Council – June and July meetings:** The next Provost’s Council meeting will held on August 1. The June and July meetings have been canceled.

3. **Dr. Vice expressed gratitude to Dr. Jim Conneely for his contributions as the Associate Provost and Vice President for Student Affairs. Dr. Conneely commended Dr. Claire Good and Dr. Mike Reagle for their roles in the accomplishments made in Student Affairs. Dr. Conneely has been named the new President of Notre Dame of Maryland University.**

4. **The 2012 Diversity Seminar Schedule was distributed.**

5. **The Chairs Association has been utilizing Blackboard for vetting processes. The Chairs’ Handbook is currently being reviewed for an updated draft.**

6. **Ms. Melinda Compton expressed her appreciation for the positive support in building a 2012-13 Academic Affairs budget proposal.**

7. **Enrollment Management has been tracking 2012 Fall enrollment numbers that have been steady.**

VI. **Adjournment**
   The meeting adjourned at 9:40 a.m.
policy advisers to President Obama. Affordability, teacher preparation, and proprietary education dominated the discussion. EKU's success with the math transitions program caught their attention.

The SPC and FPC have been working hard over the past several weeks to identify options to consider as the budget is developed for next year. The Council meets again on Thursday and Friday to finish formulating the series of recommendations that will be forwarded to the President's office. Senator Whitlock stressed that as decisions are made, they will be based on the collective wisdom of the SPC/FPC and his continued commitment to do what is in the long-term best interests for the university.

The Council on Postsecondary Education is expected to set tuition parameters at its meeting of April 20. EKU's Board of Regents will meet on April 26 to discuss budget guidelines and again on June 11 to finalize the budget.

UNFINISHED BUSINESS:

Promotion and Tenure Policy. Senator Noblitt reminded that at the March meeting Senator Thieme moved, seconded by Senator Hensley, to approve the P&T policy. Senator Noblitt opened the floor for further discussion on the motion.

Senator Pianalto moved to amend the motion by striking the sentence on page four “in reviewing all three areas collegiality shall be considered” and removing the definition for collegiality on page 11, seconded by Senator Nelson. The motion failed with a vote of 20-32.

The motion, as originally presented, carried with a majority vote.

NEW BUSINESS:

Faculty Senate Chair Nominations. Senator Pressley was nominated to serve as chair next year. The election will be held at the organizational meeting in May.

Faculty Senate Vice Chair Nominations. Senator Palmer was nominated to serve as vice chair next year. The election will be held at the organizational meeting in May.

Forum for Adjunct Instructor Reform (FAIR). Senator Farley gave an informational report on FAIR. FAIR is an organization that was created about a year ago at EKU to address the rights and the working conditions of part time faculty members on this campus.

Report from Council on Academic Affairs - Senator Vice

New Programs
1. Minor in Horses, Humans and Health
2. Minor in Health Services
3. AGS with Security Management
4. Certificate in Intelligence and Security Operations (Government Industrial University-level Certificate, requiring 24 credit hours to complete
5. Minor in Security

Program Suspensions
6. Minor in Social Institutions and Social
7. Minor in Social
Promotion and Tenure

Policy Statement

Eastern Kentucky University, as a matter of principle, complies with the AAUP standards for faculty promotion and tenure. These standards establish basic policy and procedural expectations for a wide variety of institutions of higher education and for disciplines within universities while providing for appropriate professional flexibility at departmental levels. It is with this understanding that the following statements of principles and procedures are set forth to guide the faculty and the administration.

Purpose

This policy ensures that the University has established criteria and processes by which the awarding of tenure and/or promotion may be evaluated. The policy ensures that these criteria are clearly articulated and that all processes related to the evaluation of those criteria are transparent and accessible to all persons in the university community.

Entities Affected by the Policy

- University-level administrators
- Colleges
- Departments
- Faculty

Who Should Read this Policy

- Provost and Vice President for Academic Affairs
- Deans
- Department Chairs
- Faculty
Policy Principles

1. Faculty peers elected to serve on departmental committees shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, faculty and administrators shall recognize the primacy of departmental recommendations.
2. The review procedures in the decision-making process shall be open, documented, and verifiable.
3. The department and college procedures not determined by these promotion and tenure procedures shall be developed by the faculty composing these units or their representatives and shall be known and agreed to by the faculty.
4. Appeal processes shall be included in all promotion and tenure policies.
5. Policies for promotion and tenure shall state the specific criteria to be used in the evaluation and how they shall be applied.
6. Review processes at each level shall be limited to professionally relevant considerations but shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the individual application file.
7. Review processes at each level shall include appropriate evaluations of performance in teaching, scholarship, and service. These evaluations shall become part of the individual application file.
8. The case for or against promotion and/or tenure will be stipulated in writing and found in the candidate’s dossier at every step in the process.
9. At each level, the procedure shall provide a means to notify the candidates formally of the results of the deliberations, including the reasons for the recommendations.
10. At each level, provisions for appeal shall include an opportunity for the decision makers to reconsider the decision prior to referral to another body.
11. All procedures shall be subject to full faculty review at least every five years.
12. Throughout the process, principles of confidentiality shall be respected.
13. Membership on college promotion and tenure committees shall be limited to tenured faculty members with the rank of Associate or Full Professor; membership on the University Promotion and Tenure Committee is limited to tenured faculty members with the rank of Professor or the highest rank available.
14. Departments may mandate external review for promotion and tenure if they so choose and are approved by their college P&T Committee.
15. Department chairs, college deans, and the Provost shall NOT serve as voting members on promotion and tenure committees at any level.
16. No individual participant in the process may VOTE at more than one level of the process.
17. Committees shall be comprised of members elected by their peers.
18. Review of applications shall occur in the following way:
   a. If all recommendations are positive, the sequence of reviews of all applications for promotion and tenure are as follows: department committee, Department Chair, college promotion and tenure committee, Dean, Provost, President, and Board of Regents.
   b. If a candidate is not recommended for tenure by the department committee, Department Chair, college promotion and tenure committee, or Dean, the application will automatically be reviewed by the University Committee on Promotion and Tenure prior to being forwarded to the Provost.
   c. If the candidate is not recommended for promotion by the department committee, Department Chair, college promotion and tenure committee, or Dean, the application shall not be considered further, unless the candidate appeals to the next level. If the candidate does appeal, the sequence of the process shall follow that stated in b.

Principles for Establishing Criteria for Promotion and Tenure
1. Criteria for promotion shall be distinct from criteria for tenure.
2. The university shall identify university-wide criteria for tenure and promotion and shall inform faculty of these criteria.
3. Consistent with the university criteria, each college shall identify college-wide criteria for promotion and tenure within the areas of teaching, scholarship, and service.
4. Consistent with university and college criteria, each department shall identify specific criteria for promotion and tenure within the areas of teaching, scholarship, and service.
Policy Principles, continued

5. All criteria shall reflect good practices at comparable institutions, shall allow for diversity in faculty contributions, and shall reflect EKU's traditional emphasis upon effective teaching.
6. Criteria should also be articulated for special units, such as Model Lab, the Libraries, etc.
7. Criteria shall be submitted for regular (five year) review and approval by appropriate committee(s) and/or administrator(s).
8. Criteria at all levels will recognize the primacy of teaching over service or scholarly/creative endeavor.
9. Evaluations of teaching, scholarship, and service will be conducted on a basis consistent with the percentage of each faculty member's respective appointment, if part of a shared appointment.

Provisions for Tenure

The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor. A faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service and attaining the rank of assistant professor or above. If, by the end of the six-year probationary period, promotion beyond the rank of instructor cannot be justified or if for any other reason a faculty member is not recommended for tenure, a one-year terminal contract shall be tendered. At the time of initial appointment, and upon the recommendation of the President, the Board of Regents may accept service at another institution in lieu of any part of the six-year probationary period at this institution.

If the employment of a faculty member serving during the probationary period is to be terminated at the completion of the current annual contract, that faculty member shall be given written notice of nonreappointment, or of intention not to recommend reappointment, in accordance with the following timetable:

A. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
B. Not later than December 15 of the second academic year of service, if appointment expires at the end of that year, or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
C. At least twelve months before the expiration of an appointment after two or more years at the institution.

Any faculty member who intends to terminate employment at the end of the current annual contract has a strong professional obligation to indicate this in writing to the President of the University at the earliest possible date. In no case should this date be later than March 1 or 30 days after receipt of the subsequent year's contract, whichever comes later.

Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment. Tenure status shall remain in force during good behavior and efficient and competent service, and a tenured faculty member shall not be terminated except for any one of the following causes: incompetency, neglect of or refusal to perform assigned duties, or immoral conduct. In addition, bona fide financial exigencies may be cause for termination of employment.

Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request.
Tenure Appointments

Applicability
The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor.

Eligibility
A faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service at Eastern and attaining the rank of assistant professor or above. Leaves of absence may not be counted toward the six years of full-time service, but they shall be considered as continuous service. For example, a faculty member may thus take a year's leave of absence after five years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.

Adjustments to Probationary Period
A faculty member may request an adjustment to his/her probationary period for extenuating circumstances (i.e., need to care for a family member, an event beyond the faculty member's reasonable control affecting his/her research, etc.). Such an adjustment may occur regardless of whether the faculty member may have been granted leave of any kind. The request or any approved adjustment shall in no way affect the deliberations or demands of the tenure process and does not relieve the faculty member from fulfilling his/her regularly assigned duties.

Requests for an adjustment to the probationary period must be submitted in writing to the chair of the department as soon as possible after the occurrence of extenuating circumstances. The request shall be forwarded via the chair and the dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval. Adjustments may be granted for a maximum of two one-year periods.

Tenure Recommendations
Recommendations for tenure originate in the department in which tenure is granted. The President recommends approval of tenure to the Board of Regents, which has the authority to grant tenure.

Application for Tenure and Promotion

1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college, whose credentials are approved by the department and college, and who are qualified to perform at that rank in the academic department.

2. A prospective faculty of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing department only with the prior concurrence of that department.

3. The Provost and deans shall ensure that agreed-upon exceptions to tenure and promotion policy are documented at the time of a faculty member's initial appointment, or thereafter, in a full-time, tenure track position so that such contractual exceptions are recognized and applied in the review of application for tenure and promotion.

4. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.

5. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position.
Application for Tenure and Promotion, continued

6. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has had previous full-time service at EKU or another university.

7. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has previous full-time service at EKU or another university.

Criteria for Tenure and Promotion

CRITERIA FOR TENURE
Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning tenure. Chairs, deans, and the Provost are responsible for reviewing all applications for tenure and making separate recommendations. The President shall present recommendations to the Board of Regents, which has the authority for final decisions concerning tenure. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, scholarly/creative activities, and service, with recognition that at EKU effective teaching is emphasized.

Departments shall be required to identify and defend criteria for tenure. These criteria shall reflect the broad criteria established for the University and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities. The departmental criteria shall be reviewed for approval by the college dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and the President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years. Throughout the decision making process, faculty and administrators shall recognize the primacy of departmental recommendations. The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria, which, as approved, shall be used in evaluation of candidates for tenure. The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning promotion.

1. Terminal degree, as defined by the candidate's department
2. Probationary period of six years of continuous full-time service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
3. Performance in the areas of teaching, scholarly/creative activities, and service that meets established department criteria.
   3.1. Teaching – a continuing record of successful teaching, demonstrated, for example through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence required by the department.
   3.2. Scholarly/Creative Activities – evidence of scholarly/creative activities relevant to the faculty member's appointment, demonstrated, for example, through an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally related innovations, and other forms of scholarship of discovery, interpretation, application, or pedagogy.
   3.3. Service – evidence of effective, professionally-related service, demonstrated, for example, by service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.

CRITERIA FOR PROMOTION
Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning promotion. Department chairs and college deans are responsible for presenting separate recommendations. The Provost and President shall present recommendations from the department and college levels and their own recommendations to the Board of Regents, which has the authority for final
decisions concerning promotion. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, scholarly/creative activities, and service, with recognition that teaching is a priority at EKU.

Departments shall be required to identify specific criteria for promotion. These criteria shall reflect the broad criteria established for the University and shall reflect good practice in the discipline, as determined by appropriate professional organizations and comparable regional comprehensive universities. The departmental criteria shall be reviewed for approval by the college dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and the President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years.

The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria and shall evaluate candidates for promotion in terms of the criteria. The following criteria apply to recommendations and decisions concerning promotion. Other criteria may apply for decisions about initial appointments. From rank to rank, criteria reflect increasing expectations within the same areas of performance considered for promotion in rank.

For Promotion to Assistant Professor
1.1 Educational qualifications: terminal graduate degree in appropriate discipline
1.2 Time in rank: minimum of one year of experience at EKU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.
1.3 Experience: evidence of successful teaching and/or related work experience (demonstrated, for example, through student opinion of instruction, at least one other systematic form of evaluation, course outlines, assignments, students' work, views of alumni, or other evidence requested by the department).
1.4 Demonstrated engagement in scholarly/creative activities relevant to the faculty member's appointment. Examples of activities include an active program of research, participation in professional development, creative products or performances, publications, presentations, or other forms of scholarship of discovery, interpretation, application, or pedagogy.
1.5 Satisfactory performance in professional-related service in the department, college, or university, in the profession; and, as appropriate, in the community.

For Promotion to Associate Professor
1.1 Educational qualifications: terminal graduate degree in appropriate discipline
1.2 Time in previous rank: minimum of three years of full-time service at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.
1.3 Experience: sustained record of successful teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).
1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.
1.5 Record of successful peer-reviewed scholarly/creative activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.
1.6 Record of effective professionally-related service in the department and in the college or university; in the profession; and, as appropriate, in the community.

For Promotion to Professor
1.1 Educational qualifications: terminal graduate degree in appropriate discipline
1.2 Time in previous rank: minimum of five years of full-time experience in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year.
1.3 Experience: sustained record of superior teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).
1.4 Additional effective contributions to teaching; for example, innovations in teaching, revision of curriculum, team teaching, involving students in teaching, teaching in alternative modes or settings, etc. Demonstration of leadership in teaching.
Criteria for Tenure and Promotion, continued

1.5 Sustained record of successful peer-reviewed scholarly/creative activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.

1.6 Sustained and broad record of effective professionally related service at multiple levels in the university and in the profession and, as appropriate, in the community. Demonstration of leadership in service.

Definitions

<table>
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<th>Term</th>
<th>Definition</th>
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<td>Full-time Teaching Faculty</td>
<td>For the purpose of this policy, full-time teaching faculty is defined as full-time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor, and whose faculty-load assignment includes 50 percent or more teaching and/or research as shown by the Faculty Load Analysis or comparable report for the fall semester for each academic year or who are members of the Library Faculty.</td>
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<tr>
<td>Provost</td>
<td>Refers to either the Provost and Vice President for Academic Affairs or his/her designee.</td>
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<tr>
<td>Terminal Degree</td>
<td>The terminal degree is generally, for teaching purposes, the highest academic degree awarded in a field. In most cases, the terminal degree will be the doctorate; however, sometimes an advanced professional degree or a master's degree will be the terminal degree in a particular field (e.g., MFA in Creative Writing, MLS in Library Science, etc.). On rare occasions, the terminal degree may be a bachelor's degree in the field. A distinction is made here between a terminal degree appropriate for teaching in higher education and a degree appropriate for autonomous practice outside the academy.</td>
</tr>
<tr>
<td>University</td>
<td>Eastern Kentucky University</td>
</tr>
<tr>
<td>Within Five Days</td>
<td>Throughout this document &quot;within five days&quot; shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.</td>
</tr>
</tbody>
</table>

Responsibilities

<table>
<thead>
<tr>
<th>Term</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Regents</td>
<td>The Board of Regents shall have final approval authority for all tenure and promotion recommendations.</td>
</tr>
</tbody>
</table>
| Candidate for Tenure/Promotion | The candidate for tenure/promotion is responsible for the knowing and adhering to the principles and criteria set forth in this policy. Specifically  
1. For TENURE, it is the responsibility of the candidate to submit an application. Failure to do so will result in a terminal contract. Appropriate forms shall be made available in department offices.  
2. For PROMOTION, it is the responsibility of the candidate to initiate the process: the candidate must request a departmental review by presenting a letter to the department chair, with a copy to the dean, no later than September 10 of the year of review.  
3. For both promotion and tenure, it is the responsibility of the candidate to review the Faculty Handbook for university policies on these matters. It is also the candidates' responsibility to provide the department committee with materials listed. The committee is not responsible for collecting these materials. In the process of being reviewed for promotion or tenure, the candidates necessarily must allow their professional materials to be open to their peers on the various promotion and tenure committees.  
4. Department committees may set additional requirements for documentation materials; however, all candidates will provide the committees with the materials listed below: |
Candidate for Tenure/Promotion, continued

a) Accurate factual data, which is to be provided by the chair of the department at the candidate's request, as required by the application form.
b) Statements by the candidate in support of the application for promotion or tenure:
   - In the category of teaching, the candidate should provide any potentially useful information, such as teaching philosophy, descriptions of unique methods or experiments, and attitudes toward evaluation of student work.
   - In the category of service, the candidate should provide complete details, including documentation, if available, of service to the University, professional and/or community organizations.
   - In the category of scholarly and/or creative achievements, the candidate should provide accurate and complete details of works published, papers or other presentations, creative performances, exhibitions, grants and contract activities, etc., as appropriate to the academic field. Details such as dates, places, audiences, and professional organizations must be spelled out.
5. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.

The role of the college dean may vary considerably among the colleges in the University. At a minimum, however, the dean shall fulfill the following responsibilities:

Regarding the College Promotion and Tenure Committee
1. The dean shall arrange for the election of members of the college promotion and tenure committee and an alternate.
2. The dean shall ensure that the membership of the college promotion and tenure committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the dean shall arrange for an elected alternate.
3. The dean shall provide the committee with such documentation and data as college policy and committee needs require.

Regarding Tenure
It is the responsibility of the dean of the college to inform the department chairs of the need to review each person eligible for tenure.

Regarding Recommendations
1. Upon receipt of the committee's recommendation form and the individual application file, the dean shall review the entire set of materials and write a separate recommendation regarding the promotion or tenure.
   1) If the college dean does not agree with the recommendation of the committee, he or she shall indicate on the recommendation form and submit in an addendum a justification for the differing judgment.
   2) Justification of the decision of the dean shall rest upon documented, verifiable information and shall be presented to the committee and the candidate.
2. The dean shall inform the candidate of the decisions by the college committee and the dean in time to provide the candidate with the opportunity to request a reconsideration or appeal.
3. The dean shall forward positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Provost, with copies of the recommendations from the college (and addenda) to the candidate, the chair of the college committee, and the department chair no later than February 15.
4. In the case of a negative recommendation, the dean shall remind the candidate of procedures for appeal.

Regarding Communication with Others
1. The dean shall arrange for the department chair or the chair of the department promotion and tenure committee to meet with the college promotion and tenure committee as necessary.
Responsibilities, continued

College Dean, continued

2. The dean may meet with the Provost or the chair of the university committee in response to their request or the dean may initiate such a request for meeting.

Regarding Review of Criteria
At least every five years the dean shall ensure that each department reviews and revises as needed departmental-level criteria for promotion and tenure.

The college committees shall have the following responsibilities:

a. To ensure that a chair and a recording secretary are provided for in accordance with college policies and procedures.

b. To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings, proceedings, and recommendations.

c. To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.

d. To see that the appropriate professional interpretation for the discipline has been applied.

e. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college as well as consistent with the department's own criteria.

f. To review materials prepared by departments and addenda provided by the department chair and/or the candidate.

g. To ensure that unsubstantiated information or material that lacks documentation is not used as part of the decision-making process at this level.

h. To submit the committee's recommendation with appropriate documentation and required forms to the college dean.

1) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.

2) The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure and provide any necessary addenda. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee.

i. The chair of the college committee shall formally inform the dean of the college of the decision of the committee.

College Promotion and Tenure Committee

Department Chair

The role of the department chair may vary considerably among the departments in the University. At a minimum, however, the chair shall fulfill the following responsibilities:

Regarding the Department Promotion and Tenure Committee

Provide the committee with such documentation and data as department policy and committee needs require.

Regarding Tenure

It is the responsibility of the department chairs to inform the department promotion and tenure committee of the need to review each person eligible for tenure.

Regarding Promotion

It is the responsibility of the chair to inform the faculty of policies, procedures, and criteria for promotion.

Regarding Recommendations

1. Upon receipt of the committee's recommendation form and the individual application file, the chair shall review the entire set of material and write a separate recommendation regarding the promotion or tenure based upon the application, supporting materials, the department committee's evaluation narrative, and other relevant information.
Responsibilities, continued

Department Chair, continued

1. If the department chair does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment.
2. Justification of the decision of the chair shall rest upon documented, verifiable information and shall be presented to the committee, the candidate, and the dean of the college.
3. Hereafter, the term "divided recommendation" refers to recommendations wherein the committee and the chair do not concur.

Department Promotion and Tenure Committee

2. The department chair, together with the chair of the department committee, shall review the recommendation of the department chair and the recommendation of the committee with the candidate, provide the candidate with a copy of the report (and all addends), and secure the candidate's signed receipt.

NOTE: Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the department chair and the dean of the college in writing.

3. The department chair shall present all positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the dean no later than December 1st.
4. The department chair shall remind the candidate, as appropriate, of procedures of the appeal process, such as explaining precise steps and due dates. Also remind candidate, as appropriate of procedures for review of negative recommendations for tenure.

The department committee shall have the following responsibilities:

a. To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings and proceedings.

b. To provide the appropriate professional interpretations for the discipline.

c. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the department.

d. To assemble material to accompany the committee's recommendations. These materials shall include the following:

(1) material presented by the candidate;
(2) peer opinions (not limited to committee members) but not anonymous opinions;
(3) formal student evaluations;
(4) department's systematic method of assessing teaching performance [In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy];
(5) results of nontenured evaluations;
(6) data and opinions provided by the chair of the department.

e. To vote on applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.

f. To compose the evaluation narrative using the material above and to ensure that unsubstantiated information or information sets that lack documentation are not used as part of the decision process at the department level.

g. To submit to the department chair the committee recommendation with appropriate documentation and required forms as follows:

(1) The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee;
Responsibilities, continued

Department Promotion and Tenure Committee, continued

(2) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation;
(3) Justification of the decision by the committee shall be included in the recommendation and shall rest upon documented, verified information.

h. To complete and forward to the department chair all promotion and tenure application forms and the committee's evaluation and recommendation forms for all candidates.

President

The President of the University shall evaluate each recommendation on its merits and shall determine the appropriate recommendations to be submitted to the Board of Regents.

The Provost shall have the following responsibilities in matters relating to promotion and tenure.

Regarding the University Promotion and Tenure Committee

1. It is the responsibility of the Provost to arrange for the election of members and alternates of the University Promotion and Tenure Committee.
2. It is the responsibility of the Provost to ensure that the membership of the University Promotion and Tenure Committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Provost shall arrange for an elected alternate.
3. To review the procedure to ensure that in every case the process followed was consistent with university policies and the policies of the various colleges and departments.

Regarding Communication with Others

1. It is the responsibility of the Provost to arrange for the department chair or the chair of the department promotion and tenure committee, the dean or the chair of the college promotion and tenure committee to meet with the University Promotion and Tenure Committee as necessary.
2. The Provost may meet with the President and the EKU Board of Regents in response to their request or the Provost may initiate such a request for meeting.

Regarding Recommendations

1. Having determined that the appropriate procedures have been followed, the Provost shall review the individual application file, accompanying documentation, and addenda to determine whether the application should be supported. This decision shall be based upon documented and verifiable data contained in the file.
2. If the Provost does not concur with the recommendation of the University Promotion and Tenure Committee, the basis for the disagreement shall be indicated in writing.
3. If the Provost agrees with the recommendation of the University Promotion and Tenure Committee, the Provost shall sign the recommendation form and indicate agreement.
4. The Provost shall ensure that the candidate shall be notified in time to provide the candidate with the opportunity to request a reconsideration or appeal. Where a negative recommendation is given, the Provost shall meet the candidate in person to remind the candidate, as appropriate, of appeal procedures and to secure the candidate's signature on a dated form indicating receipt of relevant reports.
5. The Provost shall submit all recommendations to the President of the University by March 15. Copies of the recommendations shall be given to the Chair of the University Promotion and Tenure Committee, the appropriate academic deans, the appropriate department chairs, and the candidates.
Responsibilities, continued

Regarding Criteria

1. The Provost shall ensure that deans and chairs supervise the establishment of written criteria for promotion and tenure and that these are consistent with and approved by the University Promotion and Tenure Committee.
2. At least every five years the Provost shall ensure that each college and department reviews and revises as needed college-level and departmental-level criteria for promotion and tenure.
3. Ensure that new faculty members receive at the time of their appointment the criteria for promotion and tenure.
4. Ensure that criteria applied in the review of applications is consistent with the terms of agreement established at the candidate's initial appointment in a tenure-track position.
5. Arrange early in the fall semester for meetings wherein experienced faculty and administrators inform faculty members of the criteria for promotion and tenure.

The University Promotion and Tenure Committee shall have the following responsibilities:

a. To elect a chair and recording secretary from the committee membership.

b. To conduct all reviews in an ethical manner; basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings, proceedings and recommendations.

c. To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.

d. To review the applications to ensure the following:
   (1) That the promotion and tenure recommendations are consistent with the goals and needs of the University as well as consistent with the criteria of both the college and department.
   (2) That the candidate meets the basic requirements of the University for promotion or tenure.
   (3) That the appropriate review of the candidate's qualifications has been made by those professionally able to do so and that these reviews have been documented appropriately.

e. To review appeals and divided recommendations in light of the above factors and the supporting material submitted on behalf of the parties involved.

f. To determine whether the candidate's application should be approved based upon the above reviews.

g. The chair of the committee shall notify the Provost of the decision of the committee.

Procedures

ESTABLISHING PROCEDURES AND THE COMMITTEE

A. Procedures for the selection of the department committee and procedures for the consideration of the matters of promotion and tenure within the department shall be approved by a majority of the full-time teaching members of the department and reviewed by the dean for compliance with this university document. A statement of the procedures shall be filed in both the office of the dean and the department office.

B. Changes in the department procedures shall be made by a majority vote of the full-time teaching members of the department and shall be reviewed by the dean by May 1 prior to the academic year in which the changes are to take effect.
Procedures

C. Each department shall establish procedures and methods for selecting the department committee for promotion and tenure. Department committees for promotion and tenure shall be composed as determined by the full-time teaching faculty of the department, within the following guidelines:

1. The committee shall consist of no fewer than three voting members. They shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select tenure-track faculty within the department or faculty outside the department with the advice of the dean of the college. In the latter case, the faculty member may serve on the promotion and tenure committee of more than one department.

2. The maximum number of members shall be determined by the department.

3. The chair of the department may NOT serve as a voting member on the committee.

4. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, a faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in C. 1 above shall be followed.

5. The committee shall be elected no later than September 10 of the year in which it is to function.

D. Each department shall establish clear definitions and delineations of the responsibilities of the committee and the department chair in writing and filed as indicated above.

RECONSIDERATIONS AND APPEALS

E. The department shall establish procedures for the expeditious handling of reconsiderations and appeals.

1. The candidate may request reconsideration of the decision of the department committee, the department chair, or both by submitting a written notification to the department chair, with a copy to the dean of the college, within five days of notification by the department chair of the decision. The request shall detail grounds for reconsideration and shall include relevant evidence.

2. The committee, the department chair, or both shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee, the department chair, or both shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.

3. The candidate shall be notified by the department chair of the results of the reconsideration in sufficient time to provide the candidate an opportunity to request an appeal. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions—through the department chair to the college dean.

4. If the candidate determines that the decision should be appealed, within five days he or she shall submit a formal statement appealing the decision to the dean of the college, with a copy to the department chair. The statement shall detail the grounds for the appeal and shall include relevant evidence.

5. The dean shall present the appealed recommendation with the statement of appeal to the college committee on promotion and tenure along with other recommendations from within the college.
Establishing Procedures and the Committee
A. Each college, by majority vote of the full-time tenure-track faculty, shall develop written guidelines for promotion and tenure procedures to include at least the following:
   (1) Criteria unique to that college.
   (2) Procedures and methods of selecting the college committee to review candidates for promotion and tenure and the selection of the chair of that committee.
   (3) Clear definitions of the responsibilities of the college committee and the college administration.
B. Guidelines developed by the college shall provide for independence of decision making for the committee and the dean, while ensuring that candidates receive full consideration at every point.
   (1) The committee shall consist of no fewer than six voting members and shall be constituted so as to ensure fair representation in regard to diversity and department. These representatives shall hold a minimum rank of Associate Professor (or its equivalent in programs where such rank does not apply, i.e. Model Lab, the Libraries etc.).
   (2) The dean of the college shall NOT serve as a voting member.
   (3) If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member shall not participate in deliberations regarding that candidate.
   (4) Members of the college promotion and tenure committee cannot simultaneously serve on the department or university promotion and tenure committees. That is, no one individual may vote upon a particular petition at more than one level in the process.
   (5) If an elected member cannot serve, an elected alternate should serve in their stead.
   (6) If these provisions cannot be met, the dean shall arrange for appropriate representation from other qualified faculty.
   (7) The committee shall be selected no later than September 10 of the year in which it is to function.
C. Each college shall establish clear definitions and delineations of the responsibilities of the committee and the college dean in writing and filed in the Office of the Provost and Vice President for Academic Affairs.

Reconsiderations and Appeals
D. Each college shall establish procedures for the expeditious handling of reconsiderations and appeals.
   (1) The candidate may request reconsideration of the decision of the college committee, the college dean, or both by submitting a written request to the chair of the committee and college dean, with a copy to the Provost and Vice President for Academic Affairs, within five days of notification of the decision by the college dean. The request shall detail grounds for reconsideration and shall include relevant evidence.
   (2) The committee, the college dean, or both shall reconsider the recommendation in light of the information provided in the request of the candidate. The committee, the college dean, or both shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.
### ESTABLISHING PROCEDURES AND THE COMMITTEE

**A.** The Provost and the University Promotion and Tenure Committee shall develop written guidelines for the committee's promotion and tenure procedures to include at least the following:

1. The ways that established university criteria are to be applied.
2. Clear definitions of responsibility for the university committee and for the Provost.

**B.** Guidelines developed by the Provost and the University Committee on Promotion and Tenure shall provide for independence of decision-making by the Committee and the Provost, while ensuring that the candidates receive full consideration at every point.

1. Neither the Provost nor a dean nor department chair shall serve as a voting member on the Committee.
2. If a member of the immediate family of a member of the Committee is being considered for promotion or tenure, the Committee member may not serve during those deliberations. The Committee procedures shall provide for the selection of an alternate, if needed.

**C.** The procedures of the University Promotion and Tenure Committee shall be set forth in writing by the members of the Committee and filed in the Office of the President of the University, with copies to the offices of the Provost, the deans of colleges, and all academic departments.

1. The University Promotion and Tenure Committee shall consist of two tenured full-time faculty from different departments representing each college.
   a. Each college shall devise its own method for electing a representative from the tenured teaching faculty (excluding chairs) to serve on the University Promotion and Tenure Committee. This representative—as well as a first alternate and a second alternate—shall be elected no later than May of the year preceding the academic year in which the Committee is to serve. The representative and alternates shall hold the rank of professor (or the highest rank available).
   b. The faculty representatives shall serve for staggered terms of two years. Any member may be selected for two consecutive terms.
   c. In the event the elected representative from a college cannot serve or complete the term, the first alternate shall complete the two-year term. If the first alternate also cannot serve, then the second alternate shall complete the two-year term. An exception to this general rule would involve the representative's submission of an application for promotion. In this case, the alternate shall serve for that year only.

2. The voting members of the Committee shall complete their portion of the appropriate university recommendation forms for promotion and tenure and provide any necessary addenda. Members shall sign the forms to indicate the accuracy of the report as it was approved by majority vote.
Procedures, continued

(3) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.

D. Having determined that the appropriate procedures have been followed, the Provost shall review the individual application file, accompanying documentation, and addenda to determine whether the application should be supported. This decision shall be based upon documented and verifiable data contained in the file. See Provost Responsibilities for specific recommendation actions.

E. The President of the University shall evaluate each recommendation on its merits and shall determine the appropriate recommendations to be submitted to the Board of Regents.

F. Official notification of a candidate that tenure will not be awarded shall be given one year prior to the candidate's termination of employment at the University.

RECONSIDERATIONS AND APPEALS

G. Reconsideration and appeal procedures shall be provided at the university level also.

(1) During the reconsideration and appeals, the Committee reserves the right to request the presence and response of a department chair, college dean, or representative of any committee involved in the original decision.

(2) The candidate may request reconsideration of the decision of the University Committee, the Provost, or both by submitting a written request to the chair of the Committee or to the Provost, with a copy to the President of the University, within five days of notification by the Provost of the decision. The request shall detail grounds for reconsideration and shall include all relevant evidence not previously presented.

(3) The Committee, the Provost, or both shall reconsider the recommendation in light of the new information provided in the request of the candidate. The candidate shall meet with the candidate, and shall record the confirmed or revised recommendation.

(4) Decisions on reconsiderations shall be processed in the same manner as uncontested decisions—through the Provost to the President. The candidate shall be notified by the Provost of the decision on the reconsideration in time to provide the candidate with the opportunity to submit an appeal.

(5) If the candidate determines that the decision should be appealed, a formal request appealing the decision shall be submitted to the Provost of the University within five days. Copies shall be provided to the Provost and to the chair of the University Promotion and Tenure Committee.

(6) The appealed recommendation, with the request of appeal, shall be presented to the President of the University, along with other recommendations from within the University.

(7) If the President rules against the appeal by the candidate, the candidate shall be informed prior to the submission of the approved recommendations to the Board of Regents.

<table>
<thead>
<tr>
<th>Faculty Holding Administrative Positions</th>
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<tbody>
<tr>
<td>Consideration of Faculty Holding Administrative Positions</td>
</tr>
<tr>
<td>A. All the procedures and guarantees outlined above for faculty apply equally to faculty in administrative posts insofar as their academic faculty position or rank is concerned.</td>
</tr>
<tr>
<td>B. Certain additional observations need to be made when the procedures are applied to administrative faculty. There are practical considerations of balancing administrative time against time served as a member of the faculty. These include the following:</td>
</tr>
<tr>
<td>(1) Administrators shall be judged by the same criteria as any other faculty. Teaching, scholarship, and service standards shall meet the approval of the various committees and administrators. Administrative performance shall not substitute for any of these three areas.</td>
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<tr>
<td>(2) The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the department</td>
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Procedures, continued

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<tr>
<th>Faculty Holding Administrative Positions, continued</th>
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<tr>
<td>and the college in which the administrator holds academic rank, if the administrator is normally a part of the process (as a department chair or dean would be) that administrator's recommendation is omitted and the committee's recommendation is forwarded to the next level. Procedures for reconsideration and appeal are no less a part of the process for faculty holding administrative posts than for any other faculty member. The same principles apply as for consideration of recommendations: if the administrator is normally part of the process of reconsideration or appeal, that person's responsibilities are omitted and the matter is forwarded to the next level.</td>
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<tr>
<th>Amending the Promotion and Tenure Policy</th>
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<tbody>
<tr>
<td>The procedure for amending this promotion and tenure document is as follows:</td>
</tr>
<tr>
<td>A. A written request to amend the document is to be submitted to a member of the Faculty Senate.</td>
</tr>
<tr>
<td>B. The member of the Faculty Senate is to submit the amendment to the Faculty Senate.</td>
</tr>
<tr>
<td>C. If the proposed amendment is approved by the Faculty Senate, it proceeds through the appropriate channels for approval by the Board of Regents.</td>
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<tr>
<td>D. The time for completion of the acceptance or rejection of the proposed amendment shall not exceed one calendar year from the initial proposal to the Faculty Senate.</td>
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Effective Date

The effective date of the policy, as revised, is August 1, 2008. Tenure-track faculty whose employment at EKU began prior to August 2008 may request a one-year extension of their probationary period. Requests must be made in writing to the chair of the department and must be approved by the chair, the dean of the college, and the Provost. All requests for the one-year extension of the probationary period must be made within 30 days of the effective date of this policy. This extension request does not preclude a tenure candidate from requesting other adjustments to the probationary period as allowed by this policy.

Violations of the Policy

NA

Interpreting Authority

- Provost and Vice President for Academic Affairs

Statutory or Regulatory References

NA
### Relevant Links

www.forms.eku.edu (Promotion and Tenure Application)

### Policy Adoption Review and Approval

**Promotion and Tenure**

**Revised Policy**

Editorial Revision: April 7, 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
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<tbody>
<tr>
<td>October 2, 2006</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>November 7, 2007</td>
<td>Provost Council</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>January 18, 2008</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
</tr>
<tr>
<td>September 5, 2003</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>December 2, 1985</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>April 26, 1986</td>
<td>Board of Regents</td>
<td>Adopted</td>
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</table>

**Tenure**

**Revised Policy**

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<tr>
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<th>Entity</th>
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<tr>
<td>April 17, 1978</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
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<td>April 22, 1978</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
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<td>March 29, 1971</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
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<td>April 2, 1971</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
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<td>May 5, 1969</td>
<td>Faculty Senate</td>
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<td>June 5, 1970</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
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<tr>
<td>March 1, 1965</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
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<td>March 24, 1965</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
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<tr>
<td>May 5, 1961</td>
<td>Board of Regents</td>
<td>Repealed Existing Policy</td>
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<td></td>
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**Policy Issued**

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<th>Date</th>
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<td>January 15, 1949</td>
<td>Board of Regents</td>
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Promotion and Tenure Policy

Clarifications and Recommended Editorial Changes – March 2008

1. An editorial change was made in Policy Principles 13 (pg. 2 of editorial draft) in order to clarify that Associate Professors are not eligible to serve on the University Promotion and Tenure Committee.

2. As the policy currently stands, Policy Principles 18 will add approximately 15 days to the department and college timelines to allow for reconsiderations. Timelines should be adjusted accordingly. The new process also makes “divided” decisions irrelevant for promotion but still possible for tenure decisions. For promotion decisions, department chairs and college deans are still responsible for notifying a candidate of a negative decision at the committee level.

3. Principles for Establishing Criteria have been reordered for better flow, and in Principle 9 (editorial draft) the word “scholarship” has been substituted for the word “research.”

4. Under Tenure Appointments, the phrase “for example” has been added and “five” has been substituted for “four.”

5. The phrase “continuous full-time service” has been added to tenure criterion 2 (pg. 6 of editorial draft) in order to make the language consistent with other references in the policy.

6. In Candidate Responsibilities (4.a), the modifier “which is to be provided by the chair of the department at the candidate’s request” has been moved behind “accurate factual data.”

7. In Department Promotion and Tenure Committee Responsibilities (e), the phrase “reviewing applications for promotion to assistant professor and” had been inadvertently omitted and is now restored. In (h), “and tenure” has been added.

8. In Reconsideration and Appeals section of all Procedure Levels, the “and/or” circumstances have been rephrased to “the committee, the [administrator], or both.”

9. In the University Level Procedures (C.1.c.), the length of term has been changed from three to two in order to be consistent with C.1.b.

10. In the University Level Procedures (Reconsiderations and Appeals, G.6.), the following sentence has been deleted: “The recommendations will be submitted to the Board of Regents, with the recommendations from the President, at the appropriate meeting for the consideration of faculty promotion and tenure.” This sentence suggests that recommendations other than the President’s are submitted to the Board (which is not the case). Additionally, the sentence is unnecessary because negative rulings are procedurally dealt with in G.7. and all other recommendations are procedurally dealt with in E.
Policy Statement

Eastern Kentucky University, as a matter of principle, complies with the AAUP standards for faculty promotion and tenure. These standards establish basic policy and procedural expectations for a wide variety of institutions of higher education and for disciplines within universities while providing for appropriate professional flexibility at departmental levels. It is with this understanding that the following statements of principles and procedures are set forth to guide the faculty and the administration.

Purpose

This policy ensures that the University has established criteria and processes by which the awarding of tenure and/or promotion may be evaluated. The policy ensures that these criteria are clearly articulated and that all processes related to the evaluation of those criteria are transparent and accessible to all persons in the university community.

Entities Affected by the Policy

- University-level administrators
- Colleges
- Departments
- Faculty

Who Should Read the Policy

- Provost and Vice President for Academic Affairs
- Deans
- Department Chairs
- Faculty
Policy Principles

1. Faculty peers elected to serve on departmental committees shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, faculty and administrators shall recognize the primacy of departmental recommendations.

2. The review procedures in the decision-making process shall be open, documented, and verifiable.

3. The department and college procedures not determined by these promotion and tenure procedures shall be developed by the faculty composing these units or their representatives and shall be known and agreed to by the faculty.

4. Appeal processes shall be included in all promotion and tenure policies.

5. Policies for promotion and tenure shall state the specific criteria to be used in the evaluation and how they shall be applied.

6. Review processes at each level shall be limited to professionally relevant considerations but shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the individual application file.

7. Review processes at each level shall include appropriate evaluations of performance in teaching, scholarship, and service. These evaluations shall become part of the individual application file.

8. The case for or against promotion and/or tenure will be stipulated in writing and found in the candidate’s dossier at every step in the process.

9. At each level, the procedure shall provide a means to notify the candidates formally of the results of the deliberations, including the reasons for the recommendations.

10. At each level, provisions for appeal shall include an opportunity for the decision makers to reconsider the decision prior to referral to another body.

11. All procedures shall be subject to full faculty review at least every five years.

12. Throughout the process, principles of confidentiality shall be respected.

13. Membership on college and university level promotion and tenure committees shall be limited to tenured faculty members with the rank of Associate or Full Professor.

14. Departments may mandate external review for promotion and tenure if they so choose and are approved by their college P&T Committee.

15. Department chairs, college deans, and the Provost shall NOT serve as voting members on promotion and tenure committees at any level.

16. No individual participant in the process may VOTE at more than one level of the process.

17. Committees shall be comprised of members elected by their peers.

18. Review of applications shall occur in the following way:

   a. If all recommendations are positive, the sequence of reviews of all applications for promotion and tenure are as follows: department committee, Department Chair, college promotion and tenure committee, Dean, Provost, President, and Board of Regents.

   b. If a candidate is not recommended for tenure by the department committee, Department Chair, college promotion and tenure committee, or Dean, the application will automatically be reviewed by the University Committee on Promotion and Tenure prior to being forwarded to the Provost.

   c. If a candidate is not recommended for promotion by the department committee, Department Chair, college promotion and tenure committee, or Dean, the application shall not be considered further, unless the candidate appeals to the next level. If the candidate does appeal, the sequence of the process shall follow that stated in b.
Policy Principles, continued

Principles for Establishing Criteria for Promotion and Tenure
1. Criteria for promotion shall be distinct from criteria for tenure.
2. The university shall identify university-wide criteria for tenure and promotion and shall inform faculty of these criteria.
3. Consistent with the university criteria, each college shall identify college-wide criteria for promotion and tenure within the areas of teaching, scholarship, and service.
4. Evaluations of teaching, research, and service will be conducted on a basis consistent with the percentage of each faculty member's respective appointment, if part of a shared appointment.
5. Consistent with university and college criteria, each department shall identify specific criteria for promotion and tenure within the areas of teaching, scholarship, and service.
6. All criteria shall reflect good practices at comparable institutions, shall allow for diversity in faculty contributions, and shall reflect EKU's traditional emphasis upon effective teaching.
7. Criteria should also be articulated for special units such as Model Lab, the Libraries, etc.
8. Criteria shall be submitted for regular (five year) review and approval by appropriate committee(s) and/or administrator(s).
9. Criteria at all levels will recognize the primacy of teaching over service or scholarly/creative endeavor.

Provisions for Tenure

The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor. A faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service and attaining the rank of assistant professor or above. If, by the end of the six-year probationary period, promotion beyond the rank of instructor cannot be justified or if for any other reason a faculty member is not recommended for tenure, a one-year terminal contract shall be tendered. At the time of initial appointment, and upon the recommendation of the President, the Board of Regents may accept service at another institution in lieu of any part of the six-year probationary period at this institution.

If the employment of a faculty member serving during the probationary period is to be terminated at the completion of the current annual contract, that faculty member shall be given written notice of nonreappointment, or of intention not to recommend reappointment, in accordance with the following timetable:
A. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
B. Not later than December 15 of the second academic year of service, if appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
C. At least twelve months before the expiration of an appointment after two or more years at the institution.

Any faculty member who intends to terminate employment at the end of the current annual contract has a strong professional obligation to indicate this in writing to the President of the
Provisions for Tenure, continued

University at the earliest possible date. In no case should this date be later than March 1 or 30 days after receipt of the subsequent year’s contract, whichever comes later.

Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment. Tenure status shall remain in force during good behavior and efficient and competent service, and a tenured faculty member shall not be terminated except for any one of the following causes: incompetency, neglect of or refusal to perform assigned duties, or immoral conduct. In addition, bona fide financial exigencies may be cause for termination of employment.

Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request.

Tenure Appointments

Applicability
The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor.

Eligibility
A faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service at Eastern and attaining the rank of assistant professor or above. Leaves of absence may not be counted toward the six years of full-time service, but they shall be considered as continuous service. A faculty member may thus take a year’s leave of absence after four years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.

Adjustments to Probationary Period
A faculty member may request an adjustment to his/her probationary period for extenuating circumstances (i.e., a need to care for a family member; an event beyond the faculty member’s reasonable control affecting his/her research; etc.). Such an adjustment may occur regardless of whether the faculty member may have been granted leave of any kind. The request or any approved adjustment shall in no way affect the deliberations or demands of the tenure process and does not relieve the faculty member from fulfilling his/her regularly assigned duties.

Requests for an adjustment to the probationary period must be submitted in writing to the chair of the department as soon as possible after the occurrence of extenuating circumstances. The request shall be forwarded via the chair and the dean, with the recommendations or comments to the contrary of each, to the Provost for review and any approval. Adjustments may be granted for a maximum of two one-year periods.

Tenure Recommendations
Recommendations for tenure originate in the department in which tenure is granted. The President recommends approval of tenure to the Board of Regents, which has the authority to grant tenure.
Application for Tenure and Promotion

1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college, whose credentials are approved by the department and college, and who are qualified to perform at that rank in the academic department.

2. A prospective faculty of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing department only with the prior concurrence of that department.

3. The Provost and deans shall ensure that agreed-upon exceptions to tenure and promotion policy are documented at the time of a faculty member's initial appointment, or thereafter, in a full-time, tenure-track position so that such contractual exceptions are recognized and applied in the review of application for tenure and promotion.

4. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.

5. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position.

6. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has had previous full-time service at EKU or another university.

7. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has previous full-time service at EKU or another university.

Criteria for Tenure and Promotion

CRITERIA FOR TENURE
Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning tenure. Chairs, deans, and the Provost are responsible for reviewing all applications for tenure and making separate recommendations. The President shall present recommendations to the Board of Regents, which has the authority for final decisions concerning tenure. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, scholarly-creative activities, and service, with recognition that at EKU effective teaching is emphasized.

Departments shall be required to identify and defend criteria for tenure. These criteria shall reflect the broad criteria established for the university and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities. The departmental criteria shall be reviewed for approval by the college dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years. Throughout the decision making process, faculty and administrators shall recognize the primacy of departmental recommendations.
Criteria for Tenure and Promotion, continued

The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria, which as approved, shall be used in evaluation of candidates for tenure. The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning promotion.

1. Terminal degree, as defined by the candidate's department
2. Probationary period of six years, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
3. Performance in the areas of teaching, scholarly/creative activities, and service that meets established department criteria.
   3.1 Teaching – a continuing record of successful teaching; demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence required by the department.
   3.2 Scholarly/Creative Activities – evidence of scholar/creative activities relevant to the faculty member's appointment; demonstrated, for example, through an active program of research, participation in professional development; to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally related innovations, and other forms of scholarship of discovery, interpretation, application, or pedagogy.
   3.3 Service – evidence of effective, professionally-related service; demonstrated, for example, by service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.

CRITERIA FOR PROMOTION

Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning promotion. Department chairs and college deans are responsible for presenting separate recommendations. The Provost and President shall present recommendations from the department and college levels and their own recommendations to the Board of Regents, which has the authority for final decisions concerning promotion. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, scholarly-creative activities, and service, with recognition that teaching is a priority at EKU.

Departments shall be required to identify specific criteria for promotion. These criteria shall reflect the broad criteria established for the university and shall reflect good practice in the discipline, as determined by appropriate professional organizations and comparable regional comprehensive universities. The departmental criteria shall be reviewed for approval by the college dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years.

The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria and shall evaluate candidates for promotion in terms of the criteria. The following criteria apply to recommendations and decisions concerning promotion. Other criteria may apply for decisions about initial appointments. From rank to rank, criteria reflect increasing expectations within the same areas of performance considered for promotion in rank.

For Promotion to Assistant Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline
1.2 Time in rank: minimum of one year of experience at EKU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.
1.3 Experience: evidence of successful teaching and/or related work experience (demonstrated, for example, through student opinion of instruction, at least one other systematic form of evaluation, course outlines, assignments, students' work, views of alumni, or other evidence requested by the department).
Criteria for Tenure and Promotion, continued

1.4 Demonstrated engagement in scholarly/creative activities relevant to the faculty member's appointment. Examples of activities include an active program of research, participation in professional development, creative products or performances, publications, presentations, or other forms of scholarship of discovery, interpretation, application, or pedagogy.

1.5 Satisfactory performance in professional-related service in the department, college, or university; in the profession; and, as appropriate, in the community.

For Promotion to Associate Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline

1.2 Time in previous rank: minimum of three years of full-time service at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.

1.3 Experience: sustained record of successful teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).

1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.

1.5 Record of successful peer-reviewed scholarly/creative activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.

1.6 Record of effective professionally related service in the department and in the college or university; in the profession; and, as appropriate, in the community.

For Promotion to Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline

1.2 Time in previous rank: minimum of five years of full-time experience in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year.

1.3 Experience: sustained record of superior teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).

1.4 Additional effective contributions to teaching; for example, innovations in teaching, revision of curriculum, team teaching, involving students in teaching, teaching in alternative modes or settings, etc. Demonstration of leadership in teaching.

1.5 Sustained record of successful peer-reviewed scholarly/creative activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.

1.6 Sustained and broad record of effective professionally related service at multiple levels in the university and in the profession; and, as appropriate, in the community. Demonstration of leadership in service.

Definitions

| Full-time Teaching Faculty | For the purpose of this policy, full-time teaching faculty is defined full-time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor, and whose faculty load assignment includes 50 percent or more teaching and/or research as shown by the Faculty Load Analysis or comparable report for the fall semester for each academic year or who are members of the... |

Format Adapted from Cornell University
Library Faculty.

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<th>Provost</th>
<th>Refers to either the Provost and Vice President for Academic Affairs or his/her designee.</th>
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<td>Terminal Degree</td>
<td>The terminal degree is generally, for teaching purposes, the highest academic degree awarded in a field. In most cases, the terminal degree will be the doctorate; however, sometimes an advanced professional degree or a master's degree will be the terminal degree in a particular field (e.g. MFA in Creative Writing, MLS in Library Science, etc.). On rare occasions, the terminal degree may be a bachelor's degree in the field. A distinction is made here between a terminal degree appropriate for teaching in higher education and a degree appropriate for autonomous practice outside the academy.</td>
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<td>University</td>
<td>Eastern Kentucky University</td>
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<td>Within Five Days</td>
<td>Throughout this document &quot;within five days&quot; shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.</td>
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**Responsibilities**

The candidate for tenure/promotion is responsible for the knowing and adhering to the principles and criteria set forth in this policy. Specifically

1. For TENURE, it is the responsibility of the candidate to submit an application. Failure to do so will result in a terminal contract. Appropriate forms shall be made available in department offices.
2. For PROMOTION, it is the responsibility of the candidate to initiate the process; the candidate must request a departmental review by presenting a letter to the department chair, with a copy to the dean, no later than September 10 of the year of review.
3. For both promotion and tenure, it is the responsibility of the candidate to review the Faculty Handbook for University policies and the candidates' responsibility to provide the department committee with materials listed. The committee is not responsible for collecting these materials. In the process of being reviewed for promotion or tenure, the candidates necessarily must allow their professional materials to be open to their peers on the various promotion and tenure committees.
4. Department committees may set additional requirements for documentation materials; however, all candidates will provide the committees with the materials listed below:
   a) Accurate factual data required by the application form, which is to be provided by the chair of the department at the candidate's request.
   b) Statements by the candidate in support of the application for promotion or tenure:
      - In the category of teaching, the candidate should provide any potentially useful information, such as teaching philosophy, descriptions of unique methods or experiments, and attitudes toward evaluation of student work.
      - In the category of service, the candidate should provide complete details, including documentation, if available, of service to the University, professional and/or community organizations.
      - In the category of scholarly and/or creative achievements, the candidate should provide accurate and complete details of works published, papers or other presentations, creative performances, exhibitions, grants and contract activities, etc., as appropriate to the academic field. Details such as dates, places, audiences, and professional organizations must be spelled out.
Responsibilities, continued

Candidate for Tenure/Promotion (continued)

5) For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.

The role of the college dean may vary considerably among the colleges in the University. At a minimum, however, the dean shall fulfill the following responsibilities:

Regarding the College Promotion and Tenure Committee
1. The dean shall arrange for the election of members of the college promotion and tenure committee and an alternate.
2. The dean shall ensure that the membership of the college promotion and tenure committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the dean shall arrange for an elected alternate.
3. The dean shall provide the committee with such documentation and data as college policy and committee needs require.

Regarding Tenure
It is the responsibility of the dean of the college to inform the department chairs of the need to review each person eligible for tenure.

Regarding Recommendations
1. Upon receipt of the committee's recommendation form and the individual application file, the dean shall review the entire set of material and write a separate recommendation regarding the promotion or tenure.
   (1) If the college dean does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit an addendum a justification for the differing judgment.
   (2) Justification of the decision of the dean shall rest upon documented, verifiable information and shall be presented to the committee and the candidate.
2. The dean shall inform the candidate of the decisions by the college committees and the dean in time to provide the candidate with the opportunity to request a reconsideration or appeal.
3. The dean shall forward positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Provost, with copies of the recommendations from the college (and addenda) to the candidate, the chair of the college committee, and the department chair no later than February 15.
4. In the case of a negative recommendation, the dean shall remind the candidate of procedures for appeal.
Responsibilities, continued

Regarding Communication with Others

1. The dean shall arrange for the department chair or the chair of the department promotion and tenure committee to meet with the college promotion and tenure committee as necessary.

2. The dean may meet with the Provost or the chair of the university committee in response to their request or the dean may initiate such a request for meeting.

Regarding Review of Criteria

At least every five years the dean shall ensure that each department reviews and revises as needed departmental-level criteria for promotion and tenure.

The college committees shall have the following responsibilities:

a. To ensure that a chair and a recording secretary are provided for in accordance with college policies and procedures.

b. To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings, proceedings, and recommendations.

c. To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.

d. To see that the appropriate professional interpretation for the discipline has been applied.

e. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college as well as consistent with the department's own criteria.

f. To review materials prepared by departments and addenda provided by the department chair and/or the candidate.

g. To ensure that unsubstantiated information or material which lacks documentation is not used as part of the decision-making process at this level.

h. To submit the committee's recommendation with appropriate documentation and required forms to the college dean.

1. Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.

2. The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure and provide any necessary addenda. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee.

i. The chair of the college committee shall formally inform the dean of the college of the decision of the committee.

The role of the department chair may vary considerably among the departments in the University. At a minimum, however, the chair shall fulfill the following responsibilities:

Regarding the Department Promotion and Tenure Committee

Provide the committee with such documentation and data as department policy and committee needs require.
Responsibilities, continued

Regarding Tenure

It is the responsibility of the department chairs to inform the department promotion and tenure committee of the need to review each person eligible for tenure.

Regarding Promotion

It is the responsibility of the chair to inform the faculty of policies, procedures, and criteria for promotion.

Regarding Recommendations

1. Upon receipt of the committee’s recommendation form and the individual application file, the chair shall review the entire set of material and write a separate recommendation regarding the promotion or tenure based upon the application, supporting materials, the department committee’s evaluation narrative, and other relevant information.
   (1) If the department chair does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment.
   (2) Justification of the decision of the chair shall rest upon documented, verifiable information and shall be presented to the committee, the candidate, and the dean of the college.
   (3) Hereafter, the term “divided recommendation” refers to recommendations wherein the committee and the chair do not concur.

2. The department chair, together with the chair of the department committee, shall review the recommendation of the department chair and the recommendation of the committee with the candidate, provide the candidate with a copy of the report (and all addenda), and secure the candidate’s signed receipt.

   NOTE: Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the department chair and the dean of the college in writing.

3. The department chair shall present all positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the dean no later than December 1st.

4. The department chair shall remind the candidate, as appropriate, of procedures of the appeal process, such as explaining precise steps and due dates. Also remind candidate, as appropriate of procedures for review of negative recommendations for tenure.

The department committee shall have the following responsibilities:

a. To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings and proceedings.

b. To provide the appropriate professional interpretations for the discipline.

c. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the department.
Responsibilities, continued

d. To assemble material to accompany the committee's recommendations. These materials shall include the following:
   (1) material presented by the candidate;
   (2) peer opinions (not limited to committee members) but not anonymous opinions;
   (3) formal student evaluations;
   (4) department's systematic method of assessing teaching performance [In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy];
   (5) results of nontenured evaluations;
   (6) data and opinions provided by the chair of the department.

e. To vote on applications for tenure before considering and voting on applications for promotion to associate professor and professor. In tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.

f. To compose the evaluation narrative using the material above and ensuring that unsubstantiated information or information sets which lack documentation are not used as part of the decision process at the department level.

g. To submit to the department chair the committee recommendation with appropriate documentation and required forms as follows:
   (1) The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee;
   (2) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation;
   (3) Justification of the decision by the committee shall be included in the recommendation and shall rest upon documented, verified information.

h. To complete and forward to the department chair all promotion application forms and the committee's evaluation and recommendation forms for all candidates.

The University Promotion and Tenure Committee shall have the following responsibilities:

a. To elect a chair and recording secretary from the committee membership.

b. To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings, proceedings and recommendations.

c. To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.
Responsibilities, continued

**University Promotion and Tenure Committee (continued)**

d. To review the applications to ensure the following:
   1. That the promotion and tenure recommendations are consistent with the goals and needs of the University as well as consistent with the criteria of both the college and department.
   2. That the candidate meets the basic requirements of the University for promotion or tenure.
   3. That the appropriate review of the candidate's qualifications has been made by those professionally able to do so and that these reviews have been documented appropriately.
   e. To review appeals and divided recommendations in light of the above factors and the supporting material submitted on behalf of the parties involved.
   f. To determine whether the candidate's application should be approved based upon the above reviews.
   g. The chair of the committee shall notify the Provost of the decision of the committee.

The Provost shall have the following responsibilities in matters relating to promotion and tenure.

**Regarding the University Promotion and Tenure Committee**

1. It is the responsibility of the Provost to arrange for the election of members and alternates of the University Promotion and Tenure Committee.
2. It is the responsibility of the Provost to ensure that the membership of the University Promotion and Tenure Committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Provost shall arrange for an elected alternate.
3. To review the procedure to ensure that in every case the process followed was consistent with university policies and the policies of the various colleges and departments.

**Regarding Communication with Others**

1. It is the responsibility of the Provost to arrange for the department chair or the chair of the department promotion and tenure committee, the dean or the chair of the college promotion and tenure committee to meet with the University Promotion and Tenure Committee as necessary.
2. The Provost may meet with the President and the EKU Board of Regents in response to their request or the Provost may initiate such a request for meeting.

**Regarding Recommendations**

1. Having determined that the appropriate procedures have been followed, the Provost shall review the individual application file, accompanying documentation, and addenda to determine whether the application should be supported. This decision shall be based upon documented and verifiable data contained in the file.
2. If the Provost does not concur with the recommendation of the University Promotion and Tenure Committee, the basis for the disagreement shall be indicated in writing.
3. If the Provost agrees with the recommendation of the University Promotion and Tenure Committee, the Provost shall sign the recommendation form and indicate agreement.
4. The Provost shall ensure that the candidate shall be notified in time to provide the candidate with the opportunity to request a reconsideration or appeal. Where a negative recommendation is given, the Provost shall meet the
Responsible, continued

candidate in person to remind the candidate, as appropriate, of appeal procedures and to secure the candidate’s signature on a dated form indicating receipt of relevant reports.

5. The Provost shall submit all recommendations to the President of the University by March 15. Copies of the recommendation shall be given to the chair of the University Promotion and Tenure Committee, the appropriate academic deans, the appropriate department chairs, and the candidates.

Regarding Criteria

1. The Provost shall ensure that deans and chairs supervise the establishment of written criteria for promotion and tenure and that these are consistent with and approved by the University Promotion and Tenure Committee.

2. At least every five years the Provost shall ensure that each college and department reviews and revises as needed college-level and departmental-level criteria for promotion and tenure.

3. Ensure that new faculty members receive at the time of their appointment the criteria for promotion and tenure.

4. Ensure that criteria applied in the review of applications is consistent with the terms of agreement established at the candidate’s initial appointment in a tenure-track position.

5. Arrange early in the fall semester for meetings wherein experienced faculty and administrators inform faculty members of the criteria for promotion and tenure.

President

The President of the University shall evaluate each recommendation on its merits and shall determine the appropriate recommendations to be submitted to the Board of Regents.

Board of Regents

The Board of Regents shall have final approval authority for all tenure and promotion recommendations.

Procedures

ESTABLISHING PROCEDURES AND THE COMMITTEE

A. Procedures for the selection of the department committee and procedures for the consideration of the matters of promotion and tenure within the department shall be approved by a majority of the full-time teaching members of the department and reviewed by the dean for compliance with this university document. A statement of the procedures shall be filed in both the office of the dean and the department office.

B. Changes in the department procedures shall be made by a majority vote of the full-time teaching members of the department and shall be reviewed by the dean by May 1 prior to the academic year in which the changes are to take effect.

C. Each department shall establish procedures and methods for selecting the department committee for promotion and tenure. Department committees for promotion and tenure shall be composed as determined by the full-time teaching faculty of the department, within the following guidelines:

1. The committee shall consist of no fewer than three voting members. They shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select
tenure-track faculty within the department or faculty outside the department with the advice of the dean of the college. In the latter case, the faculty member may serve on the promotion and tenure committee of more than one department.

2. The maximum number of members shall be determined by the department.

3. The chair of the department may NOT serve as a voting member on the committee.

4. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, a faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in II. C. 1. above shall be followed.

5. The committee shall be elected no later than September 10 of the year in which it is to function.

D. Each department shall establish clear definitions and delineations of the responsibilities of the committee and the department chair in writing and filed as indicated above.

RECONSIDERATIONS AND APPEALS

E. The department shall establish procedures for the expeditious handling of reconsiderations and appeals.

1. The candidate may request reconsideration of the decision of the department committee or department chair by submitting a written notification by the department chair, with a copy to the dean of the college, within five days of notification by the department chair of the decision. The request shall detail grounds for reconsideration and shall include relevant evidence.

2. The committee and/or the department chair shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee and/or department chair shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.

3. The candidate shall be notified by the department chair of the results of the reconsideration in sufficient time to provide the candidate an opportunity to request an appeal. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions—through the department chair to the college dean.

4. If the candidate determines that the decision should be appealed within five days, he or she shall submit a formal statement appealing the decision to the dean of the college, with a copy to the department chair. The statement shall detail the grounds for the appeal and shall include relevant evidence.

5. The dean shall present the appealed recommendation with the statement of appeal to the college committee on promotion and tenure along with other recommendations from within the college.

ESTABLISHING PROCEDURES AND THE COMMITTEE

A. Each college, by majority vote of the full-time tenure-track faculty, shall develop written guidelines for promotion and tenure procedures to include at least the following:

1. Criteria unique to that college.

2. Procedures and methods of selecting the college committee
Procedures, continued

1. The committee shall consist of no fewer than six voting members and shall be constituted so as to ensure fair representation in regard to diversity and department. These representatives shall hold a minimum rank of Associate Professor (or its equivalent in programs where such rank does not apply, i.e. Model Lab, the Libraries etc.).
2. The dean of the college shall NOT serve as a voting member.
3. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member shall not participate in deliberations regarding that candidate.
4. Members of the college promotion and tenure committee cannot simultaneously serve on the department or university promotion and tenure committees. That is, no one individual may vote upon a particular petition at more than one level in the process.
5. If an elected member cannot serve, an elected alternate should serve in their stead.
6. If these provisions cannot be met, the dean shall arrange for appropriate representation from other qualified faculty.
7. The committee shall be selected no later than September 10 of the year in which it is to function.

C. Each college shall establish clear definitions and delineations of the responsibilities of the committee and the college dean in writing and filed in the Office of the Provost and Vice President for Academic Affairs.

RECONSIDERATIONS AND APPEALS

D. Each college shall establish procedures for the expeditious handling of reconsiderations and appeals.

1. The candidate may request reconsideration of the decision of the college committee or the college dean by submitting a written request to the chair of the committee and college dean, with a copy to the Provost and Vice President for Academic Affairs, within five days of notification of the decision by the college dean. The request shall detail grounds for reconsideration and shall include relevant evidence.
2. The committee and/or the college dean shall reconsider the recommendation in light of the information provided in the request of the candidate. The committee and/or college dean shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.
3. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions—through the college dean to the Provost. The candidate shall be notified by the college dean of the results of the reconsideration in time to provide the candidate with the opportunity to request an appeal.
Procedures, continued

College Level (continued)

4. If the candidate determines that the decision should be appealed, within five days he or she must submit a formal statement of appeal to the chair of the University Promotion and Tenure Committee, with a copy to the departmental college dean and to the Provost and Vice President for Academic Affairs. The statement shall detail the grounds for the appeal and shall include relevant evidence.

5. The Provost shall present the appealed recommendation with the statement of appeal to the University Promotion and Tenure Committee along with other recommendations from within the University.

Establishing Procedures and the Committee

A. The Provost and the University Promotion and Tenure Committee shall develop written guidelines for the committee’s promotion and tenure procedures to include at least the following:

1. The ways that established university criteria are to be applied.
2. Clear definitions of responsibility for the university committee and for the Provost.

B. Guidelines developed by the Provost and the University Committee on Promotion and Tenure shall provide for independence of decision making by the Committee and the Provost, while ensuring that the candidates receive full consideration at every point.

1. Neither the Provost nor a dean nor department chair shall serve as a voting member on the Committee.
2. If a member of the immediate family of a member of this Committee is being considered for promotion or tenure, the Committee member may not serve during those deliberations. The Committee procedures shall provide for the selection of an alternate, if needed.

C. The procedures of the University Promotion and Tenure Committee shall be set forth in writing by the members of the Committee and filed in the Office of the President of the University, with copies to the offices of the Provost, the deans of colleges, and all academic departments.

1. The University Promotion and Tenure Committee shall consist of two tenured full-time faculty from different departments representing each college.
   a. Each college shall devise its own method for electing a representative from the tenured teaching faculty (excluding chairs) to serve on the University Promotion and Tenure Committee. This representative—as well as a first alternate and a second alternate—shall be elected no later than May of the year preceding the academic year in which the Committee is to serve. The representative and alternates shall hold the rank of professor (or the highest rank available).
   b. The faculty representatives shall serve for staggered terms of two years. Any member may be selected for two consecutive terms.
   c. In the event the elected representative from a college cannot serve or complete the term, the first alternate shall complete the three-year term. If the first alternate also cannot serve, then the second alternate shall complete the three-year term. An exception to this general rule would involve the representative’s
Procedures, continued

1. During the reconsideration and appeals, the Committee reserves the right to request the presence and response of a department chair, college dean, or representative of any committee involved in the original decision.

2. The candidate may request reconsideration of the decision of the University Committee or the Provost by submitting a written request to the chair of the Committee or to the Provost, with a copy to the President of the University, within five days of notification by the Provost of the decision. The request shall detail grounds for reconsideration and shall include all relevant evidence not previously presented.

3. The Committee and/or the Provost shall reconsider the recommendation in light of new information provided in the request of the candidate, shall meet with the candidate, and shall record the confirmed or revised recommendation.

4. Decisions on reconsiderations shall be processed in the same manner as uncontested decisions—through the Provost to the President. The candidate shall be notified by the Provost of the decision on the reconsideration in time to provide the candidate with the opportunity to submit an appeal.

5. If the candidate determines that the decision should be appealed, a formal request appealing the decision shall be submitted to the President of the University within five days. Copies shall be provided to the Provost and to the chair of the University Promotion and Tenure Committee.

6. The appealed recommendation, with the request of appeal, shall be presented to the President of the University, along with other recommendations from within the University. The recommendations will be submitted to the Board of Regents, with the recommendations from the President, at the

RECONSIDERATIONS AND APPEALS

G. Reconsideration and appeal procedures shall be provided at the university level also.

1. During the reconsideration and appeals, the Committee reserves the right to request the presence and response of a department chair, college dean, or representative of any committee involved in the original decision.

2. The candidate may request reconsideration of the decision of the University Committee or the Provost by submitting a written request to the chair of the Committee or to the Provost, with a copy to the President of the University, within five days of notification by the Provost of the decision. The request shall detail grounds for reconsideration and shall include all relevant evidence not previously presented.

3. The Committee and/or the Provost shall reconsider the recommendation in light of new information provided in the request of the candidate, shall meet with the candidate, and shall record the confirmed or revised recommendation.

4. Decisions on reconsiderations shall be processed in the same manner as uncontested decisions—through the Provost to the President. The candidate shall be notified by the Provost of the decision on the reconsideration in time to provide the candidate with the opportunity to submit an appeal.

5. If the candidate determines that the decision should be appealed, a formal request appealing the decision shall be submitted to the President of the University within five days. Copies shall be provided to the Provost and to the chair of the University Promotion and Tenure Committee.

6. The appealed recommendation, with the request of appeal, shall be presented to the President of the University, along with other recommendations from within the University. The recommendations will be submitted to the Board of Regents, with the recommendations from the President, at the
Procedures, continued

University Level (continued)

7. If the President rules against the appeal by the candidate, the candidate shall be informed prior to the submission of the approved recommendations to the Board of Regents.

Consideration of Faculty Holding Administrative Positions

a. All the procedures and guarantees outlined above for faculty apply equally to faculty in administrative posts insofar as their academic faculty position or rank is concerned.

b. Certain additional observations need to be made when the procedures are applied to administrative faculty. There are practical considerations of balancing administrative time against time served as a member of the faculty. These include the following:

1. Administrators shall be judged by the same criteria as any other faculty. Teaching, scholarship, and service standards shall meet the approval of the various committees and administrators. Administrative performance shall not substitute for any of these three areas.

2. The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the department and the college in which the administrator holds academic rank. If the administrator is normally a part of the process (as a department chair or dean would be) that administrator's recommendation is omitted and the committee's recommendation is forwarded to the next level.

3. Procedures for reconsideration and appeal are no less a part of the process for faculty holding administrative posts than for any other faculty member. The same principles apply as for consideration of recommendations: if the administrator is normally part of the process of reconsideration or appeal, that person's responsibilities are omitted and the matter is forwarded to the next level.

Amending the Promotion and Tenure Policy

The procedure for amending this promotion and tenure document is as follows:

A. A written request to amend the document is to be submitted to a member of the Faculty Senate.

B. The member of the Faculty Senate is to submit the amendment to the Faculty Senate.

C. If the proposed amendment is approved by the Faculty Senate, it proceeds through the appropriate channels for approval by the Board of Regents.

D. The time for completion of the acceptance or rejection of the proposed amendment shall not exceed one calendar year from the initial proposal to the Faculty Senate.

Effective Date

The effective date of the policy, as revised, is August 1, 2008. Tenure-track faculty whose employment at EKU began prior to August 2008 may request a one-year extension of their
probationary period. Requests must be made in writing to the chair of the department and must be approved by the chair, the dean of the college, and the Provost. All requests for the one-year extension of the probationary period must be made within 30 days of the effective date of this policy. This extension request does not preclude a tenure candidate from requesting other adjustments to the probationary period as allowed by this policy.

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### Violations of the Policy

NA

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### Interpreting Authority

- Provost and Vice President for Academic Affairs

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### Relevant Links

[www.forms.eku.edu](http://www.forms.eku.edu) (Promotion and Tenure Application)

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### Policy Adoption Review and Approval

Revised Policy

- Faculty Senate: Recommended on October 2, 2006
- Provost Council: Recommended on November 7, 2007
- Board of Regents: Approved on January 18, 2008

- Faculty Senate: Approved September 5, 2003
- Faculty Senate: Approved November 3, 1986

Policy Adopted

- Board of Regents: Approved July 30, 1986
Following discussion of items 4a - 4l above, Dr. Frisbie made a motion to approve. Mr. Fulkerson second. The motion passed by voice vote. Details on the approved items recommended by the Council on Academic Affairs are included in the Official Minutes of the Board of Regents.

**Recommendations for Revisions to Promotion and Tenure Policy**

Dr. Piercey presented for approval recommendations for revisions to the University’s Promotion and Tenure Policy. He noted that the modifications to the current policy include reformatting of the new policy form, adjusting the probationary period from 5 years to 6 years, and clarifying and codifying the process for adjusting the probationary period. Ms. Roberts made a motion to approve; Dr. Frisbie second. The motion passed by voice vote. A copy of the revised policy is included with the Official Minutes of the Board of Regents.
November 7, 2007
8:30 a.m.
Martin Room

Members Present: Ault, Allen; Bennett, Onda; Biermann, Mark; Good, Claire; Isaacs, Mona; Keeley, E.J.; Kuhnhenn, Gary; Phillips, Bill; Piercey, Rodney; Pogatshnik, Jerry; Robinson, Sherry; Rogow, Robert; Vice, Janna; Wade, John; Whitehouse, Deborah (for David Gale)

Note taker: Peggy Williams

I. Call to Order
Dr. Piercey, Chair, called the meeting to order.

II. Reading of the Minutes
Motion made and seconded to approve the Minutes of the October 10, 2007, meeting.

III. Announcements
a. Dr. Piercey announced that Academic Affairs has been requested to submit cases for development and legislative support to President Whitlock. The Provost’s Direct Reports were asked to provide cases from their areas by November 17, 2007.

b. Dr. Piercey announced that money has been appropriated for an Environmental Stewardship Center. CPE has charged the state’s institutional presidents as the primary focus group to determine distribution of funds. EKU’s interests and assets will be prepared and reported to President Whitlock. Input from the campus community will be coordinated by Dr. Piercey and Dr. Pogatshnik.

IV. Informational Items
a. Retention and Graduation Task Force – Dr. Vice reported on the progress of the Retention and Graduation Task Force. The Task Force’s academic, administrative, and assistance proposals to enhance the retention and graduation will be presented to the Council on Academic Affairs, November 15, 2007. The goal of the proposals is to increase degree productivity while maintaining overall high quality of all academic programs.

V. New Business
a. COE Endowed Chair position proposal – Dr. Phillips presented a request for the establishment of an Endowed Chair for Rural Education position. Deans were encouraged to submit cases for establishing Endowed Chairs and submit their cases to Mr. Joey Foster to seek funding support.

b. Policies – Dr. Robinson reported on Policy 4.6.4, Promotion and Tenure, that is expected to be submitted to the Board of Regents in January, 2008. In October 2006, the Faculty Senate approved recommended revisions to the Promotion and Tenure
policy. A faculty forum was held on October 25, 2007, for the campus community to learn more about recent adjustments of two modifications in language and one addition regarding the effective date of the revised policy. Tenure dates will be stated in annual faculty contracts. It was recommended that a guide referencing policies to the Faculty Handbook presented to Provost Council also be provided to the Board of Regents. A motion was made and seconded to recommend Policy 4.6.4, Promotion and Tenure, to the President. The motion was unanimously approved.

Dr. Robinson presented Policy 3.7.1, Electronic Communications, in the new format with minor revisions to the Council. A motion was made and seconded to recommend Policy 3.7.1, Electronic Communications, to the President. The motion was unanimously approved.

Dr. Robinson presented Policy 1.1.1, Formulation and Adoption of University Policies, and a flowchart representing the Academic Affairs Policy Process for review. The Council was asked to share them with constituents and send comments or questions to Dr. Robinson. The policy and flowchart will be submitted to the Council in December for adoption and recommendation to the President.

Four existing policies were placed in the policy template and submitted to the Provost Council for review. Questions were raised about approval of regulations and the role of the Provost Council and Council on Academic Affairs. The item will be added to the December meeting agenda for discussion.

c. **Sponsored Programs policies** – Dr. Pogatshnik gave an overview of Sponsored Programs policies and a timeline of their development. The Draft policies were published as Information Items at the September 8, 2007, Board of Regents meeting and presented to the Council in October. A policy work group will be formed comprised of Faculty Senators and others directly associated with the proposed policies to review revisions. Revised policies will be distributed to Council members prior to the December meeting for review. The policies will be presented to the Council at the December meeting for recommendation to the President.

The following agenda items were not discussed and will be added to a future agenda:

d. **CPE budget process and EKU business plan update**

e. **Campus Centers and Institutes**

f. **Campus Safety Work Group**

VI. **Adjournment**

The meeting adjourned at 10:45 a.m.
Following is list of upcoming campus activities and events:

- Giles Art Gallery features internationally renowned artist, art educator and curator, Bing Davis, September 27 – October 20, with a two-day artist residency and a public lecture, timed to coincide with an on-campus exhibition of his work. The opening reception is Sept. 27 from 5 to 7 p.m., followed by the lecture, "Origin and Development of African American Art and Culture," at 7:15 p.m. in Campbell 239.
- The Chautauqua Series featuring on September 28, Community Activist, Dorothy Jackson, the first African-American woman to serve in the Akron, Ohio mayor's cabinet.
- EKU Theatre Presents: "The Effect of Gamma Rays on Man-in-the-Moon Marigolds," Wednesday, September 27 through Saturday, September 30 at 8:00 p.m., Gifford Theatre, Campbell Building.
- The College of Business and Technology Distinguished Speaker series will feature Bill White, EKU alum and president and CEP of 1st Independence Financial Group and 1st Independence Bank in Louisville, on Wednesday, October 4, at 10:10 a.m. in the auditorium of the new Business and Technology Center.
- Family Weekend is September 29-October 1.

UNFINISHED BUSINESS:

3 Motions regarding Promotion & Tenure Recommendations. The motions were moved for approval and seconded at the September meeting. The majority were in favor and each motion was individually approved.

Promotion & Tenure Recommendations in Handbook Language. Senator May moved, seconded by Senator Johnson, to approve the Promotion and Tenure recommendations in Handbook language. Motion carried.

Senator Johnson moved, seconded by Senator Sambrook, to approve the 2003 report written by the Ad Hoc Committee on Promotion and Tenure with the revisions recommended by the Senate incorporated into the original document. Motion carried.

Senator Johnson asked Senator Eakin to draft a letter on behalf of the Senate to the original Ad Hoc Committee commending them for their work on the Promotion & Tenure document.

NEW BUSINESS:

Council on Academic Affairs. Senator Chapman introduced two informational items: an updated withdrawal policy and an updated credit by examination policy.

Senator Chapman moved approval of items 1-6, seconded by Senator Collins. Senator Milde moved to ungroup the items, seconded by Senator Kristofik. The motion to ungroup the items carried.
ACADEMIC AFFAIRS

Faculty Emeritus Status

The President presented the Board with the list of individuals who had been recommended for Faculty Emeritus status by their respective deans, and concurred in by the Vice President for Academic Affairs. Dr. Gray made a motion, seconded by Mr. Cox, to approve the recommendation. The following members voted aye: Mr. Stratton, Mr. Begley, Mr. Cox, Mr. Keith, Dr. Gross, Mr. Harper, Mrs. Moore, Dr. Warren, Dr. Gray, and Mr. Kearns. The persons approved for "Faculty Emeritus" status are listed below.

Ernest E. Byrn
Glenn Carey
William E. Carfield
James Davidson
Elba Gaffin
James A. Lee
Robert Oglo
Donald H. Smith
Doris Sutton
Mary Lou Taylor
Kai Fu Tsao

Professor Emeritus of Chemistry
Professor Emeritus of English
Associate Professor Emeritus of Loss Prevention & Safety
Professor Emeritus of Mathematics Education
Professor Emeritus of Education
Professor Emeritus of Psychology
Professor Emeritus of IE?
Assistant Professor Emeritus of Police Administration
Associate Professor Emeritus of English
Associate Professor Emeritus of Social Science
Associate Professor Emeritus of History

Approval of Candidates for May Commencement

Dr. Funderburk requested approval of candidates for degrees to be awarded at the commencement exercises on May 17. He advised that each will have met the requirements for degrees as determined by the appropriate chairs, deans, Registrar, and the Vice President for Academic Affairs. Mr. Keith moved that approval be given for the candidates for degrees. The motion was seconded by Mr. Cox, and passed without dissent. An official listing of the graduates will be on file in the Registrar's Office.

University Promotion and Tenure Procedures

President Funderburk presented the Board of Regents with the following University Promotion and Tenure Procedures, as approved by the Faculty Senate in December, 1985, and recommended approval. Dr. Gray made a motion, seconded by Mr. Keith, that the Promotion and Tenure Procedures be approved. The roll was called and all members of the Board vote aye.
University Promotion and Tenure Procedures

Eastern Kentucky University, as a matter of principle, complies with the A. A. U. P. standards for faculty promotion and tenure. These standards establish basic policy and procedural expectations for a wide variety of institutions of higher education and disciplines within universities, providing for appropriate professional flexibility at departmental levels. It is with this understanding that the following statements of principles and procedures are set forth to guide the faculty and the administration.

Principles

1. The primary and initial recommendation on matters of promotion and tenure shall be the responsibility of faculty peers.
2. The review procedures in the decision-making process shall be open and verifiable.
3. The departmental and college procedures not determined by these promotion and tenure procedures shall be developed by the faculty composing these units or their representatives and shall be known and agreed to by the faculty.
4. Appeal processes shall be included in all promotion and tenure policies.
5. Policies for promotion and tenure shall state the specific criteria to be used in the evaluation and how they shall be applied.
6. Review processes at each level shall be limited to professionally relevant considerations, but shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. These shall be part of the individual application file.
7. Review processes at each level shall include appropriate evaluations of performance in teaching, service, and scholarship. These shall become part of the individual application file.
8. The entire individual application file, with all recommendations, shall be forwarded to the final university decision-making body.
9. At each level, the procedure shall provide a means to formally notify the candidates of the results of the deliberations, including the reasons for the recommendations.
10. At each level, provision shall be made for reconsideration by the same decision making body and for appeal to the next decision making body.
11. All procedures shall be subject to full faculty review at least every five years.
12. Throughout the process, principles of confidentiality shall be respected.
University Promotion and Tenure Procedures

I. Responsibilities and Application
   A. Responsibilities in the promotion and tenure process

   1. Tenure. It is the responsibility of the dean of the college to inform the department chairs of the need to review each person eligible for tenure. It is the responsibility of the department chairs to inform the department promotion and tenure committee. Appropriate forms shall be made available in the departmental offices.

   2. Promotion. The candidate for promotion is responsible for initiating the process: he or she must request a departmental review by presenting a letter to the department chair, with a copy to the dean, no later than September 10 of the year of review.

   It is the responsibility of the chair to inform the faculty of policies, procedures, and criteria for promotion.

   3. It is the responsibility of candidates for both promotion and tenure to review the Faculty/Staff Handbook for university policies on these matters. It is also the candidate's responsibility to provide the department committee with materials listed. The committee is not responsible for collecting these materials.

   In the process of being reviewed for promotion or tenure, the candidates necessarily must allow their professional materials to be open to their peers on the various promotion and tenure committees.

   4. Departmental committees may set additional requirements for documentation materials; however, all candidates will provide the committees with materials listed below.

      a. Accurate completion of the information requested on the application form, which is to be provided by the chair of the department at the candidate's request.

      b. Statements in support of the application for promotion or tenure.

   For promotion, the committee may concentrate on activities since appointment or the last promotion, but candidates may provide clearly indicated prior activities to demonstrate a record of continued achievement.
c. In the category of teaching, the candidate should include any potentially useful information, such as teaching philosophy, descriptions of unique methods or experiments, attitudes toward evaluation of student work.

d. In the category of scholarly and/or creative achievements, candidates must provide accurate and complete details of works published, papers or other presentations, creative performances, exhibitions, etc. as appropriate to the academic field. Details such as dates, places, audiences, and professional organizations must be spelled out.

e. In the area of service, the candidate may provide activities and complete details of service to the university, community and/or professional organizations and documentation if available.

B. Application

1. Since both rank and tenure are academic designations within the university, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college, whose credentials are approved by the department and college, and who are qualified to perform at that rank in the academic department.

2. A prospective faculty or staff member of the university who is being considered for academic rank and/or tenure shall be awarded the rank and/or tenure in an existing department only with the prior concurrence of that department.

3. Currently employed faculty or staff who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.

II. Department Procedures

A. Procedures for the selection of the departmental committee and procedures for the consideration of the matters of promotion and tenure within the department shall be approved by a majority of the full time teaching members of the department and reviewed by the dean for compliance with this university document. They shall be filed in both the office of the dean and the departmental office.
For the purpose of these procedures, "full time teaching" is defined as set forth on page 57 the Faculty/Staff Handbook, under II., B. of the Organization of the Faculty of Eastern Kentucky University.

B. Changes in the departmental procedures shall be made by a majority vote of the full time teaching members of the department (as above) and shall be reviewed by the dean by May 1 prior to the academic year in which they are to take effect.

C. Each department shall establish procedures and methods for selecting the departmental committee on promotion and tenure. Departmental committees for promotion and tenure shall be composed as set forth by the full time teaching faculty of the department, within the following guidelines:

1. The committee shall consist of no fewer than three voting members. They shall be elected from the full time tenured faculty. If a department is too small to provide such a committee, the department may select non-tenured faculty within the department, or faculty outside the department with the advice of the dean of the college. In such cases, the faculty member may serve on the promotion and tenure committee of more than one department.

2. The maximum number of members shall be determined by the department.

3. While it is recommended that the department chair meet with the department promotion and tenure committee, the chair of the department may, at the discretion of the faculty of the department, also serve on the committee. However, the departmental chair shall not chair the committee.

4. If a faculty member, or a member of his or her immediate family, is being considered for promotion or tenure, he or she may not serve that year. The department procedures will provide for an alternate who will serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in II. C. 1., above, will be followed.

5. If the department so chooses, the same committee may be used for promotion and tenure and for the review of non-tenured faculty, provided the qualifications set forth herein are met.

6. The committee must be elected no later than September 10 of the year in which it is to function.

D. Each department shall establish clear definitions and
9. To complete and forward to the department chair the recommendation.

5. To complete and forward the tenure recommendation forms.

The voting members of the committee will complete and sign the appropriate forms for recommendation for promotion.

2. The vote will be considered a negative decision process at this level.

D. To ensure that unsolicited information or material presented by the candidate includes consistent materials shall accompany the committee.

The committee will forward the written and oral presentation provided by the department chair in writing and as indicated above.

The department chair shall have the responsibility to assemble materials that are consistent with the goals and needs of the department.

C. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the department.

B. To provide the appropriate professional interpretations for the department chair in writing and as indicated above.

A. To provide the appropriate professional interpretations of the responsibilities of the committee and the department chair in writing and as indicated above.
promotion recommendation form and application file for all candidates wishing further consideration.

NOTE! Should the candidate choose to withdraw his/her candidacy, the candidate shall so inform the chair of the department and dean of the college for information purposes.

2. The role of the department chair may vary considerably among the departments in the university. At a minimum, however, the chair will be expected to fulfill the following responsibilities:

a. Provide the committee with such documentation and data as departmental policy and committee needs require.

b. Upon receipt of the committee's recommendation form and the individual application file, the chair shall review the entire set of material and make a separate recommendation regarding the promotion or tenure.

1) If the department chair does not agree with the recommendation of the committee, he or she will so indicate on the recommendation form and submit an explanation for the differing judgment.

2) Justification of the decision of the chair must rest upon documented, verifiable information and is to be presented to the committee, the candidate, and the dean of the college.

3) Hereafter, the term "divided recommendation" refers to recommendations wherein the committee and the appropriate administrator do not concur.

c. The department chair, together with the chair of the departmental committee, shall review the recommendation of the department chair and the recommendation of the department committee with the candidate, provide the candidate with a copy of the report (and all addenda), and secure the candidate's signed receipt.

d. The department chair shall present all recommendations pertaining to promotion or tenure to the dean no later than December 1.
e. The department chair shall forward positive, divided, and appealed recommendations to the college level at the candidate's request.

E. The department shall establish procedures for the expeditious handling of reconsiderations and appeals.

1. The candidate may request reconsideration of the decision of the departmental committee or department chair by submitting a written statement to the chair of the committee, or to the department chair, with a copy to the college dean, within five days of notification by the department head of the decision (excluding weekends and holidays). The statement shall detail grounds for reconsideration and shall include relevant evidence.

2. The committee and/or the departmental chair shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee and/or departmental chair shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.

3. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions, through the departmental chair, to the college level. The candidate shall be notified by the departmental chair of the results of the reconsideration within three days (excluding weekends and holidays) of the submission of the report to the college level.

4. The candidate shall be given ten days (excluding weekends and holidays) to decide whether or not he or she wishes to appeal the departmental decision. If the candidate determines that the decision should be appealed, he or she must submit a formal statement appealing the decision to the dean of the college, with copies to the departmental chair and to the chair of the college committee on promotion and tenure.

5. The appealed recommendation, with the statement of appeal, shall be presented to the college committee on promotion and tenure along with other recommendations from within the college.

III. College Procedures

A. Each college, through the majority vote of the full time tenure track faculty, shall develop written guidelines for Promotion and Tenure procedures to include at least:

1. Criteria unique to that college.
2. Procedures and methods of selecting the college committee and the selection of the chair of the committee to review candidates for promotion and tenure.

3. Clear definitions of the responsibilities for the college committee and the college administration.

B. Guidelines developed by the college shall provide for independence of decision making for the committee and the dean, while assuring that candidates receive full consideration at every point.

1. The committee shall consist of no fewer than five voting members.

2. The dean of the college will serve on the college promotion and tenure committee as a non-voting member.

3. If a member of the committee, or a member of his or her immediate family, is being considered for promotion or tenure, he or she may not participate in deliberations regarding that candidate.

4. The committee must be selected no later than September 10 of the year in which it is to function.

C. Each college shall establish clear definitions and delineations of the responsibilities of the committee and the college dean in writing and filed as indicated above.

1. The college committee shall have the responsibility:

a. To see that the appropriate professional interpretations for the discipline have been applied.

b. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college.

c. To review materials prepared by the departments and addenda provided by the departmental chair and/or the candidate.

d. To ensure that unsubstantiated information or material which lacks documentation are not used as part of the decision process at this level.

e. To submit the committee recommendation, with appropriate documentation and required forms, to the college dean.

1) Committee recommendations on promotion and tenure
will be based upon secret ballot and by majority vote. A tie vote will be considered a negative recommendation.

2) The voting members of the committee will complete their part of the appropriate forms for recommendation for promotion or tenure, providing any necessary addenda. Members of the committee will sign the form, indicating the accuracy of the report as it was approved by the majority of the committee.

2. The chair of the college committee shall formally inform the dean of the college of the decision of the committee and the dean shall inform the candidate of the decisions made at the college level in sufficient time for the candidate to request reconsideration and/or appeal.

3. The role of the college dean may vary considerably among the colleges in the university. At a minimum, however, the dean will be expected to fulfill the following responsibilities:

   a. Provide the committee with such documentation and data as college policy and committee needs require.

   b. Upon receipt of the committee's recommendation form and the individual application file, the dean shall review the entire set of material and make a separate recommendation regarding the promotion or tenure.

1) If the college dean does not agree with the recommendation of the committee, he or she will so indicate on the recommendation form and submit an explanation for the differing judgment.

2) Justification of the decision of the dean must rest upon documented, verifiable information and is to be presented to the committee and the candidate.

   c. The dean shall inform the candidate of the decision prior to submission to the recommendation to the next level, in time to provide the candidate with the opportunity to request a reconsideration.

   d. The dean shall forward positive, divided, and appealed recommendations pertaining to promotion or tenure to the vice president, with copies of the recommendations from the college (and addenda) to the candidate, the chair of the college committee, and the department chair, no later than February 15.
D. Each college shall establish procedures for the expeditious handling of reconsiderations and appeals.

1. The candidate may request reconsideration of the decision of the college committee or college dean by submitting a written statement to the chair of the committee, or to the college dean, with a copy to the vice president for academic affairs, within five days of notification by the college dean of the decision (excluding weekends and holidays). The statement shall detail grounds for reconsideration and shall include relevant evidence.

2. The committee and/or the college dean shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee and/or college dean shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.

3. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions are, through the college dean, to the vice president. The candidate shall be notified by the college dean of the results of the reconsideration within three days (excluding weekends and holidays) of the submission of the report to the vice president.

4. The candidate shall be given ten days (excluding weekends and holidays) to decide whether or not he or she wishes to appeal the college decision. If the candidate determines that the decision should be appealed, he or she must submit a formal statement of appeal to the chair of the university committee on promotion and tenure, with copies to the college dean and to the vice president for academic affairs.

5. The appealed recommendation, with the statement of appeal, shall be presented to the university committee on promotion and tenure along with other recommendations from within the university.

IV. University Procedures

A. The vice president and the university committee on promotion and tenure will develop written guidelines for the committee's promotion and tenure operational procedures to include at least:

1. The ways established university criteria will be applied.

2. Clear definitions of responsibility for the university committee and for the vice president.
B. Guidelines developed by the vice president and the university promotion and tenure committee shall provide for independence of decision making by the committee and the vice president, while assuring that the candidates receive full consideration at every point.

1. The vice president shall serve as a non-voting member on the committee.

2. If a member of the immediate family of a member of this committee is being considered for promotion or tenure, he or she may not serve during those deliberations. The committee procedures will provide for an alternate, if needed.

C. The procedures of the university committee on promotion and tenure shall be set forth in writing by the members of the committee and filed in the office of the president of the university with copies to the offices of the vice president for academic affairs, the deans of colleges, and all academic departments.

1. The university committee on promotion and tenure shall have the following responsibilities:

   a. To review the applications to ensure:

      1) That the promotion and tenure recommendations are consistent with the goals and needs of the university.

      2) That the candidate meets the basic requirements of the university for promotion or tenure.

      3) That the appropriate review of the candidate's qualifications has been made by those professionally able to do so and that these reviews have been documented appropriately.

   b. To review appeals and divided recommendations in light of the above factors and the supporting material submitted on behalf of the parties involved.

   c. To determine whether or not the candidate's application should be approved based upon the above reviews and the chair of the committee shall notify the vice president of academic affairs of the decision of the committee.
2. The university promotion and tenure process at the university level shall be structured so that the advisory committee at this level which considers promotion and tenure matters shall consist of as many full-time teaching faculty as it does academic deans. The university promotion and tenure committee shall be composed of the academic deans with teaching faculty and an equal number of full-time teaching, tenured, faculty, one from each area represented by an academic dean.

   a. The selection of the membership of the university promotion and tenure committee shall be made by the executive committee of the faculty senate from a slate submitted to them by the faculty senate committee on committees. This selection shall be made no later than December 1 of the academic year in which the committee is to serve.

   b. The faculty representatives shall serve for staggered terms of three years, though any member may be selected for two consecutive terms.

   c. Initially, it will be necessary for the members to serve varying terms to facilitate staggered terms. The executive committee of the faculty senate shall appoint, as nearly as possible, an equal number of faculty for each of one year, two year, and three year terms for this purpose.

3. The voting members of the committee will complete their portion of the appropriate university recommendation forms for promotion or tenure, and provide any necessary addenda. Members will sign the forms to indicate the accuracy of the report as it was approved by majority vote.

4. Committee recommendations on promotion and tenure will be based upon secret ballot and by majority vote. A tie vote will be considered a negative recommendation.

D. The vice president has several responsibilities in matters relating to promotion and tenure.

   1. It is the responsibility of the vice president of academic affairs to review the procedure to ensure that in every case the process followed was consistent with university policies and the policies of the various colleges and departments.

   2. Having been assured that the appropriate procedures have been followed, the vice president will review the individual application file, accompanying documentation, and addenda to determine whether or not the application should be supported.
This decision is to be based upon documented and verifiable data contained in the file.

3. If the vice president does not concur with the recommendation of the university promotion and tenure committee, the basis for the disagreement will be indicated in writing.

4. If in agreement with the recommendation of the university promotion and tenure committee, the vice president signs the recommendation form and indicates that agreement.

5. The candidate shall be notified at least five days (excluding weekends and holidays) prior to the submission of the vice president's recommendation to the president of the university, thus providing opportunity for a request for reconsideration.

6. The vice president will submit all recommendations to the president of the university by approximately March 1. Copies of the recommendation shall be given to the chair of the committee of deans, the appropriate academic dean, the appropriate department chair, and the candidates.

7. The president of the university shall evaluate each recommendation on its merits and shall determine the appropriate recommendations to be submitted to the board of regents.

8. Official notification of a candidate for tenure that tenure will not be awarded must be given one year prior to the candidate's termination of employment at the university.

E. Reconsideration and appeal procedures are to be provided at the university level also.

1. The candidate may request reconsideration of the decision of the university committee or vice president by submitting a written statement to the chair of the committee, or to the vice president, with a copy to the president of the university, within five days of notification by the vice president of the decision (excluding weekends and holidays). The statement shall detail grounds for reconsideration and shall include all relevant evidence NOT PREVIOUSLY PRESENTED.

2. The committee and/or the vice president will reconsider the recommendation in light of the new information provided in the statement of the candidate, will meet with the candidate, and will record the confirmed or revised recommendation.

3. Decisions on reconsiderations shall be processed in the same manner as uncontested decisions are, through the vice president, to the president. The candidate will be notified by the vice president of the decision on the reconsideration within three
days of the submission of the report to the president (excluding weekends and holidays).

4. The candidate will be given ten days (excluding weekends and holidays) to decide whether or not he/she wishes to appeal the decision made at the level of the vice president. If the candidate determines that the decision should be appealed, he/she must submit a formal statement appealing the decision to the president of the university within the ten day period (excluding weekends and holidays). Copies are to be provided the vice president and the chair of the committee of university.

5. The appealed recommendation, with the statement of appeal, shall be presented to the president of the university, along with other recommendations from within the university. The president's recommendations in matters of promotion and/or tenure will be submitted to the board of regents at the appropriate meeting for the consideration of faculty promotion and tenure.

6. If the president rules against the appeal by the candidate, the candidate shall be informed through appropriate administrative channels. Such notification shall be made within five working days of the submission of approved recommendations to the board of regents.

V. Consideration of Faculty Holding Administrative Positions

A. All the procedures and guarantees outlined above for faculty apply equally to faculty in administrative posts IN SO FAR AS THEIR ACADEMIC FACULTY POSITION OR RANK ARE CONCERNED.

B. Certain additional observations need to be made when the procedures are applied to administrative faculty. They are practical considerations of balancing administrative time against time served as a member of the faculty. These include:

1. Administrators shall be judged by the same criteria as any other faculty. Teaching, service, and scholarship standards must meet approval of the various committees and administrators. Administrative performance shall not substitute for any of these three areas.

2. The consideration of a faculty member serving in an administrative post for academic rank or tenure will be made by the department and the college in which he/she holds academic rank. If the administrator is normally a part of the process (as a department chair or dean may be) that administrator's recommendation is omitted and passed on to the next level.
3. Procedures for reconsideration and/or appeal are no less a part of the process for faculty holding administrative posts than for any other faculty member. The same principles apply as for consideration of recommendations - if the administrator is normally part of the process of reconsideration or appeal that person's responsibilities are omitted and the matter is processed to the next level.

VI. With the exception of the following, the procedure for amending this promotion and tenure procedures is to be consistent with the applicable policy of the faculty senate.

A. The basic procedure is as follows:

1. A written request to amend the document is to be submitted to a member of the faculty senate.

2. The member of the faculty senate is to submit the amendment to the faculty senate.

3. If the proposed amendment is approved by the faculty senate, it proceeds through the appropriate channels for approval by the board of regents.

B. The time frame for completion of the acceptance or rejection of the proposed amendment may not exceed one calendar year from the initial proposal to the faculty senate.
OLD BUSINESS

1. Committee on Faculty Rights and Responsibilities

University Promotion and Tenure Procedures

The Senate resumed deliberations on the proposed Procedures for Faculty Promotion and Tenure which had been presented by the Committee on Faculty Rights and Responsibilities at the November 4, 1985, meeting of the Senate. Professor Fox introduced a set of materials which included five pages (1, 3, 4, 10, and 13) of the proposed Procedures for Faculty Promotion and Tenure which include editorial changes necessitated as a result of motions passed in the November 4 meeting; a yellow page which included editorial changes on page 11 of the original document clarifying the role of the university committee on promotion and tenure as a result of discussion in the Senate on November 4; and the last page of the material identified as a light tan page (page 12) which included the revision of the procedures to provide for the placement of an equal number of faculty on the university committee. This revision was in response to Senator Reed's motion of November 4 which included the provision that "The University promotion and tenure process at the University level shall be structured so that the advisory committee at this level which considers promotion and tenure matters shall consist of as many full-time teaching faculty as it does academic deans."

Senator Thompson moved to approve the editorial changes on the yellow page. Senator Vaughan seconded. Senator Laird asked if all changes on page 11 (yellow page) were editorial changes. Chair Heberle answered that they were. With discussion completed, Chair Heberle called for the vote. The motion passed.

Senator Baugh moved, seconded by Senator M. Thompson, to reconsider Senator Reed's motion of November 4 and mentioned above. Senator Heberle explained that the procedure would be to vote on the motion to reconsider and additional procedure would depend on the outcome of that vote.

Senator Blackwell spoke in favor of the motion to reconsider emphasizing the diversity of the colleges and questioning the desirability of having people in completely different academic areas making decisions involving matters as important as promotion and tenure.

Senator Reed defended the original motion saying that it was passed after an adequate amount of discussion.

Senator Thompson spoke in favor of the motion to reconsider stating that the committee had considered at length the possible outcomes and results of various alternatives.

Senator Masagatani spoke in favor of the motion to reconsider saying that Senator Reed's motion came from the floor and did not give the Senators an opportunity to discuss the matter with their constituencies.

With discussion completed, the Chair called for the vote on the motion to reconsider. A voice vote was inconclusive and the Chair called for a show of hands. The motion carried.
Chair Heberle, at this point, called for discussion on the main motion (Senator Reed's motion).

Professor Fox spoke for the Committee explaining the rationale used by his committee in writing the report as it was presented. He felt that the efficiency of the committee at the university level would be impaired by enlarging it.

Senator Baugh continued the discussion by expressing certain concerns which included efficiency of the committee and confidentiality if faculty were on the committee at the university level.

Senator Reed stated the committee could be any size since nothing required that all the deans serve on the committee.

Senator Thompson spoke in favor of leaving the document as the committee presented it. The committee thought that most of the evaluation would be done at the department and college level rather than the university level. She stated that the university committee was perceived as being primarily an administrative function. She asked if it was necessary to burden ten other faculty (if the committee were enlarged) with primarily administrative procedures.

Senator Laird indicated that he had mixed feelings about having faculty on the committee at the university level. He opined that faculty would present a system of checks and balances on the committee. Senator Laird concluded by guessing that he favored having faculty on the committee at the university level for oversight purposes.

Senator Kleine cautioned the faculty members who might serve on the committee at the university level not to get too caught up in supervising what constitutes legitimate research in other areas (than their own). Senator Kleine felt that the committee at the university level should be concerned with procedure rather than specifics which had been dealt with on the departmental and college levels.

Senator LeVan spoke in favor of having faculty on the committee at the university level.

With discussion having ended, Chair Heberle read the motion as follows: to add the following sentence at the beginning of paragraph IV. A: "The University promotion and tenure process at the University level shall be structured so that the advisory committee at this level which considers promotion and tenure matters shall consist of as many full-time teaching faculty as it does academic deans.," and to change "academic deans committee" to "university committee" wherever the term appears in IV.A., B., C., D., and E., and to change "academic deans" in line 3 of IV.C. to "members of the committee".

In response to Senator Long's question, Chair Heberle informed the Senate that a yes vote would indicate approval of the motion and a no vote would indicate rejection of the motion. The vote was taken and the Chair declared that the motion passed. A division of the house was called for. A count of hands confirmed that the motion carried.
Senator Masagatani moved, seconded by Senator Thompson, that all items on the page previously identified as a light tan page (page 12) marked by an asterisk be approved. The motion passed.

Chair Heberle called for further discussion on part IV of the document.

Senator Hale asked if paragraph IV.D.8. referred to a calendar or academic year. The answer was calendar year.

The discussion moved to section V of the document. Senator Hale, referring to paragraph V.B.2., asked if department chairs are administrators. Professor Fox, speaking for the committee, stated that they were faculty members with administrative functions.

Chair Heberle called for discussion on section VI. There being none, the Chair asked if the Senate was ready to vote on the main motion as amended. The vote was taken and the motion passed.

2. Resolution Proposed by Senator Laird

In another matter of old business, Senator Laird presented the following modified version of a proposal which he had earlier introduced to the Senate but which had not been acted upon:

The Faculty Senate recommends to the Board of Regents that it adopt the following policy concerning evaluations:

All evaluations of faculty, students, and/or administrators are to be held in confidence. They will be made available to appropriate University authorities only in conformity with Senate-established guidelines and only as they may be required for normal university functioning. They will be made available to State and/or Federal authorities only in conformity to legal requirements and with the prior notification (or good faith attempt at notification) of the person whose records are involved. Duplications of the evaluation are not permitted unless specifically required by law or by court order.

Senator Laird moved, seconded by Senator Hale, to pass the resolution. The motion carried.

NEW BUSINESS

1. Report from Council on Academic Affairs

Senator Enzie presented the report from the Council on Academic Affairs.

Senator Enzie moved, seconded by Senator Hansson, to suspend A.S. degree programs in 1) Agricultural Mechanization, and in 2) Beef Herd Management and to restructure A.S. degree program in Dairy Herd Management into a generic program in Technical Agriculture with options in 1) Beef Herd
PROPOSED PRE-FINAL EXAMINATION WEEK POLICY

"It shall be the policy of the University that no major examinations or major assignments be given during the week immediately preceding the week of final examinations. Exceptions to this policy shall be approved by the Department Chairman and shown in the course syllabus distributed at the beginning of the semester."

PROPOSED CLARIFICATION OF POLICY REGARDING C.P.A. FOR STUDENTS WHO HAVE ATTEMPTED 96 OR MORE HOURS, PAGE 68, CURRENT CATALOG

The proposed change in wording is:

"A student who has attempted 96 or more hours in a baccalaureate degree program with a grade point average below 2.0 but not below 1.8 will be allowed to attempt a maximum of 32 additional hours to bring his average up to 2.0."

Following discussion, President Powell recommended approval of the Council on Academic Affairs report. Motion was made by Mr. Stratton, seconded by Mr. Yeiser that the report of the Council be formally approved. A voice vote showed all voting aye.

Transfer of Department of Mass Communications

President Powell recommended approval of a proposal developed by the Planning Council concerning transfer of the Department of Mass Communication from the College of Arts and Sciences to the College of Applied Arts and Technology, effective July 1, 1978. Motion was made by Mr. Gentry, seconded by Mr. Combs, that this transfer be effected as proposed. Unanimous approval was given on a voice vote.

Proposed Revision of Faculty Handbook Tenure Statement, Page 22

President Powell presented a proposal which was approved by the Faculty Senate at its meeting on April 17, 1978, to revise the Faculty Handbook Tenure Statement as contained on page 22 to read as follows:

"Attainment of tenure status by a faculty or staff member shall remain in effect until age 65, or unless just cause shall be shown for terminating such status. After age 65, based on evaluations by appropriate university officials, annual contract may be tendered to the employee. The mandatory retirement age is 70."

Dr. Powell explained that this revision will reestablish the University policy concerning members of the faculty over age 65 which had been in effect until year before last. At that time, policy was adopted which looked forward to mandatory retirement of individuals at age 65. Recent federal legislation in this area indicates that we should continue the previous policy rather than instituting the new policy. He stated that Eastern will have until 1981 to study this policy in light of federal legislation to see if it is in keeping with new federal statutes regarding mandatory retirement. He recommended formal approval of the Board for this revision of the tenure statement for the Faculty Handbook.

Mr. Yeiser made the motion to approve the tenure statement as presented, second by Mr. Hoy, and unanimous approval was given on a voice vote.
TO: Academic Council

Department of Physical Education

Proposal for New Course Offering:

The Dance Minor curriculum would necessitate the addition of one course: Beginning Ballet.

Rationale:

There have been numerous requests for a course offering in ballet, especially from the areas of gymnastics and theatre, as well as from students, staff, and residents of Richmond.

The technique of ballet is considered to be basic to the mastery of Dance. Technique by definition is the means of preparing the instrument to move in a skilled manner. While there are many styles of movement, ballet is one of the few means complete enough to be considered a technique. Ballet developed over the past four centuries. Its terminology is an essential part of one's dance education.

Catalog Information:

PHE 302. Beginning Ballet. One hour. I,II.
A basic course in classical ballet involving barre center work, and simple combinations across the floor.


Evaluation:

Skill tests
Written tests on terminology, history.

At this time, Mr. Stratton moved that the Board of Regents approve the academic programs as detailed by Vice-President Rowlett, approved by the Council on Academic Affairs, and recommended by President Martin. The motion was seconded by Mr. May and approved by the Board unanimously.

Proposed Guidelines for Initial Appointment, Promotion and Tenure

Dr. Rowlett then presented the proposed guidelines for initial appointment, promotion, and tenure. He stated that these proposed guidelines had been approved by the Faculty Senate at its meeting on May 3, 1976. He noted that the guidelines were developed over a period of more than a year's time by the deans of the various colleges, that draft copies of the guidelines were distributed to members of the faculty on February 10, 1976, and hearings were held on February 17-18, 1976, at which time faculty members were invited to comment on the proposed guidelines. He added that the proposed guidelines were approved by the Council on Academic Affairs prior to its transmittal to the Faculty Senate.

Dr. Rowlett then explained the guidelines in detail and discussed in each area the minimum level of educational qualifications and experience required. He discussed the special cases in which equivalent training and/or experience could be equated with the terminal degree. He noted that the guideline of scholarly and/or creative achievements was stated broadly enough to recognize all forms of activities that would be appropriate to consideration for promotion.
CRITERIA AND PROCEDURES FOR PROMOTION

Promotion Recommendations. Recommendations for promotion originate in the department, division, or unit in which promotion is granted. The Department Chairman will involve senior tenured faculty members from that unit in the review process. The written recommendation shall also be approved by the Dean of the College in which the department is located, the College Promotion and Tenure Review Committee and the Vice President for Academic Affairs and Research. The President recommends approval of promotion to the Board of Regents which has the authority to grant promotions.

The criteria listed below are intended for guidance in determining eligibility for promotion. These criteria are most directly applicable to the disciplines where terminal degree programs are generally available, and when it is customary for university faculty members in these disciplines to hold the terminal degree. It is specifically recognized that university programs in certain technical and specialized fields require faculty whose education and/or experience will be different from the stated criteria. In special cases professional competency may be substituted for advanced degrees.

For Promotion to:

Assistant Professor

1.1 Educational Qualifications-terminal graduate degree in appropriate discipline

1.2 Experience-evidence of successful teaching and/or related experience

1.3 Evidence of potential for scholarly and/or creative achievements

1.4 Time in rank-minimum of one year

or

2.1 Educational qualifications-Master's degree plus advanced graduate study (equivalent to "ABD") in appropriate discipline

2.2 Experience-Evidence of successful teaching and/or related experiences

2.3 Evidence of potential for scholarly and/or creative achievements

2.4 Evidence of potential for service to the University, the profession, and the community.

2.5 Time in previous rank-minimum of two years

or

3.1 Educational qualifications-Master's degree plus one year (24 semester hours) of advanced graduate study in appropriate discipline

3.2 Experience-Evidence of successful teaching and/or related work experience

3.3 Evidence of potential for scholarly and/or creative achievements

3.4 Evidence of potential for service to the University, the profession, and the community

3.5 Time in previous rank-minimum of three years
Associate Professor

1.1 Educational qualifications-terminal graduate degree in appropriate discipline

1.2 Experience-evidence of successful college or university teaching (including administrative) experience and/or directly related work experiences

1.3 Evidence of scholarly and/or creative achievements

1.4 Evidence of service to the University, the profession, and the community

1.5 Time in previous rank-minimum of three years

or

2.1 Educational qualifications-Master's degree plus advanced graduate study (equivalent to the "ABD") in appropriate discipline

2.2 Experience-fifteen years of successful college or university teaching (including administrative) experience and/or directly related work experiences

2.3 Evidence of scholarly and/or creative achievements

2.4 Evidence of service to the University, the profession, and the community

2.5 Time in previous rank-minimum of ten years

or

3.1 Educational qualifications-Master's degree plus one year (24 semester hours) of advanced study in appropriate discipline

3.2 Experience-twenty years of successful college or university teaching (including administrative) experience and/or directly related work experiences

3.3 Evidence of scholarly and/or creative achievements

3.4 Evidence of service to the University, the profession, and the community

3.5 Time in previous rank-minimum of fifteen years

Professor

1.1 Educational Qualifications-terminal graduate degree in appropriate discipline

1.2 Experience-evidence of successful college or university teaching (including administrative) experience and/or directly related work experiences

1.3 Evidence of scholarly and/or creative achievements

1.4 Evidence of service to the University, the profession, and the community

1.5 Time in previous rank-minimum of five years

or

2.1 Educational qualifications-Master's degree plus advanced graduate study (equivalent to the "ABD") in appropriate discipline

2.2 Experience-twenty-five years of successful college or university teaching (including administrative) experience and/or directly related work experiences

2.3 Evidence of scholarly and/or creative achievements
2.4 Evidence of service to the University, the profession, and the community

2.5 Time in previous rank—minimum of ten years

FACULTY APPOINTMENTS AND TENURE

There are three kinds of appointment to the faculty (1) temporary, (2) probationary, and (3) tenure appointments.

1. Temporary Appointment

Temporary appointments are normally part-time teaching assignments, replacements for regular faculty members, and visiting faculty. They are for limited periods of time and for special purposes. Time served in a temporary appointment may count toward meeting tenure requirements, if followed by a full-time probationary appointment or promotion. Faculty appointed at the rank of instructor have temporary appointment status since they cannot obtain tenure as an instructor.

2. Probationary Appointment

a. All initial full-time appointments at the rank of Assistant Professor and above are probationary.

b. Probationary appointments are made annually.

3. Tenure Appointments

a. Applicability. The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, instructor and such members of the staff whom the president recommends and the Board of Regents approve.

b. Eligibility. A faculty or staff member shall be eligible for tenure after completing a five-year probationary period of continuous service at Eastern and attaining the rank of assistant professor or above.

Leaves of absence may not be counted toward the five years of full-time service, but they will be considered as a continuous absence. A faculty member may thus take a year’s leave of absence after four years, return, and after an additional year be eligible for tenure.

Previous service in other institutions normally does not count toward meeting tenure requirements.

c. Tenure Recommendations. Recommendations for tenure originate in the department, division, or unit in which tenure is granted. The department chairman will involve senior tenured faculty members from that unit in the review process. The written recommendation shall also be approved by the Dean of the College in which the department is located, the College Promotion and Tenure Review Committee and the Vice President for Academic Affairs and Research. The President recommends approval of tenure to the Board of Regents which has the authority to grant tenure.
Termination of Tenure

Attainment of tenure status by a faculty or staff member shall remain in effect until age 65, or unless just cause shall be shown for terminating such status. After age 65, in some exceptional circumstances, an annual contract may be tendered to the employee at the option of the University. The mandatory retirement age is 70. Tenure status shall remain in force during good behavior and efficient and competent service and shall not be terminated except for any one of the following causes: incompetency, neglect of or refusal to perform his duty, or for immoral conduct. In addition, bona fide financial exigencies may be cause for termination of tenure status.

No faculty or staff member who has attained tenure status may be discharged before he has received a written copy of the charges against him, and has had the opportunity to be heard in person or by counsel before the Board of Regents. After receiving a notice of charges against him the individual concerned shall, within fifteen days, send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than fifteen nor later than forty-five days after receiving the request.

Within thirty days after the receipt of the official, contractual letter sent annually to faculty and staff members, each person shall submit to the President a written acceptance or rejection of the contractual terms. Subsequently, no faculty or staff member should resign his position after July 1 unless it is agreeable to the University and so stand in writing by the President.
CRITERIA FOR DETERMINING COMPETENCY FOR INITIAL APPOINTMENTS, PROMOTION, AND TENURE

The following criteria for evaluation of a faculty member's qualifications and performance are provided to make the evaluation as impartial and objective as possible. The list of criteria is not comprehensive and certain criteria may not apply equally in all situations. Each department may wish to assign more weight to certain criteria because of the functions, characteristics, and approach of that department.

1. Teaching effectiveness
   a. Command of subject matter
   b. Ability to organize and present subject matter
   c. Student advising, if applicable
   d. Accessibility to students
   e. Continued growth and development in teaching specialty

2. Service
   a. To the University, as evidenced by participation in activities such as the following ones:
      1. Committee activities, chairman
      2. Administrative and Supervisory duties
      3. Service to students
      4. Willingness to assume responsibilities
      5. Graduate thesis chairman
      6. Development of proposals to benefit the institution and which may generate funding from sources outside of the normal channels
   b. To the profession, as evidenced by participation in activities such as the following ones:
      1. Active participation in professional organization
      2. Leadership roles in professional organization
   c. To the community, as evidenced by participation in activities such as the following ones:
      1. Continuing education activities
      2. Consulting
      3. Professionally related leadership roles in appropriate community organizations
      4. Development of relations with business, industry, trade, and similar groups

3. Scholarly and/or Creative Achievements such as the following ones:
   a. Published books and articles
   b. Papers and speeches presented at professional meetings
   c. Ongoing and completed research
   d. Creative achievements in the fine and applied arts
   e. Inventions or technical achievements
   f. Scholarly proposals for possible outside funding

4. Work experience related to teaching specialty is desirable where appropriate
EVALUATIVE TECHNIQUES

Yearly evaluation of all faculty in terms of the previously listed criteria is desirable in order to develop an historical record of the faculty members' performance and achievement. Any of the following methods or techniques may be utilized:

1. Faculty Self Assessment of performance in areas of
   a. Teaching effectiveness
   b. Service
   c. Research, creative achievements, and scholarly activities
   d. Professional development

2. Peer Evaluation in areas of
   a. Achievement of objectives
   b. Approach to teaching: creative, innovative, enthusiastic
   c. Student interest, motivation, participation
   d. Quality of teacher-prepared materials
   e. Relationship to students
   f. Evaluation of student performance
   g. Knowledge of subject matter

3. Student Evaluation
   a. Achievement of stated teaching objectives
   b. Approach to teaching: creative, innovative, enthusiastic
   c. Evaluation of achievement of student objectives
   d. Assignments
   e. Relationship to students
   f. Knowledge of subject matter

4. Supervisory Evaluation
   a. Teaching effectiveness
   b. Advising
   c. Acceptance of responsibility
   d. Quality of performance in areas outside of teaching: committee work, administration, service, and professional growth

5. Alumni Evaluation
   a. Teaching effectiveness
   b. Advising
   c. Knowledge of subject matter

President Martin explained that the criteria proposed for consideration by the Board of Regents today represented what has been done on an informal basis in recent years. He discussed the problem involved in these areas during the years of the University's rapid growth. He noted that the proposed Guidelines, in his opinion, represent a good start, but only a start, in determining appropriate criteria for initial appointment, promotion, and tenure. He stated that there were specific problems to be faced:

1) Scholarly production was the only basis for seeking a reduction in normal teaching load of full-time faculty: He noted that the problem was that of developing a specific policy ranking between no policy at all and the "publish or perish" policy which is prevalent in the more prestigious institutions. He stated that criteria will have to be developed that are considerably more specific in this area than that contained in the proposed guidelines.

2) Evaluation of teaching ability and effectiveness; President Martin noted that the holding of the terminal degree does not guarantee effectiveness in teaching.

3) Attitudes and reflections of attitudes: He stated that this area did not bring into consideration any matters which would infringe upon academic freedom. He noted that this has to do with relationships to students, and to University goals and regulations.

President Martin recommended that the Board of Regents approve the proposed Guidelines for Initial Appointment, Promotion, and Tenure and that the Council on Academic Affairs be directed to continue its study in this area to develop more specific criteria in the areas detailed above.
Guidelines for Initial Appointment, Promotion, and Tenure (con'd)

Mr. Keith observed that the most important part of the faculty personnel process was the determination of tenure. He stated that, in his opinion, the determination of tenure was a critical stage in the personnel process.

President Martin observed that the University does not have many extremely poor faculty members but has far too many mediocre. He stated that the evaluation of teaching is a very difficult task but one that must be done.

Following discussion, it was moved that Dr. Taylor that the Board of Regents approve and adopt the proposed Guidelines for Initial Appointment, Promotion, and Tenure and direct the Council on Academic Affairs to continue study in this area, as recommended by the President. The motion was seconded by Mr. Farmer and approved by the Board unanimously.

Accreditation of Industrial Technology Program

President Martin stated that he was recommending to the Board that Eastern seek accreditation of its industrial technology program from the National Association of Industrial Technology which is a highly respected accrediting body within the technical fields. He further stated that it would be necessary that $1500 be budgeted to defray the cost of accreditation which consists of fees and the team visit. He noted that the visit would occur in the spring of 1977.

Mr. Yeiser made the motion that the Board approve Eastern's seeking accreditation of its industrial technology program from the National Association of Industrial Technology. The motion was seconded by Mr. Phelps and when the roll was called, the following voted "aye": Mr. Begley, Mr. Combs, Mr. Farmer, Mr. Keith, Mr. Hay, Mr. Phelps, Mr. Stratton, Mr. Yeiser, Mr. Girard, and Dr. Taylor. Those voting "nay": None.

Post-Approval of Degrees Granted at May Commencement

President Martin stated that he was recommending that the Board give post-approval to the graduates who qualified for their diplomas on May 9, 1976. He recalled for the Board that prior approval had been given before the final list had been made. He stated that he was asking for formal approval so that the names of the graduates will be listed in the minutes of the Board which, in his opinion, was the predominant record of the institution.
TERMINATION OF ASSOCIATE OF ARTS DEGREE PROGRAM IN INSTRUCTIONAL MEDIA

Mr. Rowlett moved that the Senate approve the termination of the Associate of Arts Degree Program in Instructional Media. This recommendation was made based on the fact that very few students have been enrolled in the program and very few jobs are available for the graduates. The motion was seconded by Mr. Branson and approved by the Senate.

MINOR IN DANCE

Mr. Rowlett moved the approval of the proposal for the addition of a minor in Dance in the Department of Physical Education. The motion was seconded by Mr. Myers and approved by the Senate.

Copies of the above proposals in their entirety are on file with the official Minutes of this meeting.

CRITERIA FOR DETERMINING RANK FOR INITIAL APPOINTMENT TO THE UNIVERSITY FACULTY

Mr. Rowlett presented to the Senate the Criteria for Determining Rank for Initial Appointment to the University Faculty. Mr. Rowlett noted that the guidelines had been developed over a period of eighteen (18) months and copies had been distributed to the faculty. Five letters of reaction to the proposed document were received by Mr. Rowlett. He further noted that, during open hearings, most reactions had been favorable. He told the Senators he realized that this was only the beginning since there would be revisions and other changes to be made. However, he felt they had made a good start.

Mr. Rowlett moved that the Senate approve the proposed guidelines. Mr. Hansson seconded the motion.

Mr. Graybar questioned the experience factor regarding "teaching assistant" in graduate school.

Mr. Rowlett responded that the committee seemed to think that it would be desirable to have the experience factor involved.

Mr. Heberle questioned the third sentence, page 3, under Promotion Recommendations, referring to senior tenured faculty members.

Mr. Rowlett responded that the committee did not make an effort to spell out, in detail, the procedures to be employed. This matter was left for further development, at which time an attempt will be made to be more specific.

Mr. Gilliland asked if this document applies retroactively to persons presently employed on the faculty.

Mr. Rowlett stated that he felt the review committee would be sensitive to the fact that there are some people with many years of service who do not squarely fit what is in the document. Therefore, there is always room for exceptions.

Following a question from Mr. Branson regarding the tenure requirement, Mr. Rowlett indicated that the document reflected the present practice.
Mr. Griffith asked why the remainder of the first sentence on page 7, under Termination of Tenure, was deleted. He felt the full statement should be included.

Mr. Rowlett responded that this was done for purposes of abbreviation.

Mr. Griffith asked if this particular statement in the document was meant to change the statement in the Faculty/Staff Handbook.

Mr. Rowlett responded that nothing in the Faculty/Staff Handbook would be changed without being done so properly and this was not intended when the statement was included in the proposed document.

Mr. Griffith moved to include the last three paragraphs, as modified, of the tenure statement published on page 23 of the University Handbook for Faculty and Staff in the proposed guideline document. The motion was seconded by Mr. Thompson and the amendment was approved by the Senate.

Other New Business

Mr. Castle reported the following results of the April 27 election to select an advisory committee to work with the Presidential Search Committee:

Allied Health & Nursing: David Gale
Arts and Sciences: Charles Nelson, Frederic Ogden, Morris Taylor
Arts and Technology: Clyde Craft
Business: Bentley Hilton
Central University College: Clyde Lewis
College of Education: James Stull, Joe Wise
College of Law Enforcement: Robert Bagby
Library: Ernest Weyhrauch

Mr. Joe Wise was elected Chairman by the members of the advisory committee.

Mr. Burkhart asked that the Senate try to reconvene later in the week to complete the discussion of the Faculty Senate Study Committee recommendations.

Adjournment

There being no further business to come before the Faculty Senate, Mr. Libbey moved that the Senate adjourn until 4:40 p.m., Wednesday, May 5. The motion was seconded by Mr. Graybar and approved by the Senate with adjournment at 6:25 p.m.

Respectfully submitted,

William E. Sexton
Secretary

Note: Minutes of the meeting of May 5 will follow.
REC 625. Philosophy and Trends in Recreation and Leisure. Three hours. A.

The changing environment, significance of leisure in American life, theories and concepts of recreation and leisure education for the arts of leisure, and recreative use of leisure.

REC 635. Park Management and Operation. Three hours. A.

Management principles and techniques as related to park areas, facilities, personnel and finance. Problems and solutions with emphasis on current practices and trends.

REC 640. Administrative Processes and Practices. Three hours. A.

Principles and concepts of administration. An in-depth investigation of budgeting, policy formulation, and legislative provisions.

REC 645. Seminar: Problems in Recreation. One-four hours. A.

An extensive collection and analysis of data concerning issues, trends, or problems that should be solved by the profession.

REC 670. Thesis. Six hours. A.

President Martin stated that the proposal had been approved by the Council on Academic Affairs and the Faculty Senate and he recommended approval by the Board of Regents.

REVISION IN TENURE PROCEDURES

President Martin presented to the Board a proposed revision in tenure procedures:

"Eastern's present tenure policy is such that if a person does not receive a terminal contract for the fifth year he or she is virtually assured of tenure at the end of the fifth year, thus effectively reducing the probationary period to four years. There would be some advantages in modifying the policy and procedures in a manner designed to provide a full five year probationary period with the possibility of a terminal appointment for the sixth year. This could be accomplished by the following change:

The third sentence of the first paragraph under "Academic Tenure," page 17 of the Faculty/Staff Handbook now reads:

'If, within a five-year period, promotion beyond the rank of instructor cannot be justified, the employment of a faculty member shall be terminated.'

It is proposed that this sentence be changed to read:

'If, by the end of the five-year probationary period, promotion beyond the rank of instructor cannot be justified or if for any other reason a faculty member is not recommended for tenure, a one-year terminal contract shall be tendered.'

This revision will be applicable to faculty newly appointed for the 1971-72 academic year and thereafter."

It was then duly moved and seconded that the Board of Regents approve the Bachelor of Science Degree Program in Corrections, the Master of Science Degree Program in Recreation and Park Administration and the recommended revision in tenure procedures with the provision that the sentence "This revision will be applicable to faculty newly appointed for the 1971-72 academic year and thereafter" be incorporated in the wording of the statement of tenure procedures.

Following discussion, said motion was unanimously adopted by the Board of Regents.
FACULTY SENATE MINUTES 
EASTERN KENTUCKY UNIVERSITY 
March 29, 1971 

The Faculty Senate of Eastern Kentucky University met at 4:10 p.m. on Monday, March 29, 1971, in Room 318, Combs Building, with Mr. John Long, Chairman, presiding. There being a quorum present the Chairman called the meeting to order. 

The Chairman then recognized Mr. Robert Babbage as the only visitor at the meeting and he announced that the next regular meeting would be April 5. At that time the Senate will vote on the Rules Committee recommendations. 

The Chairman asked for any additions or corrections to the minutes of the previous meeting. There being none, Mr. William Sexton moved that the minutes of the meeting of March 1, 1971, be approved. The motion was seconded by Mr. Shirley Castle and passed. 

Mr. Long stated that since this was a called meeting that there would be no old business. He then recognized Mr. Thomas Stovall to give the report of the Council on Academic Affairs. Mr. Stovall moved Senate approval for a Master of Science Degree Program in Recreation and Park Administration which would begin the fall semester of 1971. Mr. Thomas Myers seconded the motion and the motion passed. 

The next report given by Mr. Stovall was the proposed revision of tenure procedures. Mr. Stovall stated that the present procedures have the effect of reducing the probationary period to four years since the fifth year contract, if not terminal, leads to tenure at the end of the fifth year. He stated that this may work to the disadvantage of faculty members who, if permitted a fifth probationary
year, might be recommended for tenure on the basis of improved performance.

Mr. Stovall moved Senate approval of the report and it was seconded by Mr. Weyhrauch. Mrs. Roberta Hill asked if previous college teaching experience could be counted toward tenure. Mr. Stovall stated that in exceptional circumstances this had been done. Mr. Burkhart made reference to this provision in the Faculty Handbook. Mr. Sanford Jones stated that the proposed revision of tenure procedures was within the framework of the AAUP tenure statement. Mr. Joe Wise asked how the proposed tenure procedures would affect staff members with the rank of instructor. Mr. Stovall pointed out that only staff members with the rank of assistant professor and above were eligible for tenure.

The question was called for by Mr. Don Smith and the motion passed.

Mr. Henry Martin was recognized to present the Report of the Committee on Honorary Degrees. Mr. Martin moved approval of the report and the motion was seconded by Mr. Charles Ambrose. Mr. Martin stated that guidelines would be developed by the Committee. He pointed out that, on the basis of a survey, many institutions award more honorary degrees, on an annual basis, than does Eastern. The motion passed to approve the Report of the Committee on Honorary degrees.

The last item on the agenda was the Report of the R.O.T.C. Study Committee as amended by the Council on Academic Affairs. Mr. John D. Rowlett, who served as chairman of the Committee, was asked to give the Report.
It was moved by Mr. William Wallace that the new university center be designated the Powell Building. The motion was seconded by Mr. Robert Bagley and approved by the Board unanimously.

4. I am recommending that the new building located adjacent to the Music Building which will provide additional space for the Department of Music as well as facilities for the departments of Art and Drama be designated as the Jane Campbell Building. Plans are now being developed for construction of this building and ground will be broken for it as soon as the plans are completed and financing has been arranged.

Miss Jane Campbell served as a member of the staff of the Department of Music 41 years and was a devoted and conscientious member of the faculty. Her devotion to Eastern is best expressed in her will in which she left the vast majority of her estate to Eastern for the establishment of scholarships in music. We have placed in this report in Appendix E, a letter from Mr. James J. Shannon, Jr., concerning this estate. Mr. Shannon states the fund will be approximately $120,000.

It was then moved by Mr. Earle Combs that the new building to be located adjacent to the Music Building be designated the Jane Campbell Building. The motion was seconded by Mr. Robert Bagley and approved by the Board unanimously.

5. I am recommending that the new building that is being developed on our campus be named the John D. Rowlett Building in recognition of Vice President Rowlett who was instrumental in the development of the School of Music on this campus. He pleaded the cause before the State Board of Music and was helpful in developing the program under inauspicious circumstances. With the development of the new building I am sure that we can become one of the chief producers—if not the chief producer—of nurses in the Commonwealth. Surely everyone recognizes the great need for nurses and this facility will be an outstanding one.

It was then moved by Mr. Robert Bagley that the new building to be developed be named the John D. Rowlett Building. The motion was seconded by Mr. Earle Combs and approved by the Board unanimously.

ACADEMIC AFFAIRS (continued)

REVISION OF ACADEMIC TENURE POLICY STATEMENT

President Martin made the following report to the Board:

On May 5, 1969, the Faculty Senate adopted a resolution requesting that a special committee be appointed by the President to conduct a study of academic tenure at Eastern Kentucky University. A committee of the faculty was so appointed and has worked during the past year under the chairmanship of Dr. Ned Warren, Director of the School of Health, Physical Education, Recreation and Athletics. The committee reported to the Senate on June 1, 1970, and the Senate adopted a resolution recommending certain changes in the Academic Tenure Policy Statement. Due to the importance of this policy statement, I am submitting the entire statement with the language recommended for deletion enclosed in parentheses and the language recommended for addition underlined:

The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, instructor, and such members of the staff whom the president recommends and the Board of Regents approve. A faculty or staff member shall be eligible for tenure after completing a five-year probationary period of continuous service, attaining the rank of assistant professor or above, and having a written recommendation from the department head to the dean of his school or college, then to the Vice President for Academic Affairs, followed by subsequent approval of the President's recommendation by the Board of Regents. If, within a five-year period, promotion beyond the rank of instructor cannot be justified, the employment of a faculty member shall be terminated. Upon the recommendation of the President, the Board of Regents may accept service at another institution in lieu of any part of the five-year probationary period at this institution.
(A faculty or staff member serving during the probationary period or who is eligible for tenure by virtue of years of service and rank, but who is not recommended for such, shall be notified in writing no later than March 30 if his employment is to be terminated at the completion of his current annual contract.)

If the employment of a faculty or staff member serving during the probationary period is to be terminated at the completion of his current annual contract, that faculty or staff member should be given written notice of nonreappointment, or of intention not to recommend reappointment to the Board of Regents, in accordance with the following:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

(By the same token, if the faculty or staff member desires to terminate his employment at the end of his annual contract, he has a strong professional obligation to indicate this, in writing to the President, at the earliest possible date, preferably no later than March 30.)

Any faculty or staff member who intends to terminate his employment at the end of his current annual contract has a strong professional obligation to indicate this, in writing to the President of the University, at the earliest possible date. In no case should this date be later than March 1 or thirty days after receipt of his subsequent year's contract, whichever comes later.

Attainment of tenure status by a faculty or staff member shall remain in effect until age 65, or unless just cause shall be shown for terminating such status. After age 65, an annual contract may be tendered to the employee until the mandatory retirement age of 70. Tenure status shall remain in force during good behavior and efficient and competent service and shall not be terminated except for any one of the following causes: incompetency, neglect of or refusal to perform his duty, or for immoral conduct. In addition, bona fide financial exigencies may be cause for termination of tenure status.

No faculty or staff member who has attained tenure status may be discharged before he has received a written copy of the charges against him, and has had the opportunity to be heard in person or by counsel before the Board of Regents. After receiving a notice of charges against him the individual concerned shall, within fifteen days, send a written request for a hearing to the secretary of the Board of Regents. The board of Regents shall set the time of the hearing no sooner than fifteen nor later than forty-five days after receiving the request.

Within thirty days after receipt of the official, contractual letter sent annually to faculty and staff members, each person shall submit to the president a written acceptance or rejection of the contractual terms. Subsequently, (NO) no faculty or staff member should resign his position after July 1 unless it is agreeable to the University and so stated in writing by the president.

These recommended changes in the statement of Academic Policy, in reality, reflect what has been the practice at Eastern Kentucky University for the past several years.

I recommend that the Board approve this revision of the statement of Academic Tenure Policy.
In response to a question from Mr. Beale, the President stated that the twelve months' notice had not created a problem in the several cases in which notice was given. He noted that such persons usually resign on their own rather than stay the full year.

It was then moved by Mr. Robert Beale that the Board of Regents approve the academic tenure policy statement as recommended by the President. The motion was seconded by Mr. Henry Stratton and approved by the Board unanimously.

HONORARY DEGREES

President Martin presented to the Board the following letter which he had received from Vice President John Rowlett who serves as Secretary of the Faculty Senate:

President Martin
Campus

Dear President Martin:

The Faculty Senate, at its meeting on May 4, 1970, approved the following recommendations of the Committee on Honorary Degrees:

1. Dr. Florence B. Stratemeyer
   Honorary Doctor of Letters
   To be awarded May 31, 1970

2. Mr. James L. Sublett
   Honorary Degree of Doctor of Laws
   To be awarded May 31, 1970

3. Dr. Adron Doran
   Honorary Degree of Doctor of Laws
   To be awarded August 5, 1970

4. Mr. Harry M. Caudill
   Honorary Doctor of Letters
   To be awarded August 5, 1970

I have attached a Xerox copy of the minutes of the May 4, 1970, meeting which provides pertinent background information on each of the individuals recommended for honorary degrees. The Minutes of this meeting will be distributed to the faculty on May 11, 1970.

Cordially yours,

John D. Rowlett
Secretary to the Faculty Senate

He stated that Dr. Powell had canvassed members of the Board individually concerning the nomination of Dr. Florence Stratemeyer and Mr. James Sublett since these degrees were proposed for award at the May 31 Commencement.

He noted that the Board had unanimously approved the awarding of these two degrees. The President asked that the Board of Regents now give its formal approval to the honorary degrees presented to Dr. Stratemeyer and Mr. Sublett.

FLORENCE B. STRATENEYER

Dr. Florence B. Stratemeyer, Distinguished Professor of Education at Eastern Kentucky University, holds the Bachelor's, Master's, and Doctor of Philosophy degrees from Teachers College, Columbia University.

A native of Detroit, Michigan, she began her teaching career in the elementary schools of that city and subsequently served as a supervisor of student teachers in the laboratory school of Detroit Teachers College, as an assistant principal of an elementary school, and a member of the Detroit Teachers College faculty. In 1924 she went to Teachers College, Columbia University, as co-director of the Bureau of Curriculum Research. Since 1929 her field of special interest has been the preparation of supervisors of student teaching and college teachers working in other areas of the professional sequence. Her work in the field of pre-service teacher education continued at Teachers College until her retirement from that institution in 1965.
Minutes of the Faculty Senate
May 5, 1969

The Faculty Senate of Eastern Kentucky University met at 4:10 p.m., Monday, May 5, 1969, in Room 318, Combs Building, with Mr. William E. Sexton, Chairman, presiding. There being a quorum present, the Chairman called the meeting to order. (President Robert E. Martin, who was present, requested that the Chairman preside.)

On motion by Mr. Branley Branson, seconded by Mrs. Nancy Miller, the minutes of the meeting of April 7, 1969, were approved as distributed.

The Chairman stated that the first item on the agenda was the Report of the Council on Academic Affairs and recognized Mr. Thomas F. Stovall to present the report. Mr. Stovall indicated that Mr. Elmo Moretz would bring the first proposal before the Senate. Mr. Moretz stated that copies of the proposed program leading to the Master of Arts Degree in Education with emphasis in school social work, effective June 1969, had been previously distributed to the Senate. He then moved that the Faculty Senate approve the proposed program. This motion was seconded by Mr. John Rowlett. The motion carried.

The Chair then recognized Mr. Stovall to present the second item in the Report from the Council on Academic Affairs. Mr. Stovall said that copies of a proposed policy concerning reentry of students into Associate of Arts Degree programs had been given to the Senate. He pointed out that there existed no clear cut policy to cover students who drop out of college for a period of one year or more after earning work in a field in which they are no longer interested and in which they have low grades which are next to impossible to raise to graduating standards at the four-year level. Very few of these students return since they find it easier to enroll at other institutions and make a fresh start. The Council on Academic Affairs thought it possible to make allowances here at Eastern to take care of a student who returns after a period of at least a year and enters one of the two-year programs. Grades which are not applicable to the two-year program would not be used in computing the point standing for graduation from the two-year degree program and only those grades applicable to the courses required in the Associate program would be used in meeting requirements for the Associate degree. Mr. Stovall then moved that the proposed policy be adopted. This motion was seconded by Mr. R. G. Chrisman. In the discussion which followed the motion and second it was pointed out that the students permitted to enter under this policy would be at the discretion of the deans; that the general education courses required for the particular program would be included; that the time limit would be a minimum of one year's absence from the institution; that applicants would be handled on the individual basis; that if a student entering under the policy should change to another curriculum those courses which had been bracketed as not counting on the point standing would be reactivated. On voting the Faculty Senate approved the policy as presented.

In presenting the third item of the Report of the Council on Academic Affairs Mr. Stovall noted that at the opening meeting of the Faculty in September President Martin had expressed concern about the academic rights and responsibilities of faculty and students and had appointed a committee to review the present policies and make a statement concerning these. He said that the committee had attempted to contact other institutions to see what policies existed in this field but for the most part had received very little assistance although quite a few expressed concern. He indicated that the statement as prepared and amended through the distribution of substitute pages for Page 2 and Page 7 was the result of the work of the committee after many sessions. He then moved that the Faculty
Faculty Senate Minutes
May 5, 1969
Page 2

Senate receive the report and consider action on it at the next meeting of the Senate in June. This motion was seconded by Mr. Joseph Schwendeman. In the discussion which followed Mr. Alan Downes suggested that consideration be given to have Item #10, Page 4, read: "In multi-section courses evaluation should be consistent with the accepted norms of the courses." On voting the Faculty Senate approved the motion.

The Chairman stated that he had received from the Eastern Kentucky University Chapter of the AAUP a statement of Recommendations Regarding Notice of Non-reappointment and Establishment of a "Hearing" Committee and a request that this item be placed on the agenda for the May meeting. Copies of this item had been distributed to the Faculty Senate. He then recognized Mr. Ned Warren, who called attention to the fact that there existed concern and interest in the various aspects of the tenure program as presently set up and that this might be a good time to make a thorough study of the tenure policies to include the recommendations as submitted and many other things. He then moved that the proposals submitted be received by the Senate, with appropriate acknowledgement, and that the President of the University be requested to appoint an ad hoc committee to conduct an in-depth study of all aspects of academic tenure and report to the Senate all findings and recommendations. This motion was seconded by Mr. Fred Darling. The motion carried.

Mr. Sexton next recognized Mr. Joseph Howard, Chairman of the Committee on Student Organizations and Activities. Mr. Howard indicated that copies of the recommendations of the committee concerning organizations which had met all criteria for recognition had been distributed to the Faculty Senate. The Chairman then stated that the organizations would be voted on separately. Mr. Donald Smith moved that Eta Gamma Sigma, a National Honorary Society in Health Education, be approved. This motion was seconded by Mr. Joseph Schwendeman. Motion carried. Mr. J. C. Powell then moved that the Fellowship of Christian Athletes, a religious organization for young men, be approved. This motion was seconded by Mr. Dean Gatwood. Motion carried. Mr. Raymond Lewis moved that the International Students Organization, a social organization for foreign students on the campus, be approved. This motion was seconded by Mr. Dixon Bar. Motion carried. Mr. Joseph Young moved that Alpha Chi Alpha, a social fraternity for men, be approved. This motion was seconded by Mr. John Vickers. Motion carried.

The Chair next stated that two additional items had been added to the agenda of the meeting, one of which was left over from a previous meeting and the other in the nature of an emergency. He then recognized Mr. Clyde Lewis to present a report from the Committee on Honorary Degrees. Mr. Lewis stated that the speaker at the June commencement would be Commander Scott Carpenter and that the Committee wished to recommend that the honorary degree of Doctor of Science be presented to him at that time. He said that Commander Carpenter was presently associated with Sealab, the project of the Navy at this time, and had, of course, been one of the early Astronauts. He then moved that the honorary degree of Doctor of Science be given to Commander Carpenter at the June commencement. This motion was seconded by Mr. Fred Darling. Motion carried.

Mr. Sexton next recognized Mr. Everett N. Smith, who stated that a memorandum concerning seating at the June commencement had been distributed to the Faculty Senate. Mr. Smith pointed out the increase in the number of seats needed for the graduates, faculty, and special guests at the commencement and that the main floor could no longer hold these. He indicated that as Marshal he had studied this problem and felt that at least four hundred of those
It was then moved by Judge Thomas B. McGregor that the Board of Regents approve the statement on political activity as recommended. The motion was seconded by Mr. P. L. Breeze and approved by the Board unanimously.

**STATEMENT OF TENURE**

President Martin then submitted, with his recommendation, a statement on tenure which had been prepared by a special committee of the faculty and approved by the faculty. President Martin commented that this new statement is a refinement of the existing statement on tenure.

"The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, instructor, and such members of the staff whom the president recommends and the Board of Regents approves. A faculty or staff member shall be eligible for tenure attaining the rank of assistant professor or above, and having a written college, then to the dean of academic affairs, followed by subsequent promotion beyond the rank of instructor. Upon the recommendation of the president, the Board of Regents may accept service at another institution in lieu of any part of the five-year probationary period at this institution.

"A faculty or staff member serving during the probationary period who is eligible for tenure by virtue of years of service and rank, but not recommended for such, shall be notified in writing no later than March 1 if his employment is to be terminated at the completion of his current annual contract. By the same token, if the faculty or staff member desires to terminate his employment at the end of his annual contract, he has a strong professional obligation to indicate this in writing to the president at the earliest possible date, preferably no later than March 1.

"Attainment of tenure status by a faculty or staff member shall remain in effect until age 65, or unless just cause shall be shown for terminating such status. After age 65, an annual contract may be tendered to the employee until the mandatory retirement age of 70. Tenure status shall not be terminated except for any one of the following causes: incompetency, neglect of duty, or immorality. In addition, bona fide financial exigencies may be a cause for termination of tenure status.

"No faculty or staff member who has attained tenure status may be discharged before he has received a written copy of the charges against him, and has had the opportunity to be heard in person or by counsel before the Board of Regents. After receiving a notice of charges against him, the individual concerned shall, within fifteen days, send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than fifteen nor later than forty-five days after receiving the request.

"Within thirty days after receipt of the official, contractual letter sent annually to faculty and staff members, each person shall submit to the president a written acceptance or rejection of the contractual terms. No faculty or staff member should resign his position after July 1 unless it is agreeable to the College and so stated in writing by the president."

President Martin stated that the tenure statement had been developed over many months and was acceptable both to the faculty and to the administration.

It was then moved by Judge Thomas B. McGregor that the Board of Regents approve and adopt the statement of policy on tenure. The motion was seconded by Mr. Sidney W. Clay and approved by the Board unanimously.
FACULTY MEETING

March 1, 1965

The faculty and administrative staff of Eastern Kentucky State College met in the Ferrell Auditorium on March 1, 1965. The meeting was called to order by President Martin at 4:20 p.m.

Dr. Harrell had questioned the last sentence in the first paragraph on page two in the minutes of February 8, 1965, and the President revised this paragraph, which now states:

"Upon the recommendation of the president, the Board of Regents may accept service at another institution in lieu of any part of the five-year probationary period at this institution," and the President noted that this was simply left to the Board of Regents to adjust an individual's tenure provision and that in his opinion it was the prerogative of the Board to be in a position to adjust the tenure requirement. The President noted that as the older group of faculty members are retired, it may be necessary to get more experienced people to come to Eastern and in order to do this we may have to grant earlier tenure for this type of personnel.

The minutes as corrected were approved on the motion of Professor Stocker and seconded by Mr. Pryse.

The President made the comment that the Southern Association Evaluation Committee had in his opinion been a very fair and capable group to work with. He noted that we would be criticized for our lack of degree work status achieved by the present faculty. The President noted that many of the team members indicated that they would like to trade with Eastern for a better physical plant. He further noted that there was a rumor on the campus concerning a $1,000 raise per faculty member and indicated that this was false. He stated that there was a great variety of experiences inherent within the Evaluation Team ranging from Liberal Arts to Teacher Education.

The President recognized Dean J. D. Coates, chairman of the committee appointed for the purpose of selecting recipients for the Founders Merit Award. The following motion was made by Dean Coates and seconded by Dr. Herndon:

"This committee recommends that the Founders Merit Award be given to all past living Regents of the College as shown by the official records of the College."

The motion passed.

The President instructed the Secretary to dispense with taking the roll of the faculty.
The faculty and administrative staff of Eastern Kentucky State College met in the Edwards Auditorium on December 9, 1963. The meeting was called to order by President Martin at 4:13 p.m. The minutes of the November 11, 1963 meeting were approved as submitted. Motion by Dr. Park, seconded by Professor Stephens.

The President stated that the policy on academic freedom as submitted by the faculty and approved by the Board of Regents is as follows:

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to this subject. Limitation of academic freedom because of religion or other aims of the institution should be clearly stated in writing at the time of appointment.

(c) The college teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an education officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

The President stated that the policy set forth at Eastern Kentucky State College is that basically after five years and after assuming the rank of assistant professor you are granted tenure. The policy is as follows:

"It is the policy of this Board to grant tenure to its professional employees above the rank of instructor after a probationary period of five years of satisfactory service and, although we may not contract legally with our staff for a period of more than four years, we shall not regard the termination of the contract as the termination of one's service to the institution unless during the contract one has lost his usefulness to the institution. No president, professor, associate professor or assistant professor may be discharged after the probationary period of five years before he has had opportunity to be heard in person or by counsel before the Board of Regents. In accordance with the laws of the State, the reasons for dismissal include incompetency, neglect of or refusal to perform assigned duties, or immoral conduct." The President went on to note that there is no tenure granted at the instructor level.

The President stated that both of the above policies would be included in a forthcoming faculty manual for the use of the faculty. The manual should be ready for distribution shortly after the Christmas holidays. The President then noted that the manual was to be considered as tentative and that the faculty should carefully examine the material to be found in said manual and be prepared to react and make suggestions toward the betterment of this instrument.

The President then recognized Dean Orr who gave the following progress report on
MINUTES OF THE QUARTERLY MEETING
of the
BOARD OF REGENTS
of
EASTERN KENTUCKY STATE COLLEGE
Richmond, Kentucky

May 31, 1961

The Board of Regents of Eastern Kentucky State College convened in regular quarterly meeting according to KRS 164.340 on Wednesday, May 31, 1961, at 1:30 P.M., Eastern Standard Time, in the Regents Room of the Coates Administration Building on the campus. Mr. Earle B. Combs, Sr., Vice Chairman of the Board, was in the Chair presiding. Upon roll call it was determined that the following members of the Board were present:

Mr. Earle B. Combs, Vice Chairman
Mr. F. L. Dupree
Mr. H. D. Fitzpatrick
Mr. Robert B. Hensley
Judge Thomas B. McGregor
Dr. Russell I. Todd

Present also for the meeting were the President of the College, Dr. Robert R. Martin, and the Secretary of the Board, Miss Lois Colley.

MEETING CALLED TO ORDER

It having been determined that a quorum was present for the transaction of business, the presiding officer called the meeting to order.

APPROVAL OF MINUTES OF MEETING OF APRIL 19, 1961

The Chairman asked the Board's wishes concerning the minutes of the special meeting of the Board held on April 19, 1961. The Board waived the reading of the minutes and motion was made by Judge McGregor that the minutes be approved as reported to the Board by the Secretary by mail. The motion was seconded by Mr. Hensley. The Chairman put the question and upon the roll being called the following voted "aye: Mr. Combs, Mr. Dupree, Mr. Fitzpatrick, Mr. Hensley, Judge McGregor, and Dr. Todd.

MODIFICATION OF TENURE POLICY

President Martin reported to the Board that on January 15, 1949, the Board of Regents adopted the following tenure policy:

It is the policy of this Board to grant tenure to its professional employees after a probationary period of five years of satisfactory service and, although we may not contract legally with our staff for a period of more than four years, we shall not regard the termination of the contract as the termination of one's services to the institution unless during the contract one has lost his usefulness to the institution. No president, professor, associate professor, assistant professor, or instructor may be discharged after the probationary
period of five years before he has had opportunity to be heard in person or by counsel before the Board of Regents. In accordance with the laws of the State, the reasons for dismissal include incompetency, neglect of or refusal to perform assigned duties, or immoral conduct.

The President said that, on investigation, he had found that the usual tenure policy across the country does not give tenure to members of the faculty below the rank of assistant professor. Accordingly, he said, he was asking the Board to repeal this tenure policy and re-enact a new one. He stated that the only change would be that the rank of instructor has been omitted from the list of those who would be given tenure. The new policy would be as follows:

It is the policy of this Board to grant tenure to its professional employees above the rank of instructor after a probationary period of five years of satisfactory service and, although we may not contract legally with our staff for a period of more than four years, we shall not regard the termination of the contract as the termination of one's services to the institution unless during the contract one has lost his usefulness to the institution. No president, professor, associate professor, or assistant professor may be discharged after the probationary period of five years before he has had opportunity to be heard in person or by counsel before the Board of Regents. In accordance with the laws of the State, the reasons for dismissal include incompetency, neglect of or refusal to perform assigned duties, or immoral conduct.

President Martin recommended the adoption of a resolution for the establishment of this tenure policy effective May 31, 1961.

Mr. Combs said that certainly a bad situation is created when tenure has been given to a person the College would want to release.

Mr. Dupree commented that with this new policy an instructor would have added incentive to do good work in order to attain tenure.

Judge McGregor then made a motion that the tenure policy adopted by the Board of Regents on January 15, 1949, be repealed effective May 31, 1961, and that the proposed tenure policy as stated above and recommended by the President be adopted, effective May 31, 1961, granting tenure above the rank of instructor under the terms and conditions set forth in the above stated tenure policy.

The motion was seconded by Dr. Todd. The Chairman put the question and upon the roll being called the following voted "aye": Mr. Combs, Mr. Dupree, Mr. Fitzpatrick, Mr. Hensley, Judge McGregor, and Dr. Todd.

Whereupon the Chairman declared the said motion duly carried and said resolution duly adopted.
stated. The farm house was then rented to Dr. Howard Costes, a member of our faculty, for $60.00 a month. Mr. Harold Higby, also a member of the faculty, will continue to occupy an apartment in the house. We have agreed to make some improvements in his apartment, such as papering and painting, and we have raised his rent from $30.00 to $60.00 a month, President O'Donnell said. The college furnishes heat, water, and lights for these two apartments.

TEACHING POLICY

President O'Donnell gave the following statement about a tenure policy at Eastern:

"As you know, Morehead State College has been readmitted to membership in the Southern Association of Colleges and Secondary Schools. At the time its application for readmission was being considered, the presidents of the other three colleges—Eastern, Western, and Murray—were asked to define the tenure policy of their boards of regents. We told the committee in substance that although our contracts were made for one, two, three, or four years, the board did not regard the termination of the contract as the termination of one's services to the institution unless during the contract one had lost his usefulness in his position.

"Morehead's application for readmission to the American Association of Colleges for Teacher Education is now pending and will be considered by the Association at its meeting in St. Louis February 27 to March 2. The committee on standards of the American Association of Colleges for Teacher Education has asked us to define our tenure policy. For the sake of the record, I am asking the Board to formally adopt the following statement of policy so that I may certify it to the American Association of Colleges for Teacher Education:

"It is the policy of this Board to grant tenure to its professional employees after a probationary period of five years of satisfactory service and, although we may not contract legally with our staff for a period of more than four years, we shall not regard the termination of the contract as the termination of one's services to the institution unless during the contract one has lost his usefulness to the institution. No president, professor, associate professor, assistant professor or instructor may be discharged after the probationary period of five years before he has had opportunity to be heard in person or by counsel before the Board of Regents."
"In accordance with the laws of the State, the reasons for dismissal include incompetency, neglect of or refusal to perform assigned duties, or immoral conduct."

"This statement follows closely the policy of the University of Kentucky," President O'Donnell continued. "I understand that the boards of Western and Murray will also formally adopt a similar policy. The adoption of this policy does not really constitute a change in policy at Eastern. I have been connected with the institution for twenty-two years and so far as I know only one person has left the institution except by mutual agreement between the individual and the president during that time."

"Possibly I should add also that the Board has a right to change its policy at any regular meeting thought, of course, the Board will be interested in following such a policy as will protect the institution's membership in the Southern Association of Colleges and Secondary Schools and the American Association of Colleges for Teacher Education."

On motion of Judge Knuffman, seconded by Mr. Blackburn, with all members voting "aye" upon roll call, the adoption of the tenure policy was approved.

**NEED FOR DORMITORY SPACE**

President O'Donnell made the following report on the increased enrollment at Eastern and the need for more dormitory space:

"A recent study made by the secretary of the Kentucky Association of Colleges and Secondary Schools indicates that the enrollment in all colleges for the fall of 1948 was 2.6% under the enrollment for the fall of 1947. The same report indicates that the four teachers colleges and the College of Education at the University lost 351 students. Since Eastern reported a gain of 47 students, it is evident that the other four colleges lost 198 students.

"We had expected that our enrollment would show considerable loss this next semester because of the readmission of Merced to the Southern Association of Colleges and Secondary Schools. However, we have been very much surprised by the number of applications received during the last two weeks for room reservations for our second semester. It appears now that we shall at least maintain our enrollment and possibly increase it. Almost all available space has been reserved for the second semester.

"You have possibly read in the paper that there is a great housing shortage at the University of Kentucky. The housing shortage there is probably no more acute than it is at Eastern. We, too, lose students because they