

Faculty Process for Sixth Year Contract Review or Tenure Contract Review Policy

Source: NDSCS President

Applies to: Tenure Track Faculty

Purpose: Promotion in Faculty Rank

Policy

General

PROCESS

- P *By September 30*, the Tenure and Ranking Committee will meet to:
- Review Guidelines
 - Identify eligible faculty
- P *By October 15*, Tenure and Ranking Committee will notify eligible faculty of guidelines and process for tenure application.
- This will include faculty eligible for sixth year review or for tenure review.
- P *By February 1*, eligible faculty will submit necessary data to their Department Chair* to be reviewed with the Division Dean.
- Faculty being reviewed for sixth year contract or for tenure status will submit portfolio binders to their Department Chair.
 - Faculty members are encouraged to submit their information as early as possible. It is the instructors' responsibility to gather the information and apply for tenure status.
- P *By February 15*, the Department Chair and Division Dean will submit the data and recommendation to the Tenure and Ranking Committee.
- P *By March 15*, the Tenure and Ranking Committee will review the data and make recommendation to the President.
- P *By April 1*, tenure applicants will be notified of decision by the Committee and the President will submit the tenure recommendation(s) to the ND State Board of Higher Education for action at their April meeting.
- P All portfolios will be returned to employees upon completion of the process.

PORTFOLIO/BINDER CONTENTS

Contents of the instructor(s) binders will contain:
(in the following order with tabbed dividers and index or table of contents)

I. Most recent performance appraisal

- A. Inclusion of all previous appraisals on file with assurances that feedback from chair or supervisor, students and department peers has been utilized.
- B. Inclusion of faculty member's plan for professional growth.

II. Student evaluation summary sheets including comments

- A. Evaluations are to be obtained utilizing the most current standardized forms and accompanying procedures.
- B. Student evaluations will include minimum of one per semester including the current academic year. If applicable, please have representation from both on campus and online delivery methods.
- C. The faculty member will request (by October 1) that the Department Chair* facilitate the collection of student, departmental, and advisee evaluations. All student evaluations are to be administered by the Department Chair and tabulated by the Division Dean's office. Integrity of the information collected must be maintained.

III. Evidence of professional growth

- A. Resumé
- B. Campus Involvement - other involvement besides teaching and curriculum development (non-teaching)
- C. Professional Activities
- D. Other

IV. Other supporting information

These guidelines and dates are subject to change if extenuating circumstances warrant and with proper notification to the Tenure and Ranking Committee. Without documentation, the Tenure and Ranking Committee will not make a recommendation to the President for award of tenure.

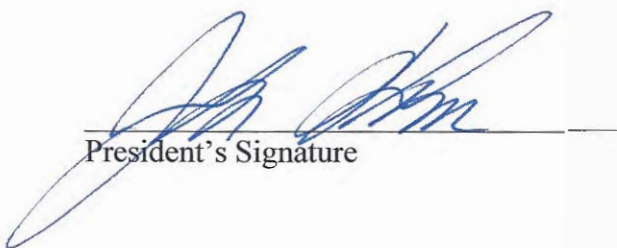
**In cases where faculty being reviewed are supervised by a family member or significant other, the data collection and preliminary portfolio review process will be carried out by a Division Dean or Vice President for Academic & Student Affairs. If faculty being reviewed is a Department Chair, all references to Department Chair would revert to Division Dean, unless excluded by nepotism policy.*

Reference to NDCC 44-04-09, NDUS Policy 603.3

Where to Obtain Additional Information

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu.

Approved by:



President's Signature

2-14-12
Date