

This version of the tenure policy is no longer current. The current tenure policy is Baylor University Personnel Policy 704 (embed <http://www.baylor.edu/bupp/>). **To view the tenure procedures for Baylor, click here** (embed: <http://www.baylor.edu/provost/index.php?id=948441>).

POLICY FOR TENURE AND PROMOTION AT BAYLOR UNIVERSITY

(BU-PP 704)

Tenure and promotion are essential features of the academic community at Baylor. They contribute to academic excellence by recognizing faculty achievement and granting privileges that facilitate that achievement. Decisions regarding tenure and promotion must be based on a faculty member's professional qualifications as evaluated through a process that is equitable and constructive. To this end, it is important that principles of policy and procedure be stated with utmost clarity.

Procedures for implementing this policy are contained in the documents "Tenure Procedures at Baylor University," available on the website of the Office of the Executive Vice President and Provost, and "Promotion for Tenure-Track and Tenured Faculty" (BU-PP 702). Policies regarding academic rank and promotion in the Law School at Baylor are found in a separate document, "Promotion of Law School Faculty at Baylor University."

I. Purposes

The purpose of a tenure system is to establish a clear understanding of the nature of the professional relationships between the faculty and other constituencies of the University and between the University and the larger society that it serves. Tenure assures faculty members of the offer of continuous employment in their academic positions, except when adequate cause for dismissal is demonstrated after due process pursuant to BU-PP 705, or when extraordinary circumstances arise because of financial exigencies or a faculty member's inability to fulfill normal faculty responsibilities, e.g., as a result of a medical condition. By thus protecting faculty members in their lectures, research, publication, and other scholarly presentations from pressures to alter their best professional judgment, tenure allows them to fulfill their professional calling and the University to fulfill its mission. The long-term interest of the University is served by attracting a competent and principled faculty. Tenure allows the building and maintenance of a community of learning marked by stability and trust.

Promotion to various academic ranks recognizes faculty members' achievement in the realms of teaching, scholarly and/or creative work, and collegial service to the University, the professional community, and other communities.

II. Achievement

Tenure is granted after a thorough review, the culmination of which is Baylor's formal acknowledgment of a faculty member's excellence and the likelihood that excellence will continue over the remainder of the faculty member's career. Tenure will not be granted by

default; it is the responsibility of the tenure candidate to demonstrate conclusively, through documentation of her or his record of achievement, why she or he should be given tenure at Baylor.

The faculty member should hold the terminal degree, or the clear equivalent. Professional excellence is reflected in the faculty member's teaching, including at least six years of successful teaching experience (or other acceptable professional experience); research and/or creative work in the discipline, including an established record of publication (or the equivalent, in fields such as performing arts) as reflected in departmental tenure guidelines as approved by the University; and service through participation in professional organizations, contributions to the common life of the University, effective collegial work with other faculty, staff, and students, and activities in the community outside the University. It is the responsibility of the academic units to define professional excellence in terms of their respective disciplines. While the department, the dean, the University Tenure Committee, and the Provost and President will view the faculty member's performance from different perspectives, each will consider this work in the context of departmental needs as well as broader university-wide concerns.

Faculty members who receive tenure at Baylor or who have an equivalent record of achievement hold the rank of Associate Professor. In order to hold the rank of Professor, in addition to holding the terminal degree or the clear equivalent, a faculty member should have established a distinguished record of excellence in teaching and mentorship, and should also have produced a body of research and/or creative work that is recognized as excellent by authorities in the field who are in highly esteemed programs at notable institutions. These achievements should be the equivalent of at least twice those currently expected for the granting of tenure. In addition, the faculty member should have compiled an appropriate record of activity in pertinent professional organizations and service to the university and community.

III. Compensation

The faculty member earning a promotion (whether or not this is in connection with a tenure decision) will receive a salary increase recognizing the promotion in rank. However, if budgetary constraints make such an increase impracticable in any particular year, the faculty member will receive an increase at the next budget period when funds are available. Promotions should not be delayed because of financial constraints. Nor, on the other hand, should promotions be used as substitutions for salary increases, rather than being earned through these policy guidelines.

IV. Eligibility for Tenure

- A. Tenure may be granted only to those holding faculty rank. No person has tenure in an administrative position, including departmental chairpersons.
- B. An incoming faculty member may be allowed to transfer prior teaching and/or research experience toward tenure at Baylor University, as approved by the Provost and the

President, in consultation with the tenured faculty in the faculty member's department, the departmental chairperson, and the dean. This experience would ordinarily consist of full-time service as a faculty member teaching and/or conducting research at upper undergraduate and graduate levels in appropriately accredited institutions of higher education.

- C. Years of service for tenure consideration are not accorded in the following cases: (1) Lecturer appointments; (2) part-time teaching or any combination of part-time teaching and research for a graduate or professional degree; or (3) leaves of absence including those granted for research or professionally related work in government, business, or industry.
- D. A tenure-track faculty member may be considered for tenure prior to the Tenure Review year that has been determined for him or her, if this is approved by a majority of the departmental tenured faculty, the chair of the department, the dean, and the Provost. Denial of tenure under these circumstances does not preclude consideration for tenure in a subsequent year, within the limitations of the tenure clock that originally applied to the faculty member.
- E. Tenure-track faculty members may request an extension of the tenure clock if circumstances have limited their abilities to demonstrate the professional credentials to be awarded tenure. When a faculty member takes a medical leave for one of the reasons specified in the University's Family Medical Leave Act Policy (BU-PP 408) for three months or more, the year in which the leave is taken is not counted as a year towards mandatory tenure review. In the situation where a faculty member chooses to take less than three months of leave under the Family Medical Leave Act Policy, but the faculty member's regular dedication to teaching or scholarship has nevertheless been seriously disrupted, she or he may request that the year in which this occurs not count as a year towards the mandatory tenure review.

The faculty member who wishes an extension of one year to the tenure clock, for FMLA or other reasons, must apply through her or his department chair and dean to the Provost. A request for an extension under FMLA should be made no later than ten business days after the faculty member has returned from the medical and/or family leave. When a non-FMLA-related situation gives rise to a request for extension, the request must be made no later than the end of the contract year during which the situation occurs. The Provost shall respond to any such request within ten business days.

Final approval of extensions to the tenure clock rests with the Provost and will be evaluated on a case-by-case basis. Under no circumstances may an extension of the tenure clock be used to deny a faculty member tenure; furthermore, a lack of productivity during the year in which such an extension was granted should not be reckoned against the faculty member in the tenure decision. However, the quality of work on assignments that the faculty member did perform during this year may be considered in the tenure review.

- F. All new faculty at Baylor University shall receive a letter of appointment from the University. This letter shall specify such items as rank, salary, years of professional service, tenure status, and any special prerequisite. Each new faculty member will also be provided with minimum departmental expectations for tenure and any special conditions of her or his employment. Furthermore, any changes in these that may occur during the faculty member's probationary period shall be promptly communicated to him or her.

V. Non-reappointment notification for tenure-track faculty

For tenure-track faculty members, notice of non-reappointment, or of intention not to reappoint a faculty member, shall be given in writing in accord with the following standards:

- A. Not later than March 1 of the first academic year of probationary service at Baylor, 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 year of probationary service at Baylor, 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.
- C. At least twelve months before the expiration of a probationary appointment after two or more years in the institution.

VI. University Tenure Committee

A. Composition and Selection

The University Tenure Committee shall consist of three tenured faculty members from the College of Arts and Sciences (at least one from arts and at least one from sciences) and one tenured faculty member from every other academic unit (Business, Education, Engineering and Computer Science, Honors, Law, Libraries, Music, Nursing, Truett Theological Seminary, and Social Work) for a total of 13. Each member shall be appointed for a three-year term, with approximately one-third of the committee rotating each year (5-4-4). Unless circumstances dictate due to the limited size of an academic unit, no member shall serve more than one term on the Tenure Committee.

Over a period of six years, the President appoints thirteen members to the Tenure Committee according to the composition specified above. The Faculty, through the Committee on Committees and Faculty Senate, appoints thirteen members to the Tenure Committee according to the composition specified above. Following the

President's selection(s) each year, the Committee on Committees makes its recommendation to the Faculty Senate for its approval at its May meeting.

Therefore, in every six-year cycle, the appointments shall be as follows:

Year One:	President - 2 members,	Faculty Process - 3 members	(Total 5);
Year Two:	President - 2 members,	Faculty Process - 2 members	(Total 4);
Year Three:	President - 2 members,	Faculty Process - 2 members	(Total 4).
Year Four:	President - 3 members,	Faculty Process - 2 members	(Total 5);
Year Five:	President - 2 members,	Faculty Process - 2 members	(Total 4);
Year Six:	President - 2 members,	Faculty Process - 2 members	(Total 4).

Should a vacancy occur on the University Tenure Committee for any reason, the party responsible for the original appointment (President or Faculty Senate) shall make a replacement appointment in a timely fashion for the remainder of any unexpired term and convey the decision to the Chair of the Committee on Committees and to the University Tenure Committee. A member of the Committee who is selected in this way and participates in tenure deliberations for less than three years during the unexpired term shall be eligible to be appointed for an additional full term on the Committee. This member will not automatically serve for the term that immediately follows the term that he or she is completing, but he or she may be appointed to that term or a subsequent one by either appointing party.

Following University Tenure Committee deliberations in February, the Committee shall choose a Chairperson for the following year; his or her term shall commence at the beginning of the school year. The incoming Chairperson shall have served at least one year on the Committee, but no member may serve as chairperson in successive years. The outgoing Chairperson of the Tenure Committee shall provide the name of the incoming Chairperson of the Tenure Committee to the Chairperson of the University Committee on Committees for inclusion in the committee list distributed for the following school year.

B. Responsibilities of the University Tenure Committee

The members of the University Tenure and Promotion Committee are to review all material submitted for each candidate for tenure, and the Committee is then to discuss each candidate's qualifications and submit recommendations regarding tenure decisions to the Provost, as specified in the Tenure Procedures document.

C. Communication with candidates and confidentiality

1. The members of the University Tenure Committee are to refrain from making personal contact with the tenure candidates regarding tenure matters during

deliberations of the Committee. They should make any requests for additional information from candidates through the committee chairperson.

2. The members of the University Tenure Committee are to maintain the confidentiality of the tenure process both during the review and thereafter.

VII. Tenure Decisions

Following the report of the University Tenure Committee to the Provost, final decisions regarding tenure will be made by the President, in consultation with the Provost, as specified in the Tenure Procedures.

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