

Tenure Policy
Eastern Oklahoma State College

Tenure

1. Procedure for Application for Tenure:

a. Eligibility for Tenure:

All faculty hires are considered probationary for four years. All faculty hires must fulfill the requirements for hiring according to the Faculty Qualification Requirements. All persons who have completed the probationary period are eligible for tenure upon the recommendation of their Division Dean. In January of the year of recommendation for tenure, the Division Dean will work with eligible faculty to prepare application for tenure review. The application will be submitted to the Vice President for Academic Affairs by March 1. The tenure committee will complete their review and recommendation by April 1.

In order to be tenured, the faculty member must meet **all** of the following criteria:

- i. Hold a minimum of a Master's degree
- ii. Demonstrate professional excellence in classroom instruction
- iii. Be fully qualified in discipline(s) taught (See the Faculty Qualification Requirements section for details)
- iv. Demonstrate a record of institutional and community service. Application of professional skills to service to the community is not required but may be considered
- v. Endeavor to maintain professional excellence
- vi. Implement the stated mission of Eastern Oklahoma State College

Each division is responsible for developing any additional criteria against which the faculty member is to be evaluated. The Division Dean will submit the additional criteria to the Vice President for Academic Affairs for review.

a. The standardized application will include the following:

- i. Faculty Performance Appraisals (by Division Dean) for three years
- ii. Description of Teaching Assignments (including, but not limited to, description of class load, kinds of classes: ITV, on-line, traveling to satellite campuses, etc.)
- iii. Activity Update forms for three previous years
- iv. Additional information: any additional information that applicant would like to submit to complete the picture of that applicant's value to the institution, ie: Letters of Recommendation, description of community and/or campus involvement, scholarly achievements, etc.
- v. Any additional information the Division requires specific to the mission of that Division

The application will be viewed by the Tenure Committee. The Vice President for Academic Affairs will be responsible for selecting committee members through a random drawing of tenured faculty. The committee will include two members of the applicant's Division* and one representative from each of the other Divisions on campus. The candidate's application will be provided in advance of the meeting of

tenured faculty. At this meeting, a chair will be elected to facilitate the interview of the applicant and conduct the vote by secret ballot. All members of the committee must vote. The chair of the tenure committee will forward the results of the vote to the VPAA. A majority of five of the seven members will be required for the granting of tenure. If the committee does not recommend tenure be granted, the Division Dean will meet with the applicant in personal conference, offering a plan for improvement. When the committee does not recommend tenure be granted, the applicant will return to probationary status and may reapply within two years.

**If applicant's Division does not have the required number of tenured faculty members, VPAA will choose the remaining members of the tenure committee through random drawing of other tenured faculty members in other Divisions.*

2. Procedure for Removal of Tenure:

No member of the tenured faculty will have his/her appointment dismissed in violation of the principles of tenure adopted by the Board of Regents except for one or more of the following:

a. Personal conduct that impairs the individual's fulfillment of his/her institutional responsibilities, including, but not limited to, the following:

i. Theft of college property

ii. Threatening or striking a college employee or student

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iii. Falsifying records

iv. A documented pattern of insubordination

v. Conviction of a felony

vi. Pattern of poor academic performance as evidenced by written evaluation by the Division Dean

vii. Willful violation of publicized college policy

b. Bona fide lack of need for one's services as determined by the Vice President for Academic Affairs and President

c. Bona fide necessity for financial retrenchment

- iii. Falsifying records
- iv. A documented pattern of insubordination
- v. Conviction of a felony
- vi. Pattern of poor academic performance as evidenced by written evaluation by the Division Dean
- vii. Willful violation of publicized college policy
- b. Bona fide lack of need for one's services as determined by the Vice President for Academic Affairs and President
- c. Bona fide necessity for financial retrenchment

Except in cases determined to be especially severe, the faculty member must have had written warning and been given a reasonable opportunity to correct the problem before action for removal of tenure and/or dismissal may proceed. That written Plan for Improvement must give the tenured faculty clear goals and a timeline for accomplishing those goals.

Recommendations for dismissal must go through appropriate administrative channels to a three-member committee from the Board of Regents for final approval. The three-member committee will be chosen at random from the current board members by the Chairman of the Board of Regents. Thorough documentation of all steps taken and the results of previous action must accompany the recommendation for removal of tenure. If the Division Dean, Vice President for Academic Affairs, or President believes that tenure status should be removed from any tenured faculty after the comprehensive Plan for Improvement has been completed, the Vice President for Academic Affairs will call a meeting of a committee of tenured faculty from the various divisions to hear the facts showing cause for removal of tenure.

The Vice President for Academic Affairs will be responsible for selecting committee members through a random drawing of tenured faculty. The committee will include two members of the applicant's Division* and one representative from each of the other Divisions on campus. All will be chosen through a random lottery drawing held by the Vice President for Academic Affairs.

The presentation of the case against the faculty member should be made to the committee by the Vice President for Academic Affairs. Following the presentation of the facts in evidence, the faculty member shall have the opportunity to present his/her position and may have an advocate present who may speak.

After this hearing, a vote will be taken by secret ballot to recommend either removal or continuation of tenure. A majority of five of the seven committee members will be required to recommend either removal or continuation of tenure. The VPAA will submit the recommendation to the President.

In cases in which the recommendation is tenure removal of a tenured faculty member, the faculty member must be notified in writing within ten days of the recommendation by the Office of the President. Proof of receipt of notification is required. The President will submit the recommendation of the tenured faculty committee along with his personal recommendation to the Board of Regents.

**If applicant's Division does not have the required number of tenured faculty members, VPAA will choose the remaining members of the tenure committee through random drawing of other tenured faculty members in other Divisions.*

3. Action from the Board of Regents:

At the Board of Regents three-member committee meeting, the President will recommend removal of tenure and/or dismissal. Prior to committee action, the faculty member may request to be heard. The faculty member may be represented by counsel but must speak for himself/herself.

After due consideration of the evidence presented, the Board of Regents three-member committee ensure procedural policy has been followed and render a decision for the removal of tenure. The Board of Regents three-member committee will make the final decision. The faculty member shall be sent notice of the decision of the Board of Regents three-member committee by certified mail, restricted delivery, return receipt requested, or by personal delivery within 10 days of the decision.

4. Appeals to the Board of Regents:

A tenured faculty member who receives a negative recommendation may appeal the Board of Regents' decision on two grounds only:

1. Procedural Error: allegation of procedural errors of such grievous nature that a reasonable person would conclude that the candidate was not given full and fair consideration.
2. Discrimination: allegation of discrimination on the grounds of age, race, gender, ethnicity, creed, exercise of Constitutional rights (such as First Amendment rights) or other legally and constitutionally protected status or rights.

The faculty member wishing to make an appeal must submit the appeal in writing to the Secretary of the Board of Regents within 10 working days of notification of removal of tenure. The Secretary will notify the Chair of the Board of Regents. Appeals not filed by this deadline will be automatically rejected unless the appellant can prove to the satisfaction of the Chair of the Board of Regents that factors beyond the appellants control made it unreasonable to file within the 10 days allotted.

In the absence of reasonable cause to believe that allegations related to procedure and/or discrimination have merit the Board of Regents will not consider the appeal. The faculty member must be notified within 10 days of the Board accepting or rejecting the appeal.

In the event the appeal is accepted, the Chairman of the Board of Regents will appoint a committee of at least three members of the Board to hear the appeal. The appeals committee will be made up of different board members than those who were appointed to take initial action on the repeal of tenure. The committee will set a hearing time at which time the candidate will be given the opportunity to state his or her appeal; the President will have the opportunity to respond. Either party may designate counsel or others to state all or part of their cases. The appointed committee of the Board may require either or both parties to produce documents, and the committee may require any employee of the college to appear. The appellant may call witnesses, but the Board has no power to compel their attendance. The committee will confine the hearing to arguments to determine if the negative tenure recommendation flowed from procedural or discriminatory error. Any argument not germane to such allegation(s) will be ruled out of order.

The committee will make its recommendation at the next scheduled Board of Regents meeting. If the Board finds no substantive procedural error or discrimination, the matter is terminated. If the Board finds procedural or discriminatory error, it does not necessarily result in reinstatement of tenure and/or continued employment. The Board may adopt any remedy it deems appropriate. The Board's decision is final and non-appealable.