



*Excerpt from the Employee Handbook-*  
**6.17 TENURE AND DISMISSAL POLICY**

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The Board of Regents for Western Oklahoma State College recognizes the value and need for having a stable and secure teaching faculty and administrative staff. As authorized by state statutes, the Board is required to exercise its duties of trusteeship regarding the selection and retention of employees of the institution it governs. Neither tenure nor continuation of employment are legal rights of employees and are dependent upon Board policies and actions. Tenure is an employment relationship between the College and the faculty member which is solely granted or withheld by the Board of Regents. The procedures listed in this section are the approved steps to be taken in evaluating tenure applicants and forwarding on recommendations for tenure to the Board. The Board of Regents believes that it is in the best interest of the College and all concerned to have clear understandings regarding tenure and dismissal.

**6.17.1 Tenure Limitation**

It is the policy of the Board that the College should have no more than two-thirds of the total number of full-time faculty holding tenure at any given time.

**6.17.2 Minimum Eligibility Guidelines for Faculty Tenure**

- A. Generally, faculty hired through funding provided by federal or state grants and faculty hired in a non-tenured track position are not eligible for tenure. The faculty letter of appointment states whether or not the position is a tenured-track position.
- B. All non-tenured faculty who hold full-time, tenured-track positions, as noted in their letter of appointment, and who have completed a minimum of five consecutive years as a full-time faculty member at Western Oklahoma State College, and who hold a minimum of a Master's Degree, are eligible for faculty tenure consideration by the Tenure Committee.
- C. To receive tenure status, a minimum of five consecutive years must have been spent in full-time teaching at Western Oklahoma State College. If a person transfers from an administrative, staff, or other non-faculty position to a faculty position, faculty tenure shall be considered only after completion of five consecutive years of full-time teaching in a faculty position at Western.
- D. Any faculty member who receives tenure and then transfers to an administrative, staff, or other non-faculty position is entitled to retain their faculty tenure status as long as they



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remain at Western. Because the faculty member has transferred out of a faculty position, his/her tenure does not count against the maximum percentage of tenured faculty allowed by the Board policy; therefore, that tenure slot becomes available to be filled by another eligible faculty member. In the future, if that person returns to a full-time faculty position, his/her tenure would then count against the maximum percentage of tenured faculty allowed by Board policy and would reduce the number of available tenure slots by one. If, after transferring back to faculty status, the total number of tenured faculty exceeds the Board maximum, the tenure will be honored, but faculty tenure will not be considered again until the number of tenured faculty drops below the two-thirds maximum allowed under this provision.

- E. If a tenured faculty member resigns, retires, or is otherwise terminated from Western, he/she must reapply for tenure if he/she returns to become a full-time faculty member in a tenured-track position. In this case, the faculty member does not have to meet the rule of five consecutive years of full-time teaching, but he/she must apply for tenure when a tenured slot is available.

**6.17.3 Standards for Receiving and Maintaining a Tenure Appointment**

The standards listed below have been established to assist Western Oklahoma State College's Board of Regents as the Board considers eligible faculty for a tenure appointment. The Board will primarily consider two standards for a tenure appointment. The burden of demonstrating that these standards have been met lies with the faculty applicant for tenure.

- A. Standard One: Teaching/Performance of Assigned Duties

A faculty member being considered for a tenure appointment must have received an "excellent" rating from his/her supervising Director in the following area:

A record of effectiveness as an instructor including, but not limited to, demonstrated teaching competence and efficiency in a classroom laboratory, and/or clinical setting; the ability to communicate effectively with students and demonstrated skill in handling classroom; and other duties related to teaching. Such a record may include, for example, a showing of the ability to impart knowledge, to excite students' interest in the subject matter, and to evoke response in students.

- B. Standard Two: Service



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In addition to Standard One, a faculty applicant for tenure must have a documented record of service which may include, but not be limited to:

1. Interest and ability in advising students;
2. Membership and participation in professional organizations;
3. Ability to work with faculty and students of Western in the best interest of the academic community and the people it serves, and to the extent that the job performance of the faculty member's administrative unit may not be adversely affected;
4. Serve on college committees;
5. Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and
6. Recognition and respect outside the Western Oklahoma State College community for participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation or the world.

**6.17.4 Review and Recommendation Procedures for Faculty Tenure**

- A. Each fall, the Vice President for Academic Affairs, with advice from the Faculty Senate president, shall appoint a standing faculty tenure committee composed of tenured faculty only. The standing faculty tenure committee will be large enough to represent, as equally as possible, all academic divisions within the college, but there will be no less than six members.
- B. The faculty tenure committee shall accept applications for tenure (from faculty applicants who meet the minimum eligibility criteria) at least once each academic year for a specified time as determined by the committee, but it shall not be less than 14 consecutive days. When tenure applications are to be received, the Tenure Committee shall notify the Faculty Senate President, the Vice President for Academic Affairs, the Division Directors, and all tenure-track faculty with the following information:
  1. The tenure application process is open for qualified applicants.
  2. The deadline for submitting applications.
  3. Information on how to obtain all required materials for tenure application.



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- C. Within the time specified by the Tenure Committee, eligible faculty who choose to apply for tenure shall submit an application and all required evaluation materials requested by the committee. The tenure candidate should ensure that all requested materials are submitted to the committee. The evaluation materials shall include
  - 1. The faculty member's tenure application;
  - 2. Student evaluations for the three years immediately prior to applying for tenure;
  - 3. Division Directors' evaluations for the three years immediately prior to applying for tenure;
  - 4. A letter of recommendation for tenure from the applicant's Division Director;
  - 5. Other materials as required by the Tenure Committee.
- D. Each member on the tenure committee shall evaluate the application and all materials of each tenure applicant. Following the review and recommendation by the tenure committee, the tenured faculty will vote by secret ballot to determine if a recommendation for granting tenure is forthcoming. The Tenure Committee will tally the ballots. In case two or more applicants have a tie vote, the tie shall be broken by the employment anniversary date as a full-time faculty member at Western. Should a tie still exist, the tie shall be broken by totaling the number of semester credit hours earned in all undergraduate and graduate course work.
- E. The chair of the Tenure Committee will report the results of the vote and recommendations of the committee and forward all application materials of each person on the recommendation list to the Vice President for Academic Affairs.
- F. The Vice President will evaluate the recommendations and forward all application materials, the recommendations of the Tenure Committee, and his/her recommendation to the President.
- G. The President will review all materials and make recommendations for tenure. These recommendations and all materials will be forwarded to the Western Oklahoma State College Board of Regents.
- H. Results of the vote of the Board of Regents will be reported in writing by the President to each tenure candidate within three working days. The decisions and judgment of the Board of Regents in all matters pertaining to the granting of faculty tenure is final.



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**6.17.5 The Right of Appeal of Tenured Faculty**

- A. If a faculty member holding tenure receives a notice of a pending dismissal and so desires, he/she may request and shall be accorded a hearing before an ad hoc College Appellate Committee. This committee is not considered a standing committee and members are appointed only as needed. Failure to make a request in writing to the President within 14 days after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before the College Appellate Committee.
- B. The Vice President for Academic Affairs shall appoint members to the College Appellate Committee on tenure and dismissal. The FACULTY SENATE shall give the Vice President for Academic Affairs a list of four tenured faculty members, two of which will be appointed to the committee. The committee shall consist of one member of the Administrative Council, one Division Director, and two tenured instructional faculty members. The chairperson shall be appointed by the Vice President for Academic Affairs.
- C. The College Appellate Committee shall have 30 days from the appeal date to investigate and hold a hearing. The faculty member and the committee may be permitted legal counsel. It is understood that such counsel shall speak only when requested by those they represent and that all proceedings shall be recorded with copies supplied to the appealing faculty member and the committee.
- D. At hearings before the College Appellate Committee, the faculty member will be afforded an opportunity to present a written brief of his/her defense, witnesses, and other documentary evidence in his/her behalf. The faculty member and the Administration will have the right to confront and cross-examine all witnesses called. Deposition may be admissible whenever a witness cannot appear.
- E. Within 15 days after the hearing, the College Appellate Committee will submit its findings and recommendations in an official report to the President of the College. The findings and recommendations of the committee will be based on a majority vote. The chairperson of the committee will have the right to vote.
- F. The faculty member shall have the right to request the Board of Regents of the College to review his/her case based upon the findings and recommendations of the College Appellate Committee and the President. This request shall be in writing and shall state



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concisely and in summary form the principal points of defense and reasons why a review should be held. The granting of such a review is at the discretion of the Board of Regents and the decision and final judgment of the Board of Regents relating to the recommendation of the President concerning dismissal of a faculty member shall be final for all purposes.