

ARTICLE 11: TENURE, PROMOTION AND RANK

11.1—Tenure (Continuing Contract)

A. The following unit members shall be eligible for consideration for continuing contracts:

1. Full-time faculty member hired prior to the ratification of this Agreement shall be eligible for consideration for continuing contract if they have completed three (3) or four (4) years of satisfactory faculty service and professional development at Eastern Florida State College. The time period for consideration shall not exceed five consecutive years. Time shall be counted starting from the beginning of their first Fall Term. Temporary full time faculty may use one year of their temporary service towards tenure.
2. Full-time faculty members shall be eligible for consideration for continuing contract if they have completed four (4) to six (6) years of satisfactory faculty service and professional development at Eastern Florida State College a period not in excess of seven (7) years. Time shall be counted starting from the beginning of their first Fall Term. Temporary full time faculty may use one (1) year of satisfactory temporary full-time faculty service towards the required years of satisfactory faculty service and professional development

xIf the faculty member is on approved leave prior to being awarded tenure, they shall be granted an equivalent amount of time upon return to complete the tenure application process.

B. All continuing contracts issued shall be based upon

Evaluation process (Article 9), and as indicated on the T
(Appendix T)

1.1-Evaluation Performance Review

Form (Appendix K)

xWhen more than one faculty member is eligible for tenure on a campus or division, each candidate shall have separate Campus Tenure Committees.
xTenure candidates are responsible for notifying the College of any conflict of interest.

xThe Campus Tenure Committee chair will be responsible for maintaining chain of custody for the tenure candidate's portfolio as documented on the Tenure Portfolio Custody form (TPDC Handbook)

xAfter reviewing the application and portfolio, the Campus Tenure Committee shall either recommend awarding or denial of tenure. The Chairperson of the Campus Tenure Committee will provide written notification to the TPDC Chair and appropriate Supervising Administrator informing them of the committee's recommendation, and justification for said recommendation

5. Recommendation from the Collegewide TPDC.

xThe TPDC will review all tenure applications:

1. To ensure that process and procedures have been followed.
2. To recommend the awarding or denial of tenure based on whether or not process and procedures have been followed.

xThe TPDC will provide written notification to the College President informing him of the Council's recommendation for awarding or denial of tenure, along with the justification for said recommendation.

xThe TPDC will also forward the Campus Tenure Committee's recommendation for awarding or denial of tenure, along with the justification for said recommendation to the College President.

6. At the conclusion of the tenure review process, a tenure candidate must have recommendations, either for approval denial of tenure, from both the Campus Tenure Committee and the TPDC before the candidate's name can be sent to the College President for a final decision.

7. The Supervising Administrator retains the right to make separate recommendations related to tenure to the President of the College.

C. Tenure Timeline—mutually agreed upon timeline to be included in Appendix T.

D. Candidates must be notified by the Administration by the last day of the spring term.

- E. The nonrenewal of an annual contract or denial of tenure shall not entitle the person to reasons for such actions or to follow the grievance procedures, or to a hearing (DOA or arbitration). However, this shall not preclude the use of the grievance procedure to determine whether the process and procedures were followed.
- F. All continuing contracts issued shall be based on satisfactory service performed in a full time faculty position and shall be subject to all other requirements and provisions imposed by law or regulation.
- G. The parties recognize and subscribe to the appropriate policy of the Board of Trustees Policy Governance Manual and to the supporting section of the College Operational Procedures Manual as the basic policy and procedure for administration of maintenance of continuing contract as it pertains to unit members. However, in the event a conflict occurs, this Agreement shall be the controlling document.

APPENDIX S—Tenure Timeline

If any due date falls on a Friday, or a day that the College is closed, the due date will be changed to the next day the College is open for regular business. See TPDC handbook for complete guidelines.

1. By May 1 of a tenure candidate's fourth (4th), fifth (5th), or sixth (6th) year, the candidate must notify their Supervising Administrator of

9. Faculty will be notified by the official end of the Spring semester.

APPENDIX T—Tenure Application

Name (printed):

Campus:

Date Hired as-F Faculty (Month, Year):

Degrees Awarded and Dates:

To apply for tenure, please do the following

- (1) By May 1st of your fourth (4th), fifth (5th), or sixth (6th) year, notify your Supervising Administrator of your intent to apply for tenure during the Fall Term of your fifth (5th), sixth (6th), or seventh (7th) year unless you are reapplying for tenure, in which case you have fifteen calendar days from the date of notification of denial to notify your Supervising Administrator of your intent to reply, provided you are not in your seventh (7th) year.
- (2) By October 31st, obtain both Human Resources and Supervising Administrator signatures on this application
- (3) By October 1st, submit a copy of a signed application for tenure to the announced chair of the Campus Tenure Committee.
- (4) By January 10 of the Spring Term of the year of tenure consideration, submit your tenure portfolio to the Campus Tenure Committee chair.

I. HUMAN RESOURCES VERIFICATION:

I certify that the exact hire date for this faculty member is:

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Human Resource Office Signature

Date

II. PROVOST STATEMENT:

I certify that the candidate has received a satisfactory rating for the last three (3) years.

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Provost Signature

Date

I recommend this applicant based on the continuation of the position.

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—Or—

I do not recommend this applicant based on the discontinuation of the position.

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Provost Signature

Date

III. CAMPUS-BASED TENURE COMMITTEE RECOMMENDATION

Members of the Committee:

Committee Chairperson:

We recommend this applicant for tenure.

We do not recommend this applicant for tenure.

Justification for nonapproval is:

Committee Chairperson Signature

Date

IV. TENURE AND PROFESSIONAL DEVELOPMENT COUNCIL RECOMMENDATION

Members of the Council:

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