



411 POLICY - Faculty Tenure

411.1 Statement of Policy

Faculty tenure is a means of recognizing excellence in the professional educator, implying an element of seniority within a department, and implying rights of due process. The process of granting tenure to eligible faculty is one means of strengthening the College as it addresses its mission. The College expects that tenured faculty will perform their instructional duties with a high level of professionalism and commitment. Promotion for faculty members is synonymous with tenure, there being no designation of rank other than that of professor. A \$5,000 base salary adjustment shall be granted with the beginning of the next fiscal year upon award of tenure. For the purpose of assuring the public, the students, and the faculty of the College's maintenance of the highest academic standards, procedures for review and evaluation of officially tenured professional faculty are published in the Procedures section of the Policies and Procedures Manual.

411.2 Eligibility for Tenure

When a person is first offered a faculty contract, the contract will state whether or not the position is tenure-track. All tenure-track faculty, who have a minimum of a master's degree with 18 hours of coursework at the graduate level in the faculty member's discipline and who have completed the three years probationary period and have been recommended for re-employment will be considered for tenure. A faculty member in a non-tenure track position may be considered for tenure, if their position is reclassified by the college administration as a tenure-track position, necessary for fulfillment of the college's mission.

411.3 Granting of Tenure

Tenure can be granted only to Faculty who are teaching full-time in an academic area or to Faculty who are employed full-time and with more than one-half of their work load in an academic area. Faculty considered for tenure must show evidence of commendable instructional performance and service. The Faculty Tenure Committee will review the tenure application materials, and vote to recommend or deny tenure. The Chief Academic Officer will present the Faculty Tenure Committee's decision to the college President, who will then submit that decision to the College Board of Regents. An official vote will take place at the next College Board of Regents meeting.



411.4 The Faculty Tenure Committee

The Faculty Tenure Committee will consist of the Chief Academic Officer and tenured faculty represented between the departments for a total of 3, 5, or 7 (inclusive of the Chief Academic Officer). The tenure committee members shall be established each year as with all standing committees. Tenure committee members will rotate, serving no more than two consecutive years unless the number of tenured faculty is not sufficient. The chairperson will be elected by tenure committee members. Each committee member has one vote and all votes are decided by majority.

Adopted 1970

Revised 1991

Revised February 2001

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Revised September 2015

Revised September 2016



411 PROCEDURE - Faculty Tenure

411.1:1 Eligibility for Tenure

After three years of full-time instructional employment on a tenure track at Redlands Community College, a tenure-track faculty member is eligible to be considered for tenure the following year.

411.1:2 Criteria for Granting Tenure

The criteria to be used in the granting of tenure are:

- A. Professional excellence in the following:
 - 1. Classroom instruction
 - 2. Institutional service and/or community service
 - 3. Professional development

- B. A minimum of a master's degree with 18 hours of coursework at the graduate level in the faculty member's discipline and has been recommended for re-employment will be considered for tenure.

411.2:1 Percentage Restrictions for Tenure Status

The college does not have a percentage restriction on number of tenured faculty. If a faculty member performs commendably in academic instruction, institutional and/or community service, and professional development, these actions benefit the college and the college's mission and therefore should not be discouraged by a restriction. The college will maintain a maximum cap on the amount of tenure applicants per year in order to facilitate thorough and fair vetting of tenure applicants through the Faculty Tenure Committee. This maximum number shall be six (6) applicants per academic year.



411.3:1 Roles of Tenured Faculty

The following are considered a part of the role of tenured faculty in the operation of the College:

- A. Serve on the committee to recommend the granting of tenure to faculty members in their department.
- B. Provide input upon request which will assist the administration in selection and evaluation of their respective department head.
- C. Assume leadership in recommending the addition or deletion of courses and programs.
- D. Upon request of the President, participate in the evaluation of the performance of administrative personnel.

411.3:2 Review of Tenured Faculty

Tenured faculty shall undergo the same review process that all full time faculty undergo, as found in section 426.1:1 of the Policies and Procedures Manual.

411.3:3 Probation

If, at the conclusion of a period of review of a tenured faculty member, a determination is made that the faculty member's total evaluation reflects weakness that must be corrected, that tenured faculty member may be granted a year of probationary status. This action, if warranted by the results of tenure review and accepted by the faculty member, shall constitute return to probationary status without further privileges or guarantee of processes accorded tenured faculty.

411.3:4 Procedure for Consideration of Tenure

The Faculty Tenure Committee will consist of the Chief Academic Officer and tenured faculty represented between the departments for a total of 3, 5, or 7 (inclusive of the Chief Academic Officer). Each committee member will be given a rubric. Each committee member has one vote and the granting of tenure is decided by a majority vote. All deliberations and records regarding applicant and the tenure track will remain confidential. All files will remain in the Human Resource Department to be viewed by the tenure committee members only. In the event of an appeal, the President, Department Head, Chief Academic Officer, and the Hearing Committee of the College Board of Regents will have access to the files connected to the appeal. The application deadline for the fall semester will be October 1st. Human Resources will notify tenure committee members by the end of the first week in October of tenure application



submission. The tenure committee members will review the material in the Human Resources conference room during the month of October. The tenure committee will meet in the fourth week to discuss and vote to grant or deny tenure. Each member will complete a rubric including the chairperson. The rubrics will be tallied and delivered to Human Resources. The application deadline for the spring semester will be February 1st. The application process will follow the same course of action with the committee voting in the fourth week. If tenure is granted, all applicant files will be returned to the applicant and not kept in Human Resources. If applicant does not meet the criteria for tenure at the time of voting, the tenure committee will provide in writing the additional data needed and assign a tenured mentor to assist the applicant in preparing for a future deadline.

411.3:5 Notification of Tenure Status

Notification of the granting or the denial of tenure will be given to the faculty member by a letter from the President no later than ten (10) working days after the decision and vote of the Board of Regents.

411.3:6 Appeals Process

If a faculty member is denied Tenure by the Faculty Tenure Committee but the College President believes the applicant upholds the ideals and excellence indicative of tenure, the College President may recommend an appeal. The President will make his recommendation to the Chairman of the College Board of Regents. The Chairman or his or her designee will appoint a Hearing Committee consisting of three (3) members of the College Board of Regents. If this Hearing Committee believes the applicant upholds the ideals and excellence indicative of tenure, a recommendation will be forwarded to the College Board of Regents. The decision of the Board of Regents is final.

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