

4.1.10

Issued: July 17, 1999
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SUBJECT: PROFESSIONAL TENURE

Tenure at Brewton-Parker College is considered an honor to be bestowed upon a faculty member for outstanding service to the College performed over a period of years. The tenure process includes recommendations from the Division Chair, Tenure/Rank Committee, the Provost, and the President of the College.

The College Tenure/Rank Committee is a standing committee composed of one professor from each academic division. Members will be appointed by the Chairperson of the Faculty Assembly who will also designate one person to serve as Chairperson of the committee.

Candidates on a tenure track may request, at any time, being changed to non-tenure track contract. Such a request should be in writing and would need to be approved by his or her Division Chair, the Provost, and the President. During their 5th or 6th year of employment they must either apply for tenure or request a non-tenure-track contract. Candidates may apply for tenure twice unless the President indicates an unusual occurrence that prevents tenure. If the first tenure application is denied and the candidate wishes to pursue tenure, the candidate must apply again within three years. If the candidate does not wish to pursue tenure a second time, the candidate may request being changed to a non-tenure-track contract. This request must be in writing, and it requires the approval of the Division Chair, the Provost, and the President. After two unsuccessful applications for tenure, the faculty member would leave the tenure track position and may apply for a non-tenure-track contract. A person who previously held a tenure-track position and switched to “non-tenure track” may subsequently request to revert to a tenure-track contract. The request must be in writing and requires the approval of the Division Chair, the Provost, and the President.

To be eligible for tenure, candidates must have a terminal degree and be in a tenure-track position.

Formula for Tenure:

- Teaching – the candidate will select a percentage for evaluation from a high of 60% to a minimum of 40%.
- Scholarship/Professional Development – the candidate will select a percentage for evaluation from a high of 40% to a minimum of 10%.
- Service to College/Community – the candidate will select a percentage for evaluation from a high of 30% to a minimum of 10%. Service will be defined as “beyond contractual and policy obligations.” Service to the college includes, but is not limited to, academic advising, committee assignments, *ad hoc* committee assignments, presentations on campus, advising student clubs, attendance at college athletic and cultural events, and participation in extracurricular activities. Service to the community includes, but is not limited to, volunteer work, church work, and involvement in organizations (such as ORCA and Rotary).

Procedures:

- The Provost will inform tenure-track faculty members who are in the fifth or sixth year of employment that the tenure process must be initiated during one of those years.

- The candidate will select these percentages one year prior to tenure consideration and submit them to the Tenure/Rank Committee.
- The Division Chair will make sure that the candidate has a mentor if one is desired.
- The Tenure/Rank Committee will review the portfolio and the chairman's evaluations. The evaluation by the division chair will include the chair's opinion of the candidate's execution of duties and responsibilities as listed in 4.1.2.
- The discipline/division of the candidate will evaluate the scholarship/professional development aspect of the candidate's application. While the Tenure/Rank Committee will offer guidelines for evaluation of scholarship/professional development, each division should be free to develop its own criteria for evaluation. A copy of the division's criteria (if developed) will be given to the Tenure/Rank Committee.
- The candidate will submit a Tenure Portfolio to the chairman of the academic division by October 1st. The chairman will send the portfolio to the Tenure/Rank Committee with a letter of evaluation for all three areas of assessment and include a recommendation for or against tenure by October 15th.
- The candidate should solicit letters of support from faculty, preferably within the candidate's discipline.
- The faculty of the Library will follow parallel guidelines that are attached.
- General guidelines for the portfolio will be published by the Tenure/Rank Committee. Each academic division/discipline will formulate specific guidelines and provide a sample portfolio.

The Tenure/Rank Committee will send its recommendations, along with all supporting materials, to the Provost. The Provost will forward recommendations and the supporting materials from the committee to the President who will make the final decision for awarding or not awarding tenure. The President will notify the candidate of the decision in writing.

Notwithstanding the requirement for tenure, the President of the College may elect to grant tenure to a new member of the faculty when the individual's rank and experience warrants such a move and the President believes that it is in the best interest of the College to do so.

Post Tenure Review will follow the same guidelines as those for tenure and will serve the purpose of faculty development. Post Tenure Review should not be a re-evaluation of tenure. Post Tenure review should be conducted according to standards that protect academic freedom and the quality of education. Specific implementation of post tenure guidelines will be recommended by the Tenure/Rank Committee.

DISMISSAL OF TENURED FACULTY:

Tenured professors may be dismissed by the college in case of the following:

- Bona fide financial exigency
- Academic/professional inefficiency or incompetence

- Moral and ethical laxity as measured by Christian standards upheld by Brewton-Parker College
- Medical reasons based upon clear and convincing medical evidence if reasonable accommodations cannot be made
- Discontinuance of a program or closure of an external site
- Neglect of duties

Procedure in Case of Violation of Tenure:

If an accusation is made against an individual faculty member, the President and/or the Provost shall determine whether in the opinion of either or both of them the action or actions charged do in fact constitute violation of the college's tenure policy. If either or both find the action or actions do constitute such a violation, and the evidence on hand is sufficient to warrant further action, the matter shall be referred to an ad hoc committee composed of one member of the Board of Trustees, one faculty member, and one additional faculty member selected by these two. The Chairman of the Board of Trustees shall appoint the Board member, and the President of the College shall appoint the faculty member. The committee shall determine whether the accused has violated the tenure policy. After having studied the evidence as is relevant, the committee shall present its recommendation to the President for further action.

Should a faculty member feel his/her cause deserves further consideration after the President has taken action on the ad hoc committee's recommendation, she/he may appeal to the full Board of Trustees for a hearing. Their decision upon hearing all evidence will be final.

Contact for Interpretation: Provost

This policy statement supersedes all previous policy statements on this subject.