

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 members 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 during 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.
 - If 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:
1. Satisfactory service performed in a full-time faculty position and shall be subject to all other requirements and provisions imposed by applicable Florida law or regulation.
 2. Supervising Administrator verification of:
 - Satisfactory rating for the last three (3) years as defined in the Faculty Evaluation process (Article 9), and as indicated on the Tenure Application (Appendix T)
 1. For the purposes of a Tenure Application, if a non-tenured full-time faculty member is not observed and does not receive a completed Instructional (or Librarian) Faculty Self-Evaluation Performance Review Form (Appendix K-L) signed by the Supervising Administrator during the

evaluation process, as outlined in Article 9, they will be considered satisfactory for that academic year.

- Continuing need as indicated on the application for Tenure (Appendix T).
3. Satisfactory completion of a tenure application and portfolio as outlined in the TPDC Handbook, which shall include, at a minimum (consult the TPDC Handbook for complete information), the following:
 - Documented evidence of a satisfactory rating for the last three (3) years as indicated by the Supervising Administrator's signature in Section II of the Tenure Application (Appendix T).
 - Documented evidence of significant and ongoing contribution and/or participation in Professional Development activities.
 - Documented evidence of contributions to the College and the candidate's profession.
 - Successful completion of the College's established faculty mentoring program as documented on the candidate's College training record.
 4. Super majority recommendation (minimum 67%) by a faculty Campus Tenure Committee.
 - The Campus Tenure Committee shall operate as described in the TPDC Handbook, and a quorum must be present for any action to be taken.
 - A Campus Tenure Committee shall be comprised of a candidate's DC and/or PM, who will be non-voting members except in the event of a tie, and three (3) to five (5) full-time tenured faculty members from the discipline of the tenure candidate, or a closely related discipline when adequate numbers of faculty are not available. If necessary, faculty members from the discipline, but from another campus or division, may be included to fulfill the discipline representation needs. A tenure candidate may select one member of the committee. The committee shall select its chairperson, who shall not be the candidate's DC and/or PM.
 - A Librarian candidate's Campus Tenure Committee will be comprised of the other Librarians on the candidate's campus, plus Librarians from other campuses as necessary to meet the above requirements.

- When more than one faculty member is eligible for tenure on a campus or division, each candidate shall have a separate Campus Tenure Committees.
 - Tenure candidates are responsible for notifying the College of any conflict of interest.
 - The 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).
 - After 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 College-wide TPDC.
- The 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.
 - The 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.
 - The 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 or 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 non-renewal 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 (e.g., DOAH 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 1st of a tenure candidate's fourth (4th), fifth (5th), or sixth (6th) year, the candidate must notify their Supervising Administrator of their intent to apply for tenure during the Fall Term of the fifth (5th), sixth (6th), or seventh (7th) year. If tenure candidates have been informed that they have not received tenure, they have fifteen calendar days from the date of notification to notify their Supervising Administrator of their intent to reapply the following year, provided that they are not in their seventh (7th) year.

2. A candidate will be considered for tenure during the Spring Term of the fifth (5th), sixth (6th), or seventh (7th) year of service to the College as determined by the tenure candidate in their fourth (4th), fifth (5th), or sixth (6th) year.

3. By October 1st candidates must obtain both Human Resources and Supervising Administrator signatures on their application (Appendix T).

4. By October 15th of the Fall Term of the candidate's fifth (5th), sixth (6th), or seventh (7th) year, a Campus Tenure Committee chair will be named. The candidate must submit a copy of a signed application for tenure to the announced chair of the Campus Tenure Committee (Appendix T).

5. By January 10th of the Spring Term of the year of tenure consideration, the candidate must submit a tenure portfolio to the Campus Tenure Committee chair.

6. By February 1st, Campus Tenure Committees must have met and forwarded written recommendations and justifications to the TPDC chair and the candidate's Supervising Administrator. The chair of the Campus Tenure Committee will ensure delivery of the portfolio to the TPDC.

7. By February 28th, the TPDC must have met and forwarded written recommendations and justifications, and the Campus Tenure Committee's recommendations and justifications, to the College President.

8. All recommendations must be submitted to the Board in time for the March Board of Trustees meeting.

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

APPENDIX T—Tenure Application

Name (printed):

Campus:

Date Hired as F-T 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 1st, obtain both Human Resources and Supervising Administrator signatures on this application.
- (3) By October 15th, 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.

The timeline for consideration is:

- (1) By February 1st, Campus Tenure Committees must have met and forwarded written recommendations and justifications to the TPDC chair and your Supervising Administrator.
- (2) By February 28th, the TPDC must have met and forwarded their written recommendations and justifications, and the Campus Tenure Committee's recommendations and justifications, to the College President.
- (3) In time for the March Board of Trustees meeting, your supervisor and the College President will have made their recommendations.
- (4) By the end of the Spring term, candidates for Tenure will be notified of approval or non-approval by the Administration.

Instructions: Per Article 11 of the CBA, four criteria must be met to apply for tenure:

- (1) Satisfactory service performed in a full-time faculty position for four (4) to six (6) academic years except where outlined in Article 11.1.A.1.
- (2) Satisfactory completion of a tenure application and portfolio as outlined in the TPDC Handbook, which shall include, at a minimum (consult the current TPDC Handbook for complete information), the following:
 - Documented evidence of a satisfactory rating for the last three (3) years as indicated by the Supervising Administrator's signature in Section II of the Tenure Application.
 - Documented evidence of significant and ongoing contribution and/or participation in Professional Development activities.
 - Documented evidence of contributions to the College and the candidate's profession. Successful completion of the College's established faculty mentoring program as documented on the candidate's College training record.
- (3) Supermajority recommendation by a faculty Campus Tenure Committee
- (4) Majority recommendation by the faculty TPDC

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 non-approval is:

Committee Chairperson Signature

Date

IV. TENURE AND PROFESSIONAL DEVELOPMENT COUNCIL RECOMMENDATION

Members of the Council:

Council Chairperson:

We recommend this applicant for tenure.

We do not recommend this applicant for tenure.

Justification for non-approval is:

Council Chairperson Signature

Date

V. Faculty Verification

I certify that to the best of my knowledge the contents of this application and my portfolio are complete and accurate.

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Tenure Candidate Signature

Date