

## **Policy Title: Tenure**

**Impact:** Employees

**Responsibility:** Office of Instruction

**Effective Date:** 12/16/98

**Last Update:** 09/24/14

**Relates to Procedure:** 3.02.09

**Legal Citation(s):**

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### **I. Tenure**

Purpose and Definition:

The intent of this policy is to provide the highest quality education to the students of North Idaho College by promoting a sound and stable educational environment in which there is a free exchange of knowledge and ideas.

The purpose of tenure is to protect Academic Freedom, recognized by North Idaho College in policy as the cornerstone of the educational process, and to recognize faculty members who have demonstrated effective teaching and academic preparation, effective performance of contractual responsibilities, continued professional growth, adherence to a professional code of conduct, and service in accordance with criteria established by the board of trustees.

Tenure is not awarded automatically to faculty but only upon recommendation of the Tenure Committee and explicit conferral by the North Idaho College Board of Trustees. The tenure policy and procedures encompass rights and responsibilities based on the principles of fairness and the provisions of due process.

Through tenure, NIC seeks to attract, select, and retain faculty members whose competence, qualifications, educational philosophy, dedication to their students, and commitment to the profession, best complement the educational mission of the department, the institution, and the discipline(s), thereby serving the broader interests of society.

Tenure at North Idaho College is awarded to full-time faculty members by the North Idaho College Board of Trustees in recognition of demonstrated proficiency. Tenure is defined as a reasonable right to continued employment except for the following: termination of employment for cause, as defined by the Termination of Tenured Faculty for Cause Policy; termination of employment as defined by the applicable NIC reduction in force policy; or release of tenure by virtue of voluntary retirement, resignation, or abandonment. In the case of tenured Professional-Technical faculty, the State Board of Professional-Technical Education administrative rules governing Post-secondary Program Reduction or Termination shall apply.

## II. Eligibility to Apply for Tenure

### A. Education and service requirement:

- i. Full-time faculty members who have fulfilled the educational qualifications for faculty as specified in NIC Policy, and have completed three (3) continuous years of service in a tenure track position, are eligible to submit a portfolio application for tenure. An exception to the continuous years of service requirement may be allowed with approval from the Tenure Committee and the vice president for instruction (VPI). Faculty members whose contracts begin at a time other than fall semester will begin accumulating time toward tenure eligibility at the start of the next regular academic year.
- ii. The VPI may, subject to the agreement of the faculty member and appropriate dean and/or division chair, approve the substitution of other assigned duties to meet the teaching requirement, if the substitution is for one academic year (thirty credit hours) or less. Such assigned duties may include, but are not limited to, increased student advising, professional development, assistance to division chairs, curriculum development, or alternative course design.
- iii. The VPI will obtain the approval of the president if the substitution of duties to fulfill the teaching requirement is offered to fulfill more than thirty (30) credit hours. Such assigned duties may include, but are not limited to, increased student advising, professional development, assistance to division chairs, curriculum development, or alternative course design.

### B. Tenure-track status:

- i. A “tenure track position” is defined as a full-time faculty teaching position designated as tenure track by the president, upon the recommendation of the vice president for instruction.

## III. Tenure Committee

### A. Membership and voting:

- i. Each year the executive committee of the Faculty Assembly will select the voting members of the Tenure Committee from among tenured faculty. The Tenure Committee shall consist of not more than seven (7) voting members, including the chair. Membership should provide the broadest representation of faculty possible; each division will be limited to one voting member. One non-voting member will be selected by the vice president for instruction from among the division chairs. This committee will report on its activities to the Faculty Assembly chair.

- ii. Membership Terms: Committee membership will be limited to a term not to exceed 5 years with the exception of the Chair. The Chair may remain on a sixth year to maintain continuity. Members will rotate off the committee in such a manner to insure there are a minimum of at least three members with three or more years of service.

B. Responsibilities:

- i. The procedures for this policy describe the Tenure Committee's responsibilities in facilitating the tenure process, which include the participation of faculty candidates, faculty evaluation teams (FETs), division chairs, and administrators.

## IV. Conferral of Tenure

A. The tenure candidate bears the burden to prove eligibility for Tenure.

B. Portfolio and recommendations:

- i. The tenure process shall be initiated by a qualified faculty member submitting a portfolio in support of tenure to the Tenure Committee. The Tenure Committee will provide a written recommendation for or against conferral to the VPI, who will forward a copy along with his/her recommendation to the president. The president will forward the recommendation of the Tenure Committee, and the recommendation of the VPI, together with the president's recommendation, to the board of trustees.

C. Requirements for Conferral:

- i. When considering whether to recommend conferral of tenure on a candidate, the Tenure Committee and VPI will consider whether or not the faculty candidate:
  - 1. Experience: Has completed the minimum years of service;
  - 2. Education: Meets and maintains the educational requirements for tenure as described in the NIC Faculty Conditions of Employment and Teaching Focus policies. If a candidate fails to continue to meet the educational requirements prior to the granting of tenure, then the opportunity to continue employment as a non-tenure track employee in a tenure track position must be unanimously agreed to by the candidate, his/her division chair, the appropriate dean, the VPI and the Tenure Committee;
  - 3. Teaching Effectiveness: Demonstrates teaching effectiveness as determined through the faculty evaluation process as outlined in the Faculty Evaluation and Tenure procedures;

4. Professional Growth: Continues professional growth activities as determined and agreed upon between the faculty member, the division chair and/or the appropriate dean, and the VPI;
  5. Contractual Responsibilities: Demonstrates effective performance of the duties and responsibilities outlined in the candidate's contract for employment and the Teaching Focus policy;
  6. Professional Ethics: Exhibits conduct consistent with professional ethics, integrity, collegiality, and in avoidance of conflicts of interest, described and defined by the Professional Ethics policy;
  7. Continuing Performance: Provides reasonable assurance based on past performance that he/she will continue to meet the standards for tenure;
- ii. North Idaho College expressly disclaims all promises, assurances, or representations regarding conferral of tenure or employment security made by any individual at the college inconsistent with this policy and disclaims any possibility of tenure arising from any action other than an official conferral by the board of trustees.

## **V. Denial of Tenure**

- A. If tenure is denied, a tenure candidate who remains eligible may apply again in the fifth year, upon approval by the Tenure Committee, the appropriate dean, and the VPI, using the same process as outlined in the associated procedure. If tenure status is not conferred in the fifth year of service, the candidate's contract will not be renewed.

## **VI. Retention of Tenure**

- A. The terms "instructor" or "faculty member" or "full-time faculty teaching position" in this policy include non-teaching faculty who were granted tenure under previous tenure policies. The tenure of such non-teaching faculty, will remain unaffected by any subsequent change to the tenure track status of the positions they occupy.
- B. Leaves
- i. Tenured faculty members on leaves for one year or less and approved by the VPI, such as sabbaticals, leaves without pay, or reassignment to partial or full non-teaching assignments, will retain their tenure.
  - ii. Tenured faculty members on approved leave for more than one year must obtain permission from both the VPI and the president to retain tenure.

- iii. The authority to approve the retention of tenure during leaves may be delegated to an acting VPI, who will be appointed by the president in the VPI's absence.

C. Temporary part-time status

- i. Tenured faculty members who request part-time status may retain tenure for a maximum of two (2) years, if approved by the VPI.