Approved, 1/20/2016

University Committee on Faculty Tenure
http://www1.provost.msu.edu/UCFT/
Wednesday, December 9, 2015, 3:30 p.m.
443 Administration Building

MINUTES


Absent: H. Barry, R. Lehto, J. Reifenberg, A. Soltani, G. Walker, K. Yermak

Call to Order

Chairperson M. Dease called the meeting to order at 3:32 p.m.

Approval of Agenda

Keathley/Tatto moved to approve the agenda as presented. Motion carried.

Approval of Minutes of November 11, 2015

Keathley/Watts moved to approve the minutes as amended. Motion carried.

Remarks

M. Dease updated the committee on the current dismissal for cause case. An ordered roster has been drawn which contains the order in which members will be selected for service on the hearing committee. The next step is to empanel the hearing committee. The policy states that no sooner than two weeks after the circulation of the ordered roster, the UCFT shall meet in the presence of the parties to select the hearing committee. All eligible members on the roster are expected to attend the hearing selection meeting. L. McCabe will convene and preside over this meeting. No later than five days before the selection meeting, any potential Hearing Committee member or potential alternate may make a written request to the Presiding Officer (L. McCabe) that he/she be excused for an appropriate reason. L. McCabe shall, if necessary, question members seeking to be excused and then decide whether to excuse any of them.

L. McCabe informed the committee that the parties will have their attorneys present and the Presiding Officer will also have an outside attorney. Laura will question each potential Hearing Committee member about his/her personal or professional relationships, if any, with either party, and will ask whether there is any reason he/she would be unable to hear the case and render a fair and impartial judgment. The parties may also submit questions to the Presiding Officer.

T. Curry provided an update on the ongoing Dean searches.
Continuation of Implementation Practices Policy Discussion

Based on the UCFT’s previous discussions, draft revisions to the policy were prepared for the committee’s review and approval (see attached).

Arnoczky/Barton moved to approve the policy changes. Motion carried.

T. Curry stated that the revised policy will be updated in the Faculty Handbook and communicated to pre-tenure faculty, Chairs, and Deans after January 1, 2016.

Other

T. Curry distributed and reviewed the October 2015, Historical Summary of Faculty and Academic Staff – Headcount report. This information was also shared with the Deans broken out separately by college.

L. McCabe stated that the lack of women faculty remains a problem even after the implementation of the ADVANCE grant.

T. Curry replied that the ADVANCE grant has helped increase awareness and standardization of hiring processes, but it will take time to make visible progress. Several initiatives have been put in place to advance this initiative and it is expected that progress will be visible over time.

M. Dease recommended to invite Paulette Granberry Russell, Director of Inclusion and Intercultural Initiatives and Senior Advisor to the President, to an upcoming meeting to share information around the diversity work that her office is undertaking.

Adjournment

The meeting was adjourned at 4:15 p.m.
Appendix: Academic Human Resources Policies (Cont.)

The following statement was endorsed by the University Committee on Faculty Tenure; it was issued by the Office of the Provost on June 1, 1990 and revised on April 24, 1996, March 24, 1999, January 10, 2001, April 13, 2005, November 28, 2012, and January 16, 2013, and December 9, 2015.

**Automatic Extensions**

The tenure system probationary appointment for the next reappointment/promotion/tenure review is extended automatically (i.e., no faculty request or UCFT review needed) for one year for the following reasons:

1. Leaves of absence with or without pay that are one semester to twelve months.
2. Changes in appointment to 50% time or less for one year.
3. Upon request from a faculty member for reasons related to the birth or adoption of a child. Automatic extensions for this reason are limited to two separate one-year extensions. The request for an automatic one-year extension related to the birth or adoption of a child must be submitted within two years of the birth/adoption but no later than the due date for submission to the department/school of the dossier for the next reappointment/promotion/tenure review.
4. Immigration/visa status that does not permit the award of tenure for candidates who have been recommended for tenure.
5. An extension recommended as an outcome of a hearing and/or appeal conducted pursuant to the Faculty Grievance Policy.

**Extensions Granted Automatically Upon Faculty Request**

In addition to the automatic extensions (1-4) described above, faculty can request an extension of the reappointment/promotion/tenure review for the birth or adoption of a child. Extensions for this reason are limited to two separate one-year extensions during the entire probationary period. The request for an automatic one-year extension for the birth or adoption of a child must be submitted within two years of the birth/adoption, but no later than the due date for the submission to the department/school of the dossier for the next reappointment/promotion/tenure review.
Note: Receipt of an automatic extension for any of the reasons above does not preclude consideration for reappointment or promotion with tenure at the normal time. However, if the extension for the first probationary appointment is waived by the faculty member, the extension does not carry over to the second probationary appointment. In addition, a faculty member is bound to the outcome of the reappointment review if unsuccessful.

Extensions Reviewed by the University Committee on Faculty Tenure.

Additionally, extensions of the probationary appointment may be requested from the University Committee on Faculty Tenure (UCFT) for reasons related to childbirth, adoption, the care of an ill and/or disabled child, spouse, or parent; personal illness; to receive prestigious awards, fellowships, and/or special assignment opportunities; or other such serious constraints.

In such cases, extensions of the tenure clock are not automatic, UCFT considers evidence bearing on the question of whether the circumstances justify exceptions to the standard procedures governing the tenure system. UCFT's role is not to evaluate the substantive issues recommended at the departmental or unit level, but to determine whether, given the circumstances of each case, the proposed decisions are consistent with the general interest of preserving the integrity of the tenure system.

To request an extension of the probationary appointment, the department chair or unit administrator must submit a memorandum to the Associate Provost and Associate Vice President for Academic Human Resources that includes the following information:

1. the specific reason delineated in this policy that justifies an exception to the standard procedures governing the tenure system;
2. clear explanation of the impact of the specified condition on the normal activities of the faculty member;
3. what is expected to be achieved at the end of the requested extension, including the prospects for success, and a description of the resources and/or proposed changes that will be made to facilitate success;
4. a current curriculum vitae and a one-page summary of prior assignments in teaching, research, outreach, and administrative duties during the previous three years for the faculty member seeking the extension;
5. endorsement and signatures of the faculty member, department chair or unit administrator, and dean.

Additionally, the department chair or unit administrator must provide written documentation from the department or school peer review committee that they reviewed the extension request and had an opportunity to render advice as appropriate. The committee's approval is not necessary.

Requests endorsed by the Office of the Provost will be considered by UCFT according to the standards specified herein.