
Absent: H. Barry, S. Carpenter, C. Petty, A. Soltani, J. Strader, G. Walker

Call to Order

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

Approval of Agenda

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

Approval of Minutes of October 28, 2015

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

Remarks

M. Dease stated that the revised Discipline and Dismissal policy was reviewed and approved by the Faculty Senate at its meeting on November 10, 2015. The policy will move on to appear before the Board of Trustees at its December meeting. If approved, the new policy will take effect on January 1, 2016. The President thanked the working group who met over the summer.

M. Dease remarked that he has stepped down as Presiding Officer on the current dismissal for cause case. Laura McCabe agreed to take on the role of Presiding Officer. In addition, a volunteer needs to be present for the drawing of the ordered roster; Jakana Thomas volunteered.

T. Curry had no remarks.

Continuation of Implementation Practices Policy Discussion

Based on the UCFT’s previous discussion, draft revisions to the policy were prepared for the committee’s review (see attached). The main change was the categorization of three extension categories rather than two.

The committee reviewed the revisions and suggested several additional changes to provide further clarity to the policy:
1. Change the title of the policy to “Extending the Reappointment, Promotion and Tenure Review Timeline (Extending the Tenure Clock)”
2. Remove “reasons related to” in the statement, “In addition to the automatic extensions (1-4) described above, faculty can request an extension of the tenure clock for reasons related to the birth or adoption of a child.”
3. Replace “tenure clock” with “reappointment, promotion and tenure review” in the statement, “In addition to the automatic extensions (1-4) described above, faculty can request an extension of the tenure clock for reasons related to the birth or adoption of a child.”
4. Add the clarifying statement “during the entire probationary period” at the end of the sentence, “Extensions for this reasons are limited to two separate one-year extensions.”
5. Change the section header from “Extensions Requiring Faculty Request but no Review by the University Committee on Faculty Tenure” to “Extensions Granted Automatically Upon Faculty Request”
6. In the “Note” section, add the statement “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.”

Cheruvelil/McCabe moved to review the proposed changes incorporated into the policy at its next meeting. Motion carried.

**Salary, Appointment, and Faculty Status of Faculty Members Who Assume Administrative Responsibilities Policy**

T. Curry remarked that proposed revisions were made to the “Salary, Appointment, and Faculty Status of Faculty Members Who Assume Administrative Responsibilities Policy” to provide formal guidance regarding administrative increments. The intent behind the proposed revisions is to formalize parameters and practices that are currently in place today. The policy requires review by both the University Committee on Faculty Affairs (UCFA) and the UCFT. The UCFA recently approved the policy changes.

Arnoczky/Craig moved to endorse the policy changes. Motion carried.

**Individual Personnel Actions** (no students were present)

T. Curry presented a request for a one-year extension of the tenure system probationary appointment for an Assistant Professor in the College of Natural Science.

Arnoczky/Keathley moved to approve the request. Motion carried.

T. Curry presented a request for a one-year extension of the tenure system probationary appointment for an Assistant Professor in the College of Education.

Arnoczky/Craig moved to approve the request. Motion carried.

**Other**

M. Dease informed the committee that the November 25, 2015 meeting is cancelled.

**Adjournment**
The meeting was adjourned at 4:18 p.m.
Implementation Practices (Stopping Extending the Tenure Clock) - Faculty Handbook

IV. 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 XXXX.

Automatic Extensions

The tenure system probationary appointment for the next reappointment/promotion/tenure review is extended automatically (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 Requiring Faculty Request but no Review by the University Committee on Faculty Tenure

In addition to the automatic extensions (1-4) described above, faculty can request an extension of the tenure clock for reasons related to the birth or adoption of a child. 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.
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.

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 in which 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.