

# Tenure in Academic Departments

## Timeline for Faculty in **First** and **Second** Probationary Years

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Refer to MOA Article IX: Tenure for additional information.

	<u>Time Allotted Dates</u>	(not including weekends, breaks, and holidays)
1.	<u>F 11-15-19</u>	Candidate submits tenure file to department chair. If candidate would like a copy of his/her tenure file, a copy should be made before submitting to department chair, as candidate will not be able to obtain a copy of the file once it has left the department.
2.	<u>1 day M 11-18-19</u>	Chair forwards file to department tenure committee.
3.	<u>5 days Tu 11-19-19 M 12-02-19</u>	<b>Department tenure committee</b> reviews file and writes initial recommendation. Though addressed to chair, copy is sent only to candidate at this time.
3.a	<u>2 days Tu 12-03-19 W 12-04-19</u>	Candidate may request an appeal hearing of the initial recommendation.
3.b.	<u>3 days Th 12-05-19 M 12-09-19</u>	Candidate may insert additional materials in file. On request candidate will receive hearing by department tenure committee. Department tenure committee writes final recommendation to chair, forwarding copy to candidate. Initial and final recommendations are placed in file.
3.c.	<u>1 day Tu 12-10-19</u>	Department tenure committee forwards file to chair.
3.d.	<u>3 days Tu 12-10-19 Th 12-12-19</u>	Candidate may respond in writing to any unresolved differences regarding department tenure committee evaluation. Response must be sent to chair and becomes a part of the tenure file in the back of department tenure committee's recommendation section.
4.	<u>5 days W 12-11-19 W 01-22-20</u>	<b>Chair</b> reviews file and writes initial recommendation. Though addressed to dean, copies are sent only to candidate and department tenure committee chair at this time.
4.a.	<u>2 days Th 01-23-20 F 01-24-20</u>	Candidate may request an appeal hearing on the initial recommendation.

4.b.	3 days	
	M     01-27-20	On request candidate will receive hearing by chair. Chair writes final recommendation to dean, forwarding copies to candidate and department tenure committee chair. Initial and final recommendations are placed in file.
	W     01-29-20	
4.c.	1 day	
	Th    01-30-20	Chair forwards file to dean. The candidate may not insert additional materials into the file once it leaves the department.
4.d.	3 days	
	Th    01-30-20	Candidate may respond in writing to any unresolved differences regarding chair evaluation. Response must be sent to dean and becomes a part of the tenure file in the back of department chair's recommendation section.
	M     02-03-20	
5.	10 days	
	F     01-31-20	<b>Dean</b> reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to candidate, department chair, and department tenure committee chair.
	Th    02-13-20	
5.a.	2 days	
	F     02-14-20	Candidate may request an appeal hearing on the initial recommendation.
	M     02-17-20	
5.b.	3 days	
	Tu    02-18-20	On request candidate will receive hearing by dean. Dean writes final recommendation to provost, forwarding copies to candidate; department chair; and department tenure committee chair. Initial and final recommendations are placed in file.
	Th    02-20-20	
6.	TBD	
	F     02-21-20	If the last recommendation is that the candidate be removed from the tenure track, the candidate may appeal further. Please see MOA Tenure Pathways F-P. An appropriate timeline will be established in consultation with the candidate and reviewing parties. All timelines must be completed prior to March 1.

### POINTS OF CLARIFICATION

In general, Fort Hays State University follows this notification procedure for tenure. A probationary appointment carries with it an expectation of renewal. Hence, if the appointment is not to be renewed, the faculty member needs to be informed of this in writing on the following timelines:

- a. Not later than March 1 of the first or second academic year of review, if the appointment expires at the end of that year; or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination.
- b. At least twelve months before the expiration of an appointment after two or more years at FHSU.