



## The University of Toledo - Main Campus Policy

### II-2

## Appointments and Tenure

### A. Appointments

#### 1. Selection of Instructional Staff and Librarians

Members of the instructional staff holding tenure track or non-tenure track academic rank, legal research and writing instructors and off-campus program associates shall be recommended to the President by the academic department in which they are to teach or perform research, the dean of the college and the Senior Vice President for Academic Affairs, in accordance with selection procedures set forth in the University's Affirmative Action Plan. Lecturers shall be appointed by the academic department in which they are to teach subject to the approval of the college dean. Graduate Assistants shall be appointed by the Dean of Graduate Studies upon recommendation of the department in which they are to work.

#### 2. Notification of Appointment

Appointment to the University Faculty and to any of the non-tenure track academic ranks is made by the President of the University. Notices of appointment are issued only by the President, with the approval of the Board of Trustees. The appointment is not validated until the notice of appointment is returned with the appointee's signature indicating the appointee's acceptance. Notices of appointment not signed and returned to the President within thirty days of the date of issue become void. Tenured appointees shall be issued open ended appointments. Tenure track appointees shall be issued appointments with definite termination dates, which require notice of non-renewal on the following schedule:

First year of service 3 months prior to expiration of appointment, Second year of service 6 months prior to expiration of appointment, Third or later year of service 1 year prior to expiration of appointment.

Such tenure track appointments may not exceed six years. An untenured faculty appointment for a seventh year may only be granted as a Terminal Appointment to a faculty member denied tenure. All instructional staff holding restricted academic ranks shall be issued appointments with definite termination dates after which the University will be under no obligation to the appointee. Lecturers shall

be issued a letter of appointment each semester with a definite termination date after which the University will be under no obligation to the appointee. Graduate assistants shall be notified of appointment by the Dean of Graduate Studies with a definite termination date after which the University will be under no obligation to the appointee.

### **3. Summer Appointments**

When departmental resources provide opportunities for summer employment, full-time employees of the university with departmental faculty status shall have the right of first refusal. When, within a department or unit, there are more faculty who wish to teach than there are opportunities, each such department or unit shall be required to develop a published policy describing how such assignments are to be made. Such policies shall be subject to approval of the dean of the college and shall make allotments in as fair and equitable a manner as possible. Full-time employment in a summer session is defined as employment resulting in compensation based on a rate of the preceding nine-months academic year base salary.

### **4. Graduate Faculty Appointment**

The graduate faculty shall develop and formulate the policies and procedures governing the conduct of graduate work. The criterion for membership in the graduate faculty is substantial involvement in graduate level activities such as teaching, research or administration. Graduate faculty members shall be appointed by unanimous action of the individual's department chair, the dean of the college, and the Vice President for Graduate Studies, Research and Economic Development upon the advice of the membership committee of the Graduate Council.

## **B. Tenure**

1. "Tenure" is the right of a member of the University Faculty to continuous employment by the University. The award of tenure by the Board shall be selective and conditioned upon positive recommendation of the faculty and the President. Tenure may be terminated only for cause, or through financial exigency, or by reason of retirement.
2. For purposes of this section, the term "year" shall mean an academic year consisting of two consecutive semesters. An initial appointment beginning later in Fall semester, Spring semester, or in the Spring or Summer semester shall not be credited toward tenure.
3. Every University Faculty member appointed without tenure to the tenure track rank of instructor, assistant professor, associate professor, or professor shall serve a probationary period before tenure not longer than six years. Review for tenure must occur not later than the final year of the probationary period. If tenure is

- approved by the Board of Trustees, tenure shall be effective with the beginning of the next academic year. If tenure is not awarded, then the faculty member shall be awarded a terminal appointment for the next academic year.
4. For University Faculty with acceptable professional experience the length of the probationary period may be made less than six years or eliminated upon recommendation of the appropriate faculty body of the affected department or college. At the time of appointment there will be a written agreement explicitly stating the probationary period which shall be signed by the prospective faculty member, the department chair, and the dean of the appointing college, and approved by the Senior Vice President for Academic Affairs and the President or designee.
  5. A prospective appointee shall be informed, by the dean of the appointing college, in advance of an appointment of the decision which has been made regarding the acceptability toward tenure of the appointee's previous experience.
  6. Except in the Community and Technical College and the Library, to receive tenure the University Faculty member must be an Associate Professor or Professor, or be recommended at the same time to the Board for promotion to Associate Professor and show promise of continued excellence of performance and continued professional growth. In the Community and Technical College and the Library, to receive tenure the faculty member must be an Associate Professor or Professor, or have been promoted once, or be recommended at the same time for promotion and show promise of continued excellence of performance and continued professional growth. Exceptions to this standard may be made.
  7. A scholarly or professional leave of absence for one year or less approved by the Board shall count as part of the probationary period unless the University Faculty member and the dean of the University Faculty member's college agree in writing to an exception at the time the leave is granted. A copy of any such agreement shall be sent to the Senior Vice President for Academic Affairs. Extended sick leave in excess of thirty (30) working days shall not count as part of the probationary period unless the University Faculty member and the dean of the University Faculty member's college agree in writing to an exception at the time the leave is granted. A copy of any such agreement shall be sent to the Senior Vice President for Academic Affairs.
  8. A prospective appointee shall be informed, by the dean of the appointing college, in advance of the appointment of the rules of the University regarding tenure, as herein defined, and that these rules constitute a part of the appointee's contract with the University.

*Adopted by the UT Board of Trustees, February 10, 1999*