


Name of Policy: Tenure Policy Number: 3364-72-59 Approving Officer: President Responsible Agent: Provost Scope: All University of Toledo Campuses		 Effective date: December 17, 2025 Original effective date: December 17, 2025	
Keywords:			
x	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

This policy defines tenure and tenure-track faculty rank, and an overview of processes for achieving tenure or promotion in rank.

(B) Purpose of policy

To comply with Ohio Revised Code Sec. 3345.454 by providing a policy on tenure.

(C) Tenure

1. Tenure is defined as the opportunity of a faculty member to continue full-time employment with the University, as subject to University policies.
2. The award of tenure by the Board is selective and conditioned upon positive recommendation of the Provost and the President following an evaluation process at the department and / or college level. Tenure may be terminated through application of University policy or by reason of separation from the institution through resignation or retirement. Tenure may be held at only one

institution at a time. Tenure-eligible and tenured faculty will have an appointment at one of the following three ranks:

- a. Assistant Professor: earned terminal degree in the subject or related field from an accredited college; demonstrated ability as a teacher, clinician or librarian; active involvement in research, scholarship, commercialization or creative activities; good potential for attaining the rank of Associate Professor prior to the expiration of the probationary period (see below).
 - b. Associate Professor: earned terminal degree in the subject or related field from an accredited institution; record of achievement as a teacher, clinician or librarian; record of achievement in research, scholarship, commercialization or creative activities; record of achievement in professional, community and institutional service; good potential for ultimately attaining the rank of Professor.
 - c. Professor: earned terminal degree in the subject or related field from an accredited institution; record as a successful teacher, clinician or librarian; record of outstanding achievement in research, scholarship, commercialization or creative activities; significant contributions in professional, community and institutional service; good potential for continuing contributions in the areas of teaching, clinical care, librarianship; research, scholarship, commercialization or creative activities; and professional, community and institutional service for the remainder of their faculty appointment.
3. Faculty must have the rank of Associate Professor or Professor to receive tenure, or be recommended for promotion to the rank of Associate Professor or Professor at the same time they are being recommended for tenure.
 4. Tenure is awarded to a qualified faculty member based on the faculty member's projected contributions to the goals, needs and objectives of the University and its constituent colleges, departments, schools, divisions and programs. The candidate for tenure must demonstrate continuing abilities to maintain the responsibilities and duties commensurate with the faculty member's current faculty rank and provide evidence of continuing career development; actively and innovatively contribute to the development of the University; demonstrate competence in all areas of academic accomplishment; and show excellence in teaching, clinical care or librarianship; in research, scholarship, commercialization or creative activities; and in professional, community and institutional service.

5. Individual departments, colleges, institutes, and other academic units must document the criteria for teaching, scholarly and/or creative activities, and service by which tenure-eligible faculty are evaluated for tenure or promotion in rank. Such criteria (also known as elaborations) must be reviewed and approved by the Provost. In addition to a committee of faculty (see below), the department chair (or equivalent administrator), dean (or equivalent administrator), Provost, and President must review and provide their recommendations on applications for tenure or promotion. The Board of Trustees has final authority to approve or deny tenure or promotion applications.
6. Faculty must prepare and submit their application for tenure or promotion including all supporting information within the manner and timeframe set forth by the Provost. Faculty may provide a request for reconsideration of a negative recommendation at any level within the internal review process (internal faculty committee, chair, dean, or Provost) prior to the President's review and have reconsideration requests and associated materials included in materials forwarded to the remaining levels of review. The President's recommendation is final and cannot be appealed or subject to a reconsideration request.
7. Prior to the review of applications for tenure or promotion by the department chair or dean, a committee of at least three full time University of Toledo faculty from the candidate's department or specializing in the same or related field as the candidate, must review and provide their recommendation on applications for tenure or promotion. These peer reviews must be written, based on the criteria or elaborations for the department, college or relevant academic unit, and place emphasis on the professional development of the faculty member regarding their teaching responsibilities. These peer evaluations must also include reviews of a candidate's research, scholarship, commercialization or creative activities, and service. All members of this committee must be tenured and must have an academic rank at or above the rank for which the candidate is being considered. Nothing in this policy prohibits additional levels of peer review at the college or University level to comply with existing procedures outlined in collective bargaining agreements or faculty handbooks.
8. Prior to the review of applications for tenure or promotion, the department chair must obtain at least three independent or external reviews of a candidate's research, scholarship, commercialization or creative activities, and these external reviews must be considered in addition to other materials submitted by the candidate. These external reviews must come from tenured faculty specializing in the same or related field as the candidate, with academic rank at or above that to which the candidate is being considered, and if external, have faculty appointments at a peer or more prestigious institutions. Independent or external

reviewers may not have a relationship of any significance with the candidate, including (but not limited to) former professors, members of a candidate's dissertation committee, former students, co-authors or individuals with whom the candidate has collaborated professionally, or individuals who have a personal relationship with the candidate.

(D) Updates

1. At least once every 5 years the University will update this policy and forward it to the Board of Trustees for approval. The first such update will occur no later than December 2030.
2. Nothing precludes the University president or designee from updating or amending this policy between the statutory 5 year periods. Those updates do not need to be approved by the Board of Trustees.

(E) Relation to collective bargaining and other documents

1. With respect to any collective bargaining agreement entered into after the date of this policy the following apply:
 - a. Nothing in this policy may be collectively bargained;
 - b. In the event that this policy conflicts with a collective bargaining agreement, this policy will prevail.
 - c. Neither this policy, application of this policy, nor any decisions reached under this policy may be negotiated, grieved, or arbitrated through any collective bargaining process.
 - d. Any past practices required by or associated with a collective bargaining agreement do not impact implementation of this policy.
2. In the event that this policy conflicts with any other policy, faculty handbook, or other documents, this policy will prevail.

<p>Approved by:</p> <p><u>/s/</u></p> <hr/> <p>Michael Miller, Chair, University of Toledo Board of Trustees</p> <p>Date: December 17, 2025</p>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <p>Original effective date:</p> <p>December 17, 2025</p> <p>Review/revision date:</p> <p>Next review date: December 17, 2030</p>
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