

## TENURE REVIEW BOARD OPERATING CODE, 2020-21

### FUNCTION:

To review a negative tenure recommendation at the request of the candidate. In the event that the Tenure Review Board determines that a tenure case requires reconsideration, the three members of the TRB will sit together with the six members of the ATC, as the Tenure Appeal Committee, to reconsider the case.

### MEMBERSHIP:

Three tenured faculty members, each elected to serve a three-year term, at least one of whom has previously served on the ATC or its predecessor CAPT. All members of the Board must have been tenured for at least two years. No two members may be from the same department. Faculty currently serving on the ATC, CAFR, or FAB are not eligible. No member of the Tenure Review Board may sit for the review of a candidate in his/her department. The FEC will provide replacements for such reviews as needed.

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### PROCEDURES:

(Note that procedures must be consistent with Faculty Handbook language on "Review of Negative Tenure Decisions.")

#### FALL SEMESTER

1. The Tenure Review Board will determine the committee Chair, review the Operating Code, and forward the updated Operating Code to the FEC.

#### SPRING SEMESTER

1. A faculty member who is denied tenure but believes that his or her case received inadequate consideration may petition the Tenure Review Board for a review. Such a review must be requested by March 15th of the year following the semester in which ATC considered the case, or within 15 days of notification of denial of tenure, whichever is later. The candidate must submit to the TRB a letter stating in a clear and precise manner exactly how the consideration of the case is perceived as having been inadequate.

2. The Tenure Review Board will have at its disposal all of the materials contained in the original tenure file that was available to the ATC, together with the letter referred to in number 1 above. No other materials may be added, and the TRB will restrict its inquiry to the area or areas of consideration claimed in the candidate's letter to have been inadequate. The TRB may consult with the ATC, members of the candidate's department, and/or the DOF/VPAA, if necessary. The Board is bound by confidentiality.

3. The Tenure Review Board will convey its recommendation as to whether a tenure case requires reconsideration to the President, the DOF/VPAA, ATC, the department Chair or program Director, and the candidate within four weeks after the petition deadline.

4. In cases where TRB determines that reconsideration is required, a Tenure Appeal Committee (TAC) is convened by the chair of ATC. Once the TAC is called into existence, the Chair of the TRB will summarize for the Tenure Appeal Committee what complaints the TRB determines warrant the review. Similarly, but separately, the Chair of the TRB will summarize those issues for the candidate and his or her advocate, in the presence of the Chair of the TAC.